

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

REGULAR MEETING AGENDA

**Tuesday, October 8, 2024
3:00 p.m.**

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



COUNTY COMMISSIONERS

Carolyn D. Cummings, Chair
At-Large I

Brian Welch, Vice Chair
District 4

Christian Caban
District 2

Nick Maddox
At-Large II

Rick Minor
District 3

David T. O'Keefe
District 5

Bill Proctor
District 1

Vincent S. Long
County Administrator

Chasity H. O'Steen
County Attorney

The Leon County Commission typically holds regular meetings on the second Tuesday of each month and workshops are held on the fourth Tuesday of the month. Regularly scheduled meetings are held at 3:00 p.m. and workshops are held at 1:00 p.m. 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 County Home Page at: www.leoncountyfl.gov. The media and the public can access the meeting in real time on Comcast channel 16, the Leon County Florida channel on Roku, the County's [Facebook](#) page, [YouTube](#) channel, [Twitter](#) and [web site](#).

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 the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact, on behalf of the Chairman, Mathieu Cavell at Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301 or CMR@leoncountyfl.gov, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300, 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service. Accommodation Request Forms are available on the website www.leoncountyfl.gov/ADA.

Board of County Commissioners
Leon County, Florida
Agenda
Regular Public Meeting
Tuesday, October 8, 2024, 3:00 p.m.

Leon County Courthouse, Commission Chambers, 5th Floor
301 S. Monroe Street Tallahassee, Florida 32301

The media and the public can access the meeting in real time on Comcast channel 16, the Leon County Florida channel on Roku, the County's [Facebook](#) page, [YouTube](#) channel, [Twitter](#) and County [web site](#).

Citizens wishing to provide input on any item(s) on the published agenda (or a non-agenda subject) for the meeting may share public comment by using one of the following options:

- In-person at the meeting; or
- Register to provide comments using communications media technology during the meeting through the registration form using the following link
<https://www2.leoncountyfl.gov/coadmin/agenda/>

Citizens wishing to provide virtual comment must register by 8 p.m. on the day before the meeting to provide County staff sufficient time to provide instructions to citizens for comment during the meeting. Anyone needing assistance with registration may contact County Administration at 850-606-5300.

Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., titled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

INVOCATION & PLEDGE OF ALLEGIANCE

Invocation by Trinity Joy Whitley, Associate Pastor, Faith Presbyterian Church

Pledge of Allegiance by Commissioner Minor

AWARDS AND PRESENTATIONS

- Proclamation Recognizing the Chaires Little League All-Star Baseball Team as Runners-Up at the State Tournament.
(Commissioner O'Keefe)
- Proclamation Recognizing the St. Augustine Plantation Assisted Living Facility for Efforts to Ensure the Safety of Residents after the May 10th Tornadoes.
(Commissioner O'Keefe)
- Proclamation Recognizing Barbara Boone, Executive Director of Leadership Tallahassee, for her Dedication to Improving the Community through Cultivation of Diverse Leaders.
(Commissioner Minor)
- Proclamation Recognizing October as Domestic Violence Awareness Month.
(Commissioner Proctor)
- Proclamation Recognizing the 60th Anniversary of the Capital Area Community Action Agency.
(Commissioner Proctor)

- Proclamation Recognizing Pineview Elementary School, Bond Elementary School, and Nims Middle School for Successful Achievement of A and B School Grades for 2024.
(Commissioner Maddox)
- Proclamation Recognizing Bishop Julius McAllister Elected as the 144th Bishop of Bethel AME Church.
(Commissioner Maddox)
- Update on Leon County's Preparation, Response, and Recovery Efforts Related to Hurricane Helene
(County Administrator / Community Relations and Resilience)

CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS

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

CONSENT

1. Minutes: July 9, 2024 Regular Meeting
(Clerk of Court)
2. Payments of Bills and Vouchers
(County Administrator / Office of Management and Budget)
3. Fiscal Year 2025 Annual Board Retreat Overview
(County Administrator / Administration)
4. Annual Performance Review for the County Administrator, in Accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process"
(County Administrator / Human Resources)
5. Agreement with Emergency Care Help Organization, Inc. to Administer the Leon County Direct Emergency Assistance Program
(County Administrator / Human Services & Community Partnerships)
6. Reauthorization for the Housing Finance Authority of Leon County to Issue Multifamily Housing Revenue Bonds for the Lake Bradford Apartments Affordable Housing Project
(County Administrator / Human Services & Community Partnerships)
7. Approval of Employee Benefits Services Agreements
(County Administrator / Human Resources)
8. Request to Schedule the First and Only Public Hearing to Consider an Ordinance to Amend Chapter 6 and Chapter 14 of the Leon County Code of Laws related to Hearing Procedure, Administrative Fines and Liens, and Appeals for the Code Enforcement Board and Nuisance Abatement Board for November 19, 2024
(County Administrator / County Attorney)
9. Fiscal Year 2024 Carry Forward Appropriations
(County Administrator / Office of Management & Budget)
10. Acceptance of the U.S. Department of Homeland Security, Florida Division of Emergency Management, Grant Award
(County Administrator / Office of Management & Budget)

Procurements: *(These items are included under Consent.)*

11. Approval to Purchase Shelving for the Main Library Improvements – Second Floor Project
(County Administrator / Public Works)
12. Bid Award for Construction of the Baum Road Box Culvert Replacement Project
(County Administrator / Public Works)
13. Bid Award for Construction of the Old Plank Road at Chicken Branch Culvert Replacement Project
(County Administrator / Public Works)
14. Authorization for the Leon County Sheriff to Execute a Lease
(County Administrator / Real Estate)
15. Bid Award for the Leon County Detention Center Roof Replacement Phase III
(County Administrator / Public Works)
16. Bid Award for Leon County Sheriff's Office Administration Building Hazard Mitigation Wind Retrofit Project
(County Administrator / Public Works)

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

17. End-of-Year Status Report on the Fiscal Year 2024 Commissioner Discussion Items
(County Administrator / Administration)
18. Status Report on Leon County's Fee Schedule for Towing Services
(County Administrator / Administration)
19. Fiscal Year 2024 Tangible Personal Property Annual Report
(County Administrator / Purchasing)
20. Status Report on Railroad Crossing Maintenance and Safety in Leon County
(County Administrator / Public Works)

CONSENT ITEMS PULLED FOR DISCUSSION

GENERAL BUSINESS

21. Leon County Detention Facility Needs Assessment Report
(County Administrator / Office of Intervention and Detention Alternatives)
22. Request to Schedule the First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 4 of the Leon County Code of Laws to Prohibit the Retail Sale of Dogs, Cats, and Rabbits, for December 10, 2024
(County Administrator / Emergency Medical Services / Animal Control)
23. Adoption of a Resolution to Establish the J.R. Alford Greenway Citizen's Committee
(County Administrator / Office of Resource Stewardship)
24. Nominations to the Governor for Appointment to the Children's Services Council of Leon County
(County Administrator / Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

25. First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Classification from the Bradfordville Office Residential (BOR) Zoning District to the Bradfordville Commercial-1 (BC-1) Zoning District for 0.92-Acres Located at 6785 Thomasville Road
(County Administrator / Planning)
26. First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Light Industrial (M-1) Zoning District to the Single Family Detached, Attached and Two-Family Residential (R-3) Zoning District for 18.51 Acres Located at 4767 Capital Circle SE
(County Administrator / Planning)
27. Second and Final Public Hearing on the Federal Fiscal Year 2023 Small Cities Community Development Block Grant Opportunity
(County Administrator / Human Services & Community Partnerships)

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

- Community Redevelopment Agency Fiscal Year 2025 Budget Adoption

ADJOURN

*The next regular meeting of the Board of County Commissioners is tentatively scheduled for
Tuesday, November 19, 2024 at 3:00 p.m. – Regular Meeting*

**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**

PUBLIC NOTICE

Leon County Board of County Commissioners 2024 Tentative Meeting Schedule

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

Date	Day	Time	Meeting
January 22	Monday	9:00 a.m.	Board Retreat
January 23	Tuesday	3:00 p.m.	Regular Board Meeting
February 20	Tuesday	3:00 p.m.	Regular Board Meeting
March 19	Tuesday	3:00 p.m.	Regular Board Meeting
April 9	Tuesday	3:00 p.m.	Regular Board Meeting
April 9	Tuesday	6:00 p.m.	Transmittal Hearing on the 2024 Cycle Comprehensive Plan Amendments
April 23	Tuesday	9:00 a.m.	Budget Workshop
May 14	Tuesday	3:00 p.m.	Regular Board Meeting
June 11	Tuesday	3:00 p.m.	Regular Board Meeting
June 11	Tuesday	6:00 p.m.	Adoption Hearing on 2024 Cycle Comprehensive Plan Amendments
June 18	Tuesday	9:00 a.m.	Budget Workshop
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.	First Public Hearing on Tentative Millage Rate and Budgets
September 24	Tuesday	2:00 p.m.	Workshop on the Southside Action Plan
September 24	Tuesday	3:00 p.m.	Workshop on County's Purchasing Policy
September 24	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
October 8	Tuesday	3:00 p.m.	Regular Board Meeting
October 22	Tuesday	1:00 p.m.	Workshop – Legislative Priorities (tentative)
October 22	Tuesday	3:00 p.m.	Workshop on the Comprehensive Plan Land Use & Mobility Elements Update
November 19	Tuesday	3:00 p.m.	Installation, Reorganization & Regular Board Meeting
December 10	Tuesday	3:00 p.m.	Regular Board Meeting

Note: All regularly scheduled Board meetings are generally scheduled for the 2nd Tuesday of the month and workshops for the 4th Tuesday. If additional Board meetings are necessary, the meeting would be scheduled on the 4th Tuesday of the month in addition to or in place of a workshop.

PUBLIC NOTICE
Leon County Board of County Commissioners
2024 Tentative Calendar

Month	Day	Time	Meeting Type
October 2024	Tuesday 8	3:00 p.m.	Regular Meeting – County Courthouse, 5 th Floor Commission Chambers
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency Meeting – City Commission Chambers
	Tuesday 22	1:00 pm	Workshop on Legislative Priorities (tentative) – County Courthouse, 5 th Floor Commission Chambers
		3:00 pm	Workshop on the Comprehensive Plan Land Use & Mobility Elements Update – County Courthouse, 5 th Floor Commission Chambers
November 2024	Tuesday 5	Offices Closed	ELECTION DAY
	Monday 11	Offices Closed	VETERAN’S DAY observed
	Thursday 14	3:00 p.m.	Blueprint Intergovernmental Agency Meeting – City Commission Chambers
	Tuesday 19	3:00 p.m.	Installation, Reorganization and Regular Meeting – County Courthouse, 5 th Floor Commission Chambers
	Monday 25	1:30 p.m.	Capital Region Transportation Planning Agency Meeting – City Commission Chambers
	Thursday 28	Offices Closed	THANKSGIVING DAY
	Friday 29	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
December 2024	<i>Wednesday 4 – Friday 6</i>		<i>FAC Legislative Conference – Hillsborough County – Tampa, FL</i>
	Tuesday 10	3:00 p.m.	Regular Meeting – County Courthouse, 5 th Floor Commission Chambers
	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency Meeting – City Commission Chambers
	Wednesday 25	Offices Closed	CHRISTMAS
January 2025	Wednesday 1	Offices Closed	NEW YEAR’S DAY
	Tuesday 7	No Meeting	BOARD RECESS
	Monday 20		MARTIN LUTHER KING, JR. DAY

Meetings listed in italics are included in the Board’s 2024 Travel Schedule

PUBLIC NOTICE
Leon County Board of County Commissioners
2025 Tentative Meeting Schedule

Date	Day	Time	Meeting
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.	Workshop
March 18	Tuesday	3:00 p.m.	Regular Board Meeting
March 25	Tuesday	1:00 p.m.	Workshop
April 8	Tuesday	3:00 p.m.	Regular Board Meeting
April 8	Tuesday	6:00 p.m.	Transmittal Hearing on the 2025 Cycle Comprehensive Plan Amendments
April 22	Tuesday	1:00 p.m.	Workshop
May 13	Tuesday	3:00 p.m.	Regular Board Meeting
June 10	Tuesday	3:00 p.m.	Regular Board Meeting
June 10	Tuesday	6:00 p.m.	Adoption Hearing on 2025 Cycle Comprehensive Plan Amendments
June 17	Tuesday	9:00 a.m.	Budget Workshop
July 8	Tuesday	9:00 a.m.	Budget Workshop (if necessary)
July 8	Tuesday	3:00 p.m.	Regular Board Meeting
September 9	Tuesday	3:00 p.m.	Regular Board Meeting
September 9	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
September 16	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
October 14	Tuesday	3:00 p.m.	Regular Board Meeting
October 28	Tuesday	1:00 p.m.	Legislative Priorities Workshop
November 18	Tuesday	3:00 p.m.	Installation, Reorganization & Regular Board Meeting
December 9	Tuesday	3:00 p.m.	Regular Board Meeting

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

Note: All regularly scheduled Board meetings are generally scheduled for the 2nd Tuesday of the month and workshops for the 4th Tuesday. If additional Board meetings are necessary, they would be scheduled on the 4th Tuesday of the month in addition to or in place of a workshop.

PUBLIC NOTICE
Leon County Board of County Commissioners
2025 Tentative Calendar

Month	Day	Time	Meeting Type
January 2025	Wednesday 1	Office Closed	NEW YEAR'S DAY
	Monday 20	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Monday 27	9:00 a.m.	Board Retreat TBD
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
February 2025	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 13	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 25	1:00 p.m.	Board Workshop County Courthouse, 5 th Floor Commission Chambers
March 2025	<i>Saturday 1 – Tuesday 4</i>		<i>NACO Legislative Conference Washington, D.C.</i>
	Tuesday 18	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Wednesday 19		<i>Florida Association of Counties Legislative Day FSU Turnbull Conference Center Tallahassee, Leon County, FL</i>
	Tuesday 25	1:00 p.m.	Board Workshop County Courthouse, 5 th Floor Commission Chambers
April 2025	Tuesday 8	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Transmittal Hearing for Amendments on the 2025 Cycle Comprehensive Plan Text Amendments County Courthouse, 5 th Floor Commission Chambers
	Tuesday 22	1:00 p.m.	Board Workshop County Courthouse, 5 th Floor Commission Chambers
	<i>Saturday 26</i>		<i>Honor Flight Tallahassee Washington D.C.</i>
May 2025	Thursday 8	1:00 p.m.	Blueprint Intergovernmental Agency Budget Workshop City Commission Chambers
		3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 13	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 20	Offices Closed	EMANCIPATION DAY observed
	Monday 26	Offices Closed	MEMORIAL DAY
June 2025	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Adoption Hearing on the 2025 Cycle Comprehensive Plan Text Amendments County Courthouse, 5 th Floor Commission Chambers
	Tuesday 17	9:00 a.m.	Budget Workshop County Courthouse, 5 th Floor Commission Chambers

Month	Day	Time	Meeting Type
June 2025 (cont.)	<i>Tuesday 24 – Friday 27</i>		<i>FAC Annual Conference & Educational Exposition Orlando, Orange County, FL</i>
July 2025	Friday 4	Offices Closed	INDEPENDENCE DAY
	Tuesday 8	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 11 – Monday 14</i>		<i>NACo Annual Conference Philadelphia, Philadelphia County, PA</i>
	<i>Saturday 12 – Wednesday 16</i>		<i>NAACP National Conference Charlotte, NC</i>
	<i>Wednesday 16 – Saturday 19</i>		<i>National Urban League Annual Conference Cleveland, Ohio</i>
August 2025	<i>Thursday 14 – Sunday 17</i>		<i>Chamber of Commerce Annual Conference Fernandina Beach, FL</i>
September 2025	Monday 1	Offices Closed	LABOR DAY
	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 25/26*
	Tuesday 16	6:00 p.m.*	Second Public Hearing on Final Millage Rate and Final Budgets County Courthouse, 5 th Floor Commission Chambers
	<i>Wednesday 17 – Thursday 18</i>		<i>FAC Innovation & Policy Conference Gainesville, Alachua County, FL</i>
	Thursday 18	3:00 p.m.	Blueprint Intergovernmental Agency Meeting City Commission Chambers
		5:00 p.m.	Blueprint Intergovernmental Agency Budget Public Hearing City Commission Chambers
	TBD		<i>Congressional Black Caucus Annual Legislative Conference – Washington D.C.</i>
*These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings			
October 2025	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Saturday 25 – Wednesday 29</i>		<i>ICMA Annual Conference Tampa, Hillsborough County, FL</i>
	Tuesday 28	1:00 pm	Legislative Priorities Workshop County Courthouse, 5 th Floor Commission Chambers
	TBD		<i>National Organization of Black County Officials (NOBCO) Annual Conference – TBD</i>
November 2025	Thursday 6	3:00 pm	Blueprint Intergovernmental Agency Meeting City Commission Chambers
	Tuesday 11	Offices Closed	VETERAN'S DAY
	Tuesday 18	3:00 p.m.	Installation, Reorganization and Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Wednesday 19 – Friday 21</i>		<i>FAC Legislative Conference Tampa, Hillsborough County, FL</i>

Month	Day	Time	Meeting Type
November 2025 (cont.)	Thursday 27	Offices Closed	THANKSGIVING DAY
	Friday 28	Offices Closed	DAY AFTER THANKSGIVING
December 2025	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 25	Offices Closed	CHRISTMAS
	Friday 26	Offices Closed	DAY AFTER CHRISTMAS
January 2026	Thursday 1	Offices Closed	NEW YEAR'S DAY
	Friday 2	Offices Closed	DAY AFTER NEW YEAR'S DAY
	Monday 19		MARTIN LUTHER KING, JR. DAY

Meetings listed in italics are included in the Board's 2025 Travel Schedule

Capital Region Transportation Planning Agency DRAFT 2025 Meeting Schedule will be provided in October

Citizen Committees, Boards, and Authorities

Current and Upcoming Vacancies

CURRENT VACANCIES

Affordable Housing Advisory Committee

Board of County Commissioners (1 appointment) for the following categories:

- b. A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- c. A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- j. A citizen who represents employers within the jurisdiction.
- k. A citizen who represents essential services personnel, as defined in the local housing assistance plan. (Essential Service Personnel includes teachers and educators, other school district, community college and university employees, police and fire personnel, health care personnel, skilled building trades personnel, and active U.S. Armed Forces service members.)

Animal Classification Committee

Board of County Commissioners (1 appointment) – Licensed Veterinarian

Architectural Review Board

City Commission (2 appointments)

Board of Adjustments & Appeals

City Commission (2 appointments)

Canopy Road Citizens Committee

Board of County Commissioners (2 appointments)

City Commission (1 appointment)

Council on Culture & Arts

Board of County Commissioners (1 City recommended appointment)

Joint City/County Cycling Workgroup

Board of County Commissioners (1 appointment)

City Commission (3 appointments)

Leon County Research & Development Authority

Board of County Commissioners (1 appointment)

Library Advisory Board

Commissioner – District V: David O’Keefe (1 appointment)

UPCOMING VACANCIES

OCTOBER 31, 2024

Canopy Roads Citizens Committee

City Commission (1 appointment)

Tourist Development Council

Board of County Commissioners (1 appointment)

DECEMBER 31, 2024

Audit Advisory Committee

Board of County Commissioners (2 appointments)
Clerk of Court (3 appointments)

Children's Services Council

Board of County Commissioners (2 nominations for Governor appointment)

Joint City/County Bicycling Workgroup

Board of County Commissioners (3 appointments)
City Commission (1 appointment)

Library Advisory Board

Commissioner – District I: Bill Proctor (1 appointment)
Commissioner – At-Large II: Nick Maddox (1 appointment)
Friends of the Library (1 appointment)

Tourist Development Council

Board of County Commissioners (2 appointments for Ex Officio – City of Tallahassee Commissioner seats)

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

Leon County Board of County Commissioners

Agenda Item #1

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: July 9, 2024 Regular Meeting

Review and Approval:	Vincent S. Long, County Administrator Chasity O'Steen, County Attorney
Department / Division Review:	Ken Morris, Assistant County Administrator Edward Burke, Finance Director, Clerk of Court & Comptroller
Lead Staff / Project Team:	Beryl Wood, Clerk to the Board

Statement of Issue:

This item seeks Board review and approval of the following minutes: July 9, 2024 Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of July 9, 2024 Regular Meeting.

Attachment:

1. July 9, 2024 Regular Meeting Minutes

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
July 9, 2024**

The Board of County Commissioners of Leon County, Florida, met in regular session at 3:00 p.m. with Chair Carolyn D. Cummings presiding. Vice-Chair Brian Welch, Commissioners David T. O'Keefe, Christian Caban, Bill Proctor, Nick Maddox, and Rick Minor were present. Also present were County Administrator Vincent S. Long, County Attorney Chasity H. O'Steen, and Clerk to the Board Beryl H. Wood.

Chair Cummings called the meeting to order at 3:01 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Pastor Matt Hall, Canopy Roads Baptist Church.

The Pledge of Allegiance was provided by Vice-Chair Brian Welch.

AWARDS AND PRESENTATIONS

- Proclamation Recognizing Race Amity Day in Leon County.
(*Commissioner Proctor*)
 - Commissioner Proctor presented the Proclamation recognizing Race Amity Day in Leon County.
 - Dr. Michelle Mitcham accepted the Proclamation on Race Amity Day, which was recognized on June 9th. She thanked the Board on behalf of the Baha'i faith community for this honor and shared that diversity is our strength.
 - Dr. Kerry McCord, Chair of the Tallahassee Baha'i Community, was present and conveyed the essence of what Race Amity represents. He urged people to come together and create friendships with those different from themselves.
- Proclamation Recognizing Olean's Cafe for Supporting Residents of Leon County During the Aftermath of the May 10th Tornadoes.
(*Commissioner Proctor*)
 - Commissioner Proctor, School Board Member Darryl Jones, and Keith Bowers, Director of OEV, presented Olean McCaskill with a proclamation recognizing Olean's Café for supporting the residents of Leon County during the aftermath of the May 10th tornadoes.
 - Mr. Jones mentioned the comfort and solace Olean's Café provides to the students at FAMU and the residents of the Southside. He stated that she is the yardstick by which successfully owned minority businesses can be measured. He thanked her for her generosity and contributions to the community.
 - Ms. McCaskill thanked the Board and the community as she accepted the proclamation. She mentioned that it has been a pleasure to serve the community and the students at FAMU. She encouraged everyone to come by for a meal. She stated that serving the citizens after the storm was an honor.
 - Commissioner Maddox commended Ms. McCaskill for her efforts in feeding the community during the tornadoes' aftermath. He reflected on what a staple she has been in the community by highlighting all those she has served.

- Chair Cummings commented on her exceptional culinary skills and applauded her enormous generosity towards others after the storm.

CITIZENS TO BE HEARD ON CONSENT AND NON-AGENDAED ITEMS

- Lonnie Mann, 1120 E. Windwood Way, virtual speaker, expressed concerns about potential failures in archaeological testing by contractors and urged the County to hire an archaeologist to improve cultural resource protection.
- Kate MacFall, 1205 Walton Drive, Florida Director for the Humane Society of the United States, advocated for an ordinance prohibiting the sale of dogs, cats, and rabbits in retail stores, highlighting cruelty from puppy mills and urging action against this inhumane practice.
- Karen Woodall, 607 N. Martin Luther King Jr. Blvd, introduced a new initiative, Rapid Transitional Housing, using shipping containers to provide affordable housing for the homeless. She also addressed heirs' property issues in the French Town Area, discussing legal assistance and advocating for property tax relief through grants.
- Stanley Sims, 1320 Avondale Way, acknowledged Ms. Olean. He shared that on July 23rd he and his wife will celebrate their 31st wedding Anniversary. He commented on the personnel investigation, which included Mr. Mathieu Cavell. He shared that he trusted County Administrator Long and County Attorney O'Steen to conduct a fair and impartial investigation based on his past experiences with them. He commented on the importance of governmental accountability.
- Commissioners' Acknowledgments of Summer Interns:
Commissioner Proctor, Commissioner O'Keefe, and Commissioner Caban, Vice-Chair Welch, and Chair Cummings praised their summer interns for their contributions, with some highlighting specific achievements like producing newsletters. They encouraged the interns to return for future programs.

CONSENT

Vice-Chair Welch moved, seconded by Commissioner Minor, to approve the Consent Agenda, with the exception of Items #5, #6, and #9.

The motion carried 7-0.

1. Minutes: April 23, 2024, Budget Workshop and May 14, 2024, Regular Meeting

The Board approved Option #1: Approve the minutes of April 23, 2024, Budget Workshop and May 14, 2024, Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved Option #1: Approve the payment of bills and vouchers submitted for July 9, 2024, and the pre-approval of payment of bills and vouchers for the period of July 10, 2024, through September 16, 2024.

3. Proposed Revisions to Leon County Personnel Policies and Procedures, Section 7 - Attendance and Leave

The Board approved Option #1: Adopt the proposed revisions to the Leon County Personnel Policies and Procedures, Sections 7.08 – Annual Leave Accrual, and Section 7.16 – Transfer Credits.

4. Commissioner Appointments to the Code Enforcement Board

The Board approved Options #1-2: Option #1: Ratify Commissioner Minor's reappointment of Nicholas Mihalich to the Code Enforcement Board for a three-year term ending July 31, 2027.

Option #2: Ratify Commissioner O'Keefe's reappointment of Paula Ryan to the Code Enforcement Board for a three-year term ending July 31, 2027.

5. PULLED - Ratification of Board Actions Taken at the June 18, 2024, Fiscal Year 2025 Budget Workshop

6. PULLED - Fiscal Year 2025 State Housing Initiatives Partnership Funding

7. Approval to Submit a Florida Department of Environmental Protection Grant Application for the Woodville Sewer System Project

The Board approved Option #1: Approve the submission of a grant application to the Florida Department of Environmental Protection in the amount of \$10 million for the Woodville Sewer System Project.

8. Approval of the Plat for Bradford Hills-Phase 1

The Board approved Option #1: Approve the plat for Bradford Hills-Phase 1 Subdivision for recording in the Public Record, contingent upon staff's final review and approval.

Procurements: (These items are included under Consent.)

9. PULLED - Authorization to Negotiate for Professional Audit Services

10. Approval to Purchase Three Motor Graders for Leon County Public Works

The Board approved Option #1: Approve the purchase of three new Caterpillar 140 Motor Graders utilizing the Florida Sheriff's Association Purchasing Agreement, Contract # FSA23-EQU21.0, Item 263, from Ring Power Corporation in the amount of \$977,172.

11. Approval of the Bid Award for Open Graded Hot Mix Bituminous Paving Services

The Board approved Option #1: Approve the bid award for Open Graded Hot Mix Bituminous Pavement in Place, Continuing Services to Peavy & Son Construction Co., Inc. and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney.

12. Approval of an Agreement for Electronic Monitoring Products and Services with Sentinel Offender Services, LLC

The Board approved Option #1: Approve the Agreement with Sentinel Offender Services, LLC for electronic monitoring services and authorize the County Administrator to execute all associated documents, and any amendments thereto, subject to legal review by the County Attorney.

13. Approval to Award an Agreement for Professional and Operational Services for the Adderley Amphitheater at Cascades Park for Ticketed, Regional Concerts

The Board approved Option #1: Approve awarding an Agreement for the provision of management, operations and promotional services to Scott Carswell Presents LLC, and authorize the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney.

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

14. Fiscal Year 2022/2023 Annual Audit and Financial Statements.

The Board approved Option #1: Accept the Fiscal Year 2022/2023 Annual Audit and Financial Statements and authorize the Chair to sign a letter transmitting the report to the Auditor General.

15. Acceptance of the Fiscal Year 2022-2023 Annual Investment Report and Approval of Revisions to Leon County Investment Policy No. 17-4

The Board approved Options #1-2: Option #1: Accept the Annual Investment Report for Fiscal Year 2022-2023.

Option #2: Adopt the proposed revisions to Policy No. 17-4, "Leon County Investment Policy".

16. Status Update Regarding Curbside Collection Service Provided by Waste Pro, Inc.

The Board approved Option #1: Accept the semiannual status update regarding curbside waste collection service provided by Waste Pro, Inc.

CONSENT ITEMS PULLED FOR DISCUSSION

Item #5 - PULLED - Ratification of Board Actions Taken at the June 18, 2024, Fiscal Year 2025 Budget Workshop

- o County Administrator Long commented that this item was pulled due to a necessary recusal.

Commissioner Maddox moved, seconded by Commissioner O'Keefe, to approve Option #1 as amended: Ratify the direction provided by the Board during the June 18, 2024 FY 2025 Budget Workshop, to exclude items d, e, l, and n;

- a. *Approve the recommended changes to Leon County Personnel Policies and Procedures, Section I, Introduction and Section V, Subsection 5.11 – Overtime.*
- b. *Approve the advance funding of capital projects in FY 2024 as reflected in the Resolution and Budget Amendment.*
- c. *Accept the status update on the Essential Libraries Initiative.*
- f. *Approve the updated Transfer Station Tipping Fee resolution, subject to legal review by the County Attorney.*

- g. Approve the District Medical Examiner Fees Schedule.*
- h. Accept the FY 2024 annual status report and recommendations on the Sidewalk Program implementation.*
- i. Accept the status report on the FY 2022 – FY 2026 Strategic Plan.*
- j. Include a 5% pay raise for all Leon County Government and Constitutional Officer employees in the FY 2025 Preliminary Budget.*
- k. Approve the recommended changes to Leon County Personnel Policies and Procedures, Section VII, Subsection 7.08 – “Annual Leave Accrual” to increase the number of annual leave hours that may be carried into the new year from 300 to 480 hours.*
- m. Establish the maximum Emergency Medical Services (EMS) Municipal Services Taxing Unit (MSTU) for FY 2025 at 0.75 mills.*

The motion carried 7-0.

Commissioner Maddox moved, seconded by Commissioner O’Keefe, to approve Option #1, items l and n:

- l. Establish the maximum countywide millage rate for FY 2025 at 8.3144.*
- n. Approve the appropriation of \$531,161 in general revenue fund balance to balance the FY 2025 Preliminary Budget.*

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

Commissioner O’Keefe moved, seconded by Commissioner Minor, to approve Option #1, items d and e:

- d. Approve \$537,500 for line-item funding allocation to the emergency homeless Shelters for FY 2025 and FY 2026 in Community Human Services Partnership Emergency Shelter Subcategory funding in the following amounts:*
 - 1. Kearney Center: \$356,567*
 - 2. HOPE Community: \$98,473*
 - 3. Capital City Youth Services: \$40,603*
 - 4. Brehon House: \$28,269*
 - 5. Refuge House: \$13,588*
- e. Authorize the County Administrator to negotiate and execute agreements with the emergency homeless shelters for FY 2025 and FY 2026 Leon County line item funding, and any amendments thereto, subject to legal review by the County Attorney.*

The motion carried 6-0 (Commissioner Maddox recused).

- Commissioner Proctor expressed his appreciation to the Board for approving item j, which will provide a five percent salary increase to all County employees and constitutional officers.

Item #6 - PULLED - Fiscal Year 2025 State Housing Initiatives Partnership Funding

- Commissioner O'Keefe stated this item deserved approval. He commented that he pulled this item to highlight the important inclusion of \$50,000 in funds for legal aid on behalf of the heir program.
- Commissioner Maddox sought clarification about his possible conflict of interest.
 - County Attorney O'Steen replied that he did not have a conflict.
- Commissioner Proctor inquired about funding for transitional housing for persons returning from incarceration and whether this item addressed that matter.
 - Shington Lamy, Assistant County Administrator, responded no and stated that this item is specifically for CHSP dollars they receive directly from the state. He commented that the funds Commissioner Proctor was referring to are allocated by the Board specifically for the PSCC.

Commissioner O'Keefe moved, seconded by Commissioner Maddox, to approve Options #1 and #2. Option #1: Approve the proposed expenditures for the FY 2025 State Housing Initiatives Partnership allocation and authorize the County Administrator to realign funds within the State Housing Initiative Partnership program when necessary to maximize opportunities to increase or preserve affordable housing and meet minimum State Housing Initiatives Partnership expenditure requirements.

Option #2: Adopt the Resolution approving the proposed revisions to FY 2024-2026 Leon County State Housing Initiatives Partnership Local Housing Assistance Plan.

The motion carried 7-0.

Item #9 PULLED - Authorization to Negotiate for Professional Audit Services

- Commissioner O'Keefe raised concerns about using the same audit firm for 31 years. Citing the Enron scandal, he emphasized the importance of rotating audit firms to ensure fresh perspectives. He mentioned FSU as an example of an organization that regularly rotates audit firms. Commissioner O'Keefe recommended approving Option #1 and proposed a procurement policy change to limit audit firms to a maximum of 5 years or up to 10 years with Board approval.

Commissioner O'Keefe moved, seconded by Commissioner Caban, to approve the contract as presented and requested staff bring back an agenda item to consider requiring audit firm rotation as a procurement policy.

- Commissioner Proctor requested more information from Clerk Gwen Marshall Knight about the current audit firm, standard procedures, and best practices. He also inquired about other qualified vendors for the contract. Commissioner Proctor noted that this issue had been discussed before, and there seemed to be agreement that repeatedly renewing the same firm's contract was inappropriate.
 - Clerk Marshall Knight thanked the Board for allowing the Clerks to provide input on the audit firm discussion. She stated that, to her knowledge, no laws require auditor rotation. She commented on best practices and the factors

institutions consider when rotating auditors. Drawing from her experience with the Statewide Clerk Association, she referenced their standards regarding auditor rotation. She then deferred to Chief Deputy Clerk Kenneth Kent to elaborate on the pros and cons of mandatory rotation.

- Mr. Kent confirmed that Florida Statutes do not mandate auditor rotation but require a selection process. He discussed the pros and cons of retaining the same audit firm and implementing mandatory rotation, noting that the choice depends on the Board's policy preference. Mr. Kent emphasized that the top priority is maintaining audit quality and adopting best practices to achieve this goal.
- Commissioner Proctor voiced concerns about the complacency that can arise from long-term service with the same audit firm, leading to a lack of thorough scrutiny. While acknowledging the value of institutional knowledge, he reiterated the risks of becoming too comfortable. He also inquired about additional standards that would support the rotation of audit firms.
 - Mr. Kent noted that they had examined the issue of audit firm rotation and found mixed results. He explained that the AICPA does not favor rotation, while others take a neutral stance but emphasize the importance of a rigorous selection process. He mentioned data from the American Accounting Association showing a potential increase in audit quality with rotation. Mr. Kent also highlighted that the audits conducted in Leon County have been thorough and rigorous.
- Commissioner Proctor shared that he had examined the scoring table, and the current audit firm scored 9 points higher than the second-place firm. He inquired about the extensiveness of the audit process and which entities are examined during the audit.
 - Mr. Kent shared that the auditors work with each of the five entities and develop individual audited financial statements. He mentioned that after the process, all findings are compiled into an annual consolidated financial report. He explained that the annual report is designed to provide a complete overview of the financial health of Leon County.
- Commissioner Proctor inquired about the protocols should mistakes occur and questioned whether the Board would be notified if any finances were not in shape. He also inquired about the quality of Thomas Howell Ferguson's service.
 - County Administrator Long replied that based on previous Board discussions, the ultimate priority is a rigid procurement process. He stated the focus is having an audit firm with the capacity to handle the volume and complexity of what the County does, not the length of service. He commented that it is a very formal process and that he is satisfied with the incumbent's performance.
- Commissioner Maddox emphasized that he is more interested in who can successfully do the job at a high quality, not the longevity of a firm's service. He commented that if Thomas Howell Ferguson repeatedly demonstrates they are the best, they should receive the bid. He remarked that the current procurement process is vigorous, and he is satisfied with the current situation.

Commissioner Maddox moved, seconded by Vice-Chair Welch, for a substitute motion to approve staff recommendations.

- Vice-Chair Welch stated he strongly agreed with Commissioner Maddox. He remarked that the existing process is objective and that they shouldn't be manipulating the process against a firm that achieves success through a neutral evaluation. He commented that Tomas Howell Ferguson won the bid because they scored the best based on impartial metrics.
- Chair Cummings inquired about the local preference score and its calculation.
 - Mr. Edward Burke, Leon County Clerk of Courts Finance Director, clarified that the local preference score applies to any organization with an office in Tallahassee.
- Commissioner Proctor sought additional information on local preference scoring and inquired about its relevance to the job of auditing. He commented that the local preference score doesn't speak to ability, only geography. He requested that they bring back an agenda item detailing other possible vendors.
 - Mr. Kent commented that the local preference score is a policy choice. He discussed the benefits of choosing a local firm, such as more office engagement and reduced audit costs from not having to pay travel expenses.
 - Commissioner Maddox shared that he understood Commissioner Proctor's perspective. He remarked that he placed a higher value on competence versus rotation. He commented that he is a supporter and understood the importance of local preference as it keeps funds in the community. He reiterated the importance of competency versus rotation and encouraged other qualified firms to apply.
 - County Attorney O'Steen discussed section 218.391, Florida Statutes, which details the process that must be used to procure and solicit audit services. She stated that any action the Board takes to modify their current process would have to comply with state law.
 - Commissioner Minor thanked Commissioner O'Keefe for his expertise. He emphasized that he understood both sides of the argument but supported keeping the current firm. He commented that the focus should be on procuring the firm with the highest quality, which is currently Thomas Howell Ferguson. He discussed the important role reputation plays in an audit firm's credibility and success.
 - Commissioner O'Keefe commented on the Florida Auditor General's packet that confirmed mandatory rotation is not required. He mentioned that our region has numerous qualified firms with the capacity to handle the County's audit. He remarked that many localities implemented auditor rotation following instances of fraud; he expressed his desire to adopt a proactive approach instead of waiting for fraud to occur.

- Commissioner Caban emphasized the importance of having a fresh perspective in auditing, referencing practices he uses in his businesses. He acknowledged both sides of the debate, noting that while the current audit firm is competent, there is a need for greater transparency. As part of a new generation of leaders, he supported Commissioner O'Keefe's viewpoint and suggested hiring an independent auditor to oversee and audit the current firm.
- Commissioner Proctor joked about the excellence of the firm after 31 years, noting his longevity serving on the Board. He inquired from the County Attorney about the procedures for removing the current audit firm should they become dissatisfied with their service.
- County Attorney O'Steen replied that section 18 of the Audit Services Agreement draft allows for the termination of the firm without cause with a 30-day written notice should they become dissatisfied with their services.
- Chair Cummings inquired about aspirational goals regarding subcontracting with minority and women-owned firms.
- Mr. Kent replied that Thomas Howell Ferguson's proposal included a minority partner. He stated the firm will allocate a percentage of the hours to the minority-owned auditing firm.
- Commissioner Maddox mentioned that their professional services contracts include MWBE aspirational goals. He expressed satisfaction that Thomas Howell Ferguson found a minority-owned business to partner with.

Commissioner Maddox moved, seconded by Vice-Chair Welch, for a substitute motion to approve Option #1, staff recommendation. Option #1: Authorize the County Administrator or his designee to negotiate fees for Professional Auditing Services for Leon County with Thomas Howell Ferguson P.A./Law, Redd, Crona & Munroe, P.A. (THF/LRDM). If negotiations are unsuccessful, authorize the County Administrator or designee to negotiate with the next highest ranked firms in order or ranking, and authorize the County Administrator to execute the Agreement and any amendments thereto, subject to legal review by the County Attorney.

The motion carried 5-2 (Commissioner O'Keefe and Commissioner Caban in opposition).

GENERAL BUSINESS

17. After-Action Report on Leon County's Preparation, Response, and Recovery Efforts to the May 10 Tornado Outbreak.

County Administrator Long introduced this item. This item provided the Board with an after-action report on Leon County's preparation, response, and recovery efforts related to the tornado outbreak that occurred on May 10, 2024. This after-action report served as a summary of actions taken to date by Leon County in response to the tornado outbreak, providing findings and recommendations from the emergency activation, and sought Board approval of a Resolution and Budget Amendment for the costs associated with the tornado recovery and to replenish the Catastrophe Reserve Fund for the 2024 hurricane season.

- Chair Cummings acknowledged the FEMA employees who were in the audience and initiated a round of applause to thank them for all their work in the community. She encouraged all citizens to continue to apply for aid.
- Kevin Peters, Director of Emergency Management, mentioned that the FEMA team is strained due to the numerous weather disasters occurring throughout the country. He introduced and highlighted some of the FEMA staff who were present.
- Mr. Quin Romay, Operations Branch Director, thanked the Board and stated that there are about 94 FEMA workers currently in the greater Tallahassee/Leon County area. He mentioned the numerous ways to register for FEMA assistance.
- Commissioner Proctor emphasized the presence of FEMA staff in the area and underscored the significance of their direct outreach efforts within the community.
- Commissioner Caban thanked the Leon County team and Administrator Long for their heroic efforts after the May 10th tornadoes. He expressed gratitude for the assistance provided by the state and extended his thanks to the Governor and several state agencies. He inquired about food and water reserves that the County oversees.
 - County Administrator Long replied that they have some reserves but noted that it was limited due to the current policy of storing resources in a centralized hub.
 - Mr. Peters commented that through their partnership with Second Harvest, Leon County has a small local reserve of resources. He reiterated that the current policy is to have distribution hubs located throughout the state, as mentioned by the County Administrator.
- Commissioner Caban expressed concern about the challenges rural communities face in accessing water during power outages. He inquired about a timeline for establishing a distribution center to assist those rural communities after a disaster event.
 - Mr. Peters replied they have distribution sites pre-identified in the rural communities should they need to utilize them.

Commissioner Proctor moved, seconded by Commissioner Minor, to approve Options #1, #2 & #3: Option #1) Accept the after-action report on Leon County's preparation, response, and recovery efforts related to the May 10, 2024, Tornado Outbreak.

#2) Adopt the proposed revisions to Policy No. 07-2 "Reserves."

#3) Approve the Resolution and Budget Amendment.

The motion carried 6-0 (Vice-Chair Welch out of chambers).

18. Report on Four Existing County Road Repair and Stabilization Programs and Consideration of Two New Programs for Private Roads

County Administrator Long introduced this item. Based on the Board's adoption of a Strategic Initiative at its 2024 Board Retreat to evaluate the County's Private Road Repair and Maintenance Policy and Programs, this agenda item sought the Board's

consideration of two additional programs to enhance the safety and maintenance of private roads in the unincorporated area of the County.

- There were no speakers on this item.
- Commissioner Minor inquired about repaving private roads and who would be liable should the necessary standards not be met.
 - County Attorney O'Steen replied that they would have a contractual relationship because they would be managing the repaving. She stated that it was their responsibility to ensure there were protections in place, like a warranty, should the work not meet the required standards.
- Commissioner Caban stated that he hoped this would have the Board's full support. He thanked the County Administrator and Public Works for their long endeavor to make this happen. He mentioned this is undoubtedly the biggest complaint he hears from his constituents. He expressed pride in being part of an organization that placed a high priority on assisting those in need.

Commissioner Caban moved, seconded by Vice-Chair Welch, to approve Options #1-2: Option #1: Adopt the proposed revision to Policy No. 11-1, "Private Road Preventative Maintenance and Repair Program Policy." and

Option#2: Adopt the proposed Policy No. 24-2, "Private to Public Dirt Road Improvement and Maintenance Program Policy."

The motion carried 7-0.

19. Status Report on the Miccosukee Canopy Road Greenway and Designated Canopy Road Protections

County Administrator Long introduced this item. This item sought Board acceptance of a status report on the Miccosukee Canopy Road Greenway and designated canopy road. This item provided information on the existing access easements that cross the greenway, protections in place for both the greenway and designated canopy road, roadway design and pedestrian safety for proposed roadways that intersect the greenway and canopy road, and information on creating a new Miccosukee Greenway Canopy Road Protection Corridor.

- Artie White, Department of P.L.A.C.E, presented the status report on the Miccosukee Canopy Road Greenway and Designated Canopy Road Protections. He highlighted a few key features and findings contained within the report. He began by discussing Existing Access Easements. He mentioned Dempsey Mayo Road, Edenfield Road, Arendell Way, and Shamrock South Extension are the four Access Easements and commented that they pre-dated the creation of the Greenway. He then discussed the long history Leon County has of protecting Canopy roads. He remarked that the Canopy Roads program dates back to 1972 and explained the various measures taken since then to protect those roads. He listed some of the regulations that are in place to protect the Miccosukee Canopy Road Greenway, such as, Recreation/Open Space Land Use Designation, Public Ownership and Management, and Greenway Experience. He commented that those regulations reaffirm Leon County's commitment to protecting the Greenway. He also provided a list of Roadway Crossing Requirements mandated at

those four Access Easements that add an extra layer of protection for the Greenway. He discussed Citizen Engagement opportunities such as Canopy Roads Citizens Committee, Dempsey Mayo Road Extension, Miccosukee Canopy Road Greenway Management Plan, and Planning Processes. All of these provide citizens the opportunity to have input throughout the process. He shared a status update on the Dempsey Mayo Road Crossing and discussed the next phases of this project. He addressed the consideration of a New Miccosukee Greenway Canopy Road Protection Corridor Overlay and commented on its intended purposes and how Leon County is already addressing some citizen concerns. He stated that they planned on alleviating some of those concerns by limiting conflicts between trail users and roadway users, constructing bridges and tunnels, protecting the canopy roads and Greenway, citizen engagement, and long-term planning. He concluded by re-summarizing the key findings contained within the report and mentioned that the staff recommendation is for Option #1.

Public Comment:

In-Person Speakers:

- Rob Lambardo, 9704 Abbey Road, commented on the massive development set to take place over the next ten years and the issues that are set to follow. He urged the Board to reject this report and instead enact Board Policy 95.5, the ordinance on drafting, and set in motion a revision of the Canopy Road. He urged the Board to allow more citizen discussion on this issue.
- Eric Draper, 3627 Dexter Drive, a representative of Capital City Cyclists and chair of the Miccosukee Road Canopy Greenway Advisory Committee. He urged the Board to reject the staff's proposal. He refuted parts of Mr. White's presentation and provided his own perspective.
- Sue Noyes, 5800 Veterans Memorial Drive, urged the Board not to accept staff's proposal. She commented on the road's extension/development and how it will impact conservation land. She explained the Greenway belongs to all the citizens of Florida and stated it's the Board's job to manage it. She commented that citizens need to be involved in the planning and design process. She asked that they choose Option #3 and create the proposed work group so a special protection corridor could be established.
- Ann Bidlingmaier, 1920 Harriet Drive, spoke in opposition to Option #1 and urged the Board to reject the report. She requested that they consider the citizen's input and knowledge as they develop an acceptable plan. She asked that they preserve the character of the Greenway.
- Ruth Chase, 9540 Oak Hollow Trail, waived her right to speak. She was in opposition to Option #1.
- Dana Stetson, 3218 Albert Drive, commented on the new flooding affecting the Greenway. He urged the Board to address that issue.
- Jerry McDaniel, 7201 Anhinga Farms Road, President of Gulf Winds Track Club. He spoke in opposition to Option #1. He mentioned he is concerned about the flooding affecting the Greenway. He commented that members are opposed to the four road easements. He suggested adding an elevated roadway as a possible compromise solution.
- Mary Kay Falconer, 2140 Armistead Road, spoke in opposition to Option #1. She stated she had concerns with safety and development standards. She commented that 11 foot wide roads were unnecessary and the 30-mph speed limit was too high. She inquired about the extent to which trees would be cut down and what was planned for the Hickory Hills Cemetery located on the Dempsey Mayo extension.

- Meg Bates, 721 Kenilworth Road, spoke in opposition to Option #1. She echoed the remarks of the previous speakers. She urged the Board to reject this report and devise an alternative.
- Marcia Meale, 1452 Mitchell Avenue, spoke in opposition to Option #1. She expressed concerns over public safety. She relayed to the Board traffic incident statistics involving pedestrians. She urged the Board to look around the state for other possible solutions.
- Nancy Stephens, 11445 Moccasin Gap Road, North Florida Back Country Horsemen, encouraged the Board to take no action on the staff report and instead appoint a work group. She outlined what she wanted to see the workgroup accomplish.
- Gene Jones, 2785 N Arendell Way, strongly encouraged them to select Option #3.

Commissioner Proctor moved, seconded by Commissioner Caban, to approve Option #2.

- Vice-Chair Welch noted that this was a difficult situation, highlighting the disagreements between professional staff and constituents. He stated that citizens' request to cease development on those roads was not possible, commenting that there is an entitlement to build. He mentioned statutory requirements are dictating the speed at which they must act. He remarked that he wanted to find common ground between the parties. He concluded by commenting that he couldn't support the motion on the table and offered a substitute motion.

Vice-Chair Welch moved, seconded by Commissioner O'Keefe, for a substitute motion to approve Option #1 that would include instructions to minimize lane width to 10 feet and lower the speed limit to 25 mph, push button stop signal for equestrian crossing, and include a stop light.

- Commissioner O'Keefe commented he would love to prevent these road easements from happening but noted that they follow the law. He mentioned his concern was always traffic safety and figuring out how they could make improvements. He stated that the substitute motion addressed his concerns and was thrilled to support it.
- Commissioner Maddox praised Vice-Chair Welch's substitute motion for how well it threaded the needle between all the parties. He commented that this was the textbook compromise, and that he was happy to support the motion.
- Commissioner Minor shared that he also agreed with Vice-Chair Welch's motion, commenting that he thinks it's great. He sought clarification from Artie White regarding a few logistics related to the Dempsey Road extension. He thanked the Planning Department and the developer for going above the minimum requirements to enhance traffic safety on the Dempsey Road extension. He stated that Greenway has been a treasure to the community and that the whole situation was sad. He remarked that changes to the Greenway were inevitable but emphasized the importance of ensuring the crossings are safe for all who pass through.
- Chair Cummings shared that she appreciated all those who took the time to send emails and be there in person to discuss this important issue. She mentioned because she travels Miccosukee Road 4 to 5 times a day, she has a vested interest in ensuring the road is safe. She praised Vice-Chair Welch for his compromise recommendations. She thanked staff and Mr. White for listening to the concerns raised by citizens.
- Commissioner Proctor inquired whether there was a correlation between Pedrick Road and the flooding issues in that area. He stated he was concerned about the persistent

standing water on Pedrick Road and speculated whether there was a connection to the flooding issues on the Greenway. He inquired about whether those roads' development would worsen flooding issues.

- Brent Pell, Public Works, replied no because the Dempsey Mayo Road extension is in a different basin and drains into a different location. He stated they shouldn't see any new flooding issues because of the stormwater improvements made for the roadway.
- Commissioner Proctor inquired about a deadline or timeframe for the County to respond to applications.
- County Attorney O'Steen replied that per the County's land development code, once a permit application is submitted, the County has 20 working days to respond. She stated that if the County fails to act within that timeframe, the application is deemed approved. She commented that they are under very strict deadlines to review applications once submitted.
- Commissioner Proctor commented on the letter they received from Nancy Stevens. He suggested that the Board take 15 days to consider points A, B, C, and D included in Ms. Steven's letter. He requested an addendum to the substitute motion to give a workgroup 15 days to work out a final deal.
- Vice-Chair Welch declined to add Commissioner Proctor's addendum to his substitute motion. He stated he believed that his motion was fair and a reasonable compromise. He mentioned that all requests were considered and that he favored the motion on the floor.
- Commissioner Proctor reiterated his desire to afford the work group concept an opportunity to create a more harmonious compromise. He commented that they should try to preserve the character of the Greenway as development occurs. He stated that he didn't want to exclude citizens' voices in this process.

Vice-Chair Welch moved, seconded by Commissioner O'Keefe, for a substitute motion to approve option #1 as amended: Accept the status report on the Miccosukee Canopy Road Greenway and Designated Canopy Road Protections, including the following safety features: minimize lane width to 10 feet, lower the speed limit to 25mph, push button stop signal for equestrian crossing, and have a stop light.

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

20. Full Board Appointments to the Affordable Housing Advisory Committee, the Big Bend Health Council, and the Leon County Educational Facilities Authority.

Commissioner Minor moved, seconded by Commissioner Maddox, to approve Options #1-3: Option #1: Appoint one citizen representing category e., Tee Thompson, to the Affordable Housing Advisory Committee for the remainder of a three-year term expiring January 31, 2026.

Option #2: Reappoint one citizen, Steven Harris, and appoint two citizens, Jose Carlos Soria and William Wertman, to the Big Bend Health Council for two-year terms expiring July 31, 2026.

Option #3: Reappoint two citizens, Todd Sperry and Thomas C. Proctor, Jr., to the Leon County Educational Facilities Authority for five-year terms expiring July 31, 2029.

The motion carried 7-0.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

21. First and Only Public Hearing to Approve the Resolution Adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to the Tax Collector

County Administrator Long introduced this item. This item, as required by Florida Statutes, public hearing provided for the adoption of an assessment roll for all properties being assessed for the first time and certification of the entire assessment roll for Fire Rescue Services.

Commissioner O'Keefe moved, seconded by Vice-Chair Welch, to approve Option #1: Conduct the first and only public hearing and approve the proposed Resolution adopting the Fire Rescue Services Non-Ad Valorem Assessment Roll and authorize the certification of the entire Roll to the Tax Collector.

The motion carried 6-0 (Commissioner Caban out of chambers).

22. First and Only Public Hearing to Approve the Resolution Adopting the Stormwater Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to the Tax Collector

County Administrator Long introduced this item. This item sought, as required by Florida Statutes, a public hearing providing for the adoption of an assessment roll for all properties being assessed for the first time, and certification of the entire assessment roll for Stormwater Management.

Commissioner Minor moved, seconded by Commissioner O'Keefe, to approve Option #1: Conduct the first and only public hearing and approve the Resolution adopting the Stormwater Non-Ad Valorem Assessment Roll and authorize the certification of the entire Roll to the Tax Collector.

The motion carried 7-0.

23. First and Only Public Hearing to Approve the Resolution Adopting the Solid Waste Disposal Services Non-Ad Valorem Assessment Roll and Certification of the Entire Roll to the Tax Collector

County Administrator Long introduced this item. This item sought, as required by Florida Statutes, a public hearing providing for the adoption of an assessment roll for all properties being assessed for the first time, and certification of the entire assessment roll for Solid Waste Disposal Services.

Commissioner O'Keefe moved, seconded by Vice-Chair Welch, to approve Option #1: Conduct the first and only public hearing and approve the Resolution adopting the Solid Waste Disposal Services Non-Ad Valorem Assessment Roll, and authorize the certification of the entire Roll to the Tax Collector.

The motion carried 7-0.

24. First and Only Public Hearing to Approve a Resolution Imposing Non-Ad Valorem Assessments for Sewer Service for Certain Property in the Belair/Annawood Area, and a Resolution Adopting the Non-Ad Valorem Assessment Roll, and Certification of the Entire Roll to the Tax Collector

County Administrator Long introduced this item. This item requested that the Board conduct the first and only public hearing to approve a resolution imposing non-ad valorem assessments for the purpose of collecting the sewer service usage charges and readiness-to-serve charges on certain real properties located in the Belair/Annawood Area and a Resolution adopting the non-ad valorem assessment roll, and certification of the entire assessment roll to the Tax Collector.

Commissioner Minor moved, seconded by Commissioner O'Keefe, to approve Options #1-2: Option #1: Conduct the first and only public hearing and approve a Resolution imposing Non-Ad Valorem Assessments for Sewer Service for certain property in the Belair/Annawood Area.

Option #2: Conduct the first and only public hearing and approve the Resolution adopting the Belair/Annawood Area Sewer Service Non-Ad Valorem Assessment Roll and authorize the certification of the entire Roll to the Tax Collector.

The motion carried 7-0.

25. First and Only Public Hearing to Approve a Resolution Imposing Non-Ad Valorem Assessments for Sewer Service for Certain Property in the Killearn Lakes Plantation Subdivision Units 1 and 2, and a Resolution Adopting the Non-Ad Valorem Assessment Roll, and Certification of the Entire Roll to the Tax Collector

County Administrator Long introduced this item. This item requests the Board conduct the first and only public hearing to approve a resolution imposing non-ad valorem assessments for the purpose of collecting the sewer service readiness to-serve charges on certain real properties located in the Killearn Lakes Plantation Subdivision Units 1 and 2 and a resolution adopting the non-ad valorem assessment roll, and certification of the entire assessment roll to the Tax Collector.

The following speaker provided in-person comments:

- Frances Nicholas, 8747 Minnow Creek Drive, discussed the unfairness of this fee. She commented that Leon County should install an updated sanitary system to justify the fee increase. She thanked the Board for considering her objection.

The following speaker provided virtual comments:

- Elaine Kromhout, 224 Dogwood Ridge, commented that she was unaware that a sewer system service was available to the neighborhood. She stated she was disappointed by the timing of this massive fee increase and remarked that residents would have a difficult time affording the increase. She inquired about the cost to connect to the sewer system.

- Vice-Chair Welch stated firmly that he couldn't support this while noting the complexity of the situation. He mentioned this decision falls entirely under the purview of the City and that the County Commission has zero influence over the rates or fee increases. He explained that this fee was agreed to by homeowners 20-years ago to extend and improve sewer services in the Killearn Lakes Plantation. He disputed the 250% fee increase and expressed annoyance about the County being responsible for collecting the Ad-Valorem assessment when it benefits only the City.

Vice-Chair Welch moved, seconded by Commissioner O'Keefe, for a substitute motion to accept Option #4, Board direction, to reject Options #1 and #2, send them back to the City, and request that they reassess or recalculate the fee numbers they're coming up with or collect the assessments themselves.

- County Attorney O'Steen told the Commissioners that a rejection of this matter would activate the dispute resolution clause in the City and County interlocal agreement, and should an agreement not be achieved, this issue would proceed to arbitration. She mentioned that if they go to arbitration and lose, they would be responsible for all attorneys' fees and costs. She stated there is no right to refuse collection and that per the Interlocal Agreement, the obligation to collect was initiated when the City assumed maintenance responsibility.
- Commissioner Maddox inquired about the recourse citizens have to challenge this agreement and assessment fee.
 - County Attorney O'Steen replied that the citizens must go to the City as it is the owner of the utilities. She commented that the County's hands are tied, and it has no discretion.
- Commissioner Caban sought clarification about whether this agreement applied only to Killearn Lakes. He inquired about sewer services going to Woodville and whether those rates are also set by the City. Finally, he inquired about the safeguards in place for rural Leon County and the unincorporated areas, expressing concern over the insufficient protections for those areas.
 - County Administrator Long replied that yes, this agreement only applies to those two units in Killearn Lakes, and that the City also sets the rates for sewer services in Woodville. He stated that the utility provider has sole discretion over setting the rates for their utilities.
- Commissioner Proctor referenced section 7 of the agreement and stated he interpreted that language to say that they wouldn't be responsible for attorneys' fees and costs if they went to arbitration.
 - County Attorney O'Steen replied that under section 8 paragraph 11, the prevailing party in litigation would be entitled to recover from the other party costs and fees incurred during the litigation. She stated that the provision Commissioner Proctor was referring to means that if they get sued by a citizen who doesn't like the rates, the City must step in and indemnify the County because all they are doing is collecting the money and passing it over to the City.
- Discussion occurred among the Board.

- Commissioner Proctor commented on equity and inquired whether it was the County who provided the building permits in Killearn Lakes years ago. He mentioned the flooding that occurred in that area prior to their permitting the sewer system. He stated the County took the lead in helping to provide sewer services for residents but noted it was only possible because of the involvement and support of the City.
 - County Administrator Long explained that although they constructed the system, the City of Tallahassee agreed to operate the utility and that the interlocal agreement specifically outlines that the County is responsible for collecting the associated fees.
- Chair Cummings commented that the City has not raised the rates since 2007. She inquired whether the City has to provide an explanation as to why they are raising the fees now.
 - County Administrator Long replied no, and that the determination of the rates falls entirely under the purview of the City, and that this conversation pertains solely to their obligation to collect those fees.
- Commissioner Maddox explained that based on the Interlocal Agreement, they have an obligation to collect the fees, and if they don't, the County will be responsible for all arbitration costs. He commented that their hands were tied and that they had no jurisdiction to change anything. He informed Ms. Nicholas that this conversation needed to happen with the City.
- Vice-Chair Welch withdrew his motion and emphasized that he can't support staff recommendation. He expressed his desire to reexamine the Interlocal Agreement and explore alternatives to avoid them being responsible for collecting the fee. He commented that they needed to discuss this issue with the City.

Commissioner Maddox moved, seconded by Commissioner Minor, for a substitute motion to accept staff recommendation Options #1 and #2 and provide a status report detailing the history of the Interlocal Agreement with the ability for Commissioners to bring it back as an agenda item.

- Commissioner Minor asked Commissioner Maddox if he would accept a friendly amendment that would provide an overview of other utility charges in the unincorporated areas.
 - Commissioner Maddox replied that he would accept the friendly amendment.

Commissioner Maddox moved, seconded by Commissioner Minor, to accept the friendly amendment to provide an overview of other utility charges to residents in the unincorporated areas.

- Commissioner Caban mentioned that more than \$100 million dollars are being allocated to South Leon County for sewer services. He expressed concern about the lack of an agreement regarding rate protections. He recommended that they negotiate with the City to establish rate protections in the unincorporated areas to avoid significant future rate hikes.

- County Administrator Long remarked that they currently have septic to sewer conversion projects happening throughout the County. He emphasized that according to the existing Interlocal Agreement, they are responsible for covering the expenses for installing the sewer equipment before handing it over to the City, which will be the service provider. He mentioned that they could attempt to discuss rate protections with the City in upcoming agreements but noted that it would be up to the utility provider to agree to them.
- County Attorney O'Steen clarified that this fee was a readiness-to-serve charge, not a tax. She explained that it is not based on water usage but rather imposed by the City to maintain and upkeep the infrastructure needed to provide the service. She commented that utility fee rates must be uniform and charge all residents in the unincorporated areas the same rate. She explained that the County builds the infrastructure and then transfers ownership over to the City, resulting in the County not owning any of the infrastructure.
- Discussion occurred among the Board.
- Commissioner Proctor discussed the economics surrounding development growth and how the County may have capitulated too much to developers in years past. He discussed equity in providing services, lamenting the lack of sewer infrastructure on the South Side. He suggested they form a citizen's utility review board because of the 250% rate increase. He inquired whether it would be possible to limit fee increases to a maximum percentage each year.
 - County Attorney O'Steen commented that they could request a cap on fee increases but is confident that the City will reject that.

Commissioner Maddox moved, seconded by Commissioner Minor, to approve Options #1-#2 as amended: Option #1: Conduct the first and only public hearing and approve a Resolution imposing Non-Ad Valorem Assessments for Sewer Service for certain property in Killearn Lakes Plantation Subdivision Units 1 and 2. and

Option #2: Conduct the first and only public hearing and approve the Resolution adopting the Killearn Lakes Plantation Subdivision Units 1 and 2 Sewer Service Non-Ad Valorem Assessment Roll and authorize the certification of the entire Roll to the Tax Collector. and

Provide a status report at the September 17, 2024, regular meeting on the Interlocal Agreements with the City for the provision of sewer services including the rates and fees charged by the City in the unincorporated areas and the collection methods.

The motion carried 6-1 (Vice-Chair Welch in opposition).

26. First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 16 of the Leon County Code of Laws Related to Parking.

County Administrator Long introduced this item. This item requested the Board conduct the first and only public hearing to consider adopting a proposed Ordinance to amend Chapter 16 of the Leon County Code of Laws to add Article VI related to parking. The County is authorized under Florida law to adopt an Ordinance permitting angle parking on its roads.

Commissioner O'Keefe moved, seconded by Commissioner Maddox, to approve Option #1: Conduct the first public hearing to consider adopting the proposed Ordinance amending Chapter 16 of the Leon County Code of Laws to add Article VI related to parking.

The motion carried 7-0.

27. Conduct the First and Only TEFRA Public Hearing and Adopt the Resolution to Authorize the Refunding of Certain Orange County Health Facilities Authority Revenue Bonds, Relating in Part for the Benefit of Westminster Oaks, located in Leon County.

County Administrator Long introduced this item. This item sought Board approval of a resolution to authorize the refunding of certain Orange County Health Facilities Authority Revenue Bonds, relating in part for the benefit of Westminster Oaks located in Leon County.

Vice-Chair Welch moved, seconded by Commissioner Maddox, to approve Option #1: Conduct the first and only TEFRA public hearing and approve the Resolution to authorize the future refunding of Orange County Health Authority Revenue Bonds Series 2014, relating in part for the benefit of Westminster Oaks.

The motion carried 7-0.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

- Dr. Sandra Allen, 116 Sandy Springs Lane, expressed concern over a letter she received from the City regarding a failure to pay the non-ad valorem fire assessment. She stated that her payment was sent in and received by the City. She commented that despite her payment, the City still referred her property to the tax collector. She asked the Commissioners to help her address this issue.
 - County Administrator Long responded that Ms. Roshaunda Bradley will follow up with Dr. Allen.

COMMENTS/DISCUSSION ITEMS

County Attorney O'Steen:

- Provided an update from outside counsel on the Opioid Litigation and noted the settlement agreement with Kroger. She mentioned the State of Florida could enter the settlement at any time and requested approval from the Board for the authority to enter into settlement negotiations if the State of Florida joins the settlement agreement.

Commissioner O'Keefe moved, seconded by Commissioner Maddox, to approve providing authority for the County Attorney to enter into settlement negotiations if necessary.

The motion carried 7-0.

County Administrator Long: No comment.

COMMISSIONER DISCUSSION ITEMS

Commissioner Maddox:

- Requested a proclamation recognizing Mr. Joseph Williams, a 104-year-old Leon County resident and, World War II Veteran.

Commissioner Maddox moved, seconded by Commissioner Caban, requesting a proclamation recognizing Mr. Williams. The motion carried 7-0.

- Requested a proclamation recognizing Bishop Lamar Simmons.

Vice-Chair Welch moved, seconded by Commissioner O'Keefe, requesting a proclamation recognizing Bishop Simmons. The motion carried 7-0.

- Requested an agenda item examining the ordinance regulating the sale of retail pets.

Commissioner O'Keefe moved, seconded by Commissioner Caban, requesting an agenda item related to an ordinance restricting sales of animals at pet stores in Leon County. The motion carried 7-0.

- Commissioner O'Keefe thanked Ms. MacFall from the Human Society for initiating this conversation. He stated he believed this would help protect reputable breeders.
- Requested an agenda item on transitional housing opportunities, best practices among other local governments, and options to help address homelessness in Leon County.

Commissioner Maddox moved, seconded by Commissioner O'Keefe, requesting an agenda item related to transitional housing funding, best practices, and options to address homelessness in Leon County. The motion carried 7-0.

- Wished his mother a Happy Birthday on July 12th.

Commissioner O'Keefe:

- Commented on the accident near the Chaires neighborhood where a train collided with a debris truck. He remarked that there was no signal to provide a warning that a train was coming. He requested an agenda item with a report on overall railroad safety in the community, including those railroad crossings that do not have any vehicle warning indicators.
- Acknowledged the rail company for having an employee located at the intersection where the accident occurred, manually warning when a train was coming.

Commissioner O'Keefe moved, seconded by Commissioner Maddox, requesting an agenda item related to railroad safety in Leon County. The motion carried 7-0.

Commissioner Minor:

- Recalled when the County worked with the rail company to repair a railroad crossing on Tower Road earlier this year. He pointed out another risky rail crossing at Mission Road and Tharpe Street and asked the County Administrator to examine it.
- Acknowledged Waste Pro's improvements in their services and thanked them for a job well done.
- Praised the FEMA staff in Leon County for helping the community recover from the May 10th tornadoes.
- Extended appreciation to everyone on the dais, the staff, and the residents of Leon County while wishing them a happy summer break.

Commissioner Caban:

- Thanked the Commissioners for supporting the Private Road Assistance Program, stating it was very important to his district.
- Commented on illegal dumping that is occurring in his district, specifically on State and National Forest lands. He requested a general business item, providing an update on the County's ordinance related to illegal dumping.
- Commissioner Proctor inquired about Leon County's ability to implement ordinances that affect Federal Government property.
 - County Attorney O'Steen replied that she didn't have the answer to that question but noted it would be contained within the future agenda item. She stated they would have to research what their jurisdiction would be related to illegal dumping on Federal property.

Commissioner Caban moved, seconded by Commissioner Proctor, requesting an agenda item on illegal dumping in Leon County. The motion carried 6-0 (Commissioner Minor out of chambers).

- Wished a happy early birthday to Chair Cummings and wished everyone a happy break.

Commissioner Proctor:

- Requested that the NAACP National Conference be returned to the Commission Calendar for pre-approved travel.
 - Commissioner Caban inquired about the practice of Commissioners seeking Board approval for travel and asked if that was the standard practice throughout the state. He remarked that they receive an office budget to conduct their business, so why are Commissioners seeking approval to travel?
 - Chair Cummings mentioned that they have a list of pre-approved conferences for travel.
 - County Administrator Long replied that staff would be willing to bring the policy back for review and discussion if that is the direction of the Board.

Commissioner Proctor moved, seconded by Commissioner O'Keefe, requesting the addition of the NAACP National Meeting to the Commission Calendar. The motion carried 7-0.

- Request a proclamation recognizing the Florida Agricultural and Mechanical University (FAMU) men's golf team for their recent National Championship win.

Commissioner Proctor moved, seconded by Commissioner Maddox requesting a proclamation recognizing the FAMU men's golf team National Champions at the September 17, 2024, regular meeting. The motion carried 7-0.

- Requested a staff report on the schedule of fees for tow truck services in Leon County. He noted it had been 12-13 years since this was last an agenda item. He requested that the County Administrator meet with that association and discuss updating the policy.
 - County Administrator Long replied that standard procedure dictates that first they would bring the ordinance before the Board for discussion and direction prior to his meeting with the association.

Commissioner Proctor moved, seconded by Commissioner Minor, requesting an agenda item on the fee schedule for tow truck services in Leon County. The motion carried 7-0.

- Inquired about the Florida law preventing local governments from protecting workers from heat and whether they are permitted to pass laws protecting workers.
 - County Administrator Long replied that they currently have policies in place, which he believes do not conflict with state law, providing heat protection to workers.
- Discussed the need for a conference center in Tallahassee and noted that the Omega Psi Phi Fraternity Statewide Meeting is being held in Orlando due to the limitations of available conference space in Tallahassee. He requested that they place an ad supporting the Omega Psi Phi Fraternity as the conference host, even though it is in Orlando.
 - Commissioner Maddox inquired about restrictions preventing them from supporting the Fraternity even though Leon County hosts the statewide conference. He stated he would like a Board vote on this because the event is sponsored by an organization in Leon County.
 - County Attorney O'Steen replied that there needed to be a public purpose for any expenditure of public funds. She asked if anyone could articulate a public purpose for the expenditure of the funds for a conference being held in Orlando.
 - Vice-Chair Welch inquired about the cost associated with the ad.
 - Commissioner Maddox replied that he believed the amount was \$2,500.
 - Commissioner Minor expressed concern over the precedent this would set, commenting that they couldn't deny the next organization seeking ad space if they approved this. He mentioned paying for ad space is not the best use of public funds. He concluded by stating that he couldn't support the motion.
 - Commissioner O'Keefe echoed the same concerns raised by Commissioner Minor. He stated that it's disappointing that, as a community, they don't have a facility large enough to sponsor events.
 - Chair Cummings stated she supported the motion for an agenda item to come back. She mentioned that the agenda item would provide specifics and that they would be more informed once the agenda item came back.
 - Commissioner Caban stated he would support the motion for an agenda item to come back but added he was unsure if he would support it once it came back. He also raised concerns about the precedent this would be setting.

Commissioner Proctor moved, seconded by Commissioner Maddox, requesting an agenda item at the September 17, 2024, regular meeting to consider a \$2,500 funding request for the local chapter of Omega Psi Phi for a statewide meeting in Orlando.

The motion carried 5-2 (Commissioner Minor and Commissioner O'Keefe in opposition).

- Initiated the singing of happy birthday to Chair Cummings.

Vice-Chair Welch:

- Wished a happy birthday to Commissioner Maddox's mother and to Chair Cummings.
- Requested a proclamation recognizing Mac Kemp, Emergency Medical Services, who had recently retired after 47 years of service.

Vice-Chair Welch moved, seconded by Commissioner Minor, requesting a proclamation recognizing retired Deputy Chief Mac Kemp at the September 17, 2024, regular meeting. The motion carried 7-0.

- Requested a proclamation recognizing the recent name change of Tallahassee Community College to Tallahassee State College.

Vice-Chair Welch moved, seconded by Commissioner Caban, requesting a proclamation recognizing Tallahassee State College at the September 17, 2024, regular meeting. The motion carried 7-0.

- Wished everyone a happy month break.

Chair Cummings:

- Requested a proclamation recognizing September 9th as Florida Missing Children's Day.

Commissioner Caban moved, seconded by Commissioner Minor, requesting a proclamation recognizing September 9th as Florida Missing Children's Day. The motion carried 7-0.

- Thanked the County Administrator and staff for the swift response to a debris clean-up call in her neighborhood.
- Commented on the ceremony where Courtroom 3A was dedicated in honor of Judge Hankinson. She read a thank you letter from Chief Judge Allman.
- Wished everyone a good break and stated she looked forward to seeing them at their September meeting.

RECEIPT AND FILE:

- None.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 8:27 p.m.

ATTEST:

BY: _____
Carolyn D. Cummings, Chair
Board of County Commissioners

BY: _____
Gwendolyn Marshall Knight, 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 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Payment of Bills and Vouchers

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Roshaunda Bradley, Director, Office of Management and Budget Brandy Furbee, Budget Manager
Lead Staff / Project Team:	Shawnya Hernandez, Management Analyst

Statement of Issue:

This item requests Board approval of the payment of bills and vouchers submitted for October 8, 2024, and pre-approval of payment of bills and vouchers for the period of October 9, 2024, through November 18, 2024.

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 8, 2024, and the pre-approval of payment of bills and vouchers for the period of October 9, 2024, through November 18, 2024.

Report and Discussion

Background:

The Office of Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the October 8th meeting, the morning of Monday, October 7, 2024. If, for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Analysis:

Since the next regular meeting is scheduled for November 19, 2024, it is advisable for the Board to pre-approve payment of the County's bills for October 9, 2024, through November 18, 2024, so that vendors and service providers will not experience hardship because of delays in payment. In the event the Board meeting is cancelled, the payment of bills/vouchers will be approved until the next scheduled meeting. OMB will continue to review the printouts prior to payment; if for any reason OMB 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 8, 2024, and the pre-approval of payment of bills and vouchers for the period of October 9, 2024, through November 18, 2024.
2. Do not approve the payment of bills and vouchers submitted for October 8, 2024, and the pre-approval of payment of bills and vouchers for the period of October 9, 2024, through November 18, 2024.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners
Notes for Agenda Item #3**

Leon County Board of County Commissioners

Agenda Item #3

October 8, 2024

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Fiscal Year 2025 Annual Board Retreat Overview

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator
Lead Staff / Project Team:	Nicki Paden, Assistant to the County Administrator for Legislative and Strategic Initiatives

Statement of Issue:

This item provides an overview of the proposed Fiscal Year (FY) 2025 Annual Board Retreat scheduled for January 27, 2025.

Fiscal Impact:

This item has a fiscal impact. Adequate funding has been budgeted and is available to support the FY 2025 Annual Board Retreat.

Staff Recommendation:

Option #1: Accept the Fiscal Year 2025 Annual Board Retreat Overview.

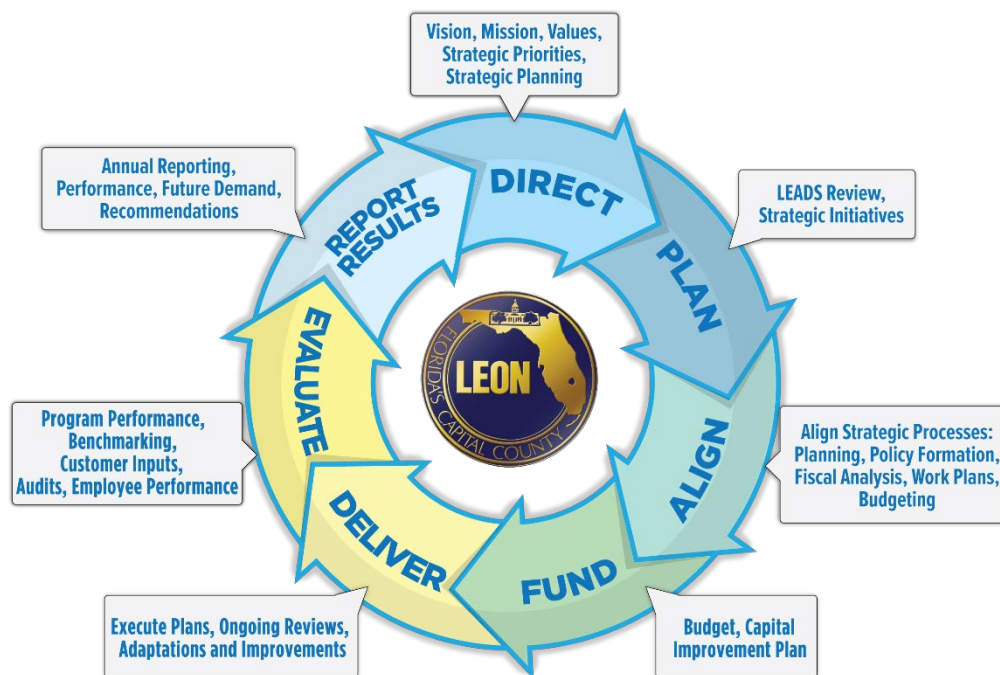
Report and Discussion

Background:

Each year, the County Administrator presents the Board with a proposed overview for the Annual Retreat. The Annual Retreat, facilitated by the County Administrator, provides an opportunity for the Board to update the County's Strategic Plan to achieve the County's Mission, Vision, and Strategic Priorities.

Leon LEADS Cycle:

The following graphic illustrates the complete LEADS cycle which guides the County's continued alignment of our strategic processes and optimization of limited resources to achieve the County's top priorities. As reflected in the graphic below, the LEADS cycle begins in the "Direct" phase with the Board's Annual Retreat which sets the foundation for the County's long-term planning to be executed in a strategic, definitive, and aligned manner. As we continue to build upon the hard work that established the FY 2022 – 2026 Strategic Plan, this year's Annual Retreat will provide the Board an opportunity to review and update the plan.



The remainder of this item provides an overview of the County's strategic planning cycle for the implementation of the FY 2022 – 2026 Strategic Plan. As part of this process, this item presents the proposed FY 2025 Annual Board Retreat agenda for the Board's consideration.

Analysis:

As in past years, the Retreat will be held at an offsite venue and serves as a time for the Commission to convene as a collegial body to update the County’s Strategic Plan, away from the urgency of day-to-day issues, budgets, and workshops. In accordance with the Board’s previous direction, staff will work with the Chair to rotate Retreat locations throughout the Commission Districts, keeping in mind the historical sensitivity of venues, and to livestream the Retreat. The County’s Strategic Plan process is essential to aligning the optimized resources of the organization with the priorities of the Board. The annual update and Retreat setting enables the Board to identify new opportunities and challenges to consider for inclusion in the Strategic Plan.

The County’s five-year strategic planning cycle is outlined in Table #1. As reflected below, the January 24, 2022 Board Retreat, served as a “Renewal Year” to both close out the FY 2017 – FY 2021 Strategic Plan and establish the baseline for the new FY 2022 – FY 2026 Strategic Plan. During the January 2022 Retreat, the Board was presented with the results of a community-wide survey, environmental scan, and a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis. As part of the planning process, the Board reestablished the Vision Statement, Mission Statement, and Strategic Priorities in addition to establishing new Strategic Initiatives for each priority area (Economy, Environment, Quality of Life, and Governance). The five-year Strategic Plan also includes specific five-year Targets and Bold Goals for each priority area. The Board formally adopted the FY 2022 – FY 2026 Strategic Plan on February 8, 2022. The five-year plan, which includes a complete list of the adopted Strategic Initiatives organized by Strategic Priority area, is included as Attachment #1 to this item.

Table #1: Five-Year Planning Cycle for the FY 2022 – 2026 Strategic Plan

Plan Year	Action	Board Retreat	Board Adoption of Plan
1	Renewal Year	January 2022 (FY 22)	Adopted February 2022
2	Update Year	January 2023 (FY 23)	Revised February 2023
3	Update Year	January 2024 (FY 24)	Revised January 2024
4	Update Year	January 2025 (FY 25)	Revised February 2025
5	Update Year	January 2026 (FY 26)	Revised February 2026
New – Yr. 1	Renewal Year	January 2027 (FY 27)	Adoption anticipated in February 2027

As reflected in Table #1, FY 2025 marks the third “Update Year” of Leon County’s FY 2022 – FY 2026 Strategic Plan. The Board has traditionally utilized update years to reaffirm the Mission, Vision, and Strategic Priorities that form the basis of the Strategic Plan; update Targets and Bold Goals; and adopt new Strategic Initiatives. 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.

As such, the first half of this year’s Retreat will feature presentations from staff on how the County is delivering on its five-year Strategic Plan through implementation of bold policy initiatives, investment in significant infrastructure, continued protection of the environment, and enhancement

of the quality of life for the community. These presentations will evaluate the County's progress being made on the Board's long-term strategic priorities as well as highlight major developments and milestones that will be achieved in the upcoming year and through the remainder of the current five-year Strategic Plan.

Strategic Plan Update

The Retreat's format acknowledges that the County's Strategic Plan is intended to be a flexible, living document that is responsive to changing needs, conditions, and opportunities of the organization and our community.

The second half of the Retreat will be dedicated for the Board to perform the necessary annual update to the County's Strategic Plan. In summary, the Board will:

- Review the current Vision Statement and Strategic Priorities, and amend them if necessary;
- Review the progress that has been made on the Bold Goals and five-year Targets;
- Review the progress that has been made on the 85 Strategic Initiatives adopted by the Board; and
- Amend any of the Strategic Initiatives that the Board previously approved and identify and add new Strategic Initiatives.

As in past years, the Retreat will provide a forum for in-depth discussion and exploration among the Board on broader, strategic policy matters, and an opportunity to directly engage key staff on specific issues of interest. During discussion of this agenda item, the Board may also wish to address specific issues and may direct staff to prepare status reports or other analyses for consideration during the Retreat.

Options:

1. Accept the Fiscal Year 2025 Annual Board Retreat Overview.
2. Do not accept the Fiscal Year 2025 Annual Board Retreat Overview.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Leon County FY 2022 – 2026 Strategic Plan

LEON COUNTY FY2022-2026 STRATEGIC PLAN



UPDATED FEBRUARY 2024

LEON COUNTY BOARD OF COUNTY COMMISSIONERS



(From left) At-Large Commissioner Nick Maddox, District 3 Commissioner Rick Minor, District 5 Commissioner David T. O'Keefe, At-Large Commissioner Carolyn D. Cummings (Chair), District 4 Commissioner Brian Welch (Vice Chairman), District 2 Commissioner Christian Caban, and District 1 Commissioner Bill Proctor.

VISION

A community that is safe, healthy and vibrant.

MISSION

To efficiently provide public services which serve and strengthen our community.

OUR VALUE PROPOSITION

WHAT YOU GET AS A TAXPAYER AND A STAKEHOLDER IN OUR COMMUNITY

Leon County Government leverages partnerships, embraces efficiency and innovation, and demands performance to the benefit of our taxpayers. We actively engage our citizens, not only as taxpayers, but as stakeholders and co-creators of our community – providing meaningful opportunities to capitalize on their talents in making important decisions and shaping our community for future generations.

MESSAGE FROM THE COUNTY ADMINISTRATOR



VINCENT S. LONG,
County Administrator

On behalf of the Board of County Commissioners and the dedicated men and women of Leon County Government, I'm proud to present the Fiscal Year (FY) 2022-2026 Leon County Strategic Plan. The County's current Strategic Plan builds upon the County's long-term term strategic framework that has produced results and ensured we remain agile and innovative in the face of unprecedented challenges.

Each year, we update our Strategic Plan as we continue to evolve, engage, and execute our strategy. And every fifth year, we reflect on the County's impact and progress over the past strategic plan while affirming and updating the County's vision, priorities, and initiatives that continue to guide our daily efforts. In addition, we set our sights on new or even more aspirational bold goals and five-year targets, which keep County employees striving to make Leon County a special place to live, work, and play.

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 addressing the needs of the community 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. The plan also 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.

LEON COUNTY 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.



FY2022-2026 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. (EC)

Environment

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

Quality of Life

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

Governance

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

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.

► 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. (EC)



Do well-designed public infrastructure which supports business, attracts private investment, and has long term economic benefits. (EC1)



Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, job creation, workforce development, economic equity and mobility. (EC2)



Leverage university and community partnerships to increase entrepreneurial, technology transfer and commercialization opportunities. (EC3)



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

BOLD GOAL

**Grow the
five-year
tourism
economy to
\$5 billion.** (BC1)

48%
\$2.4 billion

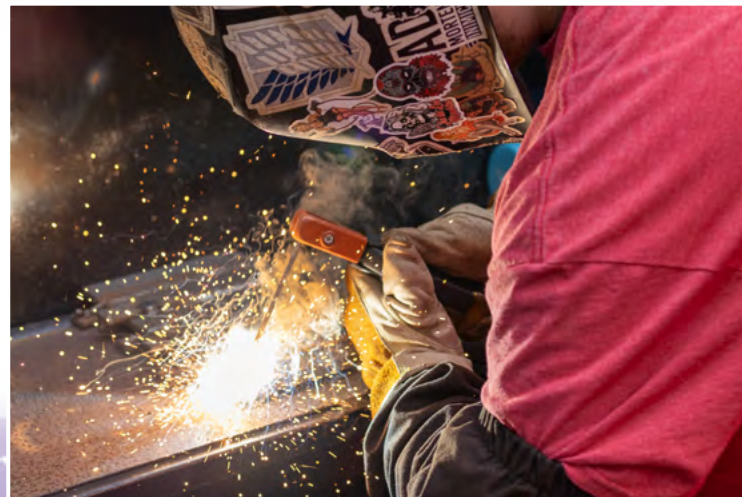




5-YEAR TARGETS

PROGRESS TO DATE

- | | |
|---|---|
| ▶ Attract 100 State, Regional or National Championships Across All Sports | 32%
(32 Championships) |
| ▶ Grow the Job Market by 10,000 New Jobs and Co-Create 500 Entrepreneur Ventures | 58%
(288 new entrepreneurial ventures co-created) |
| ▶ Connect 7,000 Students to Skilled Job Opportunities through Leon Works and Other Talent Development Initiatives | 67%
(Connected 4,700 students) |
| ▶ Increase the Number of Certified MWSBEs by 30% | 48%
(Certified 82 new MWSBEs) |



► 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. (EN)



Protect the quality and supply of our water. (EN1)



Conserve and protect environmentally sensitive lands and our natural ecosystems. (EN2)



Promote orderly growth and sustainable practices. (EN3)



Reduce our carbon footprint. (EN4)

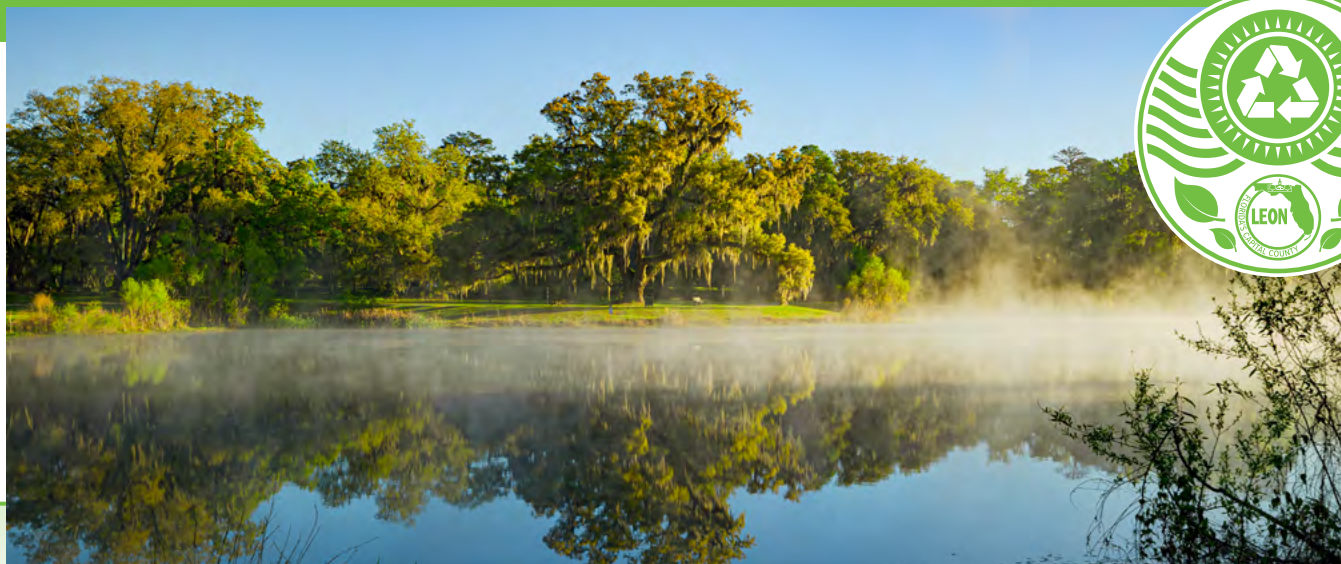
BOLD GOAL

**Upgrade or Eliminate
500 Septic Tanks in
the Primary Springs
Protection Zone** (BG2)

59%

293 septic upgrades and/or conversions completed or in progress to date





5-YEAR TARGETS

PROGRESS TO DATE

- | | |
|--|---|
| ▶ Reduce Greenhouse Gas Emissions Stemming from County Operations by 25% | 60%
(Reduced GHG emissions by 15%) |
| ▶ Double Solar Power Generation at County Facilities | 37%
(Increased generation by 50 kW) |
| ▶ Divert 3 Million Pounds of Household Hazardous Waste from Landfill | 49%
(Diverted 1.47 million pounds of waste) |
| ▶ Increase the Number of Fully Electric Vehicles in the County's Fleet by 500% | 225%
(13 electric vehicles) |



► 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. (Q)



Maintain and enhance our parks and recreational offerings and green spaces. (Q1)



Provide relevant and essential offerings through our libraries and community centers which promote literacy, life-long learning, and social equity. (Q2)



Provide essential public safety infrastructure and services while supporting early intervention and prevention strategies. (Q3)



Support and promote access to basic healthcare, mental health, affordable housing, and homeless prevention services to our community members most in need. (Q4)



Promote livability, health and sense of community by supporting strong neighborhoods, enhancing mobility, encouraging human scale development, and creating public spaces for people of all ages. (Q5)



Assist local veterans and their dependents with securing entitled benefits and advocating their interests. (Q6)



Build, sustain and improve resilience to mitigate against, prepare for, respond to and recover from man-made and natural disasters. (Q7)

BOLD GOAL

**Support Community
Partners to Place
225 Residents
Experiencing Chronic
Homelessness
in Permanent
Supportive Housing**

(BG3)

68%

153 placements



5-YEAR TARGETS

- ▶ Secure More Than \$150 Million in Federal, State, and Local Benefits for Leon County Veterans and Their Families
- ▶ Support 900 Community Events, Sporting Competitions, Festivals, Performances and Cultural Programing That Will Attract Visitors and Residents
- ▶ Construct 90 Miles of Sidewalks, Greenways, Trails and Bike Lanes
- ▶ Host 100,000 Residents and Visitors through County-Supported Performances at the Amphitheater

PROGRESS TO DATE

44%

(Secured \$66.3 million)

28%

(Supported 252 community events)

29%

(Constructed nearly 26 miles)

49%

(Supported 22 performances)



► PRIORITY

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



Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service. (G1)



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



Inform and engage citizens through multiple outreach platforms to ensure consistent, high-value, transparent communication on our most important issues. (G3)



Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices. (G4)



Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

BOLD GOAL

**Implement 600
Citizen Ideas,
Improvements,
Solutions and
Opportunities for
Co-Creation** (BG4)

35%

208 citizen ideas





5-YEAR TARGETS

PROGRESS TO DATE

- | | |
|--|---|
| ▶ Connect 50,000 Volunteers with Service Opportunities Communitywide | 32%
(Connected 16,000 volunteers) |
| ▶ Reach 100,000 More Citizens Across All County Platforms and Programming | 49%
(Reached 49,000 more citizens) |
| ▶ Offer 100% Online Permitting for Licensed Contractors, Engineers and Architects | 100%*
(on track to complete this target by FY 2024) |
| ▶ Communicate More Than 2 Million Disaster Preparedness Messages to Create Resilient Households, Businesses and Nonprofits | 70%
(Communicated 1.4 million messages) |



STRATEGIC INITIATIVES – ECONOMY



- » (EC1) Continue to implement catalytic public infrastructure projects through Blueprint and the County's five-year CIP that provide connectivity and leverage public and private investments. (2022-1)
- » (EC2) Implement the Economic Development Strategic Plan as adopted and revised by the Intergovernmental Agency. (2022-2)
- » (EC2) Implement the recommendations from the joint County/City disparity study to be completed in FY 2022. (2022-3)
- » (EC3) Continue to support the Magnetic Technologies Task Force in growing the cluster of research and businesses in the magnetic technologies industry. (2022-4)
- » (EC4) Implement the Division of Tourism's Strategic Plan. (2022-5)
- » (EC4) Continue to build upon the reputation of Apalachee Regional Park as a destination venue for cross country athletes by securing state, regional and national competitions. (2022-6)
- » (EC4) To further promote Leon County as a biking community, pursue the State's "Trail Town" designation and continue to coordinate with the City, Blueprint, State, and U.S. Forest Service to leverage capital improvements in pursuit of the International Mountain Biking Association (IMBA) designation. (2022-7)
- » (EC1) Maximize the leveraging of the \$1.0 trillion federal infrastructure bill to fund County projects. (2022-8)
- » (EC2, EC3) Collaborate with regional workforce and talent partners to connect companies and education institutions with training programs to inform, support, and recruit entry-level technology talent. (2022-9)
- » (EC1, EC4) Support the completion of the Fairgrounds Master Plan by Blueprint and, upon completion, effectuate the next steps for the redevelopment of the North Florida Fairgrounds. (2022-10)
- » (EC4) To celebrate Leon County/Tallahassee bicentennial in 2024, the County will implement the Leon County Bicentennial organizational management plan and facilitate the Bicentennial Steering Committee to lead the community planning efforts with government agencies, businesses, organizations, and citizens. (2023-44)
- » (EC1, EC4) Open and activate the newly renovated Amtrak facility as the visitor center and destination hub for Leon County. (2023-45)
- » (EC2) Partner with the City of Tallahassee, Capital City Chamber of Commerce, and local stakeholders to spur economic growth and financial security in the neighborhoods that have historically experienced poverty and racial inequity through initiatives including Bank On Tallahassee. (2023-46)
- » (EC1) Engage local, regional, state, and federal partners to encourage the restoration of passenger rail service along the Gulf Coast by leveraging federal dollars under the Infrastructure Investment and Jobs Act. (2023-47)
- » (EC1) Through the Blueprint Intergovernmental Agency, evaluate opportunities to advance the construction of the Tharpe Street project. (2023-48)
- » (EC2, EC3) Collaborate with regional partners in the building and technical trades to increase entry-level apprenticeship opportunities. Target specifically training on-the-job upon hiring positions. (2023-49)
- » (EC2) Continue efforts to promote opportunities for youth training and development with the County. (2023-50)
- » (EC4) As part of the Bicentennial year and beyond, expand outreach and promotion of the County's new Visitor Information Center at the Historic Amtrak Station. (2024-68)
- » (EC4) Implement the statewide planning, coordination, and fundraising efforts to successfully host the 2026 World Cross Country Championships at Apalachee Regional Park. (2024-69)

STRATEGIC INITIATIVES – ENVIRONMENT



- » (EN1) Continue to work with the state to seek matching grants to convert septic to sewer systems and support septic system upgrades. (2022-11, rev. 2023)
- » (EN2) Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2022-12)
- » (EN3) Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan. (2022-13)
- » (EN3) Complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees. (2022-14)
- » (EN4) Enact the County's Integrated Sustainability Action Plan to further reduce the County Government's carbon footprint. (2022-15)
- » (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. (2022-16)
- » (EN1) Initiate Basin Management Plan updates for the unincorporated area once the state adopts new stormwater standards. (2022-17)
- » (EN3) Partner with the Apalachee Regional Planning Council (ARPC) to address long term regional resiliency through a Florida Department of Environmental Protection (FDEP) grant. (2022-18)
- » (EN2) Evaluate enhancing existing roadside litter debris removal through the creation of a County staffed program and further engage neighborhoods, businesses and civic organizations in expanding the County's adopt-a-road program. (2022-19)
- » (EN1) Implement the comprehensive Action Plan for Lake Munson to support the long-term water quality of the lake and surrounding water bodies. (2023-51)
- » (EN4) Expand the Biochar Pilot Program at the Leon County Solid Waste Management Facility into a full-scale, sustainable, and carbon reducing processing facility for the community's yard waste. (2024-70)

STRATEGIC INITIATIVES – QUALITY OF LIFE



- » (Q1) Implement the Tallahassee-Leon County Greenways Master Plan. (2022-20)
- » (Q2) Implement the Leon County Essential Libraries Initiative. (2022-21)
- » (Q3) Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2022-22)
- » (Q3) Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders and support reentry through regional partnerships and state and national efforts. (2022-23)
- » (Q4) Continue County support of primary healthcare through participation in Carenet in order to increase access to affordable healthcare for those in need. (2022-24)
- » (Q4) In coordination with the Leon County Health Department, work to identify an operator for a local Syringe Exchange Program. (2022-25)
- » (Q5) 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. (2022-26)
- » (Q7) Continue coordination of local COVID-19 response and recovery including leveraging State and federal funds to support individual and business assistance as well as vaccination and testing efforts. (2022-27)
- » (Q3) Support the Sheriff in the implementation of the Council on Men and Boys to address the issues brought forth in the

Sheriff's Anatomy of a Homicide Project report. (2022-28)

- » (Q3, Q4) Partner with the Children's Services Council of Leon County on opportunities to collaborate and coordinate on the funding, program delivery, program evaluation, and outcome measures for children and family services. (2022-29)
- » (Q5) Implement the recommendations of the Citizen's North Monroe Street Task Force to reduce crime and improve conditions along the North Monroe Corridor. (2022-30)
- » (Q4) Coordinate with America's Second Harvest of the Big Bend and the City of Tallahassee to conduct community meetings in the neighborhood block groups with greatest food insecurity to identify and address their specific barriers to food security. (2022-31)
- » (Q3) Partner with the Leon County Sheriff's Office in raising community awareness on issues such as child abuse and prevention programs, human trafficking, sexual abuse and exploitation and domestic violence. (2022-32)
- » (Q2, Q5) Work with the City of Tallahassee on the development and implementation of the Neighborhood First Program to engage residents and develop plans to address poverty and inequity in targeted neighborhoods including 32304. (2022-33)
- » (Q3) Support law enforcement and community partners' programs and initiatives to address the causes and impacts of drug related crimes in our community. (2022-34)
- » (Q4) Continue to explore policies such as inclusionary housing and mixed housing developments to increase the stock of affordable housing throughout Leon County. (2023-52)
- » (Q5) Building on the Citizens North Monroe Task Force Final Report, host an intensive, multi-day design charrette to work with the community to identify and evaluate a variety of land use/planning strategies and other proposals for the continued improvement of the North Monroe Corridor area. (2023-53)
- » (Q4) Work with the City of Tallahassee, Big Bend Continuum of Care, Kearney Center, and other local stakeholders to enhance engagement and awareness of resources available for individuals and families experiencing homelessness in order to support safe, stable, and inclusive neighborhoods. (2023-54)
- » (Q4) Evaluate the reimbursement structure of the Leon County Health Care Program to better reflect the cost for



diagnostic and ancillary costs such as laboratory and X-ray services and ensure continued access to affordable health care for low-income individuals and families.(2023-55)

- » (Q4) Enhance the partnership with Capital Area Healthy Start Coalition, Inc. to implement its Service Delivery Plan to improve women and children's health and health care access in Leon County. (2023-56)
- » (Q5) Develop an interactive community web-based tool that documents planned improvements, tracks investments, and identifies enhancement strategies for the North Monroe Corridor area. (2023-57)
- » (Q4) Partner with the Children's Services Council to address Black maternal and children's health through the coordination of data sharing, collaboration with partners on available community resources, and opportunities to maximize investment in outreach and awareness to improve health outcomes. (2023-58)
- » (Q1) Design and construct the new Northeast Park. (2023-59)
- » (Q4, Q5) Work with the City of Tallahassee, Big Bend Continuum of Care, and street outreach teams to develop corridor plans for North Monroe, Downtown, and Pensacola Street/Highway 20 for outreach to unsheltered homeless individuals and to engage residents and businesses to address community aesthetics and neighborhood safety along the corridors. (2023-60, rev. 2024)
- » (Q4) Continue to leverage County funding in partnership with local stakeholders to secure state and federal funding to build affordable rental housing for very low- and low-income families.(2023-61)
- » (Q4) Leverage federal funding and new proposed State Housing Initiative Partnership (SHIP) legislation, in partnership with local service providers and stakeholders, to increase the number of rental units for individuals and families exiting homelessness.(2023-62, rev. 2024)
- » (Q4) Continue to identify opportunities to increase the number of mental health beds in the community by working with mental health treatment providers and academic institutions in the community.(2023-63)
- » (Q4) Work with the City of Tallahassee, FSU Askew School, and human service agencies to utilize and refine the Community Human Services Partnership (CHSP) Outcome Measures to ensure that the CHSP continues to address the highest human service needs in the community. (2023-64)
- » (Q4) Implement efforts to enhance access and delivery of human services in the community in partnership with 2-1-1 Big Bend through the 24-hour Helpline, Lyft Transportation Program, Community Information Exchange System, and other efforts.(2024-71)
- » (Q4) Establish and implement line-item funding for local emergency homeless shelters in coordination and collaboration with community stakeholders including the City of Tallahassee and Children's Services Council of Leon County.(2024-72)
- » (Q6) In commemoration of the tenth flight of Honor Flight Tallahassee, expand opportunities to promote the event and engage even more volunteers and veterans both on the flight and at the Welcome Home celebration.(2024-73)
- » (Q3) In collaboration with law enforcement agencies, identify and implement solutions to immediately combat crime and nuisance activity in the Pensacola Street and Highway 20 corridor.(2024-74)
- » (Q5) Enhance Citizen Safety and Accessibility by evaluating the County's Private Road Repair and Maintenance Policy and Programs.(2024-75)
- » (Q4) Enhance the County's State Housing Initiative Partnership (SHIP) program to provide legal assistance and consultation to residents with heir property issues and estate planning needs that will preserve affordable housing for low-income families.(2024-76)

STRATEGIC INITIATIVES – GOVERNANCE

- » (G1) Alongside The Village Square, the Knight Creative Communities Institute (KCCI), and other community partners, continue to engage citizens of diverse backgrounds with innovative programs like Created Equal, the Citizen Engagement Series, Build Your Bucket, and so much more. (2022-35)
- » (G2) Continue to set the benchmark for local governments everywhere by earning national, state and local awards for County programs, hosting Florida Association of Counties events like Innovation Day, and sharing best practices with peers, all while remaining committed to learning and improving as an organization. (2022-36)
- » (G3) Launch the internationally recognized Zencity communications platform to address social media misinformation, proactively address citizen concerns, and increase transparency and accountability. (2022-37)
- » (G4) Continue to invest in the professional development of County staff including participation in Certified Public Manager training and enhancements to the County's Management Training. (2022-38)
- » (G5) Continue to pursue cost savings through the County's Innovator & Inspirator (I²) Program. (2022-39)
- » (G3) Further enhance the use of social media neighborhood apps to notify citizens of development projects occurring in their neighborhoods. (2022-40)
- » (G5) Continue to support updates to the Comprehensive Plan that encourage annexation of southside properties within the Urban Services Area. (2022-41)
- » (G5) Pursue Federal funding to provide broadband to underserved rural communities. (2022-42)
- » (G5) Pursue working with Leon County Schools to acquire the Ft. Braden Community Center. (2022-43)
- » (G5) Engage an industry expert to identify jail population management strategies to proactively mitigate the need for additional infrastructure at the Leon County Detention Center and evaluate long term space needs of the facility. (2023-65)
- » (G3) Develop a touch-screen kiosk at the County Courthouse showcasing "200 Years of Representation and Progress" highlighting current and past County officials, significant County achievements/projects by decade, and a historical overview of Leon County. (2023-66)
- » (G4) Support the Sheriff in implementing a step pay plan for sworn officers to achieve and maintain recruitment and



retention efforts. (2023-67)

- » (G3) Upgrade the Citizens Connect mobile application to ensure the best user experience and technical reliability for the next 10 years of readiness.(2024-77)
- » (G5) Begin implementing next generation 9-1-1 technology and infrastructure so as to ensure regional connectivity, call taker functionality, and the most resilient infrastructure during future disasters.(2024-78)
- » (G3) Launch a digital public noticing portal for use by Leon County Government, the City of Tallahassee, and other local governments that aims to enhance transparency, accessibility, and engagement in civic matters by providing a centralized platform for public announcements.(2024-79)
- » (G3) Launch a comprehensive overhaul of the County's website, featuring a modern user-friendly and intuitive design, connecting citizens with County services and information.(2024-80)
- » (G3, Q3) Increase awareness and education on Human Trafficking by posting signage at County campgrounds. (2024-81)
- » (G1) Expand the County's existing Build Your Bucket training to include year-round neighborhood-level emergency preparedness workshops to increase awareness and resilience.(2024-82)
- » (G3) Host community outreach events on the Vision 2025 Comprehensive Plan Land Use and Mobility Elements Update to share information and solicit input from citizens, advocacy groups, and neighborhood representatives. (2024-83)
- » (G5) Evaluate future opportunities to acquire eligible, non-conservation, federal lands for the provision of affordable housing and public services.(2024-84)
- » (G4) Continue to support the Sheriff in offering competitive compensation and benefits to ensure the recruitment and retention of sworn officers.(2024-85)

FY2022-2026 STRATEGIC PLAN

BOLD GOALS & TARGETS

PRIORITY AREAS	BOLD GOAL	PROGRESS TO DATE	5-YEAR TARGETS	% ATTAINED
ECONOMY	Grow the Five-Year Tourism Economy to \$5 Billion	48% (\$2.4 billion)	» Attract 100 State, Regional or National Championships Across All Sports	32% (32 Championships)
			» Grow the Job Market by 10,000 New Jobs and Co-Create 500 Entrepreneur Ventures	58% (288 new entrepreneurial ventures co-created)
			» Connect 7,000 Students to Skilled Job Opportunities through Leon Works and Other Talent Development Initiatives	67% (Connected 4,700 students)
			» Increase the Number of Certified MWSBEs by 30%	48% (Certified 82 new MWSBEs)
ENVIRONMENT	Upgrade or Eliminate 500 Septic Tanks in the Primary Springs Protection Zone	59% 293 septic upgrades and/or conversions completed or in progress to date	» Reduce Greenhouse Gas Emissions Stemming from County Operations by 25%	60% (Reduced GHG emissions by 15%)
			» Double Solar Power Generation at County Facilities	37% (Increased generation by 50 kW)
			» Divert 3 Million Pounds of Household Hazardous Waste from Landfill	49% (Diverted 1.47 million pounds of waste)
			» Increase the Number of Fully Electric Vehicles in the County's Fleet by 500%	225% (13 electric vehicles)
QUALITY OF LIFE	Support Community Partners to Place 225 Residents Experiencing Chronic Homelessness in Permanent Supportive Housing	68% (153 placements)	» Secure More Than \$150 Million in Federal, State and Local Benefits for Leon County Veterans and Their Families	44% (Secured \$66.3 million)
			» Support 900 Community Events, Sporting Competitions, Festivals, Performances and Cultural Programing That Will Attract Visitors and Residents	28% (Supported 252 community events)
			» Construct 90 Miles of Sidewalks, Greenways, Trails and Bike Lanes	29% (Constructed nearly 26 miles)
			» Host 100,000 Residents and Visitors through County-Supported Performances at the Amphitheater	49% (Supported 22 performances)
GOVERNANCE	Implement 600 Citizen Ideas, Improvements, Solutions and Opportunities for Co-Creation	35% (208 Citizen Ideas)	» Connect 50,000 Volunteers with Service Opportunities Communitywide	32% (Connected 16,000 volunteers)
			» Reach 100,000 More Citizens Across All County Platforms and Programming	49% (Reached 49,000 more citizens)
			» Offer 100% Online Permitting for Licensed Contractors, Engineers and Architects	100%* (on track to complete this target by FY 2024)
			» Communicate More Than 2 Million Disaster Preparedness Messages to Create Resilient Households, Businesses and Nonprofits	70% (Communicated 1.4 million messages)



Leon County needs your help
in shaping our future together.

To volunteer at the County or in a local nonprofit, call (850) 606-1970 or visit
VolunteerLEON.org

To serve on a Citizen Committee, call (850) 606-5300 or visit
LeonCountyFL.gov/Committees

To provide feedback or make a service request, call (850) 606-5300 or visit
LeonCountyFL.gov/CitizensConnect



Leon County Courthouse, Suite 502 • 301 S. Monroe St. | Tallahassee, FL 32301 • (850) 606-5300 | CMR@LeonCountyFL.gov

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

Leon County Board of County Commissioners

Agenda Item #4

October 8, 2024

To: Honorable Members of the Board

From: Carolyn D. Cummings, Chair of the Board

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

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator
Lead Staff / Project Team:	Candice Wilson, Director of Human Resources

Statement of Issue:

In accordance with Board Policy No. 11-6, this item seeks Board ratification of the County Administrator's annual performance review.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: Ratify annual performance reviews of the County Administrator (Attachments #1 and #2) and the Chair's approval of an additional 5% merit increase for the County Administrator in accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process".
- Option #2: Ratify the Chair's approval of an additional 5% merit increase for the County Attorney.

Report and Discussion

Background:

This item seeks Board ratification of the County Administrator's annual performance review. To ensure that the performance evaluation process is conducted in a fair and open manner, the Board adopted Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process," which provides that the County Administrator shall present an Annual Report to the Board in September of each year summarizing the state and performance of the County over the past fiscal year. Following this presentation, each Commissioner is requested to complete an individual performance evaluation of the County Administrator. In accordance with the policy, each Commissioner has completed an individual performance evaluation of the County Administrator and the Human Resources Director has compiled the individual evaluations into a summary document (Attachments #1 and #2) for ratification by the Board. Policy No. 11-6 is also included as Attachment #3 for reference.

Analysis:

As demonstrated in greater detail in the 2024 Annual Report, Fiscal Year (FY) 2023 – 2024 marked another exceptional year for Leon County. Under the County Administrator's leadership, the County continued to deliver on our commitment to maximizing efficiency, driving performance, and delivering meaningful results for our community – while aggressively advancing our ambitious strategic objectives and once again receiving national recognition in setting the standard in public service in 2024.

FY 2024 was another year that required significant leadership in meeting the unique and extraordinary challenges that our community faced, including a once-in-200-year flooding event and a devastating tornado outbreak resulting in the most damage of any natural disaster in the community's history, and preparing for and responding to Category 4 Hurricane Helene – which marked our third declared federal disaster in just five months. These challenges, along with continued inflation, rising costs, and recurring threats from the Legislature to impose unfunded mandates, continued to significantly impact the County's finances. Even in the face of future economic uncertainty, the County remained committed to addressing these significant fiscal issues in a deliberate and fiscally constrained manner. Through sound financial planning, budgetary discipline, and an organization-wide focus on innovation, cost avoidance, and efficiency, the County Administrator produced a balanced FY 2025 budget with no millage rate increase for the thirteenth year in a row. The FY 2025 budget also includes minimal use of fund balance, enabling the County to maintain reserve funds for future years; maintains the County's strategic, long-term investments in infrastructure; and includes funding to advance the Board's Strategic Initiatives, while maintaining an extremely high credit rating, low debt, and a grant leveraging ratio of \$5.62 to \$1. In 2024, the County Administrator continued to deliver on the County's long-term strategy of growing and diversifying our local economy. These long-term efforts resulted in the Leon County-Tallahassee Metropolitan Statistical Area being recognized by Area Development Magazine for having the strongest economy in the country. This recognition demonstrates that Leon County continues to be a prime area for business investment and growth, with examples such as the North Florida Innovation Labs at Innovation Park, a \$24 million capital investment

generating 600 new high-paying jobs, and the expansion of Danfoss Turbocor with construction of its new \$62 million state-of-the-art manufacturing facility. The County Administrator also continued to ensure the effective management and oversight of major investments in our community's infrastructure, notably including the groundbreaking of the Northeast Gateway: Welaunee Boulevard Project, which will provide the foundation for a future Interstate interchange to bolster regional mobility and connectivity, and the development of the Fairgrounds Master Plan to guide the completion of various beautification and improvement projects at the North Florida Fairgrounds.

The County Administrator also continued to deliver on Leon County's commitment to investing in the community and creating places for people and businesses to thrive. These efforts include initiating more than \$2 million in enhancements at the Leon County Main Library, as part of the County's Essential Libraries Initiative, to modernize over 40,000 square feet of space to continue to meet the community's evolving needs. Under the County Administrator's leadership, the Tallahassee-Leon County Local Broadband Technology Planning Team led efforts to secure \$6.5 million in state and federal grant funds for local broadband expansion. As a result, over the next two years, a total of \$15 million will be invested to expand broadband services to 3,000 new households in rural Leon County. The County Administrator also oversaw the addition and enhancement of several County park and recreational facilities for all citizens to enjoy, including improvements to the Miccosukee Community Center and Fort Braden Community Center, and the addition of 15 miles of trails, bike lanes, and sidewalks throughout Leon County and three new playgrounds and three renovated boat landings. The County also continued to make significant progress on implementation of the County's Apalachee Regional Park Master Plan and the final stages of the conversion of the landfill into a world class recreational facility and regional park.

Throughout the year, the County Administrator also ensured that Leon County Government remained a responsible steward of our community's natural resources. Furthering one of the Bold Goals in the County's Strategic Plan, the County Administrator oversaw projects that removed hundreds of septic tanks within the Wakulla Springs basin. Through a first-of-its-kind partnership with the Florida Department of Environmental Protection, Leon County secured an additional \$7.8 million in springs restoration funding in FY 2024 to support the completion of septic-to-sewer projects across southern Leon County. In addition, under the Administrator's leadership, the County launched its Biochar Pilot Program, the first program of its kind in the state, to allow for the community's yard waste to be converted into carbon-capturing biochar. The County also successfully secured \$800,000 in direct federal legislative appropriations in support of the County's Fords Arm Restoration project to construct drainage improvements that will protect the water quality of Lake Jackson. The County Administrator also continued to oversee the implementation of the Lake Munson Action Plan to build upon the ongoing investment of more than \$290 million to support the long-term water quality of the lake and surrounding water bodies.

At the direction of the Board, in response to the May 10th Tornado outbreak, the County Administrator established the Targeted Emergency Assistance Microgrant (TEAM) Leon Program to provide immediate financial assistance as a bridge to federal aid for 419 households and 53 businesses in unincorporated Leon County. Under the County Administrator's leadership, the County successfully distributed \$1 million in assistance throughout the community in a matter of

weeks. In the area of emergency medical services, the County Administrator also oversaw Leon County EMS's response to more than 54,000 calls for service – the highest annual volume of calls in the department's 20-year history, while maintaining a cardiac survival rate of 36% throughout the County, doubling the national average of 18%. The County Administrator also oversaw the County's efforts to help thousands of local veterans and their families receive over \$35 million in benefits in FY 2024, and to ensure the provision of affordable housing in our community through the investment of nearly \$6 million to leverage \$22.6 million in federal funding to support the development of 400 affordable housing units over the upcoming year. The County Administrator also oversaw the County's inclusive communitywide planning effort of the Tallahassee-Leon County Bicentennial Celebration, including the coordination of over 200 community events to celebrate the 200th anniversary of our community.

Finally, the County Administrator remained dedicated to fostering a strategically aligned organization that is flexible and adaptable to changing circumstances, while focused on advancing the County's strategic priorities and achieving tangible results for the community. In 2024, the County Administrator oversaw the advancement of the County's FY 2022 – FY 2026 Strategic Plan, with 74% of the County's Strategic Initiatives completed to date and the County's five-year Targets and Bold Goals on track for completion by the end of the plan. Under the County Administrator's leadership, this year alone, staff throughout the organization identified over \$9.3 million in new cost savings and avoidances through the County's I² Employee Awards Program and other staff-led cost saving efforts, for a total of nearly \$76 million saved to date through employee-led innovations and efficiencies. In 2024, the County Administrator ensured that Leon County continues to set the standard in public service for local governments everywhere, earning eight more nationwide awards from the National Association of Counties (NACo), including one Best in Category award, recognizing Leon County initiatives as best practices in county government. In the past eleven years, Leon County has received a total of 111 NACo Achievement Awards.

The County Administrator continues to represent Leon County locally, statewide, and internationally as one of the most well-respected County Administrators in the profession. Building on his 2022 ICMA Award for Career Excellence, the highest honor given to one local government CEO internationally, the County Administrator continued to elevate Leon County's reputation and expand his professional capacities. Among other professional development efforts and recognitions, in 2024 he continued to serve as the only County Administrator on the Board of Trustees for the Florida Local Government Investment Trust (a \$2 billion investment fund for local governments), the Board of Directors for The Institute for County Government, and the Board of Directors for the Florida Association of County Managers. This year, he was also awarded the 2024 "Distinguished Alumni Award" from Florida State University and the College of Social Science and Public Policy, the highest recognition given to alumni.

County Commissioners' Performance Evaluations:

To assist Commissioners in their evaluation of the performance of the County Administrator, the evaluation provided in Policy No. 11-6 focuses on seven key areas:

1. Professional Skills and Status
2. Relations with Board of County Commissioners
3. Policy Execution
4. Reporting
5. Supervision
6. Fiscal Management
7. Citizen/Community Relations

The key areas encompass 44 categories that are rated on a scale of 1 to 5. In addition to the more subjective criteria County Commissioners use in the County Administrator's formal evaluation, an extensive summary of significant milestones and improvements achieved during Fiscal Year 2023 – 2024 were provided to further assist in individual evaluations (Attachment #4). Also, the 2024 Leon County Annual Report (Attachment #5) provides a comprehensive description of results accomplished by Leon County Government during the last fiscal year.

In accordance with Board Policy No. 11-6, the Human Resources Director has compiled a summary review of each individual Commissioner's ratings of the County Administrator and an overall performance rating (Attachment #1). The overall performance rating for the County Administrator for 2024 is a 5.00 out of a total possible rating of 5.00. Completed performance reviews by each individual Commissioner and his or her comments are included in Attachment #2.

Table #1: FY 2024 County Administrator Evaluations by Commissioner

Commissioner	Average
Commissioner Caban	5
Commissioner Cummings	5
Commissioner Maddox	5
Commissioner Minor	5
Commissioner O'Keefe	4.98
Commissioner Proctor	5
Commissioner Welch	5
Average for the FY 2024 Evaluation Period:	5

In accordance with the County Administrator's contract, the County Administrator shall receive the annual cost of living (COLA) increase approved for all County employees (5% for FY 2025) and an annual merit increase as determined by the Chair. Given the excellent performance of the County Administrator over the extraordinarily challenging previous year, I have determined that a 5% merit increase is warranted. I have made the same determination for the County Attorney pursuant to the identical provisions of her contract and upon the outstanding evaluations she received. The last time 5% merit increases were granted to the County Administrator and the County Attorney was two fiscal years ago, following the exemplary handling of the COVID pandemic crisis.

Options:

1. Ratify annual performance reviews of the County Administrator (Attachments #1 and #2) and the Chair's approval of an additional 5% merit increase for the County Administrator in accordance with Board Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process".
2. Ratify the Chair's approval of an additional 5% merit increase for the County Attorney.
3. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Performance Review Summary and Overall Ratings
2. Individual Commissioner Performance Reviews of the County Administrator
3. Board Policy No 11-6, "County Administrator Evaluation and Annual Reporting Process" and Performance Evaluation Form
4. FY 2023-24 Significant Milestones Summary
5. 2024 Leon County Annual Report

Leon County Board of County Commissioners Performance Evaluation

County Administrator
for
October 1, 2023 to September 30, 2024

County Administrator Performance Evaluation and Annual Reporting Process Policy No. 11-6

Commissioner	Average
Commissioner Caban	5
Commissioner Cummings	5
Commissioner Maddox	5
Commissioner Minor	5
Commissioner OKeefe	4.98
Commissioner Proctor	5
Commissioner Welch	5

Average for this evaluation period 5.00

Leon County Board of County Commissioners Performance Evaluation

County Administrator
for
October 1, 2023 to September 30, 2024

County Administrator Performance Evaluation and Annual Reporting Process Policy No. 11-6

1. PROFESSIONAL SKILLS AND STATUS	Performance Rating
a. Knowledgeable of current developments affecting the management field and affecting county governments.	5
b. Respected in management profession.	5
c. Has a capacity for and encourages innovation.	5
d. Anticipates problems and develops effective approaches for solving them.	5
e. Willing to try new ideas proposed by Board Members or staff.	5
f. Interacts with the Board in a collegial and straightforward manner.	5
2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	Performance Rating
a. Carries out directives of the Board as a whole rather than those of any one Board member.	5
b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5
c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	5
d. Responds to requests for information or assistance by the Board.	5
3. POLICY EXECUTION	Performance Rating
a. Implements Board action in accordance with the intent of the Board.	5
b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	5
c. Enforces County policies.	5

- | | |
|--|---|
| d. Understands County's laws and ordinances. | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness. | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

4. REPORTING**Performance Rating**

- | | |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County. | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner. | 5 |
| c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. | 5 |
| d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. | 5 |

5. CITIZEN RELATIONS**Performance Rating**

- | | |
|--|---|
| a. Responsive to complaints from citizens. | 5 |
| b. Demonstrates a dedication to service to the community and its citizens. | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship. | 5 |
| d. Has the capacity to listen to others and to recognize their interests. | 5 |
| e. Willing to meet with members of the community to discuss their real concerns. | 5 |

6. STAFFING**Performance Rating**

- | | |
|---|---|
| a. Recruits and retains competent personnel for County positions. | 5 |
| b. Aware of staff weaknesses and works to improve their performance. | 5 |
| c. Accurately informed and concerned about employee relations. | 5 |
| d. Professionally manages the compensation and benefits plan. | 5 |
| e. Promotes training and development opportunities for employees at all levels of the organization. | 5 |

7. SUPERVISION**Performance Rating**

- | | |
|---|---|
| a. Employs a professional, knowledgeable staff. | 5 |
|---|---|

- b. Maintains a healthy and productive organizational culture. 5
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training, pay equity and professional growth opportunities within the organization. 5
- e. Encourages teamwork, innovation, and effective problem-solving among the staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship. 5

8. FISCAL MANAGEMENT**Performance Rating**

- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. 5
- c. Prepared budget is in an intelligent but readable format. 5
- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

9. COMMUNITY**Performance Rating**

- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 5
- c. Respected as a community leader. 5

10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?

11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?

12. Other comments?

Performance Evaluation Results submitted by: Commissioner Caban

Total Factors Rated: 44/44

Total All Points: 220

Average Rating: 5

Signature: Commissioner _____ **Date:** _____

Signature: County Administrator _____ **Date:** _____

Leon County Board of County Commissioners Performance Evaluation

County Administrator
for
October 1, 2023 to September 30, 2024

County Administrator Performance Evaluation and Annual Reporting Process Policy No. 11-6

1. PROFESSIONAL SKILLS AND STATUS	Performance Rating
a. Knowledgeable of current developments affecting the management field and affecting county governments.	5
b. Respected in management profession.	5
c. Has a capacity for and encourages innovation.	5
d. Anticipates problems and develops effective approaches for solving them.	5
e. Willing to try new ideas proposed by Board Members or staff.	5
f. Interacts with the Board in a collegial and straightforward manner.	5
2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	Performance Rating
a. Carries out directives of the Board as a whole rather than those of any one Board member.	5
b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5
c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	5
d. Responds to requests for information or assistance by the Board.	5
3. POLICY EXECUTION	Performance Rating
a. Implements Board action in accordance with the intent of the Board.	5
b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	5
c. Enforces County policies.	5

- | | |
|--|---|
| d. Understands County's laws and ordinances. | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness. | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

4. REPORTING**Performance Rating**

- | | |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County. | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner. | 5 |
| c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. | 5 |
| d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. | 5 |

5. CITIZEN RELATIONS**Performance Rating**

- | | |
|--|---|
| a. Responsive to complaints from citizens. | 5 |
| b. Demonstrates a dedication to service to the community and its citizens. | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship. | 5 |
| d. Has the capacity to listen to others and to recognize their interests. | 5 |
| e. Willing to meet with members of the community to discuss their real concerns. | 5 |

6. STAFFING**Performance Rating**

- | | |
|---|---|
| a. Recruits and retains competent personnel for County positions. | 5 |
| b. Aware of staff weaknesses and works to improve their performance. | 5 |
| c. Accurately informed and concerned about employee relations. | 5 |
| d. Professionally manages the compensation and benefits plan. | 5 |
| e. Promotes training and development opportunities for employees at all levels of the organization. | 5 |

7. SUPERVISION**Performance Rating**

- | | |
|---|---|
| a. Employs a professional, knowledgeable staff. | 5 |
|---|---|

- | | |
|---|---|
| b. Maintains a healthy and productive organizational culture. | 5 |
| c. Employees are recognized for best practices in the industry. | 5 |
| d. Employees have training, pay equity and professional growth opportunities within the organization. | 5 |
| e. Encourages teamwork, innovation, and effective problem-solving among the staff members. | 5 |
| f. Institutes in employees a culture that is focused on customer service and responsible stewardship. | 5 |

8. FISCAL MANAGEMENT**Performance Rating**

- | | |
|---|---|
| a. Prepares a balanced budget to provide services at a level directed by the Board. | 5 |
| b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. | 5 |
| c. Prepared budget is in an intelligent but readable format. | 5 |
| d. Possesses awareness of the importance of financial planning and control. | 5 |
| e. Appropriately monitors and manages the fiscal activities of the organization. | 5 |

9. COMMUNITY**Performance Rating**

- | | |
|--|---|
| a. Engages with community partners on local initiatives. | 5 |
| b. Avoids unnecessary controversy. | 5 |
| c. Respected as a community leader. | 5 |

10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?

The County Administrator has f go qputcvgf "exceptional knowledge, management skills and abilit{ 'lp'o cpci lpi "eqwpv{ 'i qxgtpo gp0J ku'ugrgevqp"qh'gz gewkxg'vgco "cpf "ucfh'gpuwtgu" j g'j kgu"cpf 'r tqo qvgu'y g'j ki j gu'vecrldgt"qh'go r m{ ggu'y j q'y qtnlj ctf "vq'gpuwtg'y g'ekkl gpu"qh" Ngqp"Eqwpv{ 'tgegkxg'y g'dguv'eqo o wplv{ "ugt xleg. Ngqp"Eqwpv{ 'y kn'eqpvpwg'vq'dgpgkh'lt qo 'j ku" i tgcvtgcdership.

11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?

None

12. Other comments?

Over the past six months, Leon County gxr gtlgpegf 3 major catastrophic weather events. As directed by the Board, the County Administrator provided emergency funds to lo rcevgf "businesses and citizens. J g"ku"commendgf hqt"vj g"quick tgur qpug and funding mechanism in that emergency situation.

Performance Evaluation Results submitted by: Commissioner Cummings

Total Factors Rated: 44/44

Total All Points: 220

Average Rating: 5

Signature: Commissioner _____ Date: _____

Signature: County Administrator _____ Date: _____

Leon County Board of County Commissioners Performance Evaluation

County Administrator
for
October 1, 2023 to September 30, 2024

County Administrator Performance Evaluation and Annual Reporting Process Policy No. 11-6

1. PROFESSIONAL SKILLS AND STATUS	Performance Rating
a. Knowledgeable of current developments affecting the management field and affecting county governments.	5
b. Respected in management profession.	5
c. Has a capacity for and encourages innovation.	5
d. Anticipates problems and develops effective approaches for solving them.	5
e. Willing to try new ideas proposed by Board Members or staff.	5
f. Interacts with the Board in a collegial and straightforward manner.	5
2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	Performance Rating
a. Carries out directives of the Board as a whole rather than those of any one Board member.	5
b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5
c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	5
d. Responds to requests for information or assistance by the Board.	5
3. POLICY EXECUTION	Performance Rating
a. Implements Board action in accordance with the intent of the Board.	5
b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	5
c. Enforces County policies.	5

- | | |
|--|---|
| d. Understands County's laws and ordinances. | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness. | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

4. REPORTING**Performance Rating**

- | | |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County. | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner. | 5 |
| c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. | 5 |
| d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. | 5 |

5. CITIZEN RELATIONS**Performance Rating**

- | | |
|--|---|
| a. Responsive to complaints from citizens. | 5 |
| b. Demonstrates a dedication to service to the community and its citizens. | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship. | 5 |
| d. Has the capacity to listen to others and to recognize their interests. | 5 |
| e. Willing to meet with members of the community to discuss their real concerns. | 5 |

6. STAFFING**Performance Rating**

- | | |
|---|---|
| a. Recruits and retains competent personnel for County positions. | 5 |
| b. Aware of staff weaknesses and works to improve their performance. | 5 |
| c. Accurately informed and concerned about employee relations. | 5 |
| d. Professionally manages the compensation and benefits plan. | 5 |
| e. Promotes training and development opportunities for employees at all levels of the organization. | 5 |

7. SUPERVISION**Performance Rating**

- | | |
|---|---|
| a. Employs a professional, knowledgeable staff. | 5 |
|---|---|

- b. Maintains a healthy and productive organizational culture. 5
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training, pay equity and professional growth opportunities within the organization. 5
- e. Encourages teamwork, innovation, and effective problem-solving among the staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship. 5

8. FISCAL MANAGEMENT**Performance Rating**

- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. 5
- c. Prepared budget is in an intelligent but readable format. 5
- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

9. COMMUNITY**Performance Rating**

- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 5
- c. Respected as a community leader. 5

10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?

County Administrator Vince Long has consistently demonstrated exceptional management skills, deep knowledge, and a forward-thinking approach that has been invaluable to me as a commissioner. His strategic leadership and ability to navigate complex issues have not only strengthened the efficiency of county operations but have also fostered an environment of collaboration and innovation.

One of Vince's greatest strengths is his clear, transparent communication style, which keeps us informed and engaged without overwhelming us with unnecessary details. He has a remarkable ability to distill complex information into actionable insights, allowing us as commissioners to make informed decisions quickly and confidently. His knowledge of the intricacies of county governance is second to none, and his ability to anticipate challenges before they arise has helped us proactively address issues that

could have otherwise hindered progress.

Vince has been a steady hand for our county. His leadership during our various weather related challenges were pivotal in ensuring our successful and expedient recovery as a community , as he skillfully coordinated between departments, stakeholders, and the public to meet deadlines and exceed expectations. His problem-solving abilities and talent for motivating staff have been evident throughout the process, ensuring that even the most ambitious initiatives were met with solid plans and delivered with precision.

In addition, Vince's ability to foster partnerships and collaborations with external stakeholders has brought invaluable resources and opportunities to the county, benefiting our community in tangible ways. His deep understanding of policy, fiscal responsibility, and community needs has helped guide our board in making decisions that truly reflect the best interests of our constituents.

Overall, Vince Long’s unwavering dedication, expertise, and visionary leadership have been instrumental in driving the county's success, and his support has been immensely helpful in allowing me to fulfill my duties as commissioner effectively.

11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?

N/A

12. Other comments?

Performance Evaluation Results submitted by: Commissioner Maddox

Total Factors Rated: 44/44

Total All Points: 220

Average Rating: 5

Signature: Commissioner _____ **Date:**_____

Signature: County Administrator _____ **Date:**_____

Leon County Board of County Commissioners Performance Evaluation

County Administrator
for
October 1, 2023 to September 30, 2024

County Administrator Performance Evaluation and Annual Reporting Process Policy No. 11-6

1. PROFESSIONAL SKILLS AND STATUS	Performance Rating
a. Knowledgeable of current developments affecting the management field and affecting county governments.	5
b. Respected in management profession.	5
c. Has a capacity for and encourages innovation.	5
d. Anticipates problems and develops effective approaches for solving them.	5
e. Willing to try new ideas proposed by Board Members or staff.	5
f. Interacts with the Board in a collegial and straightforward manner.	5
2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	Performance Rating
a. Carries out directives of the Board as a whole rather than those of any one Board member.	5
b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5
c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	5
d. Responds to requests for information or assistance by the Board.	5
3. POLICY EXECUTION	Performance Rating
a. Implements Board action in accordance with the intent of the Board.	5
b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	5
c. Enforces County policies.	5

- | | |
|--|---|
| d. Understands County's laws and ordinances. | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness. | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

4. REPORTING**Performance Rating**

- | | |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County. | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner. | 5 |
| c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. | 5 |
| d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. | 5 |

5. CITIZEN RELATIONS**Performance Rating**

- | | |
|--|---|
| a. Responsive to complaints from citizens. | 5 |
| b. Demonstrates a dedication to service to the community and its citizens. | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship. | 5 |
| d. Has the capacity to listen to others and to recognize their interests. | 5 |
| e. Willing to meet with members of the community to discuss their real concerns. | 5 |

6. STAFFING**Performance Rating**

- | | |
|---|---|
| a. Recruits and retains competent personnel for County positions. | 5 |
| b. Aware of staff weaknesses and works to improve their performance. | 5 |
| c. Accurately informed and concerned about employee relations. | 5 |
| d. Professionally manages the compensation and benefits plan. | 5 |
| e. Promotes training and development opportunities for employees at all levels of the organization. | 5 |

7. SUPERVISION**Performance Rating**

- | | |
|---|---|
| a. Employs a professional, knowledgeable staff. | 5 |
|---|---|

- b. Maintains a healthy and productive organizational culture. 5
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training, pay equity and professional growth opportunities within the organization. 5
- e. Encourages teamwork, innovation, and effective problem-solving among the staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship. 5

8. FISCAL MANAGEMENT**Performance Rating**

- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. 5
- c. Prepared budget is in an intelligent but readable format. 5
- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

9. COMMUNITY**Performance Rating**

- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 5
- c. Respected as a community leader. 5

10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?

The County Administrator continues to demonstrate outstanding skill, competence and leadership of Leon County's government. Whether it is the responsible management of the County budget, the implementation of capital projects, the engagement with the public, the preparation for and response to natural disasters, or a host of other areas, the County Administrator and his staff continue to do an excellent job for the people of Leon County.

11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?

None noted during this evaluation period.

12. Other comments?

Performance Evaluation Results submitted by: Commissioner Minor

Total Factors Rated: 44/44

Total All Points: 220

Average Rating: 5

Signature: Commissioner _____ **Date:** _____

Signature: County Administrator _____ **Date:** _____

Leon County Board of County Commissioners Performance Evaluation

County Administrator
for
October 1, 2023 to September 30, 2024

County Administrator Performance Evaluation and Annual Reporting Process Policy No. 11-6

1. PROFESSIONAL SKILLS AND STATUS	Performance Rating
a. Knowledgeable of current developments affecting the management field and affecting county governments.	5
b. Respected in management profession.	5
c. Has a capacity for and encourages innovation.	5
d. Anticipates problems and develops effective approaches for solving them.	5
e. Willing to try new ideas proposed by Board Members or staff.	5
f. Interacts with the Board in a collegial and straightforward manner.	5
2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	Performance Rating
a. Carries out directives of the Board as a whole rather than those of any one Board member.	5
b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5
c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	5
d. Responds to requests for information or assistance by the Board.	5
3. POLICY EXECUTION	Performance Rating
a. Implements Board action in accordance with the intent of the Board.	5
b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	5
c. Enforces County policies.	5

- | | |
|--|---|
| d. Understands County's laws and ordinances. | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness. | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

4. REPORTING**Performance Rating**

- | | |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County. | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner. | 5 |
| c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. | 5 |
| d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. | 5 |

5. CITIZEN RELATIONS**Performance Rating**

- | | |
|--|---|
| a. Responsive to complaints from citizens. | 5 |
| b. Demonstrates a dedication to service to the community and its citizens. | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship. | 5 |
| d. Has the capacity to listen to others and to recognize their interests. | 5 |
| e. Willing to meet with members of the community to discuss their real concerns. | 5 |

6. STAFFING**Performance Rating**

- | | |
|---|---|
| a. Recruits and retains competent personnel for County positions. | 4 |
| b. Aware of staff weaknesses and works to improve their performance. | 5 |
| c. Accurately informed and concerned about employee relations. | 5 |
| d. Professionally manages the compensation and benefits plan. | 5 |
| e. Promotes training and development opportunities for employees at all levels of the organization. | 5 |

7. SUPERVISION**Performance Rating**

- | | |
|---|---|
| a. Employs a professional, knowledgeable staff. | 5 |
|---|---|

- b. Maintains a healthy and productive organizational culture. 5
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training, pay equity and professional growth opportunities within the organization. 5
- e. Encourages teamwork, innovation, and effective problem-solving among the staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship. 5

8. FISCAL MANAGEMENT

Performance Rating

- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. 5
- c. Prepared budget is in an intelligent but readable format. 5
- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

9. COMMUNITY

Performance Rating

- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 5
- c. Respected as a community leader. 5

10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?

The County Administrator is highly professional and effective in working with the board, staff, and the public.

11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?

I would like to see open competitive hiring for high-level positions.

12. Other comments?

Performance Evaluation Results submitted by: Commissioner O'Keefe

Total Factors Rated: 44/44

Total All Points: 219

Average Rating: 4.98

Signature: Commissioner _____ **Date:** _____

Signature: County Administrator _____ **Date:** _____

Leon County Board of County Commissioners Performance Evaluation

County Administrator
for
October 1, 2023 to September 30, 2024

County Administrator Performance Evaluation and Annual Reporting Process Policy No. 11-6

1. PROFESSIONAL SKILLS AND STATUS	Performance Rating
a. Knowledgeable of current developments affecting the management field and affecting county governments.	5
b. Respected in management profession.	5
c. Has a capacity for and encourages innovation.	5
d. Anticipates problems and develops effective approaches for solving them.	5
e. Willing to try new ideas proposed by Board Members or staff.	5
f. Interacts with the Board in a collegial and straightforward manner.	5
2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	Performance Rating
a. Carries out directives of the Board as a whole rather than those of any one Board member.	5
b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5
c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	5
d. Responds to requests for information or assistance by the Board.	5
3. POLICY EXECUTION	Performance Rating
a. Implements Board action in accordance with the intent of the Board.	5
b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	5
c. Enforces County policies.	5

- | | |
|--|---|
| d. Understands County's laws and ordinances. | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness. | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

4. REPORTING**Performance Rating**

- | | |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County. | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner. | 5 |
| c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. | 5 |
| d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. | 5 |

5. CITIZEN RELATIONS**Performance Rating**

- | | |
|--|---|
| a. Responsive to complaints from citizens. | 5 |
| b. Demonstrates a dedication to service to the community and its citizens. | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship. | 5 |
| d. Has the capacity to listen to others and to recognize their interests. | 5 |
| e. Willing to meet with members of the community to discuss their real concerns. | 5 |

6. STAFFING**Performance Rating**

- | | |
|---|---|
| a. Recruits and retains competent personnel for County positions. | 5 |
| b. Aware of staff weaknesses and works to improve their performance. | 5 |
| c. Accurately informed and concerned about employee relations. | 5 |
| d. Professionally manages the compensation and benefits plan. | 5 |
| e. Promotes training and development opportunities for employees at all levels of the organization. | 5 |

7. SUPERVISION**Performance Rating**

- | | |
|---|---|
| a. Employs a professional, knowledgeable staff. | 5 |
|---|---|

- b. Maintains a healthy and productive organizational culture. 5
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training, pay equity and professional growth opportunities within the organization. 5
- e. Encourages teamwork, innovation, and effective problem-solving among the staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship. 5

8. FISCAL MANAGEMENT**Performance Rating**

- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. 5
- c. Prepared budget is in an intelligent but readable format. 5
- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

9. COMMUNITY**Performance Rating**

- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 5
- c. Respected as a community leader. 5

10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?

Vince leads diverse teams and departments and provides direction. I'm very pleased with the County Administrator, knowing that the county, under his leadership, will effectively execute its vision, mission, and goals.

11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?

N/A

12. Other comments?

N/A

Performance Evaluation Results submitted by: Commissioner Proctor

Total Factors Rated: 44/44

Total All Points: 220

Average Rating: 5

Signature: Commissioner _____ **Date:** _____

Signature: County Administrator _____ **Date:** _____

Leon County Board of County Commissioners Performance Evaluation

County Administrator
for
October 1, 2023 to September 30, 2024

County Administrator Performance Evaluation and Annual Reporting Process Policy No. 11-6

1. PROFESSIONAL SKILLS AND STATUS	Performance Rating
a. Knowledgeable of current developments affecting the management field and affecting county governments.	5
b. Respected in management profession.	5
c. Has a capacity for and encourages innovation.	5
d. Anticipates problems and develops effective approaches for solving them.	5
e. Willing to try new ideas proposed by Board Members or staff.	5
f. Interacts with the Board in a collegial and straightforward manner.	5
2. RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	Performance Rating
a. Carries out directives of the Board as a whole rather than those of any one Board member.	5
b. Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5
c. Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	5
d. Responds to requests for information or assistance by the Board.	5
3. POLICY EXECUTION	Performance Rating
a. Implements Board action in accordance with the intent of the Board.	5
b. Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	5
c. Enforces County policies.	5

- | | |
|--|---|
| d. Understands County's laws and ordinances. | 5 |
| e. Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness. | 5 |
| f. Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration. | 5 |

4. REPORTING**Performance Rating**

- | | |
|--|---|
| a. Provides the Board with reports concerning matters of importance to the County. | 5 |
| b. Reports are accurate, comprehensive and produced in a timely manner. | 5 |
| c. Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board. | 5 |
| d. Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny. | 5 |

5. CITIZEN RELATIONS**Performance Rating**

- | | |
|--|---|
| a. Responsive to complaints from citizens. | 5 |
| b. Demonstrates a dedication to service to the community and its citizens. | 5 |
| c. Skillful with the news media, avoiding political positions and partisanship. | 5 |
| d. Has the capacity to listen to others and to recognize their interests. | 5 |
| e. Willing to meet with members of the community to discuss their real concerns. | 5 |

6. STAFFING**Performance Rating**

- | | |
|---|---|
| a. Recruits and retains competent personnel for County positions. | 5 |
| b. Aware of staff weaknesses and works to improve their performance. | 5 |
| c. Accurately informed and concerned about employee relations. | 5 |
| d. Professionally manages the compensation and benefits plan. | 5 |
| e. Promotes training and development opportunities for employees at all levels of the organization. | 5 |

7. SUPERVISION**Performance Rating**

- | | |
|---|---|
| a. Employs a professional, knowledgeable staff. | 5 |
|---|---|

- b. Maintains a healthy and productive organizational culture. 5
- c. Employees are recognized for best practices in the industry. 5
- d. Employees have training, pay equity and professional growth opportunities within the organization. 5
- e. Encourages teamwork, innovation, and effective problem-solving among the staff members. 5
- f. Institutes in employees a culture that is focused on customer service and responsible stewardship. 5

8. FISCAL MANAGEMENT**Performance Rating**

- a. Prepares a balanced budget to provide services at a level directed by the Board. 5
- b. Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively. 5
- c. Prepared budget is in an intelligent but readable format. 5
- d. Possesses awareness of the importance of financial planning and control. 5
- e. Appropriately monitors and manages the fiscal activities of the organization. 5

9. COMMUNITY**Performance Rating**

- a. Engages with community partners on local initiatives. 5
- b. Avoids unnecessary controversy. 5
- c. Respected as a community leader. 5

10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a Commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefitted from the Administrator's leadership)?

I'm grateful for the Administrator's continued excellence as the chief executive of the County. His leadership has been exemplary and his commitment to serving our citizens with professionalism and integrity is notable.

I want to specifically commend him on his handling of the various weather-related disasters that we endured in 2024. His creation of the TEAM Leon program to quickly provide emergency financial relief to victims of the Spring tornadoes as gap funding for federal assistance is particularly commendable.

His rapid deployment of County staff to respond to the Spring flooding and storm cleanup/repair was also remarkable.

We are fortunate to have such a capable individual directing our County Government. Vince is a consummate professional who is unquestionably valuable to our community, our board and to my office individually.

I appreciate his partnership and counsel in helping me to serve the neighbors of NE Leon County.

11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrators to improve these areas?

I would like to encourage Vince to continue to think outside the box and be a dynamic leader. Given his tenure and unquestionable success, it would be understandable if he became complacent.

I would like to see the County continue to be innovative in how we deliver services, particularly in the areas of permitting, development support, and parks and recreation.

I would also like to see us become more active in the space of sports tourism, hosting more events and growing our facilities.

12. Other comments?

I want to thank Vince for dedicating his career to serving the neighbors of Leon County. He undoubtedly could have taken his talents elsewhere over the years, but he decided to fully commit to working, serving and raising his family right here.

Our community is better off because of his work and I look forward to many more years working alongside him.

Performance Evaluation Results submitted by: Commissioner Welch

Total Factors Rated: 44/44

Total All Points: 220

Average Rating: 5

Signature: Commissioner _____

Date: _____

Signature: County Administrator _____

Date: _____

2.00.1

Board of County Commissioners Leon County, Florida

Policy No. 11 - 6

Title: County Administrator Performance Evaluation and Annual Reporting Process

Date Adopted: September 15, 2020

Effective Date: September 15, 2020

Reference: N/A

Policy Superseded: Policy No. 11-6, "County Administrator Performance Evaluation and Annual Reporting Process," adopted September 13, 2011; revised January 29, 2013; revised January 27, 2015; revised September 15, 2015; revised July 10, 2018

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 11-6 "County Administrator Performance Evaluation and Annual Reporting Process" revised by the Board of County Commissioners on July 10, 2018 is hereby further amended, and a revised policy is adopted in its place, to wit:

For the purpose of evaluating the performance of the County Administrator in a fair and open manner, the Board will annually follow the processes outlined in this policy. As part of this review, the County Administrator will be required to annually report the state of the County to the Board.

This policy is consistent with Florida Statutes 125.84 (1) that states the County Administrator will "Report annually or more often if necessary, to the board of commissioners and to the citizens on the state of the County, the work of the previous year, recommendations for action or programs for improvement of the County and the welfare of its residents."

The following process shall be used annually to effectuate this policy.

Annual Report

1. In September of each year, the County Administrator will prepare a report that provides a detailed analysis summarizing the state of the County ("the annual report").
2. The reporting period for the annual report will be based on the prior fiscal year.
3. The annual report will be presented for acceptance by the Board at a regularly scheduled meeting in September of each year.
4. To maximize community involvement:
 - a. In addition to the Board of County Commissioners meeting, the annual report will be presented to at least two community meetings conducted outside of the Courthouse. The locations will be selected to maximize citizens' opportunity to participate.

- b. Presentation of a summary of the annual report will be published in a newspaper of general circulation.

Performance Evaluation

5. An online process, by which each County Commissioners may complete and submit the County Administrator performance evaluation form, will be administered by Human Resources with MIS' technical support.
6. Following the distribution of the Annual Report to the Board, Human Resources will distribute the link to the online County Administrator performance evaluation form, included as part of this policy, to each of the Board members.
7. Each individual Commissioner will be requested to complete and submit the County Administrator performance evaluation form following the distribution of the link to the online evaluation form by Human Resources. Each Commissioner is encouraged to meet with the County Administrator to discuss their individual evaluation.
8. The Chairman will review all of the evaluation forms and approve an appropriate merit percentage increase in accordance with the contract of the County Administrator.
9. The Human Resources Director will compile the individual evaluations into a summary document and prepare an agenda item containing the following: summary of evaluations, individual evaluations, and merit percentage increase.
10. The compilation of the County Administrator's evaluation will be presented at a regularly scheduled meeting in October of each year for ratification by the Board of each Commissioner's individual evaluations and the merit percentage increase.

Revised September 15, 2020

Leon County Board of County Commissioners Performance Evaluation

County Administrator



This form shall be completed by each member of the Board to evaluate the County Administrator's performance in each of the areas noted below. Performance levels can be noted based on the following scale:

- 5 – Excellent (almost always exceeds expectations and performs at very high standard)
- 4 – Above average (generally exceeds performance expectations)
- 3 – Satisfactory (meets performance expectations)
- 2 – Below average (generally does not meet performance expectations)
- 1 – Unsatisfactory (almost always fails to meet minimum performance expectations).

Each member of the Board should sign the form and forward it to the Chairman.

EVALUATION PERIOD: _____ **TO:** _____

1.	PROFESSIONAL SKILLS AND STATUS	5	4	3	2	1
a.	Knowledgeable of current developments affecting the management field and affecting county governments.					
b.	Respected in management profession.					
c.	Has a capacity for and encourages innovation.					
d.	Anticipates problems and develops effective approaches for solving them.					
e.	Willing to try new ideas proposed by Board Members or staff.					
f.	Interacts with BOCC in a direct and straightforward manner.					

2.	RELATIONS WITH BOARD OF COUNTY COMMISSIONERS	5	4	3	2	1
a.	Carries out directives of the Board as a whole rather than those of any one Board member.					
b.	Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.					
c.	Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.					
d.	Responds to requests for information or assistance by the Board.					

County Administrator Performance Evaluation and Annual Reporting Process
Policy No. 11 - 6

2.00.1

3.	POLICY EXECUTION	5	4	3	2	1
a.	Implements Board action in accordance with the intent of the Board.					
b.	Supports the actions of the Board after a decision has been reached, both inside and outside the organization.					
c.	Enforces County policies.					
d.	Understands County's laws and ordinances.					
e.	Reviews ordinance and policy procedures periodically to suggest improvements to their effectiveness.					
f.	Offers workable alternatives to the Board for changes in the law when an ordinance or policy proves impractical in actual administration.					

4.	REPORTING	5	4	3	2	1
a.	Provides the Board with reports concerning matters of importance to the County.					
b.	Reports are accurate, comprehensive and produced in a timely manner.					
c.	Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.					
d.	Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny.					

5.	CITIZEN RELATIONS	5	4	3	2	1
a.	Responsive to complaints from citizens.					
b.	Demonstrates a dedication to service to the community and its citizens.					
c.	Skillful with the news media, avoiding political positions and partisanship.					
d.	Has the capacity to listen to others and to recognize their interests.					
e.	Willing to meet with members of the community to discuss their real concerns.					

6.	STAFFING	5	4	3	2	1
a.	Recruits and retains competent personnel for County positions.					
b.	Aware of staff weaknesses and works to improve their performance.					
c.	Accurately informed and concerned about employee relations.					
d.	Professionally manages the compensation and benefits plan.					
e.	Promotes training and development opportunities for employees at all levels of the organization.					

County Administrator Performance Evaluation and Annual Reporting Process
Policy No. 11 - 6

2.00.1

7.	SUPERVISION	5	4	3	2	1
a.	Employs a professional, knowledgeable staff.					
b.	Maintains a healthy and productive organizational culture.					
c.	Employees are recognized for best practices in the industry.					
d.	Employees have training, pay equity and professional growth opportunities within the organization.					
e.	Encourages teamwork, innovation, and effective problem-solving among the staff members.					
f.	Institutes in employees a culture that is focused on customer service and responsible stewardship.					

8.	FISCAL MANAGEMENT	5	4	3	2	1
a.	Prepares a balanced budget to provide services at a level directed by the Board.					
b.	Makes the best possible use of available funds, conscious of the need to operate the County efficiently and effectively.					
c.	Prepared budget is in an intelligent but readable format.					
d.	Possesses awareness of the importance of financial planning and control.					
e.	Appropriately monitors and manages the fiscal activities of the organization.					

9.	COMMUNITY	5	4	3	2	1
a.	Engages with community partners on local initiatives.					
b.	Avoids unnecessary controversy.					
c.	Respected as a community leader.					

Total All Points: _____

Divide Total by: 44 (# of categories)

Average: _____

County Administrator Performance Evaluation and Annual Reporting Process
Policy No. 11 - 6

2.00.1

- 10. What strengths has the County Administrator demonstrated (management skills, knowledge, abilities) which have been most helpful to you as a commissioner during this evaluation period (feel free to be general or include specific issues or projects which benefited from the Administrator's leadership)?**

- 11. What performance areas would you identify as needing improvement? Why? What constructive, positive ideas can you offer the County Administrator to improve these areas?**

- 12. Other comments?**

Signature: _____

Date: _____



Leon County Government

INTEROFFICE MEMO

DATE: September 17, 2024

TO: The Honorable Chairman and Board of County Commissioners

FROM: Vincent S. Long, County Administrator

SUBJECT: 2024 County Administrator Evaluations

At today's Commission meeting, you received the 2024 Annual Report. The 80-page report provides great detail on many of our accomplishments over the past year and reflects our continuous efforts to once again set the standard in public service and to uphold our people-focused, performance driven culture in Leon County Government.

Tomorrow you will receive my annual performance evaluation via e-mail from Human Resources pursuant to Policy No. 11-6, "County Administrator Evaluation and Annual Reporting Process," and an agenda item will be presented at the October 8 meeting for ratification by the Board. In addition to the Annual Report, as I do each year, I submit the following summary of selected significant milestones achieved during Fiscal Year 2023-24 to further assist you in your individual evaluations. As you will find herein, in FY 2023-24 Leon County continued to demonstrate our unique ability to overcome significant challenges of the day in service to our citizens, while staying focused and delivering results on our ambitious long-term goals for the community.

As always, Commissioners, my goal as your County Administrator is to continue to provide the Board with the highest standard of fiscal, strategic, and operational leadership, while making Leon County the model organization for all local governments to follow. Most of all, I strive to continue to earn your confidence and I greatly appreciate your support and feedback.

Major Policy Formation, Implementation, and Project Execution:

Provided timely, accurate and reliable policy analysis and focused leadership on project implementation in 2024

- Continued the implementation of **Leon County's FY 2022 – FY 2026 Strategic Plan**; as of midyear, 63 (or 74%) of the County's Strategic Initiatives completed and the remaining currently in progress, and the County's five-year Targets and Bold Goals are on track for completion by FY 2026.
- Continued to lead the efforts among County Administrators across the state to engage key state legislators on the significant fiscal impacts of the Florida Retirement System (FRS) modifications as proposed under HB 151 during the 2024 Legislative Session; the final FRS changes were less drastic than originally proposed thereby reducing the overall fiscal impact to county governments from **\$863 million to \$11.6 million statewide, including \$9.6 million saved for Leon County**.
- Provided continued leadership over the execution of **over 30 major infrastructure projects** through the Blueprint Intergovernmental Agency including the Northeast Gateway: Welaunee Boulevard, Northeast Corridor Connector: Bannerman Road, Capital Circle Southwest, the Magnolia Drive Multi-Use Trail, several placemaking projects, and more, totaling approximately \$762 million of investments in the community's infrastructure.
- Executed the Leon County Bicentennial organizational management plan and established the Bicentennial Steering Committee, leading to the planning of **over 200 Bicentennial-themed events in 2024** with participation from government agencies, businesses, organizations, and citizens.
- Established the **Targeted Emergency Assistance Microgrant (TEAM) Leon Program**, providing **immediate financial assistance** as a bridge to federal aid for **419 households and 53 businesses** in unincorporated Leon County affected by the May 10 Tornado Outbreak, using **\$1 million** from the County's Catastrophe Fund.
- **Secured \$7.8 million in additional springs restoration grant funding** from the Florida Department of Environmental Protection to support the completion of the Woodville and Belair/Annawood septic-to-sewer projects; in FY 2024, **nearly 300 septic system upgrades and/or replacements were completed or underway**, advancing the County's Bold Goal of 500 septic tank replacements and upgrades in the FY 2022-2026 Leon County Strategic Plan.
- Continued to implement the County's **Septic Upgrade Incentive Program by leveraging \$2.22 million in grant funding** from the Florida Department of Environmental Protection to provide eligible homeowners up to \$7,500 for septic system upgrades or replacements.
- Partnered with ReCap Inc, a company that is operating the **first biochar production facility in the State of Florida**, to utilize a patent-pending process that upcycles yard debris into environmentally beneficial biochar.
- Continued implementation of the **County's Essential Libraries Initiative**, realigning Leon County Libraries' programs, services, and staff to address evolving trends in citizens' use of public libraries, refocusing priorities on the needs of the community, and engaging citizens to help develop new strategies to maintain community relevance.

People Focused. Performance Driven.

- Provided staff support and facilitated process to **leverage \$6.5 million in additional state and federal grant funds for broadband expansion** through the Tallahassee-Leon County Broadband Planning Team; over the next two years, a total of \$15 million will be invested **to expand broadband services to 3,000 new households** throughout rural Leon County.
- Updated the **County's Parental Leave Policy** reflecting the Board's desire to ensure the County's compensation and benefits package remains competitive in attracting and retaining a highly-skilled, diverse, and innovative workforce.
- Created the **new Private to Public Dirt Road Improvement and Maintenance Program** and expanded the existing Private Road Preventative Maintenance and Repair Program to **enhance the safety and maintenance of private roads** in unincorporated Leon County.
- Initiated a more than **\$2 million capital project at the Leon County Main Library** as part of the **Essential Libraries Initiative**, focusing on renovating and modernizing over 40,000 square feet of space to better align the library's programs and services with the community's evolving needs.
- Coordinated with the City of Tallahassee and the Children Services Council of Leon County to identify **designated funding for emergency homeless shelters** without reducing the availability of CHSP funds for other local service needs while establishing a higher level of oversight of the emergency homeless shelters to ensure the collective effort of reducing homelessness in the community.
- Conducted the comprehensive **Leon County Detention Facility Population Study**, which evaluates future space needs for the Leon County Detention Facility as well as recommends options for diversion programs that could reduce the average daily inmate population.
- Continued implementation of the **Apalachee Regional Park Master Plan**, including the landfill closure project, to support the site's continued transition from a solid waste facility into a prominent regional park.

Additional examples of major policy and project implementation are listed in the appropriate categories that follow, some of which are reported under multiple category areas as applicable.

Financial Management:

Provided for the sound fiscal management and fiscal stewardship of Leon County in 2024

- Produced a balanced FY 2025 Budget with **no general millage rate increase for the 13th year in a row**, additional cost avoidances through internal efficiency efforts, and a 5% pay increase for all County and Constitutional employees.
- Identified **over \$9.3 million in new cost savings and avoidances** through the County's I² Employee Awards Program, nearly \$2 million in recurring costs and more than \$7.4 million in one-time costs. Since 2013, over \$76 million in cost savings and avoidances have been identified through the County's internal efficiency efforts.
- Continued to lead the efforts among County Administrators across the state to engage key state legislators on the significant fiscal impacts of the Florida Retirement System (FRS) modifications as proposed under HB 151 during the 2024 Legislative Session; the final FRS changes were less drastic than originally proposed thereby reducing the overall fiscal impact to county governments from **\$863 million to \$11.6 million statewide, including \$9.6 million saved for Leon County.**

People Focused. Performance Driven.

- Secured **\$800,000 in direct federal legislative appropriations** to support the County's Fords Arm Restoration project to construct drainage improvements that will protect the water quality of Lake Jackson.
- Executed agreements with **Northwest Florida Health Network and DISC Village to expand substance abuse treatment** and other ancillary services for people involved in the criminal justice system that have been adversely impacted by opioids in Leon County through the use of opioid litigation settlement funds.
- Utilized \$1 million from the County's Catastrophe Fund to establish the **Targeted Emergency Assistance Microgrant (TEAM) Leon Program** which provided immediate financial assistance to hundreds of households and businesses in unincorporated Leon County affected by the May 10 Tornado Outbreak.
- Deployed County staff to conduct **damage assessments following the May 10 Tornado Outbreak** which will support the County in successfully **recovering over \$6.8 million in reimbursement from disaster response and recovery efforts**, representing 87.5% of all project costs paid by the County.
- Assisted in securing **\$8.1 million in FEMA Individual Assistance** for residents impacted by the May 10 Tornado Outbreak.
- **Achieved a grant leveraging ratio of \$5.62 to \$1**. Excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be more than \$24.73 to \$1.
- Received an **extremely high Aa2 Credit Rating** by international bond rating agency Moody's and Fitch demonstrating the County's continued fiscal strength and resilience.
- Continued to maintain **the lowest net operating budget, the lowest net budget per resident**, and among the **lowest number of County employees per 1,000 residents** when compared to other like-sized counties while having some of the highest percentage of property tax off the rolls due to exemptions.
- Received the **Distinguished Budget Presentation Award**, with special recognition in the Budget Process and Strategic Goals and Strategies categories, from the Government Finance Officers Association, the highest form of recognition in governmental budgeting.

Crisis Management:

Ensured prompt organizational focus, accountability, and compassion in dealing with crises in 2024

- Led response efforts to the **April 2024 Bicentennial Storm, a once-in-200-year historic weather event bringing more than 12 inches of rain in three hours**, which required early activation of the Emergency Operations Center, deployment of resources to manage flooding and road closures, and continuous public communication, resulting in no deaths or severe injuries and a swift recovery process.
- Deployed the County's Public Works team to **repair 11 private roads damaged by severe flooding during the April Bicentennial Storm, the worst rainfall event in 200 years**. The repairs required **nearly 1,500 cubic yards of material**, totaling approximately 3 million pounds, including 79 truckloads of gravel and a 40-foot culvert, ensuring essential access for residents and emergency vehicles within hours.

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- **Activated the County's Emergency Operations Center for 300 hours over 29 days to lead response and recovery efforts to the May 10 Tornado Outbreak** which resulted in the most damage in the County's history. The County spearheaded coordinating the **clearing of over 1,500 trees and 130 roads**, distributing essential supplies (water, food, and tarps) at **Points of Distribution to 8,024 vehicles**, managing **debris removal efforts totaling more than 345,000 cubic yards**, and **helping secure \$8.1 million in FEMA Individual Assistance** for affected residents, ensuring a comprehensive and effective recovery process.
- Deployed County staff to conduct **damage assessments following the May 10 Tornado Outbreak** which will support the County in successfully **recovering over \$6.8 million in reimbursement from disaster response and recovery efforts**, representing 87.5% of all project costs paid by the County.
- Established the **TEAM Leon Program**, utilizing **\$1 million from the County's Catastrophe Fund to provide immediate financial assistance** as a bridge to federal aid for 419 households and 53 businesses in unincorporated Leon County affected by the May 10 Tornado Outbreak.
- **Activated the County's libraries as cooling stations** in response to excessive heat warnings issued for the region to offer air conditioning, comfortable seating, water access, restrooms, and charging stations for residents.
- Celebrated the **20th anniversary of Leon County Emergency Medical Services**, which has responded to over 789,000 calls for service, transported over 500,000 patients, and held more than 4,000 CPR and AED community trainings to date, showcasing two decades of dedicated service and life-saving care to all of Leon County.
- Expanded medical and technological advances available to paramedics by implementing the Leon County Emergency Medical Services **Whole Blood Program**, which is crucial for improving survival rates in trauma patients by allowing for immediate blood transfusions in the field, thereby significantly reducing the time to critical care and increasing the chances of saving lives during emergencies.
- Continued to ensure the highest level of readiness prior to the 2024 hurricane season by hosting **Neighborhood Readiness Training sessions** across the County which have **engaged nearly 2,200 residents to date in preparing for disasters**.
- Responded to **over 54,000 Emergency Medical Services (EMS) calls in FY 2024**, the highest record of EMS response calls for any year to date including during the COVID-19 Pandemic.
- **Strengthened the County's resilience against cyber threats** by leveraging funding awarded through the State's Local Government Cybersecurity Grant to expand the County's cybersecurity initiatives, services and solutions.

Promoting Economic Vitality:

Continued to ensure that Leon County remains an effective leader and a reliable partner in growing and diversifying our community and local economy

- Received top honors from *Area Development* magazine in their 2023 Leading Metro Locations report, recognizing the Tallahassee-Leon County Metropolitan Statistical Area (MSA) as the **strongest economy in the U.S.**

People Focused. Performance Driven.

- Supported the planning and hosting of **over 200 Bicentennial Events**, such as parades, symposiums, historical reenactments, and cultural performances, aimed at enriching community engagement and education about Tallahassee-Leon County's history.
- Earned **the Silver Award for Economic Development Organization of the Year** from the International Economic Development Council (IEDC), recognizing OEV's continued efforts to promote Tallahassee-Leon County as a vibrant, thriving economic hub and foster growth, innovation, and opportunity across the region.
- Received the IEDC's **Bronze Award for Economic Inclusion Project** and the **Regional Economic Development Deal of the Year Award** for the Amazon Fulfillment Center, recognizing OEV's proactive efforts to address unemployment disparities and foster inclusive economic growth locally.
- Leveraged OEV's Targeted Business Program incentives to support the construction of the **North Florida Innovation Labs at Innovation Park**, a 40,000-square-foot incubator with specialized labs and workspaces for early-stage tech companies and startups, to open in October 2024. This **\$24 million capital investment** will **generate over 600 permanent, high-paying jobs** and **a total economic impact of over \$20 million** locally.
- Continued to support the **National High Magnetic Field Laboratory** ("MagLab") in attracting and securing new partnerships within the magnetic technology industry through **OEV's Magnetic Task Force**.
- Supported Danfoss Turbocor's unveiling of its new **\$62 million, 145,000 square foot manufacturing facility** which has **created over 100 new jobs locally**.
- Provided staff support and facilitated process to **leverage \$6.5 million in additional state and federal grant funds for broadband expansion** through the Tallahassee-Leon County Broadband Planning Team; over the next two years, a total of \$15 million will be invested **to expand broadband services to 3,000 new households** throughout rural Leon County.
- Hosted the **2024 Leon Works Expo**, connecting more than 500 high school students with academic institutions, private businesses, non-profit agencies, and public sector partners with emerging skilled career opportunities.
- Continued implementation of the **REVIVE! Microloan Program** in partnership with the Apalachee Regional Planning Council to assist small businesses in the retention, expansion, and creation of jobs in the Big Bend region.
- Successfully **hosted major sporting events** in Leon County including the Florida High School Athletic Association (FHSAA) **Cross Country State Finals** for the 12th consecutive year, all 9 classifications of the **2023 FHSAA Football State Championships**, the third annual **FHSAA Beach Volleyball State Championships**, the **2024 U.S. Bowling Congress Youth Bowling State Championships**, and more.
- Awarded nearly \$700,000 through the **Tourism Events Grant Program** supporting **more than 100 local events** which generate significant economic impact in the community.

Organizational Improvement and Innovation:

Continued to lead organizational improvements, drive innovation and enhance employee performance, development and well-being

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- Updated the **County's Parental Leave Policy** reflecting the Board's desire to ensure the County's compensation and benefits package remains competitive in attracting and retaining a highly-skilled, diverse, and innovative workforce.
- **Successfully transitioned key Leon County staff** into critical leadership roles, ensuring continuity and enhancing organizational capacity.
- Conducted the comprehensive **Leon County Detention Facility Population Study**, which evaluates future space needs for the Leon County Detention Facility as well as recommends options for diversion programs that could reduce the average daily inmate population.
- Successfully transitioned the Leon County Development Support and Environmental Management **permitting process to be 100% online**, which will continue to reduce permitting times and furthers the County's sustainability goals.
- Continued implementation of the **County's Essential Libraries Initiative**, realigning Leon County Libraries' programs, services, and staff to address evolving trends in citizens' use of public libraries, refocusing priorities on the needs of the community, and engaging citizens to help develop new strategies to maintain community relevance.
- Continued implementation of the **Integrated Sustainability Action Plan**, which includes 18 goals and 91 action items to foster a more sustainable future and realize a 30% reduction in the County's greenhouse gas emissions by the year 2030.
- Identified **over \$9.3 million in new cost savings and avoidances** through the County's I² Employee Awards Program, including nearly \$2 million in recurring costs and more than \$7.4 million in one-time costs.
- Led the County's efforts to win **eight more NACo Achievement Awards** in 2024 for the following initiatives recognized as nationwide best practices for the efficient, equitable, and innovative provision of services to our community:
 - KCCI Crosswalks to Classrooms (Best in Category)
 - Combatting Food Insecurity
 - North Monroe Revitalization
 - Historic Amtrak Station Restoration
 - Tallahassee-Leon County Bicentennial Celebration
 - Risk and Safety Management Enhancements
 - Paramedic Trainee Program
 - Septic Upgrade Incentive Program

This brings Leon County total to 111 NACo Achievement Awards, including four projects designated "Best in Category" nationwide and two additional Leon County initiatives recognized as "100 Brilliant Ideas at Work" showcasing the best innovations in government across all 3,069 counties.

- Earned the **2024 Digital Counties Survey Award** from NACo and the Center for Digital Government in recognition of the County's use of technology to enhance services and streamline operations within the organization and for our citizens.
- Received the **American Heart Association Mission: Lifeline EMS Gold Award** with Target Heart Attack Honor Roll and the American College of Cardiology's EMS Partner

in Care designation, recognizing the County's excellence in providing timely and effective pre-hospital cardiac care.

- Earned recognition as a **top-ranked digital county government** from the Center for Digital Government and the National Association of Counties in their Annual Digital Counties Survey, which showcases the County's commitment to leveraging technology to enhance services for citizens.
- Received the **Best of Florida Award** for Best IT Collaboration at the Florida Digital Government Summit.

Capital Project Management and Implementation:

Ensured the professional project oversight, design, engineering, procurement, schedule and budgeting of safe, functional and high-quality capital projects in 2024

- Began construction on **Phase II of the St. Marks Headwaters Greenway Buck Lake Trailhead**. The new trailhead, opening in late fall, will feature a nature-based playground, picnic pavilions, a misting station, and four additional miles of trails.
- Provided continued leadership over the execution of **over 30 major infrastructure projects** through the Blueprint Intergovernmental Agency including the Northeast Gateway: Welaunee Boulevard, Northeast Corridor Connector: Bannerman Road, Capital Circle Southwest, the Magnolia Drive Multi-Use Trail, several placemaking projects, and more, totaling approximately \$762 million of investments in the community's infrastructure.
- Initiated a more than **\$2 million capital project at the Leon County Main Library** as part of the **Essential Libraries Initiative**, focusing on renovating and modernizing over 40,000 square feet of space to better align the library's programs and services with the community's evolving needs.
- Coordinated with members of the County's federal legislative delegation to secure **\$800,000 in the federal FY 2024 budget** to support the **County's Fords Arm Restoration Project**.
- **Secured \$7.8 million in additional springs restoration grant funding** from the Florida Department of Environmental Protection to support the completion of the Woodville and Belair/Annawood septic-to-sewer projects; in FY 2024, **nearly 300 septic system upgrades and/or replacements were completed or underway**, advancing the County's Bold Goal of 500 septic tank replacements and upgrades in the FY 2022-2026 Leon County Strategic Plan.
- Continued to implement the **County's Septic Upgrade Incentive Program by leveraging \$2.22 million in grant funding** from the Florida Department of Environmental Protection to provide eligible homeowners up to \$7,500 for septic system upgrades or replacements.
- Partnered with KCCI to implement the **Crosswalks to Classrooms initiative**, including the installation of **three asphalt art projects along Dempsey Mayo Road** to improve pedestrian and driver safety for the nearby elementary school and the Westminster Oaks retirement community.

- **Expanded our community's outdoor offerings** for residents of all ages with the opening of new playgrounds at Man-O'-War Park, J. Lewis Hall Sr. Woodville Park, and Debbie Lightsey Park.
- Continued implementation of the **Apalachee Regional Park Master Plan**, including the landfill closure project, to support the site's continued transition from a solid waste facility into a prominent regional park.
- Completed numerous **County Public Works projects** including accessibility enhancements to address flooding issues on **Maylor Road**; safety and roadway delineation enhancements on **Silver Lake Road**; and sidewalk projects along **Tram Road, Shumard Drive, and Bur Oak Drive**.
- **Broke ground on Blueprint's Orange-Meridian Park**, which will create a neighborhood park and community gathering space.
- Received the **Outstanding Development/Design Excellence Award** from the Florida Planning and Zoning Association for the **Blueprint Debbie Lightsey Nature Park project**.
- Earned the **Florida Chapter of the American Public Works Association's Environmental Project of the Year Award** for the **Blueprint 3D-B Stormwater Facility project**.
- Recognized Leon County Public Works for winning **three Project of the Year awards** from the Big Bend Branch of the American Public Works Association:
 - North Gadsden Street Sidewalk Improvement – Best Performance
 - Ben Boulevard Drainage Improvements Phase 2 – Stormwater
 - Visitor Information Center Amtrak Station – Historical Reservation/Preservation

Leveraging Partnerships:

Continued to implement new opportunities to leverage partnerships for the benefit of the community in 2024

- Coordinated with the City of Tallahassee and the Children Services Council of Leon County to identify **designated funding for emergency homeless shelters** without reducing the availability of CHSP funds for other local service needs while establishing a higher level of oversight of the emergency homeless shelters to ensure the collective effort of reducing homelessness in the community.
- **Received a State Housing Initiatives Partnership (SHIP) Program Award** for awarding over \$500,000 to nonprofit organizations and small businesses for the construction of nine new homes for low-income first-time homebuyers, including four units on parcels donated by the County to the Leon County-Tallahassee Community Land Trust, and five units in targeted neighborhoods that have historically experienced poverty and racial inequities.
- **Invested \$50,000** in State Housing Initiatives Partnership (SHIP) Program funding and **hosted four workshops to address heir property issues** for low-income residents.
- Executed the **Leon County Bicentennial organizational management plan** and established the **Bicentennial Steering Committee**, leading to the **planning of over 200**

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Bicentennial-themed events in 2024 with participation from government agencies, businesses, organizations, and citizens.

- Finalized and began implementation of an **Age-Friendly Action Plan** in furtherance of the County's Age-Friendly Community designation from AARP to enhance livability in Leon County for residents of all ages.
- Continued to implement the comprehensive **Action Plan for Lake Munson** utilizing input from local residents, State agency partners and other stakeholders to support the long-term water quality of the lake and surrounding water bodies.
- Further enhanced the reimbursement structure of the **County's CareNet Provider Reimbursement Pool Program** to better reflect the cost for diagnostic and ancillary costs such as laboratory and X-ray services as well as for dental and mental health services.
- Utilized County ARPA funds to support the **Big Bend Continuum of Care's Community Engagement Liaison position** which proactively enhances public engagement, awareness, and safety at the street level to better address homelessness.
- Partnered with the Second Harvest of the Big Bend to host the **Summer Break Spot Program** which offers free healthy, packaged meals and snacks to kids and teens at four of the County library locations throughout the summer.
- **Expanded food accessibility** through the **installation of two additional temperature-controlled grocery lockers** at Hartsfield Elementary School and Fairview Middle School in partnership with the Second Harvest of the Big Bend; a total of four temperature-controlled grocery lockers will be strategically installed throughout the community utilizing the County's ARPA allocation to reduce food insecurity.
- **Coordinated meetings with the local service providers and other stakeholders to discuss challenges and concerns related to homelessness** leading to the development of recommended strategies to reduce unsheltered homelessness and loitering in the community.
- Hosted the **Family Health Literacy Fair** at the County's Main Library featuring more than 22 local health and safety organizations to share information about resources and services offered to the community that are focused on physical and mental health and well-being.
- **Hosted "Tastebud Explorers"**, a healthy cooking event, in coordination with the City, United Way of the Big Bend, Children's Services Council UF/IFAS Leon County Extension, and Second Harvest of the Big Bend to provide cooking demonstrations and promote feeding programs and resources available in the community to address food insecurity.
- **Partnered with the Federal Corrections Institution** to increase access to reading materials for local inmates in preparation for their transition into the workforce and post-secondary education after completion of their sentence.
- Received a **\$100,000 donation from the Friends of the Library** to enhance and expand library programs and services enhancements in support of the Essential Libraries Initiative.
- Provided funding to construct a ground-level water tank at the **Volunteer Fire Department** (VFD) station on Smith Creek Road and additional funding for the

maintenance of firefighting apparatus at VFD stations which will improve VFD response readiness and fire service delivery.

- Reallocated \$175,000 in funding for the production of a master plan for the redevelopment of the **Springfield Apartments in the Griffin Heights Neighborhood**.

Citizen and Community Engagement:

Created and enhanced opportunities to engage our community in ways that foster co-creation and connectedness

- Hosted the **ninth annual “Created Equal: A Bicentennial Tribute to Black and Brown History”** which examined the stories of Black and Brown communities, their achievements, and their contributions to the County’s history.
- Unveiled two interactive history experiences in celebration of the Tallahassee-Leon County Bicentennial – a touchscreen kiosk featuring **“Leading the Way: 200 Years of Representation and Progress in Leon County”**, and an online platform **“History in Your Hands: Bicentennial”**.
- Received **six awards from the Florida Public Relations Association**, recognizing outstanding achievements in the field of public relations and communications, for the following projects:
 - 2023 Annual Report
 - “Leading the Way” Leon County History Kiosk
 - 2023 Leon Works Expo
 - Leon County Courier: Summer 2023 Edition
 - Library Lecture Series: Rhythms of Panama
 - 20 Years of Exceptional Emergency Medical Services
- Remained committed to equipping citizens with the skills, knowledge and confidence to perform cardiopulmonary resuscitation; since 2010, Leon County has provided **hands-on CPR training to more than 17,850 residents**.
- Completed a successful **ninth year of the Leon County Library Lecture Series** with four more diverse and informative sessions appealing to the interests of all citizens.
- Rehabilitated and repaired the home of a local U.S. Army veteran in the Woodville community, through **Leon County’s 9/11 Day of Service** with the support of more than 100 County employees, community partners, and citizen volunteers.
- Continued to implement the **comprehensive Action Plan for Lake Munson** utilizing input from local residents, State agency partners and other stakeholders to support the long-term water quality of the lake and surrounding water bodies.
- Engaged more than 100 citizens at the **2024 Spring Home Expo** to provide homeowners with useful skills, resources, and knowledge to create a more sustainable and resilient home.
- Supported the **2024 Summer Youth Expo**, in partnership with the Children Services Council and the City of Tallahassee, to connect local youth with engaging summer programming opportunities, such as camps, jobs, and volunteer opportunities.

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- Recognized and honored the service of local veterans through County annual events and initiatives such as the **Operation Thank You Commemorative Wreath Ceremony on Memorial Day** and the **Operation Thank You Breakfast on Veterans Day**.
- Maintained and grew Leon County's Facebook, X, Instagram, LinkedIn, Nextdoor, and YouTube accounts, totaling **more than 150,000 followers** across all platforms.
- Continued to provide citizens with real-time news updates on the County's digital media subscription service Mailchimp to **more than 53,000 subscribers**.
- Created a **Leon County Code Compliance informational handout** to educate residents about County regulations, the code complaint process, and covenant creation options.
- Collaborated with Florida State University's Student Governance and Advocacy (SGA) Program to adapt the **County's award-winning "Let's Balance" budget game** to assist with SGA's budget training.
- Launched a **newly improved and redesigned County website** which enables users to connect effortlessly across all devices, including laptops, mobile phones, and tablets, ensuring easy access to essential County services on the go.

Community and Professional Leadership:

Continued to grow professionally to best represent Leon County locally, statewide, and nationally

- ***In FY 2024, the County Administrator:***
- Received the **2024 "Distinguished Alumni Award"** from Florida State University and the College of Social Science and Public Policy, the highest honor given to alumni for their professional achievements, contributions to society, and support of the college and university.
- Achieved designation as an **ICMA Credentialed Manager**, the highest professional designation in local government management, for the 16th year, demonstrating commitment to professional development and lifelong learning.
- Serves as the only County Administrator on the **Board of Trustees of the Florida Local Government Investment Trust**, which is a \$2 billion local government investment pool developed through the joint efforts of the Florida Court Clerks and Comptrollers and the Florida Association of Counties that guides and advises Florida counties on how to invest and maximize taxpayer dollars.
- Serves as a **Board Member of the Institute for County Government**, contributing to the enhancement of leadership skills and facilitating innovative thinking and action by Florida County Administrators.
- Serves as a member of the **Florida Association of County Managers Board of Directors**.
- Serves as an instructor in the **Florida Association of Counties' County Commissioner Certification Program**.
- Serves as a member of the **Alumni Advisory Board** within the **FSU Askew School of Public Administration & Policy**.
- Serves as a **regular presenter, lecturer, and contributor to professional and academic organizations**, advancing the quality of the field of public administration and local government leadership.

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Recognizing the continuous nature of professional development and representation of the County, the following provides select highlights from recent years:

- Delivered the **commencement speech for the 2023 Certified Public Manager Graduation Ceremony** which celebrated the hard work of more than 120 program graduates and underscored the crucial role of professional public managers. *(FY 2023)*
- Featured as the **keynote speaker for the 75th Anniversary of the Reubin O'D. Askew School of Public Administration and Policy** with over 150 students, faculty, and alumni in attendance to celebrate the milestone. *(FY 2023)*
- Represented Leon County on the **cover of the Winter 2022 edition of 850 Business Magazine** in the cover-featured article, "Leon Gets Noticed," which highlighted the County's major successes in securing game-changing growth and development in the community. *(FY 2023)*
- Served as a **panelist for the Florida Association of County Managers "Deep Dive into Strategic Planning for Your County" Educational Session** to share insights and best practices relating to the successful development and implementation of strategic plans. *(FY 2023)*
- Featured as a **speaker for the "So You're Going to Be a City/County Manager" Workshop** at the Florida City and County Management Association Annual Conference to engage young and mid-career professionals that aspire to be the next generation of city and county managers. *(FY 2023)*
- Earned the **2022 ICMA Award for Career Excellence** in recognition of leadership in implementing transformational Leon County projects and policy, managing historic crises, protecting public safety during disaster, and consistently setting the highest standard in public service. ICMA's Award for Career Excellence is presented annually to only one local government administrator in the world and celebrates "an outstanding chief local government administrator who has fostered representative democracy by enhancing the effectiveness of local elected officials and by consistently initiating creative and successful programs. *(FY 2022)*
- Named **2021 "Person of the Year" by Capital Outlook** in recognition of distinguished leadership, service, and community engagement. *(FY 2022)*
- **Represented Leon County in local, state, and national media**, including a feature on **CNN** which covered the County's COVID-19 response efforts. *(FY 2021)*
- Contributed to an article published in the **academic journal State and Local Government Review in December 2020** which evaluated the impacts of the COVID-19 pandemic on local governments. *(FY 2021)*
- Contributed to **State and Local Government Review's "Governance Matters" project**, a collaborative effort with ICMA to evaluate the impacts of the COVID-19 pandemic on local governments. *(FY 2020)*
- Received designation as the **first recipient of the "Counties Helping Counties" Award** for planning and hosting four site visits for the entire FAC staff to provide an inside look

at Leon County's day-to-day operations and help them to become more familiar with the roles and functions of Florida county government. *(FY 2020)*

- Authored updated introduction to the **2020 Florida County Government Guide**. *(FY 2020)*

ANNUAL REPORT



2024

PEOPLE FOCUSED.
PERFORMANCE DRIVEN.

Leon County



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Apalachee Regional Park

Leon County Statistics

Population: **301,724**

33% unincorporated

67% within city limits

Area (Square Miles): **702**

Established: **1824**

Charter Date: **2002**

County Seat: **Tallahassee**

Median Household Income: **\$91,700**

Districting: **5 Single Districts / 2 At-Large**

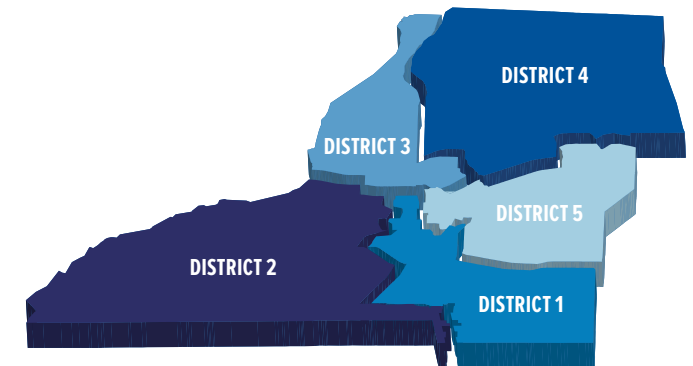
Median Age: **31**

Source: *The United States Census Bureau*

ABOUT LEON COUNTY

Leon County was named after the Spanish explorer Juan Ponce de Leon. 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.”

Leon County is home to Florida’s capital, Tallahassee, which was established in 1824. Legislative and executive offices, the State House and Senate chambers are located here. As a political subdivision of the state, the County 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 is a Council-Manager form of government, and the County Administrator is appointed by the Board to oversee all functions, directives and policies. Florida Statutes, Chapter 125, establishes the powers and duties of the County Commission and the County Administrator. As of November 12, 2002, Leon County is governed by a Home Rule Charter.

This document fulfills the annual reporting requirements of Chapter 125.74, Florida Statutes and Sec. 2-501(1), Leon County Administrative Code. 1,500 copies were printed for community distribution at a cost of \$9,766.90.

This publication is printed on sustainably sourced paper that contains 10% post-consumer waste content and vegetable-based inks and is 100% recyclable.



LEON COUNTY BOARD OF COUNTY COMMISSIONERS



Vision

A community that is safe, healthy and vibrant.

Mission

To efficiently provide public services which serve and strengthen our community.



At-Large
Commissioner
Nick Maddox

District 3
Commissioner
Rick Minor

District 5
Commissioner
David O'Keefe

At-Large
Commissioner
Carolyn D. Cummings
(Chair)

District 4
Commissioner
Brian Welch
(Vice Chairman)

District 2
Commissioner
Christian Caban

District 1
Commissioner
Bill Proctor



MESSAGE FROM THE LEON COUNTY ADMINISTRATOR

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.



VINCENT S. LONG

County Administrator

(850) 606-5300 | LongV@LeonCountyFL.gov

Vince Long has worked for Leon County since 1995 and was appointed County Administrator by the Board of County Commissioners in 2011. As the County government's Chief Executive Officer (CEO), he provides fiscal, strategic and operational leadership to the organization, as well as professional analysis and implementation of the Board's policies. He holds a Master of Public Administration (MPA) from the Askew School of Public Administration and Policy at Florida State University and is a graduate of the Harvard University, JFK School of Government Institute for Senior Executives in State and Local Government. Vince is a Credentialed Manager by the International City/County Managers Association (ICMA), and in 2022, earned the ICMA Award for Career Excellence, the highest honor for a local government CEO internationally. He serves on the Board of Directors and is a past President of the Florida Association of County Managers, serves on the Board of Directors for the Florida Association of Counties Institute for County Government, and serves on the Florida Trust Board of Trustees. A graduate of Leadership Tallahassee and Leadership Florida, Vince is a leader in many community and professional organizations. He also serves on the Advisory Council and is a regular lecturer at the Askew School, and has been featured in national media and publications for his expertise in local government issues.

2024 YEAR IN REVIEW: SERVING OUR CITIZENS, SHAPING OUR FUTURE

In 2024, Leon County continued to make great progress and serve our citizens while embracing big challenges and always striving to set the standard for performance, fiscal stewardship, and best practices for local governments everywhere.

The 2024 Annual Report highlights Leon County's commitment to investing in infrastructure, creating places for people and businesses to thrive, and embracing innovation and co-creation — all of which makes our County one of the best places anywhere to live, work, and play.

And we did this and so much more in 2024, staying focused on our ambitious targets and bold goals for the organization and the community, including growing our local tourism economy, addressing pressing issues like affordable housing, protecting our precious environment, and so much more.

LIVING OUR CULTURE, SHAPING OUR COMMUNITY

This annual report to the Board of County Commissioners and our citizens demonstrates our focus on the County's clear vision to have a community that is safe, healthy, and vibrant. And a mission to provide essential public services which serve, shape, and strengthen our community. Our dedicated employees at Leon County take special pride in our community. We are your neighbors, friends, and family who rebuild roads, respond to emergencies, protect our natural resources — and just might coach your child's team. This connection to the community we serve drives us to go above and beyond in delivering necessary services each day, critical response when disaster strikes, and lifesaving care in times of emergency.

While addressing the critical needs of our community, we stayed committed to our long-term strategy of building and diversifying our economy, resulting in Leon County being named the nation's strongest economy in 2024 by *Area Development* magazine. This top ranking reflects successful initiatives and transformative projects, including the opening of Amazon, which brought more than 1,300 full-time jobs, \$33 million in annual wages, and \$114 million in annual economic impact to our community.



Magnolia Trail enhancements

As one of the South's best destinations, 2024 was another record-breaking year for our local tourism economy. From concerts to festivals to sporting events and more, local tourism generated more than \$1.3 billion in economic impact and more than 2.5 million visitors. In 2024, our community celebrated its Bicentennial year with events and programs focused on 200 years of history and progress. Throughout the year, the County led Bicentennial planning efforts, resulting in more than 200 themed events.



With that same dedication to ensuring our community's brightest future, Leon County continued enhancing our quality of life and protecting our vital water bodies by leveraging more than \$50 million in County and state funding to remove more than 700 septic tanks on the southside and improving greenspaces for all to enjoy with new and engaging trails, playgrounds, facilities, and more across County parks.

We also continued to shape our community for future generations by investing \$5.4 million in County and federal funding to renovate the Old Concord School to provide essential services to rural communities



FLORIDA STATE UNIVERSITY
COLLEGE OF SOCIAL SCIENCES & PUBLIC POLICY

Vincent S. Long Named 2024 Distinguished Alumni

Florida State University's College of Social Sciences and Public Policy has recognized Leon County Administrator Vincent S. Long as the recipient of the prestigious 2024 Distinguished Alumni Award, the highest honor given to alumni. Vince earned this honor for his exceptional professional achievements, significant contributions to society, and unwavering support of both the college and university. With nearly 30 years of service to Leon County, he has managed historic crises, implemented generational projects, and has consistently set the standard in public service.



Severe weather response

and reimagining the downtown library to enhance services to meet the community's current and emerging needs.

From our commitment to fiscal stewardship to our nationally recognized programs, the men and women of Leon County Government have a lot to be proud of in 2024 as they continued to drive performance and deliver results to our citizens.

ENGAGING CITIZENS AS CO-CREATORS

This year, we continued to engage the community by building connections with each other through innovative initiatives and programs. With this commitment, we held our annual 9/11 Day of Remembrance and Service, honoring the victims, survivors, and others who rose in service in response to the tragic events of September 11, 2001. During this year's event, more than 80 County employees and community volunteers came together to revitalize the home of a U.S. Army veteran.



20th Anniversary of Leon County EMS

We also held important conversations about race by engaging hundreds of citizens through our award-winning Created Equal program. Featuring a panel of academic experts, historians, and community members, the program offered a candid conversation about our 200-year history of race and equality in honor of the Leon County Bicentennial.

SETTING THE STANDARD IN PUBLIC SERVICE

Our commitment to service is at the heart of everything we do in Leon County, and it drives us to be the best in our fields.

In 2024, Leon County EMS celebrated 20 years of providing exceptional, lifesaving care and treatment to the residents and visitors of Leon County. Over 20 years, our EMS team has become one of the best services in the nation, responding to nearly 800,000 calls for service, transporting a half a million patients, and most importantly, delivering a cardiac survival rate double that of the national average.

This same commitment to excellence, when it matters most, was tested again this year as the County led disaster response and recovery efforts following both historic flooding and a devastating tornado outbreak. County teams worked tirelessly to protect citizens after the Bicentennial Storm, a once-in-200-year event that brought three months' worth of rain in less than three hours. Just one month later, three tornadoes caused more damage in a half hour than any other disaster in our history. As with past emergencies, the County was at the forefront, spearheading recovery efforts, launching a \$1 million disaster assistance program for individuals and businesses, and providing critical relief to the community.

From responding to challenges to planning for the future, in 2024, our dedicated County employees received dozens of state and national awards for exceptional public service. These efforts not only continue to make our community better, but they have been key to keeping Leon County among the most efficient and affordable counties anywhere.

BUILDING ON OUR PROGRESS

As we look ahead, we will continue to face the same challenges of communities and governments everywhere else, but at Leon County, we remain committed to listening to the people we serve, addressing the challenges we face together, and striving to be a place like nowhere else.

And we cannot do this alone. Thank you for your continued confidence in the work we do on behalf of and alongside our citizens to make our community even better.

Here's to 2025!

A handwritten signature of Vincent S. Long.



LEADS.

A STRUCTURE TO SUPPORT OUR PEOPLE FOCUSED. PERFORMANCE DRIVEN. CULTURE

HOW LEON COUNTY LEADS

Continued throughout Leon County Government in FY24-25, Leon LEADS is a strategic approach to aligning the Board's guiding vision and strategic priorities with the optimized resources of the organization. LEADS provides a structure to support and sustain our *People Focused*. *Performance Driven*. culture through a continuous process that looks inward to strengthen what works and abandon what does not while looking outward to receive feedback from citizens and leverage partnerships that adjust as conditions change.

County employees are more committed than ever to delivering the quality of service our citizens deserve for their tax dollars, working with our community to tackle the tough problems of today, and ensuring our quality of life into the future. Below are just a few highlights of how the County's LEADS framework supports an organizational culture that simply but powerfully combines performance and relevance.

BRIDGING THE FOOD GAP THROUGH INNOVATIVE INITIATIVES

In FY24, the County continued offering innovative programs and services to help address food insecurity in the community. In April, the County held its ongoing family-friendly TasteBud Explorers event featuring healthy cooking demonstrations and opportunities for residents to learn about the feeding programs and resources available in the community. Dozens of caregivers and children participated in the event, which was held in partnership with the City of Tallahassee, United Way of the Big Bend, the Children's Services Council of Leon County, UF/IFAS Leon County Extension, and Second Harvest of the Big Bend.

Collaborative community partnerships and innovative initiatives offered through the LeRoy Collins Leon County Public Library System helped ensure children did not go hungry while school was out. Launched in October 2023, the Kids Cafe program in partnership with Second Harvest offers after school snacks to kids and teens at the downtown Main Library during the school year. During the summer months, Leon County participated in the Summer BreakSpot program to provide healthy summer meals and snacks to kids and teens at Library locations in partnership with Second Harvest and the Florida Department of Agriculture. Both programs support the well-being of local students all year long so they can better focus on learning. The Library continues



- L**istens for Changing Needs
- E**ngages Citizens and Employees
- A**ligns Key Strategic Processes
- D**elivers Results & Relevance
- S**trives for Continuous Improvement

to offer programs to help residents sign up for Supplemental Nutrition Assistance Program (SNAP) benefits and learn about nutrition and financial planning.

GROWING THE AFFORDABLE HOUSING INVENTORY FOR A BRIGHTER TOMORROW

Through strong and successful partnerships with local agencies and state programs including the State Housing Initiatives Partnership (SHIP) program, Leon County Government continues to grow its inventory of safe and sanitary affordable housing through offerings such as the Homeownership Development (HOD) Program and the Home Rehabilitation/Emergency Home Repair Program.

These programs support first-time homebuyers and current homeowners by developing safe and affordable new homes and rehabilitating owner-occupied homes in need of immediate repair. In FY24, the County financed the construction of nine new homes through the HOD Program and invested \$400,000 to preserve 11 affordable homes through the Home Rehabilitation/Emergency Home Repair Program.

Expanding the inventory of safe and sanitary housing options empowers individuals and families to achieve stability, build wealth, and contribute

OUR VALUE PROPOSITION

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.

fully to our community's vitality. These initiatives, coupled with strong partnerships, demonstrate a steadfast commitment to creating a more equitable and prosperous Leon County for all residents.

BUILDING COMMUNITY RESILIENCE THROUGH OUTREACH PROGRAMS

As demonstrated this year with the Bicentennial Storm on April 11 and the May 10 Tornado Outbreak, emergencies can happen not only during the Atlantic hurricane season but throughout the year. Leon County encourages residents to be prepared all year long by developing an emergency plan and filling a five-gallon bucket with essential supplies. Creating a household plan can help protect property, but most importantly, save lives.

As part of its ongoing commitment to keep the community safe and resilient, Leon County continues to encourage citizens to be prepared for any emergency through LeonReady.com, a hub of resources to help citizens, families, and neighborhoods prepare for disasters. The County also continues to offer its Citizen Engagement Series: Disaster Resilience Edition and Neighborhood Readiness Trainings to equip unincorporated communities with the tools necessary to prepare, act, and recover when a disaster strikes.



INNOVATOR AND INSPIRATOR AWARDS CONTINUE COST SAVINGS AND NEW EFFICIENCIES, SAVING MORE THAN \$9.3M TO DATE

Leon County is an organization that rewards its employees for innovative ideas, teamwork, strategic processes, efficiency, and the ability to achieve positive results. The I² (Innovator/Inspirator) Awards convey the value Leon County Government places on employee-led improvements that result in increased efficiencies, enhance or support the delivery of County services, reinforce Leon County's relevance in the community, and exemplify the County's Core Practices in the workplace. Examples of such improvements include the following:

- Faced with the pressing need for a complete overhaul of the J. Lee Vause Park boardwalk due to safety concerns after years of use and repair, Parks staff demonstrated a commitment to proactive problem-solving. Rather than relying on an external design and engineering firm, which quoted \$800,000, staff took the bold step of handling the removal and disposal of the unsafe boardwalk themselves. Parks staff engaged the expertise of a dock contractor for both the design and replacement phases of the boardwalk, delivering remarkable savings to taxpayers of \$700,000 while setting a new standard in park management.



J. Lee Vause Park boardwalk

- Staff from the Environmental Services Division took the initiative to examine Leon County's Community Rating System, with the goal of presenting a report to the Federal Emergency Management Agency (FEMA) that would promote Leon County to a Class 5, rivaling the classification of much larger municipalities. At a time when home insurance premiums are rising, staff set their goal on this class upgrade, which translates to annual savings of approximately \$117,500 for County residents when rising home insurance premiums are a pressing concern.
- In 2023, the Street Lighting Program, which enhances the nighttime visibility for both drivers and pedestrians in the unincorporated areas of the County, was expanded to include school bus stops. After meeting with a consultant, Public Works Engineering staff decided to use their expertise to complete lighting design for 18 intersections and 15 school bus stops, resulting in a reduced project delivery time and a cost savings of \$120,000.

The I² Awards recognize employees and inspire others to reinforce the County's Core Practices in the workplace. Since its inception in FY15, the



Visitor Information Center at the Historic Amtrak Station

I² Awards program has saved the County a total of \$9.3 million, including nearly \$2 million in recurring costs and more than \$7.4 million in one-time costs.





LIVING OUR CORE PRACTICES

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

Our Core Practices

Delivering the “Wow” factor in Customer Service.

Employees deliver exemplary service with pride, passion and determination; anticipating and solving problems in “real time” and exceeding customer expectations. Customers know that they are the reason we are here.

Connecting with Citizens. Employees go beyond customer service to community relevance, engaging citizens as stakeholders in the community’s success. Citizens know that they are part of the bigger cause.

Demonstrating Highest Standards of Public Service. Employees adhere to the highest standards of ethical behavior, avoid circumstances that create even an appearance of impropriety and carry out the public’s business in a manner which upholds the public trust. Citizens know that we are on their side.

Accepting Accountability. Employees are individually and collectively accountable for their performance, adapt to changing conditions and relentlessly pursue excellence beyond the current standard, while maintaining our core values.

Exhibiting Respect. Employees exercise respect for citizens, community partners and each other.

Employing Team Approach. Employees work together to produce bigger and better ideas, to seize the opportunities and to address the problems which face our community.

Exercising Responsible Stewardship of the Community’s Resources. Employees engage in the continuous effort to create and sustain a place which attracts talent, fosters economic opportunity and offers an unmatched quality of life, demonstrating performance, value and results for our citizenry.

Living our “People Focused, Performance Driven” Culture.

Employees have a structure in place to live all of this as our organizational culture and are empowered to help the people they serve.

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

<div><p>City-County Communications & Marketing Association</p></div> <div>Award of Excellence for 20 Years of Exceptional Emergency Medical Services video (CMR)</div>	<div><p>CENTER FOR DIGITAL GOVERNMENT</p><p>DIGITAL COUNTIES</p><p>2024 SURVEY WINNER</p></div> <div>Placed first in Florida and fourth nationwide in the 250K-500K population category (OIT)</div>	<div></div> <div>Distinguished Budget Presentation Award with special recognition for the Strategic Goals and Strategies category and the Budget Process category. (OMB)</div>	<div><p>AMERICAN PUBLIC WORKS ASSOCIATION</p></div> <div>Two Florida Chapter Public Works Project of the Year awards (Public Works and Blueprint)</div>
<div><p>American Heart Association®</p><p>Learn and Live</p></div> <div>Mission: Lifeline EMS Gold Plus (EMS)</div>	<div><p>NATIONAL ASSOCIATION of COUNTIES</p></div> <div><p>111</p><p>total NACo awards since 2013</p></div> <div>Eight Achievement Awards for Crosswalks to Classrooms – Dempsey Mayo Road Initiative (Designated “Best in Category”); Historic Amtrak Building Renovation and Site Reconstruction; Leon County-Tallahassee Bicentennial Celebration; Septic Upgrade Incentive Program; Combatting Food Insecurity; EMT to Paramedic Trainee Program; North Monroe Revitalization Efforts; and Risk and Safety Management Enhancements</div>		<div><p>FLORIDA ECONOMIC DEVELOPMENT COUNCIL</p><p>EDUCATE. ADVOCATE. CONNECT.</p></div> <div>2024 Regional Deal of the Year for the Amazon Robotics Fulfillment Center Project (OEV)</div>
<div><p>INTERNATIONAL ECONOMIC DEVELOPMENT COUNCIL</p></div> <div>2023 Silver Excellence in Economic Development Award for the OEV newsletter (OEV)</div>	<div><p>SHIP</p><p>housing a stronger Florida</p></div> <div>State Housing Initiatives Partnership (SHIP) Program Award (Housing)</div>		<div><p>FMIT</p><p>FLORIDA MUNICIPAL INSURANCE TRUST</p></div> <div>Insurance Leader Award for improved insurance processes that met specific needs of public entities (Risk Management)</div>
	<div><p>FLORIDA PUBLIC RELATIONS ASSOCIATION</p></div> <div>Six Awards of Distinction for the 2023 Annual Report, “Leading the Way” Leon County History Kiosk, 2023 Leon Works Expo, Leon County Courier Summer 2023 Edition, Library Lecture Series: Rhythms of Panama, and 20 Years of Exceptional Emergency Medical Services (CMR)</div>	<div><p>TALLAHASSEE MEMORIAL HEALTHCARE</p></div> <div>Community Service Impact Award (EMS)</div>	
<div><p>AMERICAN COLLEGE of CARDIOLOGY.</p><p>Advancing Heart Care Worldwide</p></div> <div>Emergency Medical Services Partner in Care (EMS)</div>	<div><p>gt</p><p>government technology</p></div> <div>2024 Best of Florida Award for Best IT Collaboration (OIT)</div>	<div><p>The Tallahassee Trust for Historic Preservation</p></div> <div>Historic Preservation Award, Preservation Education Award, and two Organization Achievement Awards (Blueprint and OIT)</div>	<div><p>FPZA</p><p>FLORIDA PLANNING AND ZONING ASSOCIATION</p></div> <div>2023-2024 Outstanding Development and Design Excellence Award (Blueprint)</div>

DELIVERING THE



FACTOR IN CUSTOMER SERVICE

**EMERGENCY MEDICAL SERVICES**

“The two paramedics who arrived to assist my husband during a medical emergency were professional and supportive as they assessed his medical needs. I am so grateful for the time you took to explain your observations of his situation and the compassionate care you both gave him. Thanks for all you do!

—County resident

PUBLIC WORKS

“Just wanted to let you know how pleased our Killlearn Lakes Plantation neighborhood is with County engineer Kim Wood and her staff. It's so gratifying to see a County Government department that is efficient and works as a team to solve problems.

—Cana

ANIMAL CONTROL

“Officer Catron responded immediately to a loose dog issue. She was compassionate and professional with the dog at large, who was very scared. Although it took a long time, and eventually required back up, they secured the dog, saving it from the busy road nearby. Thanks so much for the assistance.

—Rose

HUMAN SERVICES

“I can't begin to thank you enough for all you have done through the Indigent Burial Program, and the kindness extended to me during the loss of my beloved. He is my once-in-a-lifetime love, and I have no doubt that he is smiling upon you for what you have done for me.

—County resident

VETERAN SERVICES

“We just wanted to thank your officer so very much for your care and attention to Captain Pieno's wife, Dione. You made things so much easier for her during this time of grief. You never cease to amaze us with all that you do.

—Dennis

LIBRARY SERVICES

“I think it's important to notice when an organization gets it right. My local library celebrates Autism Acceptance Month, and they use the infinity symbol instead of the puzzle piece. This rainbow dragon version won the design contest this year, and I adore it.

—Heather

OFFICE OF ECONOMIC VITALITY

“Since the very beginning of our project, the Office of Economic Vitality has been an indispensable partner in bringing the Amazon Fulfillment Center to life in Leon County, and now, we are proud to be providing good, well-paying jobs to the community.

—Sam Blatt, Economic Development Manager at Amazon

DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT

“I was so impressed and relieved to have spoken to such an informative and understanding employee such as Eunice. I called about an ongoing nuisance complaint regarding a landlord who neglects their properties on our street. She laid out all the scenarios and gave me excellent advice on how to proceed.

—County resident

PARKS AND RECREATION

“Chris and his crew were out there before and after the storm to make sure Apalachee Regional Park was ready for the “Rally in Tally” event. Their commitment has become legendary. There were multiple positive comments about the high quality of the infrastructure and the fact that dumpsters are provided.

—Bree

OFFICE OF MANAGEMENT AND BUDGET

“Shawnya was so kind, patient, helpful, and knowledgeable during our phone conversation. When she answered, I told her I needed to switch my fire assessment fee to my name. She then patiently explained to me how to do it.

—Michelle

SOLID WASTE

“Our rural waste station is kept immaculate, which is no easy task, to say the least. First-time users can be completely clueless as to where to put which types of refuse. Rosemary is always on top of the facility and she's always nice. She is more than a competent manager of our site on Miccosukee Road.

—Ruth

INTERVENTION AND DETENTION ALTERNATIVES

“Thank you for your assistance handling my case. I appreciate your time and am very grateful for the effort and hope to never meet you again under similar circumstances.

—County resident

We Believe In

Demonstrating to our citizens that we are on their side, letting them know that they are the reason we exist and what they are getting for their tax dollars;

Producing bigger and better ideas to address the real issues facing our community;

Actively promoting transparency, accessibility, and openness in everything we do;

Engaging citizens in important decisions facing the community;

Tirelessly enhancing our community's livability, sustainability and economic competitiveness; and providing employees a structure which reinforces this as our organizational culture and employs and empowers them to help people.

What We Value

- Service
- Relevance
- Integrity
- Accountability
- Respect
- Collaboration
- Stewardship
- Performance
- Transparency
- Vision



STRATEGIC PLAN - FY2022 - FY2026

UNDERSTANDING OUR STRATEGY

VISION

A community that is safe, healthy and vibrant.

MISSION

To efficiently provide public services which serve and strengthen our community.

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 FY2022-2026 Strategic Plan, the 43 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.

► PRIORITY: ECONOMY

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



Do well-designed public infrastructure which supports business, attracts private investment, and has long-term economic benefits. (EC1)



Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, job creation, workforce development, economic equity and mobility. (EC2)



Leverage university and community partnerships to increase entrepreneurial, technology transfer and commercialization opportunities. (EC3)



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

BOLD GOAL

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

48%
\$2.4 billion





5-YEAR TARGETS

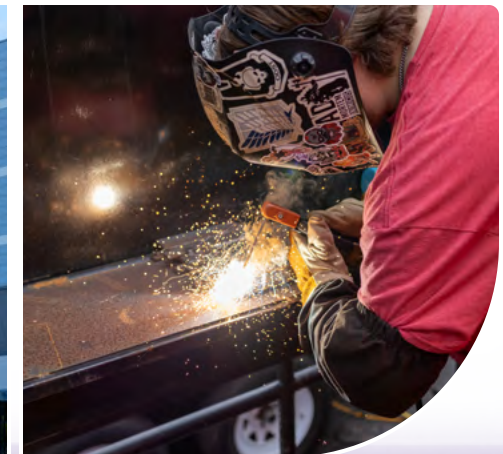
PROGRESS TO DATE

▶ Attract 100 State, Regional or National Championships Across All Sports	32% (32 Championships)
▶ Grow the Job Market by 10,000 New Jobs and Co-Create 500 Entrepreneur Ventures	58% (288 new entrepreneurial ventures co-created)
▶ Connect 7,000 Students to Skilled Job Opportunities through Leon Works and Other Talent Development Initiatives	67% (Connected 4,700 students)
▶ Increase the Number of Certified MWSBEs by 30%	48% (Certified 82 new MWSBEs)

STRATEGIC INITIATIVES

- » (EC1) Continue to implement catalytic public infrastructure projects through Blueprint and the County's five-year CIP that provide connectivity and leverage public and private investments. (2022-1)
- » (EC2) Implement the Economic Development Strategic Plan as adopted and revised by the Intergovernmental Agency. (2022-2)
- » (EC2) Implement the recommendations from the joint County/City disparity study to be completed in FY 2022. (2022-3)
- » (EC3) Continue to support the Magnetic Technologies Task Force in growing the cluster of research and businesses in the magnetic technologies industry. (2022-4)
- » (EC4) Implement the Division of Tourism's Strategic Plan. (2022-5)
- » (EC4) Continue to build upon the reputation of Apalachee Regional Park as a destination venue for cross country athletes by securing state, regional and national competitions. (2022-6)
- » (EC4) To further promote Leon County as a biking community, pursue the State's "Trail Town" designation and continue to coordinate with the City, Blueprint, State, and U.S. Forest Service to leverage capital improvements in pursuit of the International Mountain Biking Association (IMBA) designation. (2022-7)
- » (EC1) Maximize the leveraging of the \$1.0 trillion federal infrastructure bill to fund County projects. (2022-8)

CONTINUED ON PAGE 12





STRATEGIC PLAN - FY2022 - FY2026



Interscholastic cycling at J. R. Alford Greenway



Leon Works Expo



Word of South Festival

CONTINUED FROM PAGE 11

- » (EC2, EC3) Collaborate with regional workforce and talent partners to connect companies and education institutions with training programs to inform, support, and recruit entry-level technology talent. (2022-9)
- » (EC1, EC4) Support the completion of the Fairgrounds Master Plan by Blueprint and, upon completion, effectuate the next steps for the redevelopment of the North Florida Fairgrounds. (2022-10)
- » (EC4) To celebrate Leon County/Tallahassee bicentennial in 2024, the County will implement the Leon County Bicentennial organizational management plan and facilitate the Bicentennial Steering Committee to lead the community planning efforts with

government agencies, businesses, organizations, and citizens. (2023-44)

- » (EC1, EC4) Open and activate the newly renovated Amtrak facility as the visitor center and destination hub for Leon County. (2023-45)
- » (EC2) Partner with the City of Tallahassee, Capital City Chamber of Commerce, and local stakeholders to spur economic growth and financial security in the neighborhoods that have historically experienced poverty and racial inequity through initiatives including Bank On Tallahassee. (2023-46)
- » (EC1) Engage local, regional, state, and federal partners to encourage the restoration of passenger rail service along the

Gulf Coast by leveraging federal dollars under the Infrastructure Investment and Jobs Act. (2023-47)

- » (EC1) Through the Blueprint Intergovernmental Agency, evaluate opportunities to advance the construction of the Tharpe Street project. (2023-48)
- » (EC2, EC3) Collaborate with regional partners in the building and technical trades to increase entry-level apprenticeship opportunities. Target specifically training on-the-job upon hiring positions. (2023-49)
- » (EC2) Continue efforts to promote opportunities for youth training and development with the County. (2023-50)



TACKLING POVERTY AND INEQUITIES:

REPORT ON LEON COUNTY'S EFFORTS
TO ENGAGE, REVITALIZE, AND INVEST IN
32304 NEIGHBORHOODS AND BEYOND

Tackling Poverty and Inequities: Report on Leon County's Efforts to Engage, Revitalize, and Invest in 32304 Neighborhoods and Beyond

- » (EC4) As part of the Bicentennial year and beyond, expand outreach and promotion of the County's new Visitor Information Center at the Historic Amtrak Station. (2024-68)
- » (EC4) Implement the statewide planning, coordination, and fundraising efforts to successfully host the 2026 World Cross Country Championships at Apalachee Regional Park. (2024-69)



Adderley Amphitheater at Cascades Park



STRATEGIC PLAN - FY2022 - FY2026

► PRIORITY: ENVIRONMENT

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



Protect the quality and supply of our water. (EN1)



Conserve and protect environmentally sensitive lands and our natural ecosystems. (EN2)



Promote orderly growth and sustainable practices. (EN3)



Reduce our carbon footprint. (EN4)

BOLD GOAL

**Upgrade or Eliminate
500 Septic Tanks in
the Primary Springs
Protection Zone** (BG2)

59%

293 septic upgrades and/or conversions completed or in progress to date





5-YEAR TARGETS

PROGRESS TO DATE

- | | |
|--|---|
| ▶ Reduce Greenhouse Gas Emissions Stemming from County Operations by 25% | 60%
(Reduced GHG emissions by 15%) |
| ▶ Double Solar Power Generation at County Facilities | 37%
(Increased generation by 50 kW) |
| ▶ Divert 3 Million Pounds of Household Hazardous Waste from Landfill | 49%
(Diverted 1.47 million pounds of waste) |
| ▶ Increase the Number of Fully Electric Vehicles in the County's Fleet by 500% | 225%
(13 electric vehicles) |

STRATEGIC INITIATIVES

- » (EN1) Continue to work with the state to seek matching grants to convert septic to sewer systems and support septic system upgrades. (2022-11, rev. 2023)
- » (EN2) Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2022-12)
- » (EN3) Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan. (2022-13)
- » (EN3) Complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees. (2022-14)
- » (EN4) Enact the County's Integrated Sustainability Action Plan to further reduce the County Government's carbon footprint. (2022-15)
- » (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. (2022-16)
- » (EN1) Initiate Basin Management Plan updates for the unincorporated area once the state adopts new stormwater standards. (2022-17)
- » (EN3) Partner with the Apalachee Regional Planning Council (ARPC) to address long-term regional resiliency through a Florida Department of Environmental Protection (FDEP) grant. (2022-18)
- » (EN2) Evaluate enhancing existing roadside litter debris removal through the creation of a County staffed program and further engage neighborhoods, businesses and civic organizations in expanding the County's adopt-a-road program. (2022-19)
- » (EN1) Implement the comprehensive Action Plan for Lake Munson to support the long-term water quality of the lake and surrounding water bodies. (2023-51)
- » (EN4) Expand the Biochar Pilot Program at the Leon County Solid Waste Management Facility into a full-scale, sustainable, and carbon reducing processing facility for the community's yard waste. (2024-70)



STRATEGIC PLAN - FY2022 - FY2026

► PRIORITY: QUALITY OF LIFE

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



Maintain and enhance our parks and recreational offerings and green spaces. (Q1)



Provide relevant and essential offerings through our libraries and community centers which promote literacy, life-long learning, and social equity. (Q2)



Provide essential public safety infrastructure and services while supporting early intervention and prevention strategies. (Q3)



Support and promote access to basic healthcare, mental health, affordable housing, and homeless prevention services to our community members most in need. (Q4)



Promote livability, health and sense of community by supporting strong neighborhoods, enhancing mobility, encouraging human scale development, and creating public spaces for people of all ages. (Q5)



Assist local veterans and their dependents with securing entitled benefits and advocating their interests. (Q6)



Build, sustain and improve resilience to mitigate against, prepare for, respond to and recover from man-made and natural disasters. (Q7)

BOLD GOAL

Support Community Partners to Place 225 Residents Experiencing Chronic Homelessness in Permanent Supportive Housing

(BG3)

68%

153 placements



5-YEAR TARGETS

PROGRESS TO DATE

- ▶ Secure More Than \$150 Million in Federal, State, and Local Benefits for Leon County Veterans and Their Families
- ▶ Support 900 Community Events, Sporting Competitions, Festivals, Performances and Cultural Programming That Will Attract Visitors and Residents
- ▶ Construct 90 Miles of Sidewalks, Greenways, Trails and Bike Lanes
- ▶ Host 100,000 Residents and Visitors through County-Supported Performances at the Amphitheater

44%
(Secured \$66.3 million)

28%
(Supported 252 community events)

29%
(Constructed nearly 26 miles)

49%
(Supported 22 performances)

STRATEGIC INITIATIVES

- » (Q1) Implement the Tallahassee-Leon County Greenways Master Plan. (2022-20)
- » (Q2) Implement the Leon County Essential Libraries Initiative. (2022-21)
- » (Q3) Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2022-22)
- » (Q3) Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders and support reentry through regional partnerships and state and national efforts. (2022-23)
- » (Q4) Continue County support of primary healthcare through participation in Carenet in order to increase access to affordable healthcare for those in need. (2022-24)
- » (Q4) In coordination with the Leon County Health Department, work to identify an operator for a local Syringe Exchange Program. (2022-25)
- » (Q5) 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. (2022-26)
- » (Q7) Continue coordination of local COVID-19 response and recovery including leveraging State and federal funds to support individual and business assistance as well as vaccination and testing efforts. (2022-27)
- » (Q3) Support the Sheriff in the implementation of the Council on Men and Boys to address the issues brought forth in the Sheriff's Anatomy of a Homicide Project report. (2022-28)
- » (Q3, Q4) Partner with the Children's Services Council of Leon County on opportunities to collaborate and coordinate on the funding, program delivery, program evaluation, and outcome

CONTINUED ON PAGE 18



STRATEGIC PLAN - FY2022 - FY2026



Autism Acceptance Month Resource Fair



Heir Property Workshop



Homeownership Development Program

CONTINUED FROM PAGE 17

measures for children and family services. (2022- 29)

- » (Q5) Implement the recommendations of the Citizen's North Monroe Street Task Force to reduce crime and improve conditions along the North Monroe Corridor. (2022-30)
- » (Q4) Coordinate with America's Second Harvest of the Big Bend and the City of Tallahassee to conduct community meetings in the neighborhood block groups with greatest food insecurity to identify and address their specific barriers to food security. (2022-31)
- » (Q3) Partner with the Leon County Sheriff's Office in raising community awareness on issues such as child abuse and prevention programs, human trafficking, sexual abuse and exploitation and domestic violence. (2022-32)
- » (Q2, Q5) Work with the City of Tallahassee on the development and implementation of the Neighborhood First Program to engage residents and develop plans to address poverty and inequity in targeted neighborhoods including 32304. (2022-33)
- » (Q3) Support law enforcement and community partners' programs and

initiatives to address the causes and impacts of drug-related crimes in our community. (2022-34)

- » (Q4) Continue to explore policies such as inclusionary housing and mixed housing developments to increase the stock of affordable housing throughout Leon County. (2023-52)
- » (Q5) Building on the Citizens North Monroe Task Force Final Report, host an intensive, multi-day design charrette to work with the community to identify and evaluate a variety of land use/planning strategies and other proposals for the continued improvement of the North Monroe Corridor area. (2023-53)
- » (Q4) Work with the City of Tallahassee, Big Bend Continuum of Care, Kearney Center, and other local stakeholders to enhance engagement and awareness of resources available for individuals and families experiencing homelessness in order to support safe, stable, and inclusive neighborhoods. (2023-54)
- » (Q4) Evaluate the reimbursement structure of the Leon County Health Care Program to better reflect the cost for diagnostic and ancillary costs such as laboratory and X-ray services and ensure continued

access to affordable health care for low-income individuals and families. (2023-55)

- » (Q4) Enhance the partnership with Capital Area Healthy Start Coalition, Inc. to implement its Service Delivery Plan to improve women and children's health and health care access in Leon County. (2023-56)
- » (Q5) Develop an interactive community web-based tool that documents planned improvements, tracks investments, and identifies enhancement strategies for the North Monroe Corridor area. (2023-57)
- » (Q4) Partner with the Children's Services Council to address Black maternal and children's health through the coordination of data sharing, collaboration with partners on available community resources, and opportunities to maximize investment in outreach and awareness to improve health outcomes. (2023-58)
- » (Q1) Design and construct the new Northeast Park. (2023-59)
- » (Q4, Q5) Work with the City of Tallahassee, Big Bend Continuum of

QUALITY OF LIFE



Honor Flight



Fall Reentry and Resource Fair



Excellence in EMS Awards

Care, and street outreach teams to develop corridor plans for North Monroe, Downtown, and Pensacola Street/Highway 20 for outreach to unsheltered homeless individuals and to engage residents and businesses to address community aesthetics and neighborhood safety along the corridors. (2023-60, rev. 2024)

- » (Q4) Continue to leverage County funding in partnership with local stakeholders to secure state and federal funding to build affordable rental housing for very low- and low-income families. (2023-61)
- » (Q4) Leverage federal funding and new proposed State Housing Initiative Partnership (SHIP) legislation, in partnership with local service providers and stakeholders, to increase the number of rental units for individuals and families exiting homelessness. (2023-62, rev. 2024)
- » (Q4) Continue to identify opportunities to increase the number of mental health beds in the community by working with mental health treatment providers and academic institutions in the community. (2023-63)

- » (Q4) Work with the City of Tallahassee, FSU Askew School, and human service agencies to utilize and refine the Community Human Services Partnership (CHSP) Outcome Measures to ensure that the CHSP continues to address the highest human service needs in the community. (2023-64)
- » (Q4) Implement efforts to enhance access and delivery of human services in the community in partnership with 2-1-1 Big Bend through the 24-hour Helpline, Lyft Transportation Program, Community Information Exchange System, and other efforts. (2024-71)
- » (Q4) Establish and implement line-item funding for local emergency homeless shelters in coordination and collaboration with community stakeholders including the City of Tallahassee and Children's Services Council of Leon County. (2024-72)
- » (Q6) In commemoration of the tenth flight of Honor Flight Tallahassee, expand opportunities to promote the event and engage even more volunteers and veterans both on the flight and at the Welcome Home celebration. (2024-73)

- » (Q3) In collaboration with law enforcement agencies, identify and implement solutions to immediately combat crime and nuisance activity in the Pensacola Street and Highway 20 corridor. (2024-74)
- » (Q5) Enhance Citizen Safety and Accessibility by evaluating the County's Private Road Repair and Maintenance Policy and Programs. (2024-75)
- » (Q4) Enhance the County's State Housing Initiative Partnership (SHIP) program to provide legal assistance and consultation to residents with their property issues and estate planning needs that will preserve affordable housing for low-income families. (2024-76)



STRATEGIC PLAN - FY2022 - FY2026

► PRIORITY: GOVERNANCE

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



Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service. (G1)



Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices. (G4)



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



Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)



Inform and engage citizens through multiple outreach platforms to ensure consistent, high-value, transparent communication on our most important issues. (G3)

BOLD GOAL

Implement 600 Citizen Ideas, Improvements, Solutions and Opportunities for Co-Creation (BG4)

35% 208 citizen ideas





5-YEAR TARGETS

PROGRESS TO DATE

▶ Connect 50,000 Volunteers with Service Opportunities Communitywide	32% (Connected 16,000 volunteers)
▶ Reach 100,000 More Citizens Across All County Platforms and Programming	49% (Reached 49,000 more citizens)
▶ Offer 100% Online Permitting for Licensed Contractors, Engineers and Architects	100% (on track to complete this target by FY 2024)
▶ Communicate More Than 2 Million Disaster Preparedness Messages to Create Resilient Households, Businesses and Nonprofits	70% (Communicated 1.4 million messages)

STRATEGIC INITIATIVES

- » (G1) Alongside The Village Square, the Knight Creative Communities Institute (KCCI), and other community partners, continue to engage citizens of diverse backgrounds with innovative programs like Created Equal, the Citizen Engagement Series, Build Your Bucket, and so much more. (2022-35)
- » (G2) Continue to set the benchmark for local governments everywhere by earning national, state and local awards for County programs, hosting Florida Association of Counties events like Innovation Day, and sharing best practices with peers, all while remaining committed to learning and improving as an organization. (2022-36)
- » (G3) Launch the internationally recognized Zencity communications platform to address social media misinformation, proactively address citizen concerns, and increase transparency and accountability. (2022-37)
- » (G4) Continue to invest in the professional development of County staff including participation in Certified Public Manager training and enhancements to the County's Management Training. (2022-38)
- » (G5) Continue to pursue cost savings through the County's Innovator & Inspirator (I²) Program. (2022-39)
- » (G3) Further enhance the use of social media neighborhood apps to notify citizens of development projects occurring in their neighborhoods. (2022-40)
- » (G5) Continue to support updates to the Comprehensive Plan that encourage annexation of southside properties within the Urban Services Area. (2022-41)
- » (G5) Pursue Federal funding to provide broadband to underserved rural communities. (2022-42)
- » (G5) Pursue working with Leon County Schools to acquire the Ft. Braden Community Center. (2022-43)
- » (G5) Engage an industry expert to identify jail population management strategies to proactively mitigate the need for additional infrastructure at the Leon County Detention Center and evaluate long term space needs of the facility. (2023-65)
- » (G3) Develop a touch-screen kiosk at the County Courthouse showcasing "200 Years of Representation and Progress" highlighting current and past County officials, significant County achievements/projects by decade, and a historical overview of Leon County. (2023-66)
- » (G4) Support the Sheriff in implementing a step pay plan for sworn officers to achieve and maintain recruitment and retention efforts. (2023-67)
- » (G3) Upgrade the Citizens Connect mobile application to ensure the best user experience and technical reliability for the next 10 years of readiness. (2024-77)
- » (G5) Begin implementing next generation 9-1-1 technology and infrastructure so as to ensure regional connectivity, call taker functionality, and the most resilient infrastructure during future disasters. (2024-78)
- » (G3) Launch a digital public noticing portal for use by Leon County Government, the City of Tallahassee, and other local governments that aims to enhance transparency, accessibility, and engagement in civic matters by providing a centralized platform for public announcements. (2024-79)
- » (G3) Launch a comprehensive overhaul of the County's website, featuring a modern user-friendly and intuitive design, connecting citizens with County services and information. (2024-80)
- » (G3, Q3) Increase awareness and education on Human Trafficking by posting signage at County campgrounds. (2024-81)
- » (G1) Expand the County's existing Build Your Bucket training to include year-round neighborhood-level emergency preparedness workshops to increase awareness and resilience. (2024-82)
- » (G3) Host community outreach events on the Vision 2025 Comprehensive Plan Land Use and Mobility Elements Update to share information and solicit input from citizens, advocacy groups, and neighborhood representatives. (2024-83)
- » (G5) Evaluate future opportunities to acquire eligible, non-conservation, federal lands for the provision of affordable housing and public services. (2024-84)
- » (G4) Continue to support the Sheriff in offering competitive compensation and benefits to ensure the recruitment and retention of sworn officers. (2024-85)



CHASITY O'STEEN

County Attorney
850-606-2520
OSteenC@LeonCountyFL.gov

Chasity H. O'Steen was selected to serve as the County Attorney beginning April 1, 2020. Ms. O'Steen is a 2003 graduate of the Florida State University College of Law, former General Counsel of both the State of Florida, Department of Management Services and Department of Financial Services. She brings with her a wealth of experience gained over 20 years in State and County government as well as the private sector, practicing in areas of law relevant to local government such as ethics, policy, procurement and contract issues, public records, federal and state grant funding, labor and employment law, finance, real estate and civil litigation.

Ms. O'Steen leads a team of skilled professionals in providing legal support to the Board and other officials of Leon County Government.

The County Attorney's Office provides legal services to the Board of County Commissioners, the County Administrator, County departments, and certain boards and agencies organized under the Board of County Commissioners, unless they are separate legal entities or have their own legal counsel and as otherwise directed by the Board. The Office also reviews contracts, bond documents, ordinances, resolutions, and other written instruments.

LITIGATION: ADVOCATING FOR LEON COUNTY

The County Attorney's Office provides legal support to Leon County Government in a variety of areas, including the following litigation matters:

- Leon County is a plaintiff in the multidistrict opioid litigation against multiple opioid manufacturers, distributors, and retailers. The complaints include allegations of the manufacturer defendants' false, deceptive, and unfair marketing of opioids, as well as the distributor defendants' unlawful distribution of opioids. The Board has approved entering into numerous settlement agreements, as well as a Memorandum of Understanding with the State of Florida governing how the settlement proceeds will be distributed among the State and local governments. It is currently contemplated that settlement payments will be paid out over 18 years, with use restricted to abatement and treatment of opioid use disorders and other limited uses. It is anticipated that most of the outside multidistrict litigation counsel will be paid through an attorney fund established at a national level, but a percentage of the local government distribution may also be used to fund attorneys' fees. On April 5, 2023, the Florida Attorney General's Office provided Florida cities and counties with partial estimated distribution numbers, and Leon County continues to receive disbursements. As of March 2024, Leon County had received \$320,817 in settlement funds. At its April 9, 2024, regular meeting, the Board voted to accept \$2,395,366 in settlement funds and enter into funding agreements with Big Bend Community Based Care, LLC, d/b/a Northwest Florida Health Network, and with DISC Village, Inc., for the provision of substance abuse treatment and ancillary services for individuals with opioid and substance use disorders. Funds will also be used for the purchase of EMS equipment to address opioid use disorders. In addition, outside counsel investigated and researched the role that pharmacy benefit managers (PBMs) played in contributing to the opioid crisis and found that their failure to take action to slow distribution of opioid pills into communities across the country directly contributed to fueling the opioid crisis. At the Board's May 14, 2024, meeting, the County Attorney received approval from the Board to amend the County's opioid litigation complaint to add certain pharmacy benefit managers and their relevant subsidiaries as defendants.
- On January 3, 2023, the Florida PACE Funding Agency (FPFA) notified Leon County of a court ruling in Florida PACE Funding Agency v. State of Florida, Case No. 2022-CA-1562 (Bond Validation), wherein a Bond Validation Final Judgment was entered that purports to materially alter the way in which FPFA operates within Leon County, i.e., to operate autonomously and without County oversight or compliance with County requirements. The County Attorney's Office reviewed FPFA's representations and the Final Judgment and brought the matter to the Board for consideration. On July 11, 2023, the Board repealed Resolution 22-43, which had previously authorized FPFA to operate a PACE program in the County subject to enumerated protections and requirements. The Board also adopted Resolution 23-08 declaring that FPFA's continued operation in the County without authorization is a public health, safety, and welfare emergency. The Board authorized the County Attorney's Office to initiate litigation to defend the County's authority and interest related to FPFA's assertions that it has authority to operate

independently under the Bond Validation Final Judgment. Leon County filed a Motion for Relief from Final Judgment, which the Court subsequently denied. On April 18, 2024, Leon County, together with a number of additional counties, filed a Notice of Appeal of the Court's Final Order to the Supreme Court of Florida, Case No. SC2024-0652. Additional entities, including Tax Collectors and State Attorneys, also filed Notices of Appeal. This matter is pending. In a related case, Leon County v. Florida PACE Funding Agency, Case No. 2023-CA-2050 (Leon County's Complaint for Declaratory and Injunctive Relief, and an Emergency Motion for Temporary Injunction), the Court entered an order on October 19, 2023, staying these proceedings until the Motion for Relief from Final Judgment in the Bond Validation proceeding has been resolved. The parties in this Declaratory action are required to provide periodic status reports to the Court.

- Leon County, Florida v. Edward M. Mitchell, Jr., Code Enforcement Board Case No. 22-118 – a Code Enforcement Board (CEB) proceeding to enforce an environmental violation resulting from the clearing of trees within the Canopy Road Protection Zone. After a three-hour evidentiary hearing on January 18, 2024, the CEB found that the owner's vested rights did not exempt him from complying with those Code provisions, thereby finding him to be in violation and ordering him to apply for an after-the-fact permit to complete a replanting plan for replacement of the cleared vegetation. The Board's opinion was memorialized in its Order dated February 21, 2024. In Edward M. Mitchell v. Leon County, Circuit Court Case No. 2024-CA-489, the Plaintiff has appealed the CEB's Order. In Edward M. Mitchell v. Leon County, Circuit Court Case No. 2024-CA-100, the Plaintiff has filed a Complaint for Declaratory and Injunctive Relief, seeking a determination that Defendant is without legal authority to enforce the County's Canopy Road Ordinance as it applies to Plaintiff's Meridian Road property.
- Leon County, Florida v. David and Shayna Rainey, et al., Circuit Court Case No. 2023-CA-1786 – an eminent domain case for the Maylor Road Accessibility Enhancement Project. Maylor Road experiences flooding during large storm events since the project area is located at the bottom of the Maylor Road Closed Basin. Known flood events have occurred in 1994, 2008 (during Tropical Storm Fay), 2014, and most recently in December 2018. The residences along Maylor Road within the project area experienced safety deficiencies resulting from these recurring flood events, including impaired access to residential properties. The County raised the elevation of Maylor Road and needed temporary construction easements for the purpose of driveway reconstruction and harmonizing project improvements. Subsequent to the litigation being filed, the Rainays entered into an Agreement for Acquisition and Full Compensation with the County, and the litigation was voluntarily dismissed.
- Steven Dewitt v. Ceresa Haney, et al. – U.S. District Court, Northern District of Florida, Case No. 4:21cv340-AW-MAF – an alleged violation of Plaintiff's civil rights when he was asked to leave the premises of the Leon County Office of Intervention and Detention Alternatives. The Defendant, Ceresa Haney, was an employee of the County at the time. The County filed a Motion to Dismiss on August 5, 2022, and the Plaintiff filed a Motion in Opposition. A United States magistrate judge recommended that the case against Ms. Haney be dismissed, and on March 31, 2023, the Court granted the County's motion. The Plaintiff filed a Notice of Appeal in April 2023, which was subsequently dismissed for lack of prosecution. His Motion to Reinstate Appeal was granted, and his initial brief was filed. The County's brief was filed with the Court on October 10, 2023. All motions have been briefed, and we are awaiting action by the Court.

- Vincent Barrington v. Leon County – Circuit Court Case No. 2022-CA-1928 – On November 21, 2022, the County was served with a complaint alleging that Plaintiff suffered permanent bodily injury after stepping onto a broken manhole utilities cover and falling onto a sidewalk. An amended complaint was subsequently filed on May 2, 2023. Plaintiff's attorney, Morgan & Morgan, has filed a Motion to Withdraw as Counsel, alleging they have had no contact with the Plaintiff. We are awaiting a ruling from the Court.
- Darrell Johnson v. Leon County – Circuit Court Case No. 2023-CA-207 – On February 28, 2023, the County was served with a complaint in which Plaintiff alleges he suffered injuries after tripping, slipping, and falling on a wooden ramp walkway at the Leon County Probation Pre-Trial Office. An amended complaint was subsequently filed on July 27, 2023. Mediation was held on December 1, 2023. Settlement was not reached, and this matter remains in the discovery phase. The Court set this matter for trial beginning September 3, 2024; however, on April 22, 2024, Leon County filed a Motion for Final Summary Judgment. We are awaiting a ruling from the Court.
- Bianca Toombs v. Leon County BOCC – Circuit Court Case No. 2023-CA-128 – Plaintiff filed a Complaint and Demand for Jury Trial on January 20, 2023, incorrectly naming "Bruce Ray" as the defendant and alleging Mr. Ray negligently operated his vehicle so that it collided with Plaintiff's vehicle, causing bodily injury to the Plaintiff. Mr. Ray's correct name is Claude R. Bruce, and at the time of the accident, Mr. Bruce was an employee of Leon County, acting in the course and scope of his County employment. The County moved to dismiss the complaint, and the Court subsequently entered an Agreed Order Granting the motion and allowing the Plaintiff 20 days' leave to file an amended complaint naming the proper governmental party. Plaintiff then misnamed the governmental entity and subsequently filed a Second Amended Complaint. This matter was in the discovery phase and mediation and a case management conference scheduled when the parties entered into a settlement agreement, with the Defendant paying \$167,500 to the Plaintiff, and the Plaintiff signing a release of all claims. On January 17, 2024, the Defendant filed a Notice of Settlement, and on March 7, 2024, the Court dismissed this matter.
- Tonesha Flanders v. Leon County – Circuit Court Case No. 2023-CA-305 – Plaintiff filed a Complaint on February 17, 2023, alleging she was injured in an automobile accident due to the negligence of an "unknown employee of Defendant." A Leon County Tax Collector employee was driving a vehicle owned by Leon County. The vehicles were involved in a traffic accident while stopped at a traffic light. Discovery is in process. Mediation was held on December 6, 2023, but settlement was not reached. A case management conference was held March 13, 2024, and the Court has set this matter for trial beginning December 9, 2024.
- Rossa McBride v. Leon County Board of County Commissioners, Circuit Court Case No. 2023-CA-154 – on January 25, 2023, the Plaintiff filed a Complaint and Demand for Jury Trial against the Leon County Board of County Commissioners, alleging she was injured in a slip and fall accident in the restroom located at Tower Road Park. Leon County filed a Motion to Dismiss the complaint. This matter was settled by the parties on March 18, 2024, with the Defendant paying to the Plaintiff the sum of \$25,000, and the Plaintiff signing a release of all claims. On April 1, 2024, the Defendant filed a Notice of Settlement, and on April 11, 2024, Plaintiff's counsel filed a Notice of Voluntary Dismissal with Prejudice in this matter.
- Tom Scarborough v. Leon County, Circuit Court Case No. 2023-CA-806 – On March 21, 2023, the Plaintiff filed a Complaint for Damages alleging he was



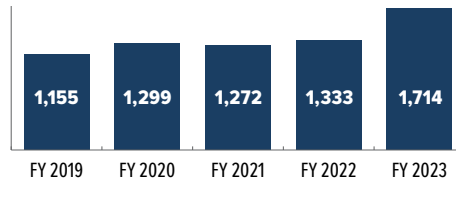
injured in an automobile accident due to the negligence of a Leon County ambulance driver. Mediation was scheduled for January 30, 2024. This matter was settled by the parties on February 7, 2024, with the Defendant paying to the Plaintiff the sum of \$75,000, and the Plaintiff signing a release of all claims. On April 8, 2024, the Plaintiff filed a Voluntary Dismissal with Prejudice.

- **Stephen Suarez v. Leon County** – Circuit Court Case No. 2023-CA-2708; U.S. District Court, Northern District of Florida, Tallahassee Division, Case No. 4:24-cv-4-AW-MAF – Petitioner was terminated from the County and thereafter requested a name-clearing hearing, which was ultimately denied for lack of eligibility. Petitioner subsequently filed a Petition for Writ of Mandamus and Declaratory Relief requesting the Court enter an order requiring the County to hold a name-clearing hearing and seeking compensatory damages. On February 11, 2024, the Circuit Court case was closed following its removal to the U.S. District Court. On February 20, 2024, the County adopted a revision to its personnel policies and procedures adding Subsection 12.03.2 – Name-Clearing Hearing. The parties entered into a settlement agreement on March 19, 2024, with the Defendant paying to the Plaintiff the sum of \$11,000, and the Plaintiff signing a release of all claims. On April 15, 2024, the Plaintiff and Defendant filed a Joint Stipulation of Dismissal with Prejudice, and the Court filed an Order Closing File.

- **Leon County/State of Florida v. Terrica Coleman**, County Court Case Nos. 2022-CO-48 and 2022-CO-49 – on April 25, 2022, Defendant was issued two citations for Escalated Attack on an Animal, violations of Section 4-35(f), Leon County Code, after her dogs attacked and killed a neighbor's dog. On July 6, 2022, a hearing was held before a Leon County Magistrate, and the Defendant was found guilty of both violations and assessed costs and fines totaling \$626. The Defendant requested a rehearing, which was denied by the Hearing Officer. On August 2, 2022, Defendant/Appellant filed a notice appealing the Hearing Officer's July 6, 2022, ruling, and the case was transferred to the Circuit Court and assigned appellate case number 2022 AP 5. The Circuit Court subsequently transferred the matter to the First District Court of Appeal, but the First District Court of Appeal transferred the case back to Leon County Circuit Court on October 25, 2023. On April 12, 2024, the Circuit Court entered an Order to File Initial Brief or Show Good Cause, stating that the Appellant is required to file an initial brief no later than May 13, 2024, or show good cause as to why it was not timely filed. The Appellant did not respond to the Order and the Court dismissed the case.

- **Leon County/State of Florida v. Judy DuBois**, County Court Case Nos. 2024-CC-16622, 2024-CO-11 through 2024-CO-70 - subsequent to a citizen complaint, Leon County Animal Control officers conducted an investigation into allegations of mistreatment of dogs that were being held on Defendant's property and a neighboring property belonging to a relative. As a result of the investigation, Defendant was issued 59 Leon County Animal Control citations for Inhumane Care, a violation of Section 4-37, Leon County Code, and one citation for Running at Large, a violation of Section 4-35(a), Leon County Code. Animal Control officers seized a total of 60 dogs from Defendant's property and ultimately the Defendant surrendered 57 of the 60 dogs. The County petitioned the Court for custody of the

New Requests for Legal Assistance October 1 - September 30



three dogs that were not surrendered by Defendant. Hearings on the County's petition and outstanding citations have been postponed, pending the resolution of a related criminal case against the Defendant.

- **Leon County, Florida v. Montejito Homeowners Association, Inc., et al.**, Circuit Court Case No. 2022-CA-1900 – ongoing eminent domain litigation related to the County's septic-to-sewer program.

TRANSACTIONAL: RESEARCH, REVIEW, AND LEGAL SUPPORT

- **Provided Legal Research, Review, Drafting Assistance, and Counsel to:**
 - Human Resources for the development of a name-clearing hearing procedure and a revision to County personnel policies.
 - The Division of Tourism to update the County's tourism policy and associated delegation of signature authority from the County Administrator to the Director of Community Relations and Resilience and the Director of Tourism.
 - The Agenda Coordinator to update the Decision Making and Focus Group Citizen Committee Handbooks developed for staff who support the committees.
 - The Library to develop procedures designed to increase compliance with policies on returning overdue items and collection of fines; recommended policy updates to more efficiently address fines of over \$100 and items presumed lost based on time overdue; implemented updates to notice letters to patrons.
 - Human Resources and Veterans Services regarding Veterans' Preference Procedures to ensure compliance with the Chapter 295 recruitment plan requirement.
 - The Board regarding future quasi-judicial hearings for disclosure of ex parte communications.
 - The Planning Department and the Board regarding the 2024 Comprehensive Plan amendments.
 - Human Services regarding the County's ordinance prohibiting unauthorized solicitation on private property.
 - Housing Services and the Board regarding the County's potential inclusionary housing ordinance and drafting documents for the implementation of the Homeownership Development Program.

- The Agenda Coordinator in drafting a resolution establishing the Miccosukee Canopy Road Greenways Committee.

- **Real Estate Transactions and Right-of-Way Acquisition, including:**

- Assisting staff with the continued sale of County-owned real property appropriate for use as affordable housing, resulting in significant proceeds to the Housing Finance Authority of Leon County to be used for affordable housing.

- Preparing a resolution adopting an inventory list of all real property within Leon County to which the County holds fee simple title that is appropriate for use as affordable housing.

- Reviewing lease agreements for County-owned properties, such as the Leon County Government Annex, the Lake Jackson Town Center, and the Cross Creek Shopping Center.

- Providing pre-suit negotiation and acquisition of utility easements, drainage easements, whole parcels, and other right-of-way needed for the County's capital improvement projects, including the Woodville area septic-to-sewer projects, the Maylor Road drainage improvements project, the Old Bainbridge Road/Capitol Circle NW intersection improvement project, the North Gadsden Street Sidewalk Project, the Belair/Annawood Septic-to-Sewer Project, and the Blountstown Highway, Tram Road, and Chaires Road Sidewalk Projects to serve the Fort Braden Elementary and Middle School, Fairview Middle School, and Chaires Elementary School areas as part of the Safe Routes to School Program.

- Assisting with the extensive pre-suit negotiations needed to acquire property interests, including involvement in the fee owner's substantial review to ensure there was no impact to its remaining property forming part of the adjacent Canopy Planned Unit Development, for the dedicated north-bound Centerville Road Turn Lane at Harpers Ferry Drive Project to reduce traffic incidents.

- Assisting staff with Road Abandonment requests – Woodville Plat, Capitola, April Road, and Elk Horn Landing Road.

- **Procurements, Transactions, and Assessments, including:**

- Providing legal guidance in adopting the revised and consolidated joint Minority, Women, and Small Business Enterprise Policy with the City of Tallahassee and Blueprint Intergovernmental Agency, incorporating goals to reduce disparity in local government procurement in the region.

- Assisting staff with the procurement of contractors to build Leon County's Mountain Bike Trail Master Plan, helping to make Leon County one of only two counties in the State of Florida with an International Mountain Bike Trail Association Bronze Trail designation status.

- Assisting staff with the procurement of contractors for the structural additions, repairs, and renovations of the historic Concord School Building (Miccosukee Community Center).

- Assisting staff with the procurement of contractors for the construction of a concrete trail, storm sewer collection system, water and wastewater replacement, roadway reconstruction, curb and gutter installation, landscape planting, and all

associated improvements for Phase II of the Magnolia Drive Trail Project.

- Assisting staff in drafting and adopting the revised County Cybersecurity Policy and securing Cyber Security Grant funding from the State of Florida Digital Service (FLDS).

- Providing legal support to staff with updating special assessments for fire rescue, sewer, solid waste, stormwater management, and Tower Oaks (2/3 Program).

YEAR IN REVIEW:

COMPREHENSIVE LEGAL SERVICES

In the past 12 months, the County Attorney's Office has responded to over 1,714 requests for legal advice or assistance, including reviewing, preparing, and/or signing ordinances, resolutions, proclamations, agenda items, contracts, various housing, land use, and other real estate documents, as well as employment, procurement, and litigation documents, responding to public records requests and advertising public hearings. Included in this number are 514 agreements, 312 agenda items, 487 public records requests, 88 resolutions, 21 ordinances, and 9 policies. The County Attorney's Office provided legal support to the Planning Department for the 2024 Comprehensive Plan cycle and the Department of Development Support and Environmental Management in the approval of all Land Development Code revisions and applications for development approvals. The County Attorney's Office also represents Leon County before the Tallahassee-Leon County Planning Commission, the Board of Adjustment and Appeals, the Code Enforcement Board, and the Development Review Committee. For the 2024 elections, the County Attorney's Office is representing the Leon County Canvassing Board. Office personnel have assisted with significant revisions to the Code of Laws concerning digital publication of certain advertisements and legal notices, streetlights for school bus stops, accessory uses, solicitation on private property, and repealing the peddlers ordinance, as well as amendments to various elements of the Comprehensive Plan. The County Attorney's Office continues to be active in efforts to keep the County's lakes clean and has worked diligently with the Florida Department of Environmental Protection and the U.S. Environmental Protection Agency to reduce nutrient levels coming into Lake Talquin from Georgia, including continuing efforts regarding implementation of the 2022 Lake Talquin TMDL Rule.

LEGAL LEADERSHIP:

AWARDS AND DISTINCTIONS

This past year, Assistant County Attorney Emily Pepin Bouza met the extensive criteria required by the Florida Bar to be recognized as a Board Certified Lawyer in city, county, and local government law. This certification represents that Ms. Bouza has exceptional knowledge, skills, and proficiency in her chosen field of law. In addition, County Attorney Chasity H. O'Steen received the prestigious Paul S. Buchman Award from the Florida Bar's City, County and Local Government Law Section for her outstanding contribution in the area of legal public service. In June 2024, Ms. O'Steen received the 2024 Robert L. "Bob" Nabors President's Award from the Florida Association of County Attorneys in appreciation for her dedicated service to the Association.



PROVIDING SERVICE 24 HOURS A DAY, 7 DAYS A WEEK

1:00 AM

OFFICE OF ECONOMIC VITALITY

A local business owner subscribes to the OEV newsletter to receive transformative opportunities, including professional development workshops, networking events, and vendor recruiting, delivered right to their inbox.

3:00 AM

HUMAN SERVICES

A citizen applies for the Direct Emergency Assistance Program to receive rental and utility assistance to maintain housing.

5:00 AM

EMERGENCY MEDICAL SERVICES

Paramedics respond to a patient in a life-threatening state due to blood loss and transfuse whole blood into the patient, stabilizing their condition until arrival at the local hospital.



7:00 AM

SOLID WASTE

A citizen reads the County's Solid Waste Disposal Guide for information about County waste management resources and processes.

9:00 AM

DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT

A Building Inspector updates software after completing an inspection.



11:00 AM

VOLUNTEER SERVICES

Volunteer Services staff host a virtual volunteer recognition celebration for dedicated community volunteers.

2:00 AM

FLEET

Fleet technicians support Operations crews while clearing trees following a storm event.

4:00 AM

SUSTAINABILITY

The County's electric vehicle fleet finishes charging overnight and is ready to hit the road with a full charge in time for the workday.



8:00 AM

EMERGENCY MANAGEMENT

Emergency Management staff conduct a neighborhood damage assessment following overnight severe thunderstorms.

6:00 AM

PARKS AND RECREATION

Parks staff prepare for the thousands of runners and spectators descending on Apalachee Regional Park to participate in a day full of cross country races.



10:00 AM

TOURISM

Tourism staff welcome the original Lincoln High School Class of 1964 Reunion to Tallahassee with signs and welcome bags as part of the Bicentennial Reunion Incentive Program.

12:00 PM

HOUSING SERVICES

Housing staff assist a citizen complete an online application for home rehabilitation.

LIVING OUR PEOPLE FOCUSED. PERFORMANCE DRIVEN. CULTURE

A CORE PRACTICE OF LEON COUNTY GOVERNMENT



1:00 PM

VETERAN SERVICES

Veteran Services staff prepare and file a compensation claim for a veteran who was injured while serving their country.



3:00 PM

BOARD OF COUNTY COMMISSIONERS

The Board of County Commissioners call a meeting to order in the Commission Chambers.



5:00 PM

PLANNING

The DesignWorks Division meets with citizens, small business owners, and other entities to provide free site-specific design and policy consultation services.

7:00 PM

FACILITIES

An on-call technician responds immediately to an elevator malfunctioning at the Courthouse.

9:00 PM

COMMUNITY AND MEDIA RELATIONS

Community and Media Relations staff break down the event space after Created Equal.

11:00 PM

LIBRARY SERVICES

A library cardholder uses Mango Languages in the digital library to learn a new language.

2:00 PM

INTERVENTION AND DETENTION ALTERNATIVES

OIDA and a diverse group of community partners host local families for the Fall Reentry and Resource Fair.



4:00 PM

ENGINEERING

Engineering Services staff host a construction progress meeting with contractors, utility service providers, and permitting agencies.



6:00 PM

ANIMAL CONTROL

An Animal Control Officer assists law enforcement by transporting a cat for a citizen who was in a car accident.

8:00 PM

OPERATIONS

Operations staff respond to a citizen's concern submitted through the County's Citizens Connect portal.

10:00 PM

HUMAN RESOURCES

Human Resources staff track disaster hours after an activation.

12:00 AM

PUBLIC WORKS

Crews respond to a downed tree that is blocking travel lanes.



DEMONSTRATING HIGHEST STANDARDS OF PUBLIC SERVICE

LEON COUNTY GOVERNMENT ORGANIZATIONAL CHART



BOARD OF COUNTY
COMMISSIONERS



VINCENT S. LONG
County Administrator



CHASITY H. O'STEEN
County Attorney



MATHIEU CAVELL
Director, Community Relations and Resilience



KEVIN PETERS
Director

| Emergency Management

- Disaster Preparedness and Response
- 9-1-1 Operations
- Disaster Plan Review
- Emergency Exercises



KIANNA GILLEY
Manager

| Community and Media Relations

- Community Relations
- Media Engagement
- Crisis Communications
- Disaster Resiliency



KERRI POST
Director

| Tourism

- Destination Marketing
- Sports Tourism
- Signature Event Grants
- Amphitheater Concert Series
- Culture and Arts



CANDICE WILSON
Director, Human Resources



SHINGTON LAMY
Assistant County Administrator



CHAD ABRAMS
Chief

| Office of Public Safety

- Emergency Medical Services
- Consolidated Dispatch Agency
- Animal Control



TERESA BROXTON
Director

| Office of Intervention and Detention Alternatives

- Probation
- Supervised Pretrial Release
- Drug and Alcohol Testing
- PSCC



PAMELA MONROE
Director

| Library Services

- Branch Libraries
- Ask a Librarian and Reference
- Community Programming
- Learning Resources
- Technology and Media



ABIGAIL THOMAS
Director

| Human Services and Community Partnerships

- Health and Human Services
- Housing Services
- Veterans Services



BEN BRADWELL
Manager

| Veterans Services

- Benefit Counseling
- Veterans Resource Center
- Emergency Assistance for Veterans



JELANI MARKS
Manager

| Housing Services

- Affordable Housing
- Down Payment Assistance
- Rehabilitation



KEN MORRIS
Assistant County Administrator



ROSHAUNDA BRADLEY
Director

| Office of Management and Budget

- Budget Development
- Grants
- Fiscal Planning
- Risk Management



MICHELLE TAYLOR
Chief Information Officer

| Office of Information and Technology

- Management Information Services
- Geographical Information Systems



NICKI PADEN
Assistant to the County Administrator

| Legislative and Strategic Initiatives

- Strategic Planning
- Legislative Affairs

| Purchasing | Real Estate



NAWFAL R. EZZAGAGHI
Assistant County Administrator



BRENT PELL
Director

| Public Works

- Operations
- Mosquito Control
- Engineering Services
- Construction Management
- Fleet Management



MAGGIE THERIOT
Director

| Office of Resource Stewardship

- Sustainability
- Recycling
- Parks and Recreation
- Facilities
- Solid Waste
- Coop. Extension



BARRY WILCOX
Director

| Development Support and Environmental Mgmt.

- Environ. Svcs.
- Dev. Svcs.
- Building Plans Review and Inspection
- Permit/Code Services



ARTIE WHITE
Director

| Department of P.L.A.C.E.

- (Planning, Land Management and Community Enhancement)
- Planning
- Blueprint
- Office of Economic Vitality
- MWSBE

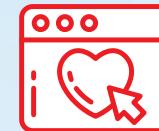


DELIVERING ON OUR PRIORITIES: EMS 20TH ANNIVERSARY

Leon County Emergency Medical Services (LCEMS) celebrated a huge milestone this year—20 years of providing exceptional, lifesaving care and treatment to the residents and visitors of Leon County as well as serving the community through training and public education programs. Since its launch on December 31, 2003, LCEMS has responded to more than 789,300 calls for service and transported more than 505,150 patients. A leader in response and survival, LCEMS continues to exceed local, state, and national benchmarks by providing clinically superior, cost-effective emergency medical services and transport to the people of Leon County.



*Responded to
more than
789,300
CALLS FOR
SERVICE*



*Held more than
4,000
CPR AND AED
COMMUNITY
TRAININGS*



*Transported
more than
505,150
PATIENTS*



*Named 2023
**EMS PROVIDER
OF THE YEAR**
by the Florida
Department of Health*

Celebrating 20 Years of Providing Lifesaving Care



COMMUNITY RELATIONS AND CITIZEN ENGAGEMENT

PROVIDING TRANSPARENCY AND ENGAGING CITIZENS

Leon County continues to grow citizen involvement and engagement through its commitment to programs that help shape the community, including the Citizen Engagement Series, Library Lecture Series, and the Club of Honest Citizens.

The nationally recognized Leon County Citizen Engagement Series continued this year with a training on disaster resilience. Focused on building community preparedness and resilience to withstand man-made and natural disasters, dozens of residents stepped behind the scenes at the County's Emergency Operations Center to learn about disaster preparedness with local public safety experts. County staff, nonprofit partners, and public safety officials offered sessions on various topics, including disaster preparedness, emergency communication, and the importance of having an evacuation plan.

Now in its eighth year, the Leon County Library Lecture Series hosted four events featuring a diverse range of speakers and topics. Author and food commentator Amy Rogers shared how to organize and standardize recipes so they can be preserved for future generations. During a lunchtime workshop, Louis Dilbert, Director of the FAMU TRIO Educational Opportunity Center and Military and Veteran Affairs, focused on the impact of multigenerational talent and how to unlock a team's unique skillsets to make a greater impact on workplace culture and productivity. Incorporating themes from the County's 2024 NEA Big Read selection *The Bear* by Andrew Krivak, Misty Penton, Tradition Keeper and Storyteller for the Muscogee Nation of Florida, explored how generational storytelling and oral traditions help guide the people of today. Finally, in celebration of the Tallahassee-Leon County Bicentennial, author Doug Alderson led a lively discussion about the founding of Florida's capital county.



Citizen Engagement Series: Disaster Resilience Edition



LEON COUNTY

LIBRARY LECTURE SERIES

TOPICS THAT ENGAGE AND INSPIRE



Amy Rogers

Preserving Your Food Stories: How to Write a Recipe



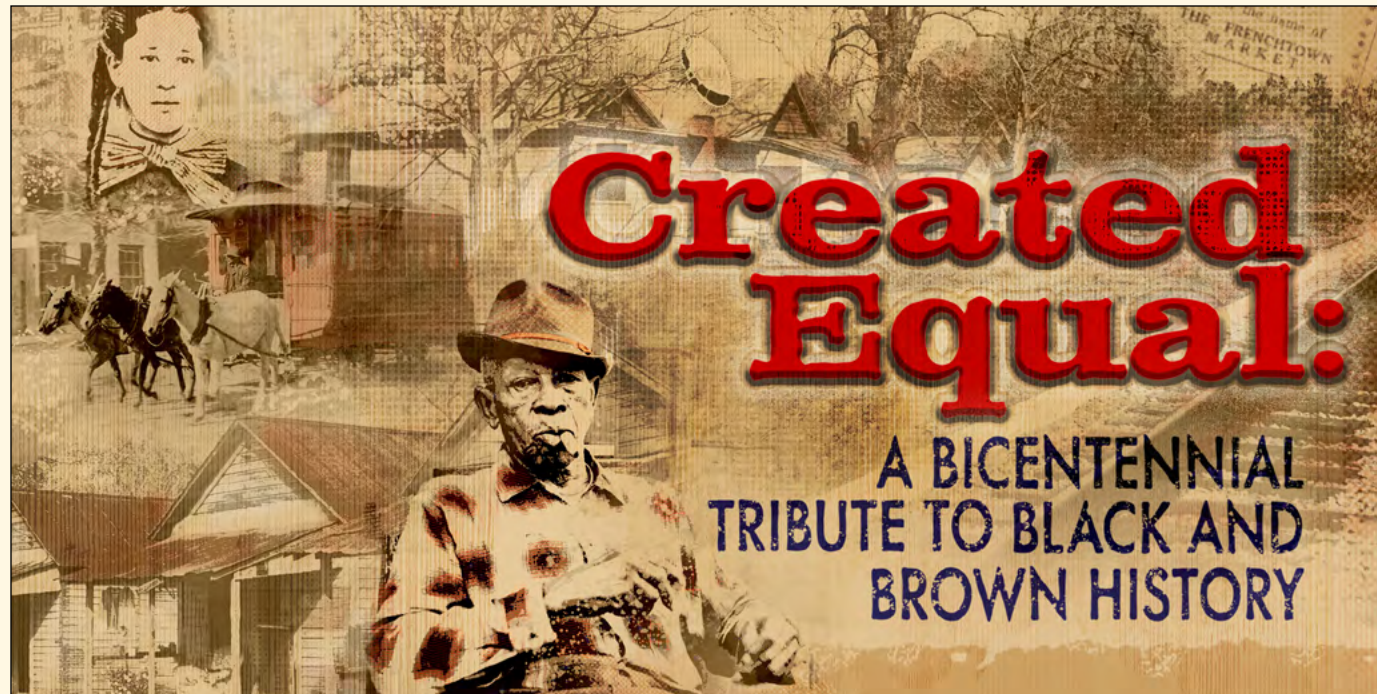
Louis Dilbert

Unleashing the Power of a Multi-generational Workforce



Misty Penton

Keeping History Alive: The Power of Tradition and Storytelling



On May 7, 2024, Leon County partnered with The Village Square to host its ninth annual Created Equal event, *A Bicentennial Tribute to Black and Brown History*. The program was a success, with nearly 300 people in attendance to discuss Leon County's vibrant history and culture over its 200 years of existence. Headlined by a panel of local historians, professors, and artists, this year's program shined a light on Tallahassee-Leon County's Black and Brown history and explored the influence people of color had on the conception and development of the County.

Audience members from all walks of life had the opportunity to engage in discussions centered around local civil rights movements, the community's deeply rooted Black and Brown history, and how to ensure that today's youth learn about the rich history and culture of Leon County. The program allowed attendees to not only learn about influential Black and Brown individuals who deeply influenced the local community but to envision a path forward to a more informed and inclusive future for everyone.





SUBSCRIPTION SERVICES VS. COUNTY SERVICES

COMPARING YOUR DOLLAR

COMPARING HIGH-QUALITY COUNTY SERVICES WITH A MONTHLY STREAMING BILL

For less than a monthly streaming bill, you receive County services like Emergency Medical Services, parks, road maintenance, mosquito control, libraries, stormwater, disaster response and recovery, and so much more!

SUBSCRIPTION SERVICES

Total \$245

COUNTY SERVICES

Law Enforcement & Corrections	\$59.86
Emergency Medical Services (EMS)	\$10.36
Facilities	\$7.02
Health & Human Services	\$5.74
Elections	\$3.10
Library Services	\$3.75
Mosquito Control	\$0.46
Veterans, Volunteer, Economic Development & Planning	\$1.12
All Other Services	\$33.91
Total	\$125.33

Do I need all these sitcom reruns? \$18

I thought this was part of my cable bill ... \$17

The price is going up again?! \$23

Never heard of those shows. \$10

If I have to watch *Frozen* one more time ... \$14

Lots of unskippable ads, probably. \$73

Wait, how much?! \$55

But there's a warehouse in town! \$15

What even is this? \$8

Oh, come on! \$12

hulu max NETFLIX

apple tv+ YouTube TV sling Disney+

prime peacock Paramount+

Leon County is not affiliated with the companies whose logos appear on this page; the logos are being used to provide context for residents in describing beneficial public services.



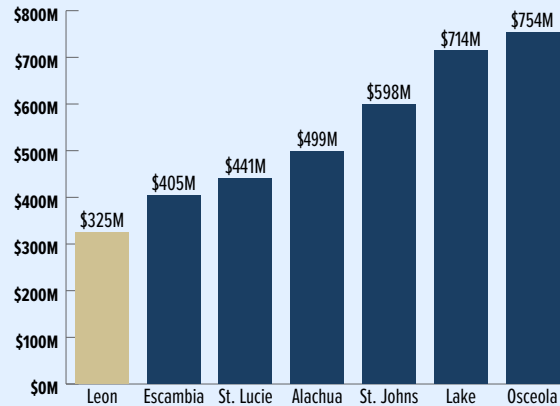
Posted on September 30, 2024

FY 2024/2025 LEON COUNTY ADOPTED BUDGET AT A GLANCE

COUNTY ADMINISTRATION

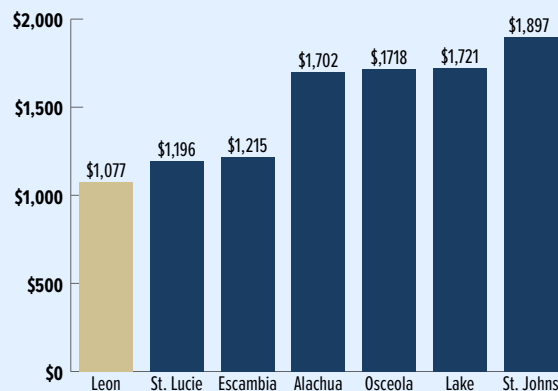


Total Net Budget (FY24)



Leon County has the lowest operating budget among like-sized counties, with a net budget of \$325 million. Escambia County's net budget is 25% higher than Leon County's.

Net Budget per Countywide Resident (FY24)



Leon County spends the least dollars per county resident of all like-sized counties. The next closest County's net budget per capita is 11% higher than Leon County's (St. Lucie County). St. Johns County spends 76% more per resident than Leon County does.

EXERCISING RESPONSIBLE STEWARDSHIP OF THE COMMUNITY'S RESOURCES

- ▶ Balanced the FY 2025 budget (\$377.9 million), an 8.1% increase from last year's budget, without raising the millage rate for the 13th year in a row.
- ▶ The FY 2025 budget continues to maintain core services and the community's infrastructure. A few highlights include:
 - » Dedicating more than \$2.3 million to Community Human Services Partnership (CHSP) agencies to address the community's most pressing needs, including the establishment of line-item funding for emergency homeless shelters; \$1.8 million to ensure uninsured and underinsured residents have access to comprehensive health services; and \$820,000 in State Housing Initiatives Partnership (SHIP) program funding to support affordable housing.
 - » Fully supporting the Leon County Sheriff's Office's (LCSO) and Supervisor of Elections Office's budget request, including funding for the pay plan for sworn officers and funding voting operations at the Supervisor of Elections Office to manage the 2024 General Election.
 - » Allocating millions of dollars in funding to support strategic, long-term investments in infrastructure with a focus on maintaining existing assets, including more than 2.3 million square feet of County facilities, 3,865 acres of greenways and parks, along with hundreds of miles of roads and stormwater drainage systems.
 - » Preserving community affordability through the "Save Our Homes" measure, which provides a safeguard for homesteaded property owners by capping the annual property value increase at 3%.
 - » Adding six new paramedics/EMTs for Emergency Medical Services (LCEMS) to maintain response times.
 - » New cost savings and avoidances of \$12.2 million, bringing the total to \$76 million since FY 2013.

PROPERTY TAX DISTRIBUTION

(Based on average value single-family home in Leon County)

Services	FY 2025 Ad Valorem Tax Bill \$1,504	FY 2025 Monthly Cost	FY 2025 Percent of Ad Valorem Taxes
Sheriff - Law Enforcement	\$418.87	\$34.90	27.85%
Sheriff - Corrections	299.60	24.96	19.93%
Emergency Medical Services	124.44	10.36	8.28%
Facilities Management	84.18	7.02	5.60%
Health & Human Services	68.91	5.74	4.58%
Capital Improvement	55.41	4.62	3.68%
Management Information Services	52.46	4.37	3.49%
Library Services	44.99	3.75	2.99%
Tax Collector	43.28	3.61	2.88%
Property Appraiser	42.19	3.52	2.81%
Administrative Services	40.05	3.34	2.66%
Supervisor of Elections	37.25	3.10	2.48%
Other Non-Operating/Communications	36.10	3.01	2.40%
Other Criminal Justice (Probation, DJJ, Diversion)	35.27	2.94	2.34%
Community Redevelopment - Payment	20.60	1.72	1.37%
Clerk of Circuit Court	13.71	1.14	0.91%
Board of County Commissioners	13.70	1.14	0.91%
Veterans, Volunteer, Planning, Econ. Development	13.44	1.12	0.89%
800 MHz Radio Communication System	12.52	1.04	0.83%
Geographic Information Systems	11.49	0.96	0.76%
Risk Allocations	10.28	0.86	0.68%
Court Administration and Other Court Programs ⁴	8.63	0.72	0.57%
Mosquito Control	5.48	0.46	0.36%
Sustainability/Cooperative Extension	5.26	0.44	0.35%
Office of Management and Budget	4.63	0.39	0.31%
Budgeted Reserves	1.26	0.10	0.09%
TOTAL	\$1,504.00	\$125.33	100.00%



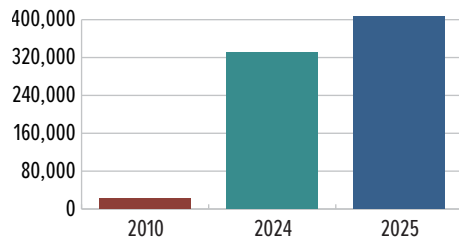
PERFORMANCE DRIVEN PROGRESS

PROVIDING HIGH-QUALITY SERVICES WITH OPTIMIZED RESOURCES



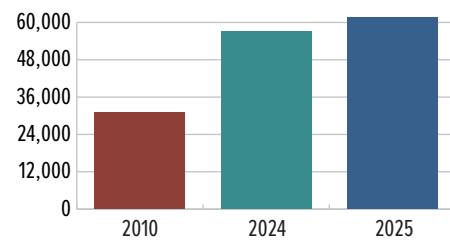
Library Services

EBOOK/AUDIOBOOK DOWNLOADS



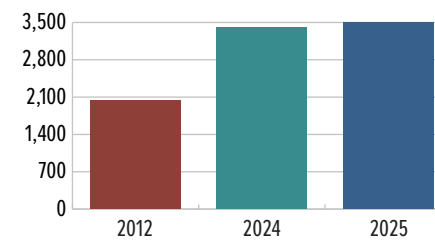
Emergency Medical Services

CALLS FOR SERVICE



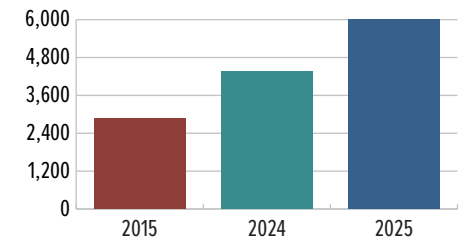
Parks and Recreation

TOTAL ACRES OPEN TO THE PUBLIC



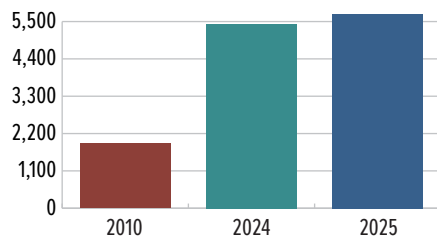
Dev. Support & Env. Mgmt.

ONLINE PERMITS ISSUED



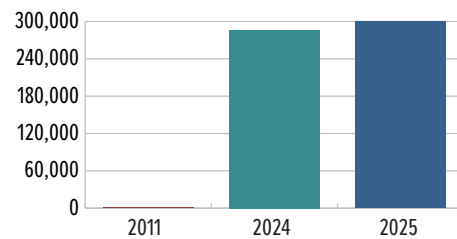
Veteran Services

CLIENTS SERVED



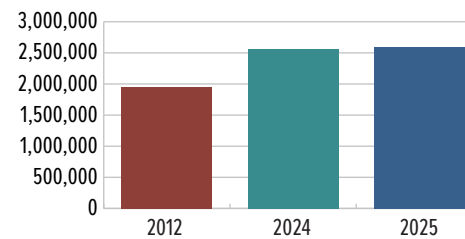
Community & Media Relations

SOCIAL MEDIA FOLLOWERS



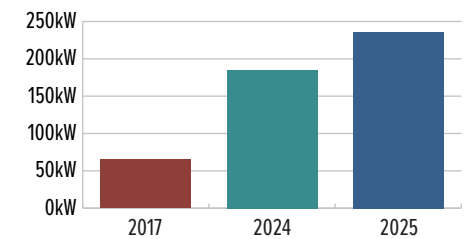
Tourism

NUMBER OF VISITORS



Sustainability

SOLAR ENERGY PRODUCED AT COUNTY FACILITIES



PAST



PRESENT



PROJECTED



STRETCHING YOUR TAX DOLLARS

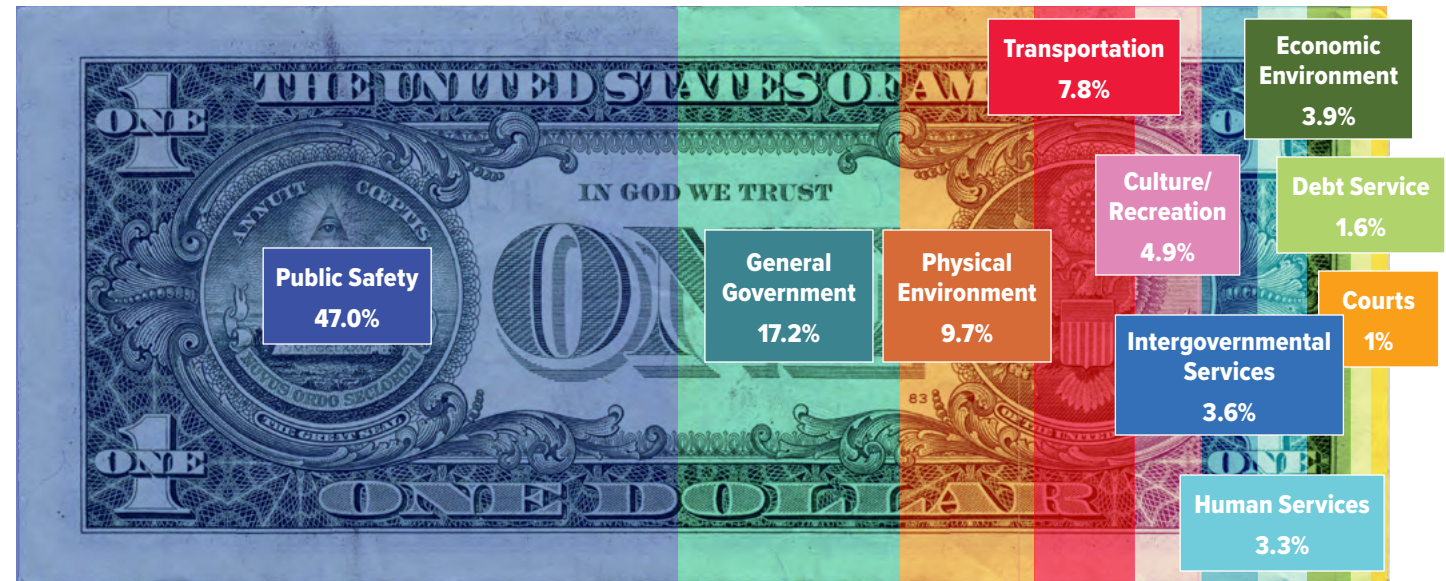
EXERCISING RESPONSIBLE STEWARDSHIP OF THE COMMUNITY'S RESOURCES

WHERE THE \$377.9 COMES FROM...



FY 2024/2025 ADOPTED BUDGET:
\$377.9 MILLION

...AND HOW THE \$377.9 IS UTILIZED



DID YOU KNOW?

- Leon County citizens pay among the lowest in the state per person to operate their local County government.
- The County has balanced the budget every year without raising the millage rate for the last 13 years.



EMERGENCY MEDICAL SERVICES (EMS)

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To preserve life, improve health, and promote safety through clinically superior and compassionate pre-hospital care and life safety education for citizens and visitors of Leon County.

Strategic Initiatives

QUALITY OF LIFE

- Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (#2022-22)

PRESERVING LIFE. IMPROVING HEALTH. PROMOTING SAFETY.



TMH Community Service Impact Awards



Career fair

- ▶ Responded to more than 54,000 calls for service, and transported more than 35,000 patients in FY24, leading the industry in setting the standard for emergency medical care.
- ▶ Continued to provide specialized services through Critical Care Transport, Tactical Medical, Highly Infectious Patient Transport, and Special Operations teams.
- ▶ Continued to improve the chances of survival following a cardiac arrest event by advocating for the integration of automated external defibrillators (AEDs) and conducting cardiopulmonary resuscitation (CPR) training through the Heart Ready initiative.
 - » More than 1,850 citizens received training in CPR and AED use.
 - » 1,480 public access AEDs in the community are registered with EMS.
- ▶ Partnered with Tallahassee State College and Godby High School to offer an Emergency Medical Technician program to high school students.
- ▶ Continued to provide internships for Tallahassee State College and North Florida College EMS students.
- ▶ Implemented a comprehensive medical protocol update, ensuring that the care provided to citizens is the very best and meets national standards.
- ▶ Deployed prehospital whole blood transfusions, enhancing patient care and saving the lives of seriously ill patients.
- ▶ Continued to participate in the national Cardiac Arrest Registry to Enhance Survival (CARES), which collects and analyzes EMS and hospital data to improve cardiac arrest outcomes.
- ▶ Continued a partnership with the University of Florida to research advances in prehospital emergency pediatric patient care.
- ▶ Enhanced EMS member well-being by continuing to develop peer support capabilities and partnered with the Florida A&M University 2nd Alarm Project to provide additional services.
- ▶ Further enhanced the Social Service Referral Program with community partners, which assists paramedics in referring vulnerable patients in

Contact us

(850) 606-2100
www.LeonCountyFL.gov/LCEMS



Rescue Task Force Training

need of social, mental health, and financial assistance to community partners.

- ▶ Provided an income-based fee discount program and continued to completely waive EMS fees for uninsured or underinsured veterans.
- ▶ Partnered with Safe Kids Big Bend, a national organization committed to working with families and communities to keep children safe from unintentional injuries, through the Community Centric Injury Reduction program.
- ▶ Conducted more than 75 child safety seat inspections and installations at the Public Safety Complex as well as health and safety fairs throughout the community through the Child Passenger Safety Seat program.
- ▶ Partnered with Leon County Schools in support of the Safe Routes to School program by providing a bike trailer, equipment, and medics to promote bicycle use and transportation measures as well as safety education to schools and the community.
- ▶ Operated an EMT to Paramedic Trainee Program, assisting current EMTs to become paramedics, resulting in more paramedics and improved recruitment and retention of members.

- ▶ Conducted joint training exercises with law enforcement agencies and the fire department to enhance the response to Active Shooter Hostile Events (ASHE).
- ▶ Completed an upgrade to the Computer Aided Dispatch system which will further improve incident communication and provide vital information to paramedics responding to incidents.
- ▶ Joined efforts with community partners to combat opioid overdoses by creating a network of treatment, care, and recovery for individuals impacted by opioid use disorders.
- ▶ Continued public information efforts to build public awareness of EMS excellence and attract a talented workforce:
 - » Posted employment opportunities, employee highlights, safety tips, and more on the EMS Facebook page.
 - » Enhanced the recruitment website and implemented new outreach strategies to attract paramedics.
- ▶ Participated in more than 300 special operations events, providing medical coverage for our community during athletic events, concerts, festivals, and graduations.

DEMONSTRATING THE HIGHEST STANDARDS OF CARE

The American College of Cardiology recognized Leon County EMS for playing a critical role in improving the morbidity and mortality of patients suffering from acute heart problems with the EMS Partner in Care Award.



Emergency Medical Technician Mike Aries was named the Florida Department of Health EMT of the Year.

- ▶ Hosted or participated in more than 120 community trainings and events, including CPR, Stop the Bleed, first aid, child passenger safety, bicycle safety, career fairs, and when and how to call 9-1-1.
- ▶ In recognition of the EMS 20th anniversary, introduced a new mascot bear, Teddy Bear-a-medec, to promote the health and safety of residents and visitors at community trainings and events.



LEROY COLLINS LEON COUNTY PUBLIC LIBRARY SYSTEM

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Mission Statement

To be an essential resource and place for learning, engagement, and innovation that provides for our community's changing needs.

Strategic Initiatives

QUALITY OF LIFE

- Implement the Leon County Essential Libraries Initiative. (#2022-21)

LEARN. ENGAGE. INNOVATE.

- ▶ Served more than 1.1 million customers digitally and in person through the Library System and managed nearly 1.4 million checked out materials in FY24, including print, DVD, audio, eBooks, computers, tablets, Library of Things items, and more.
- ▶ Debuted an updated, mobile-friendly online catalog featuring a redesigned menu for easier navigation to search library resources and highlighting recommended book titles from popular categories.
- ▶ Through the Community Resources Specialist, partnered with State and local human services agencies to provide regular access to services for 867 attendees at Library events, including Benefits Connection: Medicaid & KidCare, Health Insurance Enrollment Assistance with Big Bend AHEC, and an Expungement Clinic.
- ▶ Hosted the sixth NEA Big Read featuring *The Bear* by Andrew Krivak with grant funds awarded by the National Endowment for the Arts. Events included a kickoff celebration, a virtual Q&A with the author, stargazing, book clubs, a nature photography exhibit highlighting local artists, and more.
- ▶ Completed another successful year of the Leon County Library Lecture Series, offering four informative sessions:
 - » Amy Rogers, author and food commentator, *Preserving Your Food Stories: How to Write a Recipe*, which included a community call to submit family recipes for a Bicentennial-themed cookbook.
 - » Louis Dilbert, Director of the FAMU TRIO Educational Opportunity Center, *Unleashing the Power of a Multigenerational Workforce*.
 - » Misty Penton, tradition keeper and storyteller for the Muscogee Nation of Florida, *Keeping History Alive: The Power of Tradition and Storytelling*.
 - » Doug Alderson, author and chair of the Tallahassee-Leon County Bicentennial History Task Force, *Bicentennial Beginnings: The Founding of Tallahassee and Leon County*.



Seed Library



Library Lecture Series: Rhythms of Panama

- ▶ Launched and continued community-wide reading challenges through Beanstack, including the Tallahassee-Leon County Bicentennial Challenge, Summer Reading Challenge, and Genre Bingo Challenge.
- ▶ Enhanced the library's technology offerings by adding tablets for check out to increase access to eBooks, streaming services, educational apps, and more.

Contact us

(850) 606-2665
www.LeonCountyLibrary.org



NEA Big Read Kickoff



CosmicCon

- ▶ Hosted more than 1,900 programs, including story times, book clubs, workshops for teens, and more.
- ▶ Presented the annual spring and fall Seed Library in coordination with UF/IFAS Leon County Extension, in which users checked out more than 24,000 sample-sized packets of seeds, totaling more than 240,000 seeds, with instructions for effective cultivation.
- ▶ Expanded teen programming to include craft programs, art wellness, chess, and additional volunteer opportunities at all locations.
- ▶ Created an eight-week summer program around the theme *Adventure Begins at Your Library*. The program featured exciting games, crafts, scavenger hunts, animal visits, reading challenges, and more for all ages.
- ▶ Hosted three Florida Talks workshops from the Florida Humanities Speakers Bureau, including:
 - » *Golden Harvest: The Music and Traditions of the Greek Spongers of Tarpon Springs* with Dr. Panayotis League.
 - » *A Motion Picture Paradise! A History of Florida's Film and Television Industry* with Dr. David Morton.
 - » *Hurricane!* with author and journalist Eliot Kleinberg.

- ▶ Continued offering adult education programs, helping 4,595 learners earn a GED, prepare for the U.S. citizenship exam and interview, improve English language skills, and more.
- ▶ Expanded the Library's Extension Services to provide library materials to Independence Landing, increasing the Library's reach.
- ▶ Continued to offer Homework Hub virtually and in-person for kindergarten through 8th grade students.
- ▶ Debuted 10 Youth Book Club Kits that provide five copies of a book to encourage youth to engage in shared reading experiences and promote discussions and critical thinking among peers.
- ▶ Added Sensory Kits for check out, which provide a unique approach to emotional and physical learning. Kits contain two books, toys, games, and tools focused on a theme, and provide caregivers research-based tips to help develop these skills with their children.
- ▶ Expanded the Library's partnership with Second Harvest of the Big Bend by offering Kids Cafe, an after-school snack program for kids and teens during the school year, and Summer BreakSpot, which provides healthy meals and snacks to kids and teens during summer months.
- ▶ Increased reservable meeting space offerings at the Dr. B.L. Perry, Jr. Branch, Lake Jackson Branch, and Bruce J. Host Northeast Branch by repurposing existing spaces to better meet community demand.

LEON COUNTY LIBRARY LOCATIONS

LeRoy Collins Leon County Main Library

200 West Park Avenue
(850) 606-2665

Bruce J. Host Northeast Branch Library

5513 Thomasville Road
(850) 606-2800

Dr. B.L. Perry, Jr. Branch Library

2817 South Adams Street
(850) 606-2950

Eastside Branch Library

1583 Pedrick Road
(850) 606-2750

Jane G. Sauls Fort Braden Branch Library

16327 Blountstown Highway
(850) 606-2900

Lake Jackson Branch Library

3840-300 North Monroe Street
(850) 606-2850

Woodville Branch Library

8000 Old Woodville Road
(850) 606-2925

- ▶ In celebration of the Bicentennial, launched a call for recipes from the community that were compiled to create the cookbook *Bicentennial Community Cookbook: Celebrating 200 Years of Leon County's Tastiest Traditions*, which is available for check out digitally and in print.
- ▶ Offered a Bicentennial-themed special edition library card to celebrate this historic milestone.



EMERGENCY MANAGEMENT

COMMUNITY RELATIONS AND RESILIENCE

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To protect our community by coordinating and integrating all activities necessary to build, sustain, and improve resilience so as to mitigate against, prepare for, respond to, and recover from man-made natural disasters.

Aligning Resources with Strategic Priorities

QUALITY OF LIFE

- Build, sustain and improve resilience to mitigate against, prepare for, respond to and recover from man-made and natural disasters. (Q7)

GOVERNANCE

- Begin implementing next generation 9-1-1 technology and infrastructure so as to ensure regional connectivity, call taker functionality, and the most resilient infrastructure during future disasters. (#2024-78)

Contact us
(850) 606-3700
www.LeonCountyFL.gov/EM

DISASTER PREPAREDNESS, RESPONSE, AND RECOVERY

- ▶ Directed the Emergency Operations Center (EOC) to plan for and coordinate disaster response activities with all partners.
- ▶ Led disaster response and recovery efforts for the Bicentennial Storm and May 10 Tornado Outbreak, which are described in further detail on the next few pages.
- ▶ Hosted 10 training courses for 350 local and regional emergency responders to build and enhance their emergency response skills.
- ▶ To ensure Leon County is prepared and resilient for any disaster, Emergency Management:
 - » Participated in 20 community outreach and education presentations.
 - » Reviewed emergency plans for 88 healthcare facilities and conducted public education and outreach programs for community groups.
 - » Provided more than 100 disaster supply kit buckets to citizens of vulnerable populations in coordination with Elder Care Services.
- ▶ Received more than 174,000 emergency calls during the past year to the Leon County Enhanced 9-1-1 System, including approximately 151,500 from wireless devices, 11,000 from landline devices, 8,000 from VoIP devices, and 3,600 texts.
- ▶ Received more than 330,000 non-emergency calls.
- ▶ Responded to more than 900 requests for 9-1-1 records.
- ▶ Updated LeonReady.com to connect the public with available hurricane preparedness resources.
- ▶ Continued to provide Neighborhood Readiness Trainings to help individuals, families, and neighborhoods prepare, act, and recover from disasters.
- ▶ Continued offering educational resources for hurricane preparedness with the Billy the Bucket hurricane safety coloring book, available during community events and at all Leon County Public Library locations.



Distributing disaster preparedness buckets for seniors

DID YOU KNOW?

Nearly 95% of U.S. counties have experienced tornado watches within the last five years. Be prepared! Contact your insurance agent and have an insurance check-up. Having the right type and amount of insurance can help you recover more quickly from a disaster and avoid years of financial challenges.



A PREPARED COMMUNITY IS A RESILIENT COMMUNITY

With our lead role in emergency response, caring for the lives and livelihoods of our community is nothing new to the County. After three consecutive hurricanes and a global health pandemic, Leon County's continuous commitment to building a resilient community is reflected through our local officials, neighborhood leaders, and community partners who work together during times of disaster to keep us safe, provide critical information, and answer our community's needs.

At 3 a.m. on April 11, 2024, the Leon County Emergency Operations Center (EOC) was activated in response to severe thunderstorms that led to flash flooding, with personnel and partner agencies coordinating preparedness and response efforts, including closing and clearing roadways and performing welfare checks on citizens cut off by flood waters. The storm resulted in historic amounts of rainfall, with rates that overwhelmed drainage systems and caused significant flooding. The storm's rarity as a once-in-200-year event and its occurrence during Leon County's Bicentennial year led to it being named the "Bicentennial Storm." As a result, the EOC was activated from April 11 through April 19, engaging approximately 49 County staff in coordinating response and recovery efforts. The EOC's structured approach and the collaborative efforts of the community played essential roles in addressing the challenges posed by the storm.

Only one month later, on May 10, 2024, the EOC was again activated, this time in response to three simultaneous tornadoes. The event, known as the "May 10 Tornado Outbreak," led to the destruction of 174 homes and damaged an additional 1,500 homes in Leon County. The EOC was activated for 29 days, engaging approximately 100 County staff in coordinating response and recovery efforts. The May 10 Tornado Outbreak resulted in a Presidential Disaster Declaration and the EOC coordinated with the Federal Emergency Management Agency (FEMA) on the delivery of Individual Assistance programs through August 19.



Bicentennial Storm response



May 10 Tornado Outbreak response



MAY 10 TORNADO OUTBREAK

STRONGER TOGETHER: LEON COUNTY RESILIENT AFTER TORNADO OUTBREAK



Railroad Square

In the early hours of Friday, May 10, 2024, while many were heading to school or work, three tornadoes ripped through the community, causing significant disruption and destruction, which significantly impacted the Woodville, Fort Braden, and Chaires areas of unincorporated Leon County. The impact was immense, with homes, businesses, and lives changed forever.

This unprecedented weather event, named the “May 10 Tornado Outbreak” by emergency officials, brought 115-mile-per-hour winds that uprooted trees, shattered windows, and collapsed structures. When the storm clouds had passed, the extent of the damage quickly became apparent, and the road to recovery began. But through it all, Leon County Government was prepared and ready to respond.

Response efforts to the storm had begun several hours earlier when the Leon County Emergency Operations Center (EOC) was activated at 3 a.m. Applying lessons learned from the response to Hurricanes Hermine (2016), Irma (2017), Michael (2018), and Idalia (2023) and the Bicentennial Storm (2024), Leon County personnel and partner agencies had activated resources on standby and were ready to deploy.



Apalachee Parkway

Once it was safe, the County’s Public Works teams began clearing roadway debris, staff from Development Support & Environmental Management assembled Damage Assessment Teams to document the extent of the damage, Community and Media Relations staff issued messaging on social media platforms to keep citizens safe and informed, and hundreds of employees across departments worked together to get the community on the path to recovery.



Apalachee Regional Park

The May 10 Tornado Outbreak was a formidable challenge, but it also served as a powerful reminder of Leon County’s resilience. Through coordinated response efforts, unwavering dedication, and a commitment to service, the County demonstrated its ability to weather even the most



Emergency relief supplies point of distribution

severe storms. In the days ahead, the County would launch a one-of-a-kind microgrant program to provide immediate financial support to unincorporated residents most impacted by the tornadoes.

COUNTY RESPONSE TO THE STORM BY THE NUMBERS

- ▶ 130 County roads cleared
- ▶ 1,300 miles traveled by damage assessment teams
- ▶ 300 hours activated at the Emergency Operations Center
- ▶ 5 million impressions across all media
- ▶ 345,000 cubic yards of debris collected
- ▶ 16,560 cases of water distributed
- ▶ 9,575 cases of MREs distributed
- ▶ 926 calls answered on the Citizens Information Line



COUNTY SUPPORTS UNINCORPORATED RESIDENTS THROUGH TEAM LEON PROGRAM

To quickly assist residents impacted by the devastating tornadoes and provide a bridge to federal aid, Leon County launched the Targeted Emergency Assistance Microgrant (TEAM) Leon program, ultimately distributing \$1 million to assist 419 households and 53 businesses in the hardest-hit areas of unincorporated Leon County.



More than 50 staff members from 20 County departments helped implement the program, which began accepting applications on May 23, less than two weeks after the storm.



Application Assistance Center

On May 14, the Leon County Board of County Commissioners approved the TEAM Leon program to meet critical community needs following the tornado outbreak. The microgrant program was designed to ensure timely and effective assistance to the community, bridging the gap to federal disaster relief.

Individuals could apply to receive up to \$3,500 in assistance for critical and emergency needs and major property damage, while businesses could apply for up to \$10,000 for business disruption, loss of inventory, or major property damage.

To help get the word out to affected households and businesses in the unincorporated area, the County launched a successful targeted promotional campaign, which included sending approximately 300 mailers to impacted properties, issuing text message alerts, and utilizing digital and billboard ads, targeted social media posts, and news



Program implementation training



Outreach team

advisories. Additionally, street outreach teams consisting of County staff engaged residents by going door-to-door, distributing flyers, and placing door hangars in the community.

To assist residents with the online application, the County established three Application Assistance Centers located in the areas most impacted by the tornadoes, ultimately assisting more than 400 residents. The TEAM Leon Helpline was available to answer questions about the program and navigate the online application, receiving more than 1,700 calls.

DELIVERING THE WOW! FACTOR IN CUSTOMER SERVICE

Thank you so much. You have no idea how much this is going to help me and my children.

—Individual assistance recipient

I am so happy because now I know that we're going to make it.

—Business assistance recipient



Press conference located at the first business assistance recipient

The success of the TEAM Leon program stands as a testament to Leon County's commitment to providing critical support to those individuals and businesses hit hardest by the devastating tornadoes. No matter what challenges may come our way, Leon County remains steadfast in its commitment to supporting its residents and ensuring a stronger, more resilient future for all.

Mission Statement

To enhance the region’s economic growth and quality of life by collaboratively inspiring the vitality of Leon County/Tallahassee’s visitor economy.

Strategic Initiatives

ECONOMY

- Implement the Division of Tourism’s Strategic Plan. (#2022-5)
- Continue to build upon the reputation of Apalachee Regional Park as a destination venue for cross country athletes by securing state, regional and national competitions. (#2022-6)
- To further promote Leon County as a biking community, pursue the State’s “Trail Town” designation and continue to coordinate with the City, Blueprint, State, and U.S. Forest Service to leverage capital improvements in pursuit of the International Mountain Biking Association (IMBA) designation. (#2022-7)
- To celebrate Leon County/Tallahassee Bicentennial in 2024, the County will implement the Leon County Bicentennial organizational management plan and facilitate the Bicentennial Steering Committee to lead the community planning efforts with government agencies, businesses, organizations, and citizens. (#2023-44)

Contact us
(850) 606-2300
www.LeonCountyFL.gov/Tourism

PROMOTING AND MARKETING FLORIDA’S CAPITAL REGION

- ▶ In 2024, Leon County Tourism generated \$1.34* billion in economic impact, nearly 2.55* million visitors, and 13,738* jobs.
- ▶ Continued to promote tourism efforts through Tourist Development Tax (TDT) collections, which are anticipated to exceed \$9.1* million annually.
- ▶ The County continues to dedicate 20% of the annual TDT revenue collected to provide funding support for arts and cultural tourism programs and activities via the Council on Culture & Arts (COCA) through a combination of TDT and general revenue. In FY 2023/2024, COCA received \$150,000 from general revenue and \$1,822,107* in TDT revenue.
- ▶ Hosted more than 39,000* attendees at the Adderley Amphitheater through eight concerts, including the first-ever two-day Jubilee Gospel Music Festival, Gipsy Kings, The Revivalists, The Flaming Lips, Melissa Etheridge, and six sponsored concerts as part of the Downtown Concert Series and Countdown Downtown New Years Eve in partnership with the Tallahassee Downtown Improvement Authority.
- ▶ Awarded \$578,450 in tourism grant funding for 82 local legacy events, Bicentennial events, special events, signature/emerging signature events, and sports events. For the Bicentennial year, a second-cycle grant program awarded \$83,050 to support 23 additional Bicentennial events.
- ▶ In conjunction with the Bicentennial Steering Committee, led the community effort for celebrating the 2024 Tallahassee-Leon County Bicentennial, featuring more than 200 Bicentennial events, programs, and activities held throughout 2024.
- ▶ Organized and hosted the Tallahassee-Leon County Bicentennial Day at the Capitol to kick off the 2024 Bicentennial anniversary year. The



- event was attended by local, state, and national dignitaries along with hundreds of residents eager to celebrate the milestone year.
- ▶ Developed the Bicentennial Reunion Incentive Program that provides incentives and perks for families and groups who hold a reunion and book hotel rooms in Tallahassee with special values from area hotels and attractions.
 - ▶ Presented a five-series premier showing of the documentary *Invisible History*. As a key Bicentennial initiative, the film seeks to advance a sense of place and identity for hundreds of thousands of African Americans by exploring the invisible history of slavery in Leon County.
 - ▶ Produced and distributed a Bicentennial Edition of our annual Visitor Guide and Meeting Planner Guide that highlighted the 200-year



Concert at the Adderley Amphitheater at Cascades Park



Florida High School Athletic Association Football State Championships

- history of Tallahassee-Leon County with dedicated content to tell the story of the Capital Region and significant events of our past.
- ▶ Launched the TallahasseeLeonCounty200.com Bicentennial website that features historically fascinating blog content and a robust list of events throughout the year, allowing citizens to get involved to help support and celebrate the anniversary.
 - ▶ Hosted seven major cross country events at the County's Apalachee Regional Park that welcomed more than 31,000 runners, coaches, and spectators to Leon County, including hosting both Southwestern Athletic Conference (SWAC) and Atlantic Coast Conference (ACC) Conference Championships as well as Amateur Athletic Union (AAU) and USA Track & Field (USATF) Club National Championships.

- ▶ Hosted the Florida High School Athletic Association (FHSAA) Cross Country State Championships for the 12th consecutive year. Tourism continues its strong partnership with FHSAA, hosting all nine classifications of the 2023 Class Florida High School Athletic Association (FHSAA) Football State Championships at Florida A&M University's (FAMU) Bragg Memorial Stadium as well as the FHSAA third annual Beach Volleyball State Championship.
- ▶ Hosted the 2024 and was awarded the 2025 United States Bowling Congress Pepsi Youth Bowling State Championships. These competitions bring nearly 3,000 youth bowlers, coaches, officials, and family members to Leon County, generating an estimated \$6 million in economic impact each year.
- ▶ In partnership with World Athletics, announced internationally the new logo for the 2026 World Athletics Cross Country World Championships in Tallahassee with a hype video.
- ▶ Participated in the World Athletics "Future Organizers" program at the 2024 World Athletics Cross Country World Championships in Belgrade, Serbia, and hosted on-site activations promoting the 2026 World Athletics Cross Country Championships to be held in Tallahassee-Leon County.
- ▶ Hosted the NanoFlorida 2024 conference in partnership with the Integrative NanoScience Institute at Florida State University, bringing together researchers, students, and professionals from around the world to discuss advances in nanotechnology.

- ▶ Continued to build awareness and visibility for Leon County as a tourism destination through targeted cooperative marketing programs and strategic promotions with local tourism industry partners:
 - » Leon County partnered with Wheel the World to make Tallahassee-Leon County a welcoming destination for travelers with disabilities. By local businesses, they ensure all visitors can explore the community with ease.
 - » Featured more than 100 partners in the "Bicentennial Summer Backyard Bucket List" challenge, and utilized the Visit Tallahassee mobile app, making it easier for residents and visitors to participate.
 - » Utilized the Visit Tallahassee mobile app to develop and launch new itineraries and challenges such as tours of local breweries and Black-owned restaurants to drive visitation to local businesses.
 - » Welcomed visitors and residents to "Stop at the Station" events hosted at the Visitor Information Center (VIC) & Gift Shop on the first Friday of the month in partnership with Domi and COCA. These events celebrated Black History Month, Women's History Month, and National Poetry Month and were all celebrated with local makers, artists, educators, and performers.
 - » Worked with 22 national journalists and hosted 12 writers and social media influencers to achieve more than 100 story placements in prominent print and online media outlets.





OFFICE OF ECONOMIC VITALITY

DEPARTMENT OF P.L.A.C.E.

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To guide the City and County's economic development efforts in coordination with the private sector and community stakeholders by fostering fair and open competition, conducting extensive outreach to assist businesses in navigating and competing in today's marketplace, and leveraging existing resources to maximize the infusion of financial capital to the local economy.

Strategic Initiatives

ECONOMY

- Implement the Economic Development Strategic Plan as adopted and revised by the Intergovernmental Agency. (#2022-2)
- Engage local, regional, state, and federal partners to encourage the restoration of passenger rail service along the Gulf Coast by leveraging federal dollars under the Infrastructure Investment and Jobs Act. (#2023-47)
- Collaborate with regional partners in the building and technical trades to increase entry-level apprenticeship opportunities. Target specifically training on-the-job upon hiring positions. (#2023-49)
- Continue efforts to promote opportunities for youth training and development with the County. (#2023-50)

GOVERNANCE

- Pursue Federal funding to provide broadband to underserved rural communities. (#2022-42)

Contact us

(850) 219-1080
www.OEVForBusiness.org

ONE-STOP SHOP FOR BUSINESS RECRUITMENT, RETENTION, AND EXPANSION

- ▶ Conducted year-round business recruitment, outreach, and retention activities, leading to the following significant successes for our local economy:
 - » Nine projects, \$36.6 million in OEV commitments, \$302 million in leveraged investment, and 8,858 total jobs (direct/indirect/induced).
- ▶ In close coordination with OEV and County staff, Amazon hosted hiring events throughout the community to promote job opportunities at the new fulfillment center. Of the more than 2,000 employees Amazon has hired since opening, more than 800 reside in zip codes 32304, 32301, and 32303.
- ▶ Continued to work with local internet service providers (ISP), community partners, and citizens to expand high-speed internet access to unserved and underserved areas in Leon County as the lead entity for the Local Broadband Technology Planning Team (LTPT).
 - » Comcast was awarded \$6.5 million to service more than 3,000 households in Leon County's rural areas, with total project costs representing \$15 million in new broadband investment over the next two years.
 - » Conexon was awarded \$2.3 million to service more than 1,300 rural households.
- ▶ Continued to certify Minority, Women, and Small Business Enterprise (MWSBE) firms, ensuring they are equipped and prepared to engage in business with Leon County, the City of Tallahassee, and the Blueprint Intergovernmental Agency.
- ▶ Assisted Danfoss Turbocor with its second expansion in Leon County, culminating in a ribbon-cutting ceremony in June to celebrate the new 145,000-square-foot manufacturing facility that represents a \$62 million capital investment and creates more than 100 new jobs.
- ▶ Launched a Strategic Site Readiness Program to identify sites in Tallahassee-Leon County best suited for future economic development opportunities.



Leon Works Expo

- ▶ Hosted the annual Leon Works Expo on April 12, 2024, which connected more than 500 high school students with 76 representatives from emerging skilled careers in healthcare, industry, creative, information technology, and beyond.
- ▶ Supported the Targeted Emergency Assistance Microgrant (TEAM) Leon Business Assistance Program following the tornadoes on May 10, 2024. The program provided \$258,500 in financial assistance to 53 affected businesses in unincorporated Leon County.
- ▶ Produced a seven-part "MWSBE Academy," a series of trainings and workshops exclusively for certified firms.
- ▶ Sponsored and participated in the third annual Black Business Expo Tallahassee (BBET), which included 229 business registrants and awarded \$15,000 in grants.
 - » OEV-certified Minority Business Enterprises (MBEs) connected with local prime contractors, paving the way for future collaboration and economic growth.
- ▶ Executed the inaugural Regional Supplier Diversity Symposium, Optimizing Job Creation and Business Growth in a Resilient Economy, in partnership with the National League of Cities, to address economic disparities and propel the inclusion of minority vendors in local procurement practices.

BLUEPRINT INTERGOVERNMENTAL AGENCY

DEPARTMENT OF P.L.A.C.E.



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Mission Statement

To implement the Blueprint Program in a timely and cost-effective manner through transformative impacts and innovative business practices while keeping the Tallahassee-Leon County community informed and involved.

Strategic Initiatives

ECONOMY

- Continue to implement catalytic public infrastructure projects through Blueprint and the County's five-year CIP that provide connectivity and leverage public and private investments. (#2022-1)

ENVIRONMENT

- Support the completion of the Fairgrounds Master Plan by Blueprint and, upon completion, effectuate the next steps for the redevelopment of the North Florida Fairgrounds. (#2022-10)

QUALITY OF LIFE

- Implement the Tallahassee-Leon County Greenways Master Plan. (#2022-20)
- Design and construct the new Northeast Park. (#2023-59)

Contact us

(850) 219-1060
www.BlueprintIA.org

PRESERVE, PROTECT, AND ENHANCE THE COMMUNITY'S QUALITY OF LIFE



Northeast Gateway: Welaunee Boulevard groundbreaking

- Completed 12 public art installations created by seven artists for the History and Culture Trail to honor and celebrate the rich African American history and culture of the neighborhoods, businesses, and people surrounding the Capital Cascades Trail along FAMU Way.
- Completed components of the Southwest Greenway Project, including the Debbie Lightsey Nature Park project, which provides a 113-acre nature park and five miles of trail facilities, and the Golden Aster Trail providing connectivity from Capital Circle Southwest to Longleaf Road through a 0.32-mile nature trail within the Golden Aster Nature Preserve.
- Initiated construction on the next phase of the Magnolia Drive Trail project providing a new multi-use trail, landscaping, and underground utilities from Pontiac Drive to Diamond Street.
- Secured the \$136 million Series 2024 Bond Sale for community infrastructure projects, including Capital Cascades Trail Segment 4, Northeast Gateway: Welaunee Boulevard, NE Corridor Connector: Bannerman Road, and Market District Placemaking.
- Approved the Fairgrounds Master Plan, establishing a multi-generational vision to reimagine and improve the North Florida Fairgrounds.
- Completed 0.75 miles of on-street cycle routes from Glenview Drive to Pinewood Drive as part of the Lake Jackson Greenway project.
- Completed construction of 0.3 miles of new sidewalk along Bull Headley Road from Chadwick Way to the Bull Headley Boat Landing, providing safer accessibility for pedestrians.
- Continued implementation of the Greenways Master Plan, approximately 348 acres of public space, which, once completed, will provide important recreation and connectivity across Leon County.
- Received \$118,100 in grants from the Florida Department of Transportation (FDOT) and Knight Foundation to leverage opportunities for the North Monroe Gateway project.
- Initiated construction on the first phase of the Northeast Gateway: Welaunee Boulevard project, providing construction of the new roadway and multimodal facilities south of Interstate 10.
- Initiated the Project Development and Environment (PD&E) study for the Northwest Connector Corridor: Tharpe Street project, which will provide preliminary engineering and environmental analysis to improve safety, transit access, and multimodal facilities along this two-lane corridor.
- Continued construction on the Lake Lafayette and St. Marks Linear Park – The Fallschase Trail, which will connect the Buck Lake corridor to the area's recreational amenities.
- Initiated construction for improvements to the Animal Service Center, including upgrades to the large-scale dog kennels, shelter medicine area, and new outdoor dog yards.
- Completed construction of the sidewalk along Pinewood Drive, filling a gap in the pedestrian network from Dellwood Drive to Delta Way as part of the Lake Jackson Greenway project.
- Continued construction efforts by M-Inc and FDOT on Capital Circle Southwest for the Orange Avenue to Springhill Road segment, which will provide nearly six miles of improved roadway and more than 23 miles of new bicycle and pedestrian facilities.



Mission Statement

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

Strategic Initiatives

ECONOMY

- Support the completion of the Fairgrounds Master Plan by Blueprint and, upon completion, effectuate the next steps for the redevelopment of the North Florida Fairgrounds. (#2022-10)

ENVIRONMENT

- Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan. (#2022-13)

QUALITY OF LIFE

- Implement the recommendations of the Citizen's North Monroe Street Task Force to reduce crime and improve conditions along the North Monroe Corridor. (#2022-30)

GOVERNANCE

- Continue to support updates to the Comprehensive Plan that encourage annexation of southside properties within the Urban Services Area. (#2022-41)

Contact us

(850) 891-6400
www.LeonCountyFL.gov/Planning

PLANNING TODAY FOR TOMORROW'S COMMUNITY

- Reviewed nine Comprehensive Plan amendments and five concurrent rezonings that shape future growth and development in the community during the 2024 Comprehensive Plan Cycle.
- Reviewed 175 development applications with 98 located in unincorporated Leon County.
- Processed six rezoning applications, with three more currently underway, not including the five that take place with the current Comprehensive Plan amendments, including changes to zoning districts and planned unit developments, staff analysis, and generating a Planning Commission recommendation in Leon County and the City of Tallahassee.
- Provided 101 site consultations through DesignWorks, with 18 located within County jurisdiction. Of the 18 County site consultations, 15 were private sector consultations and the remaining three services were provided to other Leon County departments. In addition, two public sector design assistance projects covered both County and City jurisdictions.
- Served critical roles in the Leon County Emergency Operations Center throughout the year, including activations for weather-related events, and provided staff support to the TEAM Leon program.
- Continued to serve as lead staff for seven advisory committees and participated on six other technical committees.



North Monroe Charrette

DID YOU KNOW

The Planning Department tracks public and private investment in the Southside Action Plan, a guide for the future development of the Southside towards a more livable and sustainable future. Ongoing projects and those completed in the last five years represent a more than \$1.13 billion investment into infrastructure, commercial development, affordable housing, and other projects that will improve the quality of life for Southside residents.



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Mission Statement

To provide safe, efficient, and sustainable roadways and transportation amenities, stormwater facilities, and vehicle fleet throughout Leon County that enhances its livability, environment, and economic vitality.

ENVIRONMENT

- 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. (#2022-16)
- Continue to work with the state to seek matching grants to convert septic to sewer systems. (#2022-11)

Contact us

(850) 606-1500
www.LeonCountyFL.gov/PubWorks

PLANNING, BUILDING, AND MAINTAINING QUALITY INFRASTRUCTURE



Sir Richard Road repair

- ▶ Leveraged \$9.28 million in grants for the following projects:
 - » The Woodville Sewer System Project, part of the Wakulla Springs Protection Project, will connect residential homes in the Woodville area to the central sewer system.
 - » The Northeast Lake Munson Sewer Project will connect residential homes in the Idlewild and Yon's Lakeside subdivisions to the central sewer system.
 - » The Miccosukee Road Bridge Project will include removing the current bridge and constructing a two-lane bridge-culvert crossing with signage, pavement marking, and guardrail replacement.
 - » Tire Amnesty Days, in partnership with the Florida Department of Environmental Protection, is an annual free tire collection program to reduce mosquito breeding grounds within the community.
- ▶ Facilitated the County's recovery by coordinating debris removal efforts following the May 10 Tornado Outbreak and submitting a Federal Emergency Management Agency (FEMA) reimbursement to

cover the associated costs of clearing and disposing of debris left by the tornadoes.

- ▶ Initiated a \$600,000 Vulnerability Assessment Grant from the Florida Department of Environmental Protection (FDEP), which identifies critical assets including roadways, facilities, infrastructure, and other regionally significant assets in Leon County that are vulnerable to flooding based on current and future rainfall scenarios.
- ▶ Completed the following projects to enhance County buildings and recreational facilities:
 - » Leon County Sheriff's Office Evidence Storage Facility.
 - » Courthouse window repairs phases I and II.
 - » Courthouse second-floor Court Administration renovation.
 - » Government Annex parking garage structural repairs.
 - » Domi Station masonry wall repairs.
 - » Southside Florida Department of Health Leon County building roof replacement.
 - » Fred George Park Wetland Restoration Project.

DID YOU KNOW

The May 10 tornadoes generated more than 345,000 cubic yards of debris to be removed from the unincorporated area of Leon County.



ENGINEERING SERVICES

PUBLIC WORKS

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To provide the public with professional services for the construction and maintenance of cost-effective infrastructure to enhance our community's quality of life.

ENVIRONMENT

- Initiate Basin Management Plan updates for the unincorporated area once the state adopts new stormwater standards. (#2022-17)
- Implement the comprehensive Action Plan for Lake Munson to support the long-term water quality of the lake and surrounding water bodies. (#2023-51)

QUALITY OF LIFE

- Enhance Citizen Safety and Accessibility by evaluating the County's Private Road Repair and Maintenance Policy and Programs. (#2024-75)
- 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. (#2022-26)

Contact us

(850) 606-1500
www.LeonCountyFL.gov/Engineering

PROFESSIONAL SERVICES AND QUALITY INFRASTRUCTURE

- ▶ In a continued commitment to providing a safe and efficient transportation system, over the past year Leon County completed the following:
 - » Multi-use trail construction along Tram Road from Gaile Avenue to Crossing Rocks Road.
 - » Sidewalk construction along Blountstown Highway from Williams Landing Road to the Fort Braden School mid-block crossing and from Sir Richard Road to Merry Robbin Road.
 - » Sidewalk construction along Bur Oak Drive from Forest Grove Road to Shumard Drive and along Shumard Drive from Bur Oak Drive to Canyon Creek Road.
 - » Safety improvements to Silver Lake Road.
 - » Accessibility enhancement construction for Maylor Road.
 - » Resurfaced 11.79 miles of roads throughout Leon County.
- ▶ To reduce flooding and improve the community's surface and groundwater quality, the following projects were completed using the most cost-effective options:
 - » Fred George Park Wetland Restoration.
 - » Environmental assessment for Lake Henrietta Sediment Removal.
 - » Construction of Keystone Trash Screen.
 - » Initiation of Vulnerability Assessment.
 - » Sixty-seven Advanced Septic Tank System installations through pilot and incentive programs.
- ▶ To enhance traffic and pedestrian safety, completed street lighting projects for 18 intersections and 15 school bus stops in-house, saving approximately \$120,000.



Magnolia Drive construction

DID YOU KNOW

Engineering Services staff collect water quality samples quarterly and annual sediment and biological assessments of 12 lakes, 27 streams, and two river systems for 70 stations. The water quality samples are tested for 39 parameters and provide information on nutrient concentrations, oxygen levels, solids, temperature, color, trace metals, and more.



Goal Statement

To provide for the safety and convenience of the public by constructing, maintaining, beautifying, and protecting our infrastructure, to include transportation maintenance, stormwater maintenance, right-of-way maintenance, and mosquito control services.

Strategic Initiatives

ENVIRONMENT

- Evaluate enhancing existing roadside litter debris removal through the creation of a County staffed program and further engage neighborhoods, businesses and civic organizations in expanding the County's adopt-a-road program. (#2022-19)

TRANSPORTATION INFRASTRUCTURE



Clearing roadways after severe weather

TRANSPORTATION MAINTENANCE

- ▶ Responded to more than 8,000 service requests via email, telephone, personal contacts, and the Citizens Connect mobile app.
- ▶ Performed grading on more than 800 miles of County-maintained dirt roads during an 18-day cycle.
- ▶ Installed and repaired approximately 7,000 street signs throughout Leon County.
- ▶ Performed 120 private road repairs associated with the County's Private Road Repair and Livable Infrastructure for Everyone (LIFE) programs.
- ▶ Completed more than 900 tons of asphalt and pothole patching repairs.

RIGHT-OF-WAY

- ▶ Completed maintenance on more than 500 acres of landscaped areas throughout Leon County.
- ▶ Planted 600 trees along County canopy roads and through the Adopt-A-Tree Program.

- ▶ Successfully completed a tree grant from the Florida Department of Agriculture and Consumer Services to update the tree inventory on the County's canopy roads.
- ▶ Collected litter from 765 miles of County roadside.

STORMWATER MAINTENANCE

- ▶ Cleaned more than 22,068 linear feet of roadside ditches to improve water quality and reduce the potential for stormwater impacts on adjacent properties.
- ▶ Inspected 320 stormwater ponds for the National Pollutant Discharge Elimination System (NPDES) MS4 permit.
- ▶ Renewed 45 County and City stormwater operating permits for stormwater facilities.

MOSQUITO CONTROL

- ▶ Secured a Florida Department of Environmental Protection (FDEP) grant of \$25,000 to sponsor Tire Amnesty Days to help prevent breeding grounds for mosquitoes, collecting more than 37 tons of tires.

Contact us

(850) 606-1400

www.LeonCountyFL.gov/Operations



Goal Statement

To provide the best quality maintenance and repair at the most economical cost to taxpayers of Leon County.

Aligning Resources with Strategic Priorities

ENVIRONMENT

- Protected the quality and supply of our water. (EN1)
- Continued to reduce our carbon footprint. (EN4)

GOVERNANCE

- Exercised responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

Contact us
(850) 606-2000
www.LeonCountyFL.gov/Fleet

VEHICLE REPAIR AND PREVENTATIVE MAINTENANCE



May 10 Tornado Outbreak response

- Fleet Management continues to work toward improving the management of resources and increasing efficiency through vehicle cost-saving opportunities.
 - » Purchased 3,369 gallons of RelaDyne Ecopower recycled motor oil and recycled 3,000 gallons of used petroleum products.
 - » Performed 1,035 preventative maintenance services in-house.
 - » Collected more than \$496,029 in revenue for surplus vehicles and equipment.
 - » Increased Leon County's electric vehicle fleet to 11 vehicles.
 - » Managed a fuel inventory volume exceeding 500,000 gallons of diesel and gasoline.
 - » Monitored inventory control, distribution, and billing.



Leon Works Junior Apprenticeship program



Emergency Medical Services ambulance

DID YOU KNOW

By the end of FY24, the County will have 11 fully electric vehicles in its fleet.



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Mission and Goal Statements

Office of Resource Stewardship: To provide leadership and coordination of services through the Office of Sustainability, Parks and Recreation, Solid Waste Services, Facilities Management, and the Cooperative Extension office in order to identify opportunities for synergy and added efficiencies between each work-group to effectively promote stewardship of the community's natural, societal, and economic resources.

Sustainability: To enhance our community's environmental, economic, and social resilience by promoting adoption of sustainability practices within County government and the community at large.

Strategic Initiatives

ENVIRONMENT

- Expand the Biochar Pilot Program at the Leon County Solid Waste Management Facility into a full-scale, sustainable, and carbon reducing processing facility for the community's yard waste. (#2024-70)
- Enact the County's Integrated Sustainability Action Plan to further reduce the County Government's carbon footprint. (#2022-15)

Contact us

(850) 606-5000
www.LeonCountyFL.gov/Sustainability

GROWING GREEN TOGETHER



Sustainable Communities Summit

- ▶ Realized approximately \$2.1 million in additional utility savings from energy conservation measures, building upon the cumulative total of more than \$15 million from prior upgrades.
- ▶ Saved more than 700,000 plastic water bottles from being used by installing 44 bottle filling stations across 20 County facilities.
- ▶ Engaged more than 1,000 citizens through presentations and events on topics such as composting and recycling.
- ▶ Entered a new agreement with reCap, a Florida-based small business, to upcycle a portion of the County's yard debris into biochar, a charcoal-like substance produced from organic matter. After a successful pilot period from 2021-2023, the updated agreement is anticipated to produce 10 new full-time jobs and support the innovation of carbon-negative waste solutions.
- ▶ Due to severe weather, the Sustainable Communities Summit was rescheduled as a series of educational and community-focused programs. The series included a panel on recycling with local experts,

a discussion on intergenerational sustainability engagement, and an invasive species shoreline cleanup at Lake Carr.

- ▶ Awarded five Community Garden Grants and one Community Beautification Grant. In total, 72 garden grants and three beautification grants have been awarded to support community gardens and projects at schools, neighborhoods, and non-profit organizations.
- ▶ Distributed more than 50 compost bins to Leon County citizens to encourage at-home composting to help mitigate food waste and enhance soil quality.
- ▶ Continued to work on action items and goals outlined in the Integrated Sustainability Action Plan (ISAP), including reducing greenhouse gas emissions from County operations by 30% by 2030.
- ▶ Gathered more than 300 participants in the annual sponsorship of a buy-one-get-one deal on native plants at Native Nurseries.



PARKS AND RECREATION

OFFICE OF RESOURCE STEWARDSHIP

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To provide for the safety, comfort, and convenience of the public by creating and maintaining infrastructure and programs supporting recreation, parks, and open space.

Strategic Initiatives

ECONOMY

- To further promote Leon County as a biking community, pursue the State's "Trail Town" designation and continue to coordinate with the City, Blueprint, State, and U.S. Forest Service to leverage capital improvements in pursuit of the International Mountain Biking Association (IMBA) designation. (#2022-7)

QUALITY OF LIFE

- Implement the Tallahassee-Leon County Greenways Master Plan. (#2022-20)
- Design and construct the new Northeast Park. (#2023-59)

Contact us

(850) 606-1470
www.LeonCountyFL.gov/Parks

MAINTAINING LEON COUNTY'S PRISTINE PARKS AND GREENWAYS

- ▶ J. Lewis Hall Sr. Woodville Park received numerous upgrades, including:
 - » Playground replacement
 - » Restroom renovations
 - » Replacement of all post and rail fencing
 - » Parking lot resurfacing
 - » New scoreboard for the baseball/softball field
- ▶ Installed a new, engaging playground at Man-O'-War Park.
- ▶ Installed a new swing set at Pimlico Park to complement the play structure installed last year.
- ▶ Continued the renovation of the Old Concord School in collaboration with Public Works, which will become the new Miccosukee Community Center.
- ▶ Began construction on the second trailhead at St. Marks Headwaters Greenway off Buck Lake Road. This trailhead will include a restroom facility, playground, pavilions, and more than three miles of new walking trails adjoining the existing trailhead off Baum Road.
- ▶ Upgraded the existing six-foot-wide gravel walking path at the Ft. Braden Community Center to an eight-foot-wide concrete walking path, ensuring a more stabilized and user-friendly experience.
- ▶ Planted more than 200 native tree seedlings at Miccosukee Greenway, Man-O'-War Park, and Pimlico Park.
- ▶ Facilitated more than 2,400 community center reservations, 7,900 reservation days at campgrounds, and more than 100 special event permits at County parks.



- ▶ Received a \$48,497 grant from the Healthy Kids Initiative in partnership with Play & Park Structures to help aid in the replacement of the Miccosukee Community Park Playground.
- ▶ In partnership with the Division of Tourism, prepared and hosted more than eight major cross country events at Apalachee Regional Park (ARP), including the 2023 Southwestern Athletic Conference (SWAC) Championships and Atlantic Coast Conference (ACC) Cross Country Championships. In addition to cross country events, ARP hosted two new Tourism-funded events, the Tallahassee Bike Fest and the Highland Games.



New playground equipment at J. Lewis Hall Sr. Woodville Park



Arbor Day at Anita L. Davis Preserve at Lake Henrietta Park



Man-O-War Park



Chainsaw training

- ▶ Completed the replacement of two scoreboards at Daniel B. Chaires Community Park for the baseball fields and all new Pinellas fencing throughout the park.
- ▶ Refurbished the restrooms at the Miccosukee Greenway Edenfield Trailhead.
- ▶ Hosted Little League Districts' Sectionals and All-Stars for baseball at various fields across the County, in addition to hosting the District 20 Little League All-Stars.
- ▶ Conserved and protected environmentally sensitive lands by treating for invasive, exotic species at Williams Landing, Pedrick Pond Park, Goose Creek, J.R. Alford Greenway, and Gil Waters Preserve Park, totaling more than 300 acres.

- ▶ Continued working with Blueprint on the development of the new Northeast Park, which will break ground in fall 2024.
- ▶ Conducted a wetland restoration project in line with the Fred George Management Plan with State grant funding.
- ▶ Replaced three boat docks at Blount Landing, Cedar Hill Landing, and Bull Headley Landing.
- ▶ Continued collaboration with the Boys & Girls Club of the Big Bend, with more than 60 youth attending after-school care at the Ft. Braden Community Center for the 2023/2024 school year.

- ▶ Collaborated with the Cornerstone Learning Community to propagate and plant 50 native coreopsis flowers at Miccosukee Greenway as a student project.

DID YOU KNOW

Leon County Parks and Recreation maintains 3,400 acres of community parks and 50 miles of maintained trails across Leon County.



FACILITIES MANAGEMENT

OFFICE OF RESOURCE STEWARDSHIP

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To serve the people of Leon County as a responsible steward of all building infrastructure that is necessary to support County operations in a timely, professional, and cost-effective manner.

Strategic Initiatives

GOVERNANCE

- Exercised responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner. (G5)

PROFESSIONAL CONSTRUCTION AND MAINTENANCE FOR COUNTY BUILDINGS

- ▶ Upgraded the cell doors and installed new parking lot lighting to enhance safety at the Leon County Detention Facility.
- ▶ Modernized the Variable Air Volume (VAV) systems at the Courthouse and Leon County Main Library to maintain healthy air quality and provide comfort to building occupants.
- ▶ Replaced the DX Heat Pumps at the Florida Department of Health Roberts & Stevens Clinic with new, energy-efficient heat pumps, adding a Building Automation System to better control HVAC functions. Additionally, a new mini split for the Blood Lab was added to better manage the high heat produced by the equipment used.
- ▶ Refurbished and modernized Courtrooms 2C and 3D at the Leon County Courthouse, including paint, wall panels, furniture upgrades, and more.
- ▶ Equipped the Florida Department of Health in Leon County Southside Clinic with a new grant-funded generator to provide backup power during outages.
- ▶ Replaced the Florida Department of Health in Leon County Southside Clinic building roof to improve overall structural integrity.
- ▶ Upgraded the main heat pumps and replaced all water source heat pumps at the Human Services and Community Partnerships building, located at 615 East Paul Russell Road. The new pumps provide a sustainable and economical solution, significantly enhancing energy efficiency and performance.
- ▶ Added new electric vehicle charging stations at several locations throughout the County, making it more convenient to charge vehicles.
- ▶ Replaced all exterior handrails at the Leon County Main Library to improve accessibility and safety for visitors and staff.



Springtime Tallahassee float designed by Facilities team



Human Services and Community Partnerships building

DID YOU KNOW

Facilities Management maintains more than two million square feet of County property, including more than 150 buildings located throughout Leon County, ensuring that everything from refurbished historic structures to modern public safety buildings run smoothly and efficiently.

Contact us

(850) 606-5000
www.LeonCountyFL.gov/Facilities

SOLID WASTE MANAGEMENT

OFFICE OF RESOURCE STEWARDSHIP



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To provide an integrated solid waste management system dedicated to excellent customer service and responsible fiscal and environmental stewardship.

Strategic Initiatives

ENVIRONMENT

- Expand the Biochar Pilot Program at the Leon County Solid Waste Management Facility into a full-scale, sustainable, and carbon reducing processing facility for the community's yard waste. (#2024-70)

CUSTOMER SERVICE, ENVIRONMENTAL STEWARDSHIP, AND INNOVATION



Transfer Station

- ▶ Leon County's Hazardous Waste Center continues to prioritize the health and safety of Leon County citizens by promoting responsible disposal of household chemicals and electronics.
 - » Processed 648 tons of potentially hazardous material from an estimated 17,622 residents and businesses, of which 340 tons were removed from the solid waste stream through recycling or reuse.
 - » Returned 52.1 tons of paint and household products to the community free of charge through the Renew Center and a working relationship with Habitat for Humanity.
 - » The centrally located Household Hazardous Waste Drop-Off Site collected more than 161,000 pounds of hazardous waste and electronics.
- ▶ Assisted with two City of Tallahassee Cash for Trash events, collecting 68,035 pounds of hazardous waste materials.
- ▶ Participated in the annual forest clean up with the Forest Edge Neighborhood, helping to remove more than 16,920 pounds of waste from the Apalachicola National Forest.
- ▶ Received 3,507 tons of waste, tires, and hazmat materials at the four rural waste sites, including:
 - » 3,380 tons of household waste
 - » 60 tons of tires
 - » 25.5 tons of hazmat
 - » 41.5 tons of electronics
- ▶ At the Solid Waste Management Facility:
 - » Processed 18,309 tons of yard debris from Leon County residents.
 - » Recycled 1,985 tons of yard waste from Rural Waste sites.
 - » Processed 416 tons of waste tires from Leon County residents, including 35 tons for Tire Amnesty Days.
 - » Residents utilized more than three million pounds of mulch from the County's yard waste.
- ▶ Processed and loaded 224,054 tons of solid waste at the Transfer Station.
- ▶ Completed repairs and construction to the main Transfer Station driveway areas while maintaining uninterrupted service operations.

Contact us

(850) 606-1800
www.LeonCountyFL.gov/SolidWaste



LEGISLATIVE AND STRATEGIC INITIATIVES

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To advocate for Leon County's State and Federal legislative priorities before the Florida Legislature and the United States Congress, and to facilitate the development and implementation of the County's five-year Strategic Plan including Strategic Initiatives, Targets, and Bold Goals adopted by the Board of County Commissioners.

ECONOMY

- Maximize the leveraging of the \$1 trillion federal infrastructure bill to fund County projects. (#2022-8)
- Engage local, regional, state, and federal partners to encourage the restoration of passenger rail service along the Gulf Coast by leveraging federal dollars under the Infrastructure Investment and Jobs Act. (#2023-47)

GOVERNANCE

- Continue to set the benchmark for local governments everywhere by earning national, state and local awards for County programs, hosting Florida Association of Counties events like Innovation Day, and sharing best practices with peers, all while remaining committed to learning and improving as an organization. (#2022-36)

Contact us
(850) 606-5300
www.LeonCountyFL.gov/SpecialProjects

ADVOCATING FOR LEON COUNTY'S LEGISLATIVE INTERESTS

- ▶ Partnered with organizations, such as the Florida Association of Counties, Leon County's state and federal legislative delegations, the City of Tallahassee, institutions of higher education, and others, to identify shared issues and seek opportunities to leverage financial, technical, and human capital to draw attention to community priorities at the federal, state, and local levels.
- ▶ Planned, developed, and implemented the County's 2024 state and federal legislative priorities to seek funding for local projects and advance legislation that protects the County's local home rule authority.
- ▶ Coordinated with members of the federal legislative delegation to secure \$800,000 in the FY24 Federal Appropriations Package in support of the County's Fords Arm Restoration project.
- ▶ Produced a pre-session update, an end-of-session report, and weekly briefings (Capitol Update) to keep the Leon County Board of County Commissioners and senior staff apprised of legislative developments that would impact the community during the 2024 Legislative Session.



Crosswalks to Classrooms, "Best in Category," NACo Achievement Awards

DEMONSTRATING THE HIGHEST STANDARDS OF PUBLIC SERVICE

Staff led a multi-departmental effort to win eight National Association of Counties (NACo) Achievement Awards in 2024, including one "Best in Category" award for Leon County's Crosswalks to Classroom – Dempsey Mayo Road Initiative. These awards recognize the cost-effective, high-quality services that Leon County provides to citizens.





ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To improve animal and human well-being through education, prevention, and enforcement programs and humane animal care and control services for the citizens and animals of Leon County.

Aligning Resources with Strategic Priorities

GOVERNANCE

- Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service. (G1)
- Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value. (G2)

Contact us

(850) 606-5400
www.LeonCountyFL.gov/Animal

PROTECTING LEON COUNTY'S ANIMALS AND CITIZENS



Animal Control vehicle

- ▶ Animal Control staff is committed to serving the community and decreasing the number of impounded animals. During the year, staff:
 - » Fielded more than 8,000 phone calls, resulting in more than 2,500 service requests and more than 3,000 Animal Control Officer activities.
 - » Responded to more than 400 service requests for inhumane care, resulting in the issuance of citations and referrals to the Leon County Sheriff's Office for the pursuit of criminal charges.
 - » Investigated more than 330 dangerous or aggressive animal complaints.
 - » Supported the special needs shelter at Florida High during disaster activations to care for the pets of vulnerable populations.
- ▶ To continuously provide for the safety and well-being of both citizens and domestic animals, Animal Control staff has:
 - » Maintained the online Animal Abuser Registry to address animal abuse and raise public awareness of animal neglect, generating more than 5,600 page views since its launch.

- » Educated residents about responsible pet care and animal safety and participated in local events such as the "Take Me Home" pet adoption event at the fairgrounds.
- » Posted pet safety tips on the County's social media pages to educate pet owners about how to keep their pets and the community safe.
- » Informed pet owners about Leon County's Animal Ordinance and provided pet owners with loaner dog houses and referrals for free outdoor enclosures.
- » Rescued more than 400 pets and ensured more than 80 lost pets were returned home.
- » Provided leashes to help people and pets get active through quality time outdoors.
- » Continued to implement strategies that allow Animal Control Officers to return animals to their owners and eliminate the need to take animals to the shelter, such as scanning animals for microchips, working with rescues to rehome pets, and speaking with citizens in the area to locate possible owners.
- » Engraved and distributed free pet identification tags and assisted local partners with providing free pet food to residents in need.

DID YOU KNOW

Leon County Animal Control works closely with local community partners to assist pet owners with caring for their animals by providing spay and neuter vouchers and free pet food, flea medication, collars, leashes, and more.



DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT (DSEM)

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Mission and Goal Statements

DSEM: To support the development of a sustainable community and its built environment, while protecting and preserving our natural resources to maintain the quality of life for all citizens and building positive relationships through exceptional customer service.

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

Building Plans Review and Inspection: Ensure that built environments are safe, accessible, and energy efficient through compliance with all applicable construction codes, plans review, inspections, the use of automated technologies, and continuing staff development.

Environmental Services: Provide high quality technical and scientific permitting and review services to the public and to disseminate environmental information to the public and government agencies in support of environmental protection efforts.

Code Compliance Services: Administer, centralize, coordinate, and facilitate licensing code compliance, citizen review boards, growth, and environmental management services to residents, property owners, and land development professionals served by DSEM in order to achieve compliance with adopted ordinances and policies.

Contact us
(850) 606-1300
www.LeonPermits.org

PERMITTING, INSPECTION, DEVELOPMENT, AND SUPPORT

DEVELOPMENT SERVICES DIVISION

- ▶ Continued to provide exceptional customer service to the community and ensured that all approved developments met or exceeded the minimum development standards.
- ▶ Reviewed and approved 50 site and development plan applications, 65 minor subdivision applications, and 1,451 land use compliance applications.
- ▶ Issued 30 concurrency certificates and 198 permitted use verifications.
- ▶ Led disaster damage assessment operations following the May 10 Tornado Outbreak, assessing 2,112 structures.
- ▶ Drafted an Ordinance amending the Accessory Dwelling Unit provisions to update, simplify, and streamline the regulations.
- ▶ Worked extensively with concerned residents on development project applications, including:
 - » A 9,533-square-foot orthodontist clinic on Bradfordville Road.
 - » A 12,300-square-foot conference center for the Tall Timbers Research Facility on Henry Beadel Drive.
 - » Fallschase Residential Phase VII subdivision, consisting of 176 single-family dwelling units.



Damage assessment team meeting following May 10 Tornado Outbreak

- » Retreat Phase II subdivision, consisting of 99 single-family residential dwelling units located on Highland Drive.
- » Westminster Presbyterian Church Addition, consisting of 12,400 square feet of additional building area located on Centerville Road.
- » Citrus Grove Planned Unit Development (PUD) Concept Plan, consisting of up to 542 single-family attached and detached residential units as well as community facilities and conservation and open space located on Apalachee Parkway near April Road.

BUILDING PLANS REVIEW AND INSPECTION DIVISION

- ▶ Performed 26,700 building, electrical, plumbing, and mechanical inspections, and completed the associated plan reviews.



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Strategic Initiatives

GOVERNANCE

- Further enhance the use of social media neighborhood apps to notify citizens of development projects occurring in their neighborhoods. (#2022-40)



The Dwellings neighborhood

- ▶ Issued approximately 5,800 building permits.
- ▶ Ensured an average of eight days for the issuance of new single-family home building permits.
- ▶ Continued coordination with Management Information Services (MIS) to implement DigEplan, a new plan review and file management software system.
- ▶ Continued working with MIS to move the County's permitting system 100% online, providing customers with the ability to apply for any type of permit through the Leon County Permits Online portal.
- ▶ Made improvements to the DSEM website to increase the availability of information for customer access.

ENVIRONMENTAL SERVICES DIVISION

- ▶ Reviewed 32 natural features inventory applications and helped ensure environmental protection by reviewing 50 site plan applications.
- ▶ Reviewed 82 environmental management permit applications and 50 new stormwater management facility operating permit applications and processed 115 operating permit renewals to ensure proper operation of stormwater facilities.
- ▶ Worked with the Development Services Division to review 250 permitted use verifications for environmental compliance issues.
- ▶ Reviewed 240 driveway applications and 1,100 single-family permit applications for environmental protection.
- ▶ Performed more than 4,200 environmental inspections/reviews in support of approved permits.
- ▶ Performed more than 300 petroleum tank inspections in Leon, Gadsden, Wakulla, and Jefferson counties during the Florida Department of Environmental Protection 2023/2024 fiscal year through the Leon County Petroleum Storage Tank Regulation Program.

- ▶ Continued to educate the public about fertilizing properly through the ongoing Fertilizer Rain Delay social media campaign, which reminds homeowners and professional fertilizer applicators not to apply fertilizer for at least one day ahead of forecasted heavy rain (1 inch or more in 24 hours) to save money, plants, and the environment.

CODE COMPLIANCE SERVICES DIVISION

- ▶ Attended five local gun shows to ensure compliance with the Criminal History Records Check and Waiting Period for Purchase of Firearms, also known as the "Gun Show Loophole" Ordinance.
- ▶ Assisted 1,645 contractor licensing customers.
- ▶ Responded to 2,405 code compliance calls from citizens resulting in 1,042 site inspections and 107 case presentations before the Code Enforcement Board for disposition.
- ▶ Monitored 115 properties under the Abandoned Property Registration Ordinance to protect neighborhoods from becoming blighted by distressed and abandoned properties with mortgages in default.
- ▶ Responded to 193 Compliance Certification Letter requests to provide for the recovery of associated costs of research and processing of open code violations and property liens.
- ▶ Processed four nuisance abatement cases through the Nuisance Abatement Board to streamline the process for the abatement of unsafe structures.

DID YOU KNOW

To safeguard property owners, staff verifies contractors' and subcontractors' licenses to ensure all appropriate licenses, workers' compensation, and general liability are current before issuing permits.



HUMAN SERVICES/HEALTHCARE/CHSP

OFFICE OF HUMAN SERVICES AND COMMUNITY PARTNERSHIPS (HSCP)

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Mission and Goal Statements

HSCP: To build a stronger, healthier community by providing a safety net of resources, services, and solutions for citizens in need in partnership with our community.

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

Healthcare: To improve the health of citizens by providing quality and cost-effective health services through collaborative community partnerships.

Strategic Initiatives

QUALITY OF LIFE

- Establish and implement line-item funding for local emergency homeless shelters in coordination and collaboration with community stakeholders including the City of Tallahassee and Children's Services Council of Leon County. (#2024-72)
- Partner with the Children's Services Council to address Black maternal and children's health through the coordination of data sharing, collaboration with partners on available community resources, and opportunities to maximize investment in outreach and awareness to improve health outcomes. (#2023-58)
- Implement efforts to enhance access and delivery of human services in the community in partnership with 2-1-1 Big Bend through the 24-hour Helpline, Lyft Transportation Program, Community Information Exchange System, and other efforts. (#2024-71)

Contact us

(850) 606-1900
www.LeonCountyFL.gov/HSCP

PRESERVING AND IMPROVING THE HEALTH AND WELFARE OF CITIZENS

- ▶ Contributed \$1.3 million to help fund more than 5,000 visits for primary care, dental care, and mental health services for uninsured and low-income residents at Neighborhood Medical Center, Bond Community Health Center, and Apalachee Center.
- ▶ Distributed \$1 million to 472 individual households and businesses through the TEAM Leon microgrant program in response to the tornado event on May 10, 2024.
- ▶ Hosted four heir property community presentations with stakeholders to educate homeowners about how to avoid complex probate and property issues and build family wealth.
- ▶ Leveraged local and national partnerships to help uninsured residents with limited income receive more than 2,300 prescription medications valued at more than \$500,000 through the CareNet partnership with FAMU Pharmacy and Neighborhood Medical Center.
- ▶ Provided a local match of \$564,599 to Low Income Pool funding that allowed Apalachee Center, Bond Community Health Center, and Neighborhood Medical Center to leverage an additional \$963,668 to support healthcare and behavioral health services for citizens.
- ▶ Provided \$49,000 in annual funding for medical examination costs for children alleged to have been abused, abandoned, or neglected.
- ▶ Provided \$86,685 in annual funding for the Direct Emergency Assistance Program to provide financial assistance to Leon County residents for basic expenses, including shelter and utility costs.
- ▶ Allocated \$114,400 to fund the State's Indigent Burial Program and transportation costs and collaborated with the Consolidated Dispatch Agency, law enforcement, and local transport providers to improve the process for transporting bodies before interment.
- ▶ Continued funding the Apalachee Center's establishment of a Central Receiving Facility, providing care for more than 1,200 individuals who involuntarily need access to emergency mental and/or behavioral health or substance abuse treatment in Leon County.



Heir Property Workshop

- ▶ Provided \$183,826 to the Capital Medical Society Foundation's We Care Network to coordinate donated specialty medical care and dental care for uninsured and low-income residents valued at more than \$2.3 million.
- ▶ Continued the County's partnership with the National Association of Counties (NACo) to fill more than 90 prescription medications not covered by insurance at a cost savings totaling more than \$2,000.
- ▶ Facilitated the Trusted People Committee with community partners to receive citizen feedback on local human services provision and help address gaps in service.

DID YOU KNOW

Leon County, in partnership with the City of Tallahassee, provides nearly \$5.6 million to support 50 agencies that provide a total of 82 human services programs through the Community Human Services Partnership (CHSP).

HOUSING SERVICES

OFFICE OF HUMAN SERVICES AND COMMUNITY PARTNERSHIPS



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To build partnerships and administer programs that preserve and grow the inventory of safe and sanitary affordable housing in Leon County.

Strategic Initiatives

QUALITY OF LIFE

- Implement efforts to enhance access and delivery of human services in the community in partnership with 2-1-1 Big Bend through the 24-hour Helpline, Lyft Transportation Program, Community Information Exchange System, and other efforts. (#2024-76)
- Continue to explore policies such as inclusionary housing and mixed housing developments to increase the stock of affordable housing throughout Leon County. (#2023-52)
- Continue to leverage County funding in partnership with local stakeholders to secure State and Federal funding to build affordable rental housing for very low- and low-income families. (#2023-61)

Contact us

(850) 606-1900
www.LeonCountyFL.gov/Housing

HOUSING ASSISTANCE, COUNSELING, AND SOLUTIONS

- ▶ Leon County continuously works to develop community partnerships that preserve and grow the inventory of safe and sanitary affordable housing in Leon County and administers home rehabilitation, home replacement, homeownership development, down payment assistance, emergency home repair, and rental development programs.
 - » Through rehabilitation and emergency repair projects valued at approximately \$400,000, preserved 11 homes owned by low-income Leon County residents.
 - » Utilized approximately \$300,000 in grant funding to replace a dilapidated home for a low-income special needs household.
 - » Assisted eight households in addressing critical repairs through the Emergency Home Repair Program.
 - » Awarded more than \$500,000 in subsidies to nonprofit organizations and small businesses to finance the construction of nine new homes for low-income first-time homebuyers, including four units on parcels donated by the County to the Community Land Trust and five units in targeted neighborhoods that have historically experienced poverty and racial inequities.
 - » Continued to support the Housing Finance Authority of Leon County in issuing multi-family housing revenue bonds to provide financing for affordable housing.
 - » Provided emergency tarps to more than 40 households with active roof leaks.
- ▶ Enhanced the County's State Housing Initiatives Partnership (SHIP) program by providing legal assistance to residents with their property issues.
- ▶ Continued to leverage the online application for services and, through its pool of local contractors, addressed emergent needs such as installing tarps on leaking roofs, pumping out malfunctioning septic systems, and other repairs.



Homeownership Development Program

- ▶ Hosted the Spring Home Expo with more than 100 citizens attending workshops and demonstrations about topics including home buying and owning and home improvement. The event also featured 20 community partners sharing essential resources about homeowners' insurance, sustainable living, and more.
- ▶ Hosted five homeowner education workshops to provide community homeowners with maintenance strategies and information on the County's home rehabilitation and emergency repair programs.
- ▶ Organized the 9/11 Day of Remembrance and Service to revitalize the property of a low-income veteran homeowner in honor of the victims, survivors, and those who rose in service in response to the attacks on September 11, 2001.
- ▶ Launched a disaster recovery program in response to the significant damage experienced in Leon County during the severe storms, straight-line winds, and tornadoes on May 10, 2024.
 - » Provided financial assistance to more than 17 low- to moderate-income households to cover homeowner's insurance deductibles, home repair costs, weatherproofing supplies, and costs associated with temporary relocation, mortgage, or utilities for displaced households.



VETERAN SERVICES

OFFICE OF HUMAN SERVICES AND COMMUNITY PARTNERSHIPS

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To assist Veterans and their dependents in securing all entitled benefits earned through honorable military service and to advocate for Veteran's interests in the community.

VETERANS HELPING VETERANS



- ▶ Completed 5,208 benefit counseling contacts for veterans and their dependents.
- ▶ In partnership with the City of Tallahassee, provided 108 StarMetro bus passes for low-income and disabled veterans.
- ▶ Facilitated 936 claim actions that resulted in Leon County veterans receiving more than \$38 million in benefits.
- ▶ Continued partnering with CareerSource Capital Region to increase job and economic opportunities for local veterans.
- ▶ Maintained strong relationships with community partners by attending United Vets monthly coordination meetings.
- ▶ Assisted veterans through the Veterans Emergency Assistance Program, which provides emergency financial assistance to help qualifying veterans meet critical, basic needs such as rent, mortgage, and utilities.
- ▶ Continued to provide financial support for the Leon County Veteran's Day Parade in partnership with Vet Events Tallahassee, Inc.



Operation Thank You

- ▶ Continued to serve on the Leon County Transportation Disadvantaged Coordinating Board to ensure the transportation-disadvantaged population in Leon County has adequate access to transportation.
- ▶ Honored veterans by placing Operation Thank You commemorative wreaths on Memorial Day at military grave sites and memorials in

Contact us

(850) 606-1940
www.LeonCountyFL.gov/Vets



HONOR FLIGHT



the community, including the World War II Memorial located on the front lawn of the County Courthouse, the Florida Vietnam Veterans Memorial, the Korean War Memorial at Cascades Park, Big Bend Hospice Veterans Memorial Garden, Daniel B. Chaires Community Park, Oakland Cemetery, Greenwood Cemetery, and Veterans of Foreign Wars Cemetery.

- Hosted the annual Operation Thank You community breakfast on Veterans Day to honor the service and sacrifice of those who served our country.



Veterans
Day Parade

DID YOU KNOW

In FY24, U.S. Department of Veterans Affairs (VA) revenue for Leon County veterans and dependents totaled more than \$38 million. According to the VA, Leon County is home to approximately 16,000 veterans.



COMMUNITY AND MEDIA RELATIONS

COMMUNITY RELATIONS AND RESILIENCE

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

To proactively facilitate the accurate, effective, timely, and consistent flow of public information to internal and external parties of interest, provide community outreach, and serve as the county's liaison with its media partners.

Strategic Initiatives

QUALITY OF LIFE

- Partner with the Leon County Sheriff's Office in raising community awareness on issues such as child abuse and prevention programs, human trafficking, sexual abuse and exploitation and domestic violence. (#2022-32)

GOVERNANCE

- Upgrade the Citizens Connect mobile application to ensure the best user experience and technical reliability for the next 10 years of readiness. (#2024-77)
- Alongside The Village Square, the Knight Creative Communities Institute (KCCI), and other community partners, continue to engage citizens of diverse backgrounds with innovative programs like Created Equal, the Citizen Engagement Series, Build Your Bucket, and so much more. (#2022-35)
- Further enhance the use of social media neighborhood apps to notify citizens of development projects occurring in their neighborhoods. (#2022-40)

Contact us

(850) 606-5300
www.LeonCountyFL.gov/CMR

EDUCATION, INFORMATION, AND COMMUNITY OUTREACH



Created Equal: A Bicentennial Tribute to Black and Brown History

- ▶ Community and Media Relations (CMR) continued to enhance the community's access to Leon County Government and promote transparency and accountability.
 - » Communicated disaster preparedness information to help citizens prepare for hurricane season and other disasters through various mediums, and updated and distributed 71,317 print and digital copies of the 2024-25 Leon County Disaster Survival Guide.
 - » Shared accurate and timely information with the public by working with media partners in print, television, radio, and online.
 - » Worked with County staff to accurately respond to public records requests in a timely manner.
- ▶ In collaboration with the Office of Information Technology (OIT), launched the newly improved and redesigned County website, LeonCountyFL.gov, providing intuitive access to information on the County's wide array of services and programs. The revamped website enables users to connect effortlessly through all devices, including laptops, tablets, and mobile phones, ensuring accessibility to essential County resources on the go.



www.LeonCountyFL.gov

- ▶ Generated more than \$11 million in earned media value for County programs, events, and services.
- ▶ Maintained County microsites, including LeonReady.com and FloridaFamilyDay.org.
- ▶ In collaboration with OIT, launched the Bicentennial kiosk *Leading the Way: 200 Years of Representation and Progress in Leon County*, featuring an interactive exhibit highlighting current and past County officials, a timeline of significant local, state, and national events, and a historical overview of Leon County. The kiosk is on display at the Leon County Courthouse and Leon County Public Library locations.
- ▶ Continued to provide the public with real-time news updates on the County's digital media subscription service, Mailchimp, to more than 53,000 subscribers.
- ▶ Prepared and issued more than 200 news advisories, releases, and public notices detailing County activities.
- ▶ Facilitated and documented more than 70 press conferences, community meetings, and events, publishing more than 3,100



Citizen Engagement Series: Disaster Resilience Edition



Bicentennial promotion



TEAM Leon Helpline

photographs on LeonPhotos.com and capturing more than 12 hours of video footage.

- ▶ Designed more than 900 graphic design deliverables to promote County events and projects.
- ▶ Maintained and grew Leon County's Facebook, X, Instagram, LinkedIn, Nextdoor, and YouTube accounts, totaling more than 150,000 followers across all platforms.
- ▶ Continued to provide accurate and timely information to the public through the County's award-winning Emergency Information Portal website, LeonCountyFL.gov/ei, and Citizens Connect Mobile App.
- ▶ Recognized vibrant neighborhoods and dedicated community leaders through the 43rd Annual Neighborhood Recognition Program in partnership with the Council of Neighborhood Associations (CONA).
- ▶ Produced the award-winning Leon County Courier, a publication by and for Leon County employees.
- ▶ Designed and implemented more than two dozen email signature banners for County employee emails to promote County programs and services.

- ▶ Hosted the ninth annual Created Equal event in partnership with The Village Square, where hundreds of residents gathered to hear about this year's topic focused on the stories of Black and Brown communities, their achievements, and their contributions to our County's history, titled *Created Equal: A Bicentennial Tribute to Black and Brown History*.
- ▶ In collaboration with the Office of Economic Vitality, hosted the ninth annual Leon Works Expo, connecting more than 500 high school students to more than 70 academic institutions, private businesses, non-profit agencies, and public sector partners with emerging skilled career opportunities.
- ▶ Continued the "Learn Before You Burn" educational campaign to inform citizens about the health impacts of burning yard waste and alternatives to burning yard debris.
- ▶ Designed and distributed the monthly Leon County LINK in print and online to connect citizens with County services.
- ▶ Launched a digital public noticing platform, which streamlines Leon County's public noticing process to improve accessibility and ease of use while reducing government costs.

- ▶ Supported the TEAM Leon microgrant program by launching a targeted promotional campaign to inform households and businesses in the unincorporated area affected by the May 10 Tornado Outbreak, including:
 - » Standing up a one-stop-shop website with robust information, including Frequently Asked Questions, portal how-to guides, and eligibility requirements.
 - » Sending approximately 300 mailers to impacted properties identified through the County's damage assessment process.
 - » Issuing text message alerts to residents and businesses in the unincorporated area based on the population of the hardest-hit areas.
 - » Engaging residents through street outreach teams by going door-to-door, distributing flyers, and placing door hangars in the community.
 - » Promoting the program through digital and billboard ads, targeted social media posts, news advisories, and more.



VOLUNTEER SERVICES

COMMUNITY RELATIONS AND RESILIENCE

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statement

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

Strategic Initiatives

ENVIRONMENT

- Evaluate enhancing existing roadside litter debris removal through the creation of a County staffed program and further engage neighborhoods, businesses and civic organizations in expanding the County's adopt-a-road program. (#2022-19)

RESPONSIVE VOLUNTEERISM AND COMMUNITY ENGAGEMENT



Volunteer Firetruck Roundup



Summer Youth

- ▶ Coordinated internship and volunteer opportunities for more than 2,500 volunteers and interns who volunteered more than 40,000 hours of service for County government programs and special events.
- ▶ Registered more than 1,000 new users and 12 new agencies with the VolunteerLEON Get Connected volunteer portal.
- ▶ Coordinated volunteer opportunities for several County events and programs, including Operation Thank You, 9/11 Day of Remembrance and Service, and the Leon Works Expo.
- ▶ Hosted the 26th Annual Volunteer Fire Truck Round-Up, highlighting the service and dedication of Leon County's volunteer firefighters, with more than 500 attendees.
- ▶ Placed more than 30 youths in various Leon County offices as part of the County's Summer Youth Program to provide youth with job experience, professional development, and training over the summer.
- ▶ Led County Emergency Support Function (ESF) #15 volunteer efforts and donations during disaster activations.
 - » Coordinated 22 Big Bend Community Organizations Active in Disaster (COAD) conference calls to address meal and supply distribution and debris removal.

DID YOU KNOW

In the aftermath of the May 10 Tornado Outbreak, Volunteer Services, through COAD, coordinated tree and debris clean-up for residents through five volunteer agencies. These organizations recruited more than 600 volunteers and contributed more than 15,000 volunteer hours, working to complete more than 1,000 work orders from residents.

- ▶ Operated the Citizens Information Line call center during emergency activations and received 1,246 calls from citizens with questions regarding disaster preparedness, response, and recovery.
- ▶ Coordinated the TEAM Leon Helpline following the May 10 Tornado Outbreak to assist citizens applying for the TEAM Leon microgrant program, receiving more than 1,700 calls.

Contact us

(850) 606-1970
www.VolunteerLEON.org



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Mission Statement

Managing a high performing and diverse workforce throughout the entire employee life cycle, through collaboration and strategic partnerships, while ensuring compliance with federal, state, and local employment regulations.

Strategic Initiatives

GOVERNANCE

- Continue to invest in the professional development of County staff including participation in Certified Public Manager training and enhancements to the County's Management Training. (#2022-38)
- Continue to pursue cost savings through the County's Innovator & Inspirator (I²) Program. (#2022-39)

Contact us

(850) 606-2400
www.LeonCountyFL.gov/HR

ATTRACTING, TRAINING, AND RETAINING A QUALITY WORKFORCE



Well-Being Awards

TRAINING/PROFESSIONAL DEVELOPMENT/ APPRENTICESHIP/BENEFITS

- ▶ Partnered with STACPRO to create human trafficking awareness training tailored for Leon County. More than 250 County employees attended sessions that were developed for specific departments and offered throughout County government as well as uploaded to our NEOGOV Learn system for on-demand access.
- ▶ Continued to provide training such as monthly new employee orientation, enhanced new supervisor and advanced supervisor training, *Mastering Team Dynamics (Taking Flight with DISC)*, and customized department trainings.
- ▶ Continued the customer experience, disaster preparedness, workplace violence, and diversity, equity, and inclusion (DEI) training as part of the New Employee Orientation Learning Plan curriculum within NEOGOV Learn.
- ▶ Leveraged online training through LinkedIn Learning to train and diversify the skill sets of County employees.
- ▶ Hosted Leon Works Junior Apprenticeship Program Lunch-N-Learns at Godby High School and FAMU DRS for spring and fall semester application sessions, where more than 40 students attended.

- ▶ Participated in career fairs at FAMU DRS and Godby High School to bring awareness to the Leon Works Junior Apprenticeship Program for the 2024-2025 school year, which was attended by more than 1,600 students.

HEALTH & WELL-BEING

- ▶ Hosted a hybrid virtual and in-person Benefits and Well-Being Fair, attracting more than 800 employees and vendors.
- ▶ Supported 20 County employees who participated in the annual Corporate Cup Challenge.
- ▶ Tracked 5,324 participants to Live Well Leon activities, events, and health screenings.
- ▶ To further promote the health and wellness of County employees, hosted the eight-week *Feel Like a Million* walking challenge. The 286 participants logged nearly 1.5 million steps, totaling approximately 49,621 miles.
- ▶ Hosted 60 exercise classes at various locations throughout the year to enhance the physical well-being of County employees.

DID YOU KNOW

Human Resources staff recently added a new Long-Term Care benefit for employees.



OFFICE OF INFORMATION TECHNOLOGY

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Mission Statement

To provide reliable and effective technology and telecommunications solutions and services to County agencies to enable them to fulfill their missions in serving the citizens of Leon County.

Strategic Initiatives

GOVERNANCE

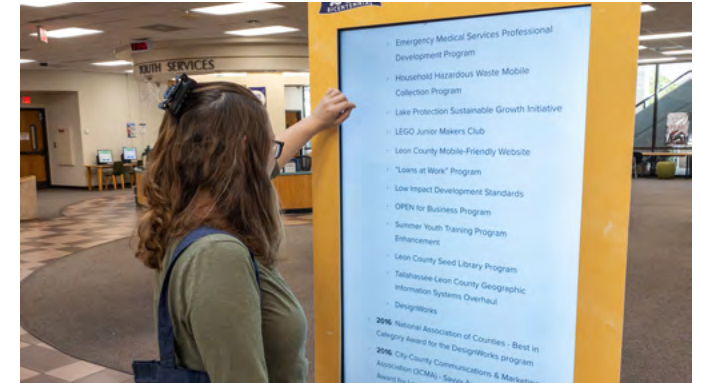
- Upgrade the Citizens Connect mobile application to ensure the best user experience and technical reliability for the next 10 years of readiness. (#2024-77)
- Begin implementing next generation 9-1-1 technology and infrastructure so as to ensure regional connectivity, call taker functionality, and the most resilient infrastructure during future disasters. (#2024-78)

Contact us

(850) 606-5500
www.LeonCountyFL.gov/MIS

MAINTAINING EFFICIENT AND COST-EFFECTIVE INFORMATION TECHNOLOGY

- ▶ The Office of Information Technology provides essential infrastructure and services County-wide to ensure the safety of the entire community and works to exercise responsible stewardship of the County's resources:
 - » Fully implemented online permitting for developers, contractors, and citizens.
 - » Converted all project documents from ProjectDox into a new system to allow consistency between old and new permitting records.
 - » Averaged 350,000 unique website visitors each month, totaling more than 4.2 million visitors during FY24.
 - » Received 18 million emails during FY24, 18% of which were caught by a security filter.
 - » Awarded grants valued at more than \$1.2 million, including the Florida Digital Service Cybersecurity Grant Program to expand cybersecurity initiatives and a Florida Department of Law Enforcement grant to replace the Leon County Sheriff's Office's Jail Management System.
 - » Passed four third-party cybersecurity assessments/audits, performed by Microsoft, a private cybersecurity firm that also included occupational technologies in addition to information technologies, a financial auditor, and a cybersecurity insurance auditor.
 - » Collaborated with Community and Media Relations (CMR) on the newly improved and redesigned County website, LeonCountyFL.gov, which provides intuitive access to information on the County's wide array of services and programs. The revamped website enables users to connect effortlessly through all devices, including laptops, tablets, and mobile phones, ensuring accessibility to essential County resources on the go.
 - » Supported the TEAM Leon microgrant program by expanding WiFi at the Ft. Braden Community Center, setting up laptops, printers,



Leading the Way kiosk

- and scanners at three assistance center locations, providing technical support for team members, creating a tracking status sheet for monitoring progress, setting up a helpline for taking phone calls from citizens, and providing maps and analysis of the tornado paths for compiling qualifying data.
- » Launched the Bicentennial kiosk *Leading the Way: 200 Years of Representation and Progress in Leon County* in collaboration with CMR, which features an interactive exhibit highlighting current and past County officials, a timeline of significant local, state, and national events, and a historical overview of Leon County. The kiosk is on display at the Leon County Courthouse and Leon County Public Library locations.
 - » In celebration of the Tallahassee-Leon County Bicentennial, created the *History in Your Hands: Bicentennial* website, which includes a captivating story map focused on the creation of Tallahassee and Leon County in 1824 and offers users an immersive journey through the historical milestones that define the community.
 - » Increased GIS data layers from 819 to 936 in the last two years.
 - » Implemented a mobile device surplus reimbursement program, providing \$16,000 in reimbursement to the County.

PROBATION, SUPERVISED PRETRIAL RELEASE AND DRUG/ALCOHOL TESTING

OFFICE OF INTERVENTION AND DETENTION ALTERNATIVES



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Mission Statement

To provide information to the Courts which support judicial custody release decisions and provide alternatives to incarceration to person accused of crimes and offenders, improve their ability to live lawfully and productively in the community, enhance the overall administration of justice, and support community safety and well-being.

Strategic Initiatives

QUALITY OF LIFE

- Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders and support reentry through regional partnerships and state and national efforts. (#2022-23)

COURT SERVICES, CASE MANAGEMENT, AND COMMUNITY SERVICE



Fall Reentry and Resource Fair

- ▶ Maintained an average monthly caseload of 1,384 County probationers and supervised pretrial release defendants and recovered approximately \$27,814 from probationers for crime victims through court-ordered restitution.
 - » Supervised pretrial release diverted an estimated 312,516 inmate days from the Leon County Detention Facility, resulting in a cost savings of more than \$29 million.
- ▶ Performed more than 6,600 criminal history reviews and demographic assessments on new arrestees to assist the court in making release decisions.
- ▶ Administered more than 20,400 court-ordered drug and alcohol tests and collected more than \$115,853 for testing services.
- ▶ Provided substance use disorder treatment and ancillary services to people involved in the criminal justice system.
- ▶ Referred more than 650 clients to needed services such as housing, transportation, and job placement assistance through the Human Services Self-Assessment Questionnaire.
- ▶ Identified and supported additional services to address the increasing needs of individuals with mental illness in the community through

DID YOU KNOW

OIDA staff supervise an average of 60 pretrial and probation defendants assigned to specialized mental health caseloads. Probation/pretrial officers coordinate with community partners, such as the Apalachee Center's Forensic Intervention & Re-entry Services Team (FIRST) and Mobile Response Team (MRT), and the Kearney Center in providing wrap-around services including but not limited to mental health evaluations and treatment, emergency sheltering, and transportation.

continued participation in the White House Data-Driven Justice Initiative, National Association of Counties Stepping Up Initiative, the Council of State Governments Justice Center, and the American Psychiatric Association Foundation.

Contact us

(850) 606-5600
www.LeonCountyFL.gov/Probation



OFFICE OF MANAGEMENT AND BUDGET (OMB)

ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Mission Statement

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

Strategic Initiatives

ECONOMY

- Maximize the leveraging of the \$1 trillion federal infrastructure bill to fund County projects. (#2022-8)

GOVERNANCE

- Continue to invest in the professional development of County staff including participation in Certified Public Manager training and enhancements to the County's Management Training. (#2022-38)
- Continue to pursue cost savings through the County's Innovator & Inspirator (I²) Program. (#2022-39)

Contact us

(850) 606-5100
www.LeonCountyFL.gov/OMB

RESPONSIBLE PLANNING AND MANAGEMENT OF THE COMMUNITY'S FINANCIAL RESOURCES



Let's Balance! Budget Game with Youth Leadership Tallahassee

- ▶ Recognized as a financially viable organization with an extremely high Aa2 credit rating by international bond rating agency Moody's and Fitch.
- ▶ Provided two semiannual reports to the Board of County Commissioners documenting and analyzing the County's financial position.
- ▶ Achieved the lowest net budget (\$1,077) per County resident among like-sized counties and one of the lowest net budgets per County resident in Florida, with only three other counties having lower net budgets. Also, Leon County has 6.25 employees per 1,000 residents and ranks 10th lowest in employees per capita among all 67 counties.
- ▶ Realized more than \$12.2 million in new cost savings and cost avoidances, including leasing space to support the Leon County Sheriff's Office (LCSO) reentry and crime prevention programs rather than constructing new office space, saving \$11.3 million; performing preventative maintenance and certain repairs in-house by Facilities Management, saving \$396,000; and supporting the expanded Street Lighting Program, the Engineering Services Division completed the design for 18 intersections and 15 school bus stops in-house, saving approximately \$120,000.
- ▶ Provided an additional \$7.7 million in Capital Improvement funds for replacement vehicles and equipment, parks and greenways

County Budget For Fiscal Year	2023/2024	2024/2025
Budget	\$349,453,357	\$377,886,993
County Wide Millage Rate	8.3144	8.3144
Emergency Medical Services	0.7500	0.7500
Total Millage Rate	9.0644	9.0644
Budgeted Property Taxes	\$182,140,872	\$200,374,597
Budgeted Emergency Medical Services MSTU	\$16,430,008	\$18,074,780

capital maintenance, LCSO capital maintenance for the Leon County Detention Facility, and funding for building mechanical repairs and infrastructure improvements. Additionally, \$1.51 million in Transportation Trust funds was provided for purchasing replacement equipment, vehicles, arterial and collector roads pavement markings, stormwater infrastructure, and preventative maintenance.

- ▶ Collaborated with the Florida State University Student Governance & Advocacy Program to develop a budget game based on the County's "Let's Balance" budget simulation game. The game is a hands-on budget training tool to teach the community the type of decisions that must be made to balance Leon County's budget.

PURCHASING AND RISK MANAGEMENT



ALIGNING BOARD PRIORITIES WITH OPTIMIZED RESOURCES

PEOPLE FOCUSED. PERFORMANCE DRIVEN.

Goal Statements

Purchasing: To provide timely and professional procurement services to secure requested supplies, services, and commodities at a specified level of quality and at the lowest possible cost through open and fair competition.

Risk Management: To establish, to the fullest extent possible, a safe work and service environment in which employees, as well as members of the general public, can enjoy safety and security in the course of their daily pursuits.

Aligning Resources with Strategic Priorities

GOVERNANCE

- Retained and attracted a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices. (G4)
- Exercised responsible stewardship of County resources, sound financial management and ensured that the provision of services and community enhancements were done in a fair and equitable manner. (G5)

Contact us

(850) 606-1600 (Purchasing)
(850) 606-5100 (Risk Management)
www.LeonCountyFL.gov/Purchasing

PROCURING AND MANAGING RESOURCES AND SERVICES, AND MANAGING RISK

- ▶ Provided departmental support through the issuance of purchase orders valued at more than \$110.4 million during the fiscal year through more than 1,400 requisitions.
- ▶ Conducted more than 75 competitive solicitations to ensure the best value for the County.
- ▶ Utilized cooperative purchasing for large equipment purchases to leverage the combined buying power of multiple agencies to reduce costs.
- ▶ Coordinated with the Office of Economic Vitality to identify opportunities to increase the utilization of Minority, Women, and Small Business Enterprises.
- ▶ Maintained proper control over all records of tangible personal property by conducting an annual inventory, consisting of assets valued at more than \$76 million.
- ▶ Conducted online surplus sales/auctions, resulting in a return of more than \$438,000.
- ▶ Used competitive quoting and cooperative contracts to reduce inventory costs in the warehouse and had a turnover rate of 1.18, exceeding the national standard.
- ▶ Coordinated more than 20 workplace safety and health trainings, along with 24 safety training sessions, including active attack, defensive driving, load securement, automated external defibrillator (AED) and cardiopulmonary resuscitation (CPR), forklift safety, ergonomics, snake safety, and more.
- ▶ Developed a new prescription safety glasses program for County employees.
- ▶ Instituted an annual Safety Strategic Retreat for the safety advisory group to review and develop new strategic goals and training concepts for the upcoming year.



Snake Safety Training

- ▶ Conducted monthly safety, AED, and first aid kit inspections to ensure employees have a safe working environment.
- ▶ Awarded a Florida Municipal Insurance Trust (FMIT) Matching Safety Grant to purchase four new AEDs, replacing discontinued equipment.
- ▶ Launched a new software program that allows monthly site inspections to be conducted electronically, reducing time and carbon footprints.
- ▶ Reviewed more than 400 criminal background checks on individuals wishing to volunteer.

DID YOU KNOW

Risk Management earned a Certificate of Safety Recognition through the Florida Municipal Safety Excellence Initiative, which provides benchmarks to compare industry best practices.



COUNTY LEADERSHIP DIRECTORY



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County Administrator
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Director
(850) 606-2400
WilsonCa@LeonCountyFL.gov



Emergency Management
Kevin Peters
Director
(850) 606-3700
PetersK@LeonCountyFL.gov



Community and Media Relations
Kianna Gilley
Manager
(850) 606-5300
GilleyK@LeonCountyFL.gov



Tourism
Kerri Post
Director
(850) 606-2300
PostK@LeonCountyFL.gov



Emergency Medical Services
Chad Abrams
Chief
(850) 606-2100
AbramsC@LeonCountyFL.gov



Animal Control
Cara Aldridge
Director
(850) 606-3700
AldridgeC@LeonCountyFL.gov



Office of Intervention & Detention
Alternatives
Teresa Broxton
Director
(850) 606-5600
BroxtonT@LeonCountyFL.gov



LeRoy Collins Leon County Public
Library System
Pamela Monroe
Director
(850) 606-2665
MonroeP@LeonCountyFL.gov



Human Services and Community
Partnerships
Abigail Thomas
Director
(850) 606-1900
ThomasAb@LeonCountyFL.gov



Veteran Services
Ben Bradwell
Manager
(850) 606-1900
BradwellB@LeonCountyFL.gov



Housing Services
Jelani Marks
Manager
(850) 606-1900
MarksJ@LeonCountyFL.gov



Office of Management and Budget
Roshaunda Bradley
Director
(850) 606-5100
BradleyR@LeonCountyFL.gov



Office of Management and Budget
Shelley Cason
Risk Manager
(850) 606-5120
CasonS@LeonCountyFL.gov



Office of Information Technology
Michelle Taylor
Chief Information Officer
(850) 606-5500
TaylorM@LeonCountyFL.gov



LIVING OUR *PEOPLE FOCUSED. PERFORMANCE DRIVEN. CULTURE*



OIT: GIS
Scott Weisman
Coordinator
(850) 606-5500
WeismanS@LeonCountyFL.gov



County Administration
Nicki Paden
Assistant to the County Administrator
(850) 606-5300
PadenN@LeonCountyFL.gov



County Administration
Melanie Hooley
Purchasing Director
(850) 606-1600
HooleyM@LeonCountyFL.gov



County Administration
Kim Vickery
Real Estate Manager
(850) 606-5100
VickeryK@LeonCountyFL.gov



Public Works
Brent Pell
Director
(850) 606-1500
PellB@LeonCountyFL.gov



Public Works:
Engineering Services
Charles Wu
Division Director
(850) 606-1500
WuC@LeonCountyFL.gov



Public Works:
Operations
Andrew Riley
Division Director
(850) 606-1400
RileyA@LeonCountyFL.gov



Public Works:
Fleet Management
Josh McSwain
Division Director
(850) 606-2000
McSwainJ@LeonCountyFL.gov



Office of Resource Stewardship
Maggie Theriot
Director
(850) 606-5000
TheriotM@LeonCountyFL.gov



ORS: Parks & Recreation
Amanda Heidecker
Division Director
(850) 606-1470
HeideckerA@LeonCountyFL.gov



Development Services and
Environmental Management
Barry Wilcox
Director
(850) 606-1300
WilcoxB@LeonCountyFL.gov



DSEM: Development Services
Ryan Culpepper
Division Director
(850) 606-1300
CulpepperR@LeonCountyFL.gov



DSEM: Environmental Services
Deji Ajose-Adeogun
Division Director
(850) 606-1300
AjoseAdeogunD@LeonCountyFL.gov



DSEM: Permit & Compliance
Services
Emma Smith
Division Director
(850) 606-1300
SmithE@LeonCountyFL.gov



DSEM: Building Plans Review and
Inspection
Justin Poole
Division Director
(850) 606-1300
PooleJ@LeonCountyFL.gov



Department of P.L.A.C.E.
Artie White
Director
(850) 219-1060
Artie.White@TLCPLACE.org



Department of P.L.A.C.E.:
Office of Economic Vitality
Keith Bowers
Director
(850) 219-1080
KBowers@OEVforBusiness.org



Department of P.L.A.C.E.:
Blueprint Intergovernmental Agency
Autumn Calder
Director
(850) 219-1060
Autumn.Calder@BlueprintIA.org



CITIZEN COMMITTEES

ADVISORY COMMITTEE FOR QUALITY GROWTH

Provides a continuous source of community input and technical resources from industry professionals and community stakeholders that offer proactive input and feedback for all development review and approval process improvements and service enhancements.

AFFORDABLE HOUSING ADVISORY COMMITTEE

Reviews the established policies and procedures, ordinances, land development regulations and adopted comprehensive plan and recommends specific actions or initiatives to encourage or facilitate affordable housing.

ANIMAL CLASSIFICATION COMMITTEE

Considers evidence, related history, ordinance requirements, and provides recommendations as to the classification and disposition of any animal that is the subject of a Dangerous/Aggressive classification.

ANIMAL SHELTER ADVISORY BOARD

Supports the Tallahassee-Leon Community Animal Service Center (animal shelter) by serving as community liaisons and assisting with developing policies, programs and long-range planning.

ARCHITECTURAL REVIEW BOARD

Reviews and makes recommendations for placement of properties on the Local Register of Historic Places and reviews changes to the exterior of properties zoned with Historic Preservation Overlay.

AUDIT ADVISORY COMMITTEE

Promotes, maintains and enhances the independence and objectivity of the internal audit function by ensuring broad audit coverage, adequate consideration of audit reports and appropriate action on recommendations.

BIG BEND HEALTH COUNCIL

Determines the health needs and resources of the 14-County Service District to develop a District Health Plan. Provides for local representation in planning and evaluating health needs of the County.

BOARD OF ADJUSTMENT AND APPEALS

Responsible for hearing and deciding on appeals of administrative decisions and variance applications as provided in the Land Development Code (LDC).

CANOPY ROADS CITIZENS COMMITTEE

Assists in coordinating efforts to protect and maintain canopy roads through the development of a long-range canopy road management plan, and provides recommendations regarding the preservation of canopy roads to the City and County Commissions.

CAREERSOURCE CAPITAL REGION BOARD

Develops the Region's strategic workforce development plan, identifies occupations in demand in the area, solicits input and participation from the local business community, and provides policy guidance and program procedures to connect employers with qualified skilled job talent offering employment and career development opportunities.

CODE ENFORCEMENT BOARD

Conducts hearings to enforce County laws on cases involving violations of environmental management, zoning, land use, building code, and control of junk accumulation, and imposes fines and penalties with the goal of obtaining code compliance.

COMMUNITY DEVELOPMENT BLOCK GRANT CITIZENS ADVISORY TASK FORCE

Provides input on the development and implementation of the Small Cities Community Development Block Grant process, facilitates community needs discussion, provides recommendations to be considered when drafting the grant application and provides input during the grant implementation.

COMMUNITY HUMAN SERVICES PARTNERSHIPS CITIZEN REVIEW TEAMS

Implements the joint agency review process for joint funding recommendations, resulting in funding recommendations for human services agency grant applicants that provide services to Leon County residents.

COUNCIL ON CULTURE & ARTS

Stimulates greater awareness and appreciation of the importance of the arts by encouraging and facilitating greater, more efficient use of governmental and private resources for the development and support of the arts.

EARLY LEARNING COALITION OF THE BIG BEND REGION

Implements, coordinates and administers the provisions of the Statutory Voluntary Prekindergarten Education Program and the School Readiness Program in the Big Bend Region, and serves as the community child care coordinating agency for the service area.

HOUSING FINANCE AUTHORITY OF LEON COUNTY

Encourages investment by private enterprise and stimulates construction and rehabilitation of housing through use of public financing and the provision of low-cost loans to purchase affordable housing.

INVESTMENT OVERSIGHT COMMITTEE

Reviews, reports, and recommends changes in investment practices of Leon County; reviews the County's portfolio activity for compliance with the investment plan; and reviews investment policies and makes recommendations to the Board for amendments.

JOINT CITY/COUNTY BICYCLING WORKGROUP

Provides input to the Tallahassee-Leon County Planning Department staff regarding cycling-related projects, improvements, events and ordinances that are considered to be of community interest.

LEON COUNTY EDUCATIONAL FACILITIES AUTHORITY

Assists institutions for higher education in the construction, financing and refinancing of projects as set forth in Florida Statutes.

LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY

Serves as the governing board for Innovation Park and is comprised of prominent business and community leaders that work together to guide the growth and development of the Park.

LIBRARY ADVISORY BOARD

Serves as a forum for community input concerning the County's library programs and activities.

MICCOSUKEE CANOPY ROAD GREENWAY CITIZEN'S COMMITTEE

Collects public input regarding updates to the 10-year management plan for the Miccosukee Canopy Road Greenway and provides input on future goals and objectives.

MINORITY, WOMEN & SMALL BUSINESS ENTERPRISE (MWSBE) CITIZENS ADVISORY COMMITTEE

Monitors the progress of the MWSBE Program in achieving program performance goals, provides input on MWSBE policy alternatives and suggests programmatic recommendations relative to seeking resolution of disputes regarding Certification and Good Faith Effort.

PLANNING COMMISSION

Designated as the Local Planning Agency that reviews amendments to the Comprehensive Plan for area-wide planning within Leon County.

PUBLIC SAFETY COORDINATING COUNCIL

Assesses the population status of County detention facilities and formulates recommendations to ensure that the capacities are not exceeded, including assessing the availability of pretrial intervention or probation programs, work-release programs, substance abuse programs, gain-time schedules, applicable bail bond schedules and the confinement status of the housed inmates.

SCIENCE ADVISORY COMMITTEE

Evaluates and reports on scientific evidence and makes recommendations concerning policies and programs that pertain to environmental issues in order to safeguard natural resources and public health and safety.

TALLAHASSEE SPORTS COUNCIL

Provides a fact-finding source of community input and technical resources used in developing recommendations regarding sports tourism-related matters to be considered by the Tourist Development Council.

TALLAHASSEE-LEON COUNTY BICENTENNIAL STEERING COMMITTEE

Brings together local stakeholders for the collaboration and coordination of planning the activities centered around celebrating and commemorating the Tallahassee-Leon County Bicentennial in 2024.

TALLAHASSEE-LEON COUNTY COMMISSION ON THE STATUS OF WOMEN & GIRLS

Provides input and recommendations on approaches to address issues affecting the women and girls in Tallahassee-Leon County

and promotes awareness on issues including discrimination, employment, education, social services, health, economic security, access to justice, freedom from violence and more.

TALLAHASSEE-LEON COUNTY COUNCIL ON THE STATUS OF MEN & BOYS

Provides support and services to the men and boys in Tallahassee-Leon County who are most at risk and unifies agencies and organizations to coordinate resources, funding and services to address underlying causes of violence.

TOURIST DEVELOPMENT COUNCIL

Makes recommendations for effective operation of special projects or for uses of the tourist development tax revenue, and reviews expenditures of revenues from the tourist development trust fund.

TRUSTED PEOPLE NEIGHBORHOOD ENGAGEMENT STEERING COMMITTEE

Connects human service providers and residents of the neighborhoods experiencing the highest rates of food insecurity to improve awareness and access to available resources and reduce barriers to healthy and nutritious foods as well as improve overall economic prosperity.

VALUE ADJUSTMENT BOARD

Settles disputes between taxpayers and the Property Appraiser relating to denials of exemptions, classifications and market values.

WATER RESOURCES COMMITTEE

Makes recommendations on policies, regulations and management activities to protect and enhance County water resources while considering the various impacts to these resources from accelerated runoff including flooding and surface and groundwater degradation.

FOR MORE INFORMATION

Citizen participation is important in developing Leon County's programs/policies and in providing quality services to the community. For more detailed information or to join one of these committees, visit our website at LeonCountyFL.gov/Committees or call (850) 606-5300.

QUICK REFERENCE



BOARD OF COUNTY COMMISSIONERS

(850) 606-5300
www.LeonCountyFL.gov/BCC

Bill Proctor, District 1 Commissioner
(850) 606-5361
ProctorB@LeonCountyFL.gov

Christian Caban, District 2 Commissioner
(850) 606-5362
CabanC@LeonCountyFL.gov

Rick Minor, District 3 Commissioner
(850) 606-5363
MinorR@LeonCountyFL.gov

Brian Welch, District 4 Commissioner
(850) 606-5364
WelchB@LeonCountyFL.gov

David T. O'Keefe, District 5 Commissioner
(850) 606-5365
OKeefeD@LeonCountyFL.gov

Carolyn D. Cummings, At-Large Commissioner
(850) 606-5369
CummingsC@LeonCountyFL.gov

Nick Maddox, At-Large Commissioner
(850) 606-5367
MaddoxN@LeonCountyFL.gov

LEON COUNTY GOVERNMENT

COUNTY ADMINISTRATOR
(850) 606-5300
www.LeonCountyFL.gov/CountyAdministrator

COUNTY ATTORNEY
(850) 606-2500
www.LeonCountyFL.gov/LCAO

ANIMAL CONTROL
(850) 606-5400
www.LeonCountyFL.gov/Animal

COMMUNITY & MEDIA RELATIONS
(850) 606-5300
www.LeonCountyFL.gov/CMR

COOPERATIVE EXTENSION OFFICE

(850) 606-5200
Leon.IFAS.UFL.edu

Agriculture
(850) 606-5200

Family/Consumer Sciences
(850) 606-5201

4-H
(850) 606-5200

Horticulture/Forestry
(850) 606-5200

DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT
(850) 606-1300
www.LeonPermits.org

Building Inspection
(850) 606-1300

Inspection Hot Line (IVRS)
(850) 891-1800

Code Compliance Services
(850) 606-1300

Concurrency Management
(850) 606-1300

Environmental Permitting
(850) 606-1300

EMERGENCY MANAGEMENT
(850) 606-3700
www.LeonCountyFL.gov/EM

EMERGENCY MEDICAL SERVICES
(850) 606-2100
www.LeonCountyFL.gov/LCEMS

Dispatch
(850) 606-5800
TLCCDA.org

FACILITIES MANAGEMENT
(850) 606-5000
www.LeonCountyFL.gov/Facilities

FLEET MANAGEMENT
(850) 606-2000
www.LeonCountyFL.gov/Fleet

HEALTH DEPARTMENT
(850) 404-6300
www.LeonCountyFL.gov/LCHD

HOUSING SERVICES

(850) 606-1900
www.LeonCountyFL.gov/Housing

HUMAN RESOURCES
(850) 606-2400
www.LeonCountyFL.gov/HR

Job Openings
(850) 606-2403
www.LeonCountyFL.gov/Jobs

HUMAN SERVICES & COMMUNITY PARTNERSHIPS
(850) 606-1900
www.LeonCountyFL.gov/HSCP

LEGAL AID
(850) 222-3292

LEROY COLLINS LEON COUNTY PUBLIC LIBRARY SYSTEM
(850) 606-2665
www.LeonCountyLibrary.org

Literacy Volunteers
(850) 606-2644

MANAGEMENT INFORMATION SERVICES
(850) 606-5500
www.LeonCountyFL.gov/MIS

Geographic Information Services
(850) 606-5504
TLCGIS.org

MINORITY, WOMEN & SMALL BUSINESS ENTERPRISE
(850) 219-1080
www.OEVforBusiness.org

MOSQUITO CONTROL
(850) 606-1400
www.LeonCountyFL.gov/Mosquito

OFFICE OF MANAGEMENT & BUDGET
(850) 606-5100
www.LeonCountyFL.gov/OMB

PARKS & RECREATION
(850) 606-1470
www.LeonCountyFL.gov/Parks

PLANNING DEPARTMENT
(850) 891-6400
LeonCountyFL.gov/Planning

PROBATION

(850) 606-5600
www.LeonCountyFL.gov/Probation

PUBLIC WORKS
(850) 606-1500
www.LeonCountyFL.gov/PubWorks

Operations (24-hour response)
(850) 606-1400

PURCHASING
(850) 606-1600
www.LeonCountyFL.gov/Purchasing

SOLID WASTE MANAGEMENT
(850) 606-1800
www.LeonCountyFL.gov/SolidWaste

Hazardous Waste
(850) 606-1803

Recycling Information
(850) 606-1802

Rural Waste Collection Center
(850) 606-1800

Transfer Station
(850) 606-1853

SUPERVISED PRETRIAL RELEASE
(850) 606-5700
www.LeonCountyFL.gov/Probation

SUSTAINABILITY
(850) 606-5021
www.GrowingGreen.org

TALLAHASSEE-LEON COUNTY OFFICE OF ECONOMIC VITALITY
(850) 219-1080
www.OEVforBusiness.org

TOURISM DEVELOPMENT
(850) 606-2305
www.VisitTallahassee.com

VETERAN SERVICES
(850) 606-1940
www.LeonCountyFL.gov/Vets

VOLUNTEER SERVICES
(850) 606-1970
www.VolunteerLEON.org

CONSTITUTIONAL OFFICES

CLERK OF COURTS
(850) 606-4000
www.LeonClerk.com

SUPERVISOR OF ELECTIONS
(850) 606-8683
www.LeonVotes.gov

PROPERTY APPRAISER
(850) 606-6200
www.LeonPA.org

TAX COLLECTOR
(850) 606-4700
www.LeonTaxCollector.net

SHERIFF
(850) 606-3300
www.LeonCountySO.com

OTHER COUNTY/STATE AGENCIES

PUBLIC DEFENDER
(850) 606-1000
www.LeonCountyFL.gov/PD

STATE ATTORNEY, 2ND JUDICIAL CIRCUIT
(850) 606-6000
www.SAO2FL.org

CIRCUIT COURT 2ND JUDICIAL
(850) 606-4401
www.LeonCountyFL.gov/2ndCircuit



QUICK REFERENCE

PARKS

Anita L. Davis Preserve at Lake Henrietta Park

3305 Springhill Rd.; Walking Trail (Paved- 1.2 Miles Long), Informational Kiosk, Portable Restroom

Apalachee Regional Park

7550 Apalachee Pkwy.; 4 Multipurpose fields (lighted), Restrooms/Concession Building, nationally recognized cross-country running facility, radio-controlled airfield

Bradfordville Dog Park

6808 Beech Ridge Trl.; 13 acres of off leash play, small and large dog sections

Brent Drive Park

812 Brent Dr.; Basketball Court, Hopscotch, Four-Square

Broadmoor Pond Park

4723 Jackson Bluff Rd.; Walking Trail (Paved – 6/10 Mile Long), Informational Kiosk, Portable Restroom, Benches

Canopy Oaks Community Park

3250 Point View Dr.; 2 Little League Fields (lighted), 2 Tennis and Pickle Ball Courts (lighted), Multipurpose Field (lighted), 1 Large Pavilion, Restrooms/Concession Building

Daniel B. Chaires Community Park

4768 Chaires Cross Rd.; 4 Tennis Courts (lighted), 2 Basketball Courts (lighted and recently renovated), Restrooms/Concession Building, 2 Little League Baseball Fields (lighted), 1 T-Ball Field (not lighted), Playground

Fort Braden Community Park

15100 Blountstown Hwy.; 2 Little League Baseball Fields (lighted), Multipurpose Field (lighted), Playground, Restrooms/Concession Building

Fred George Greenway and Park

3043 Capital Circle NW.; Museum and Education Center, Regulation size Baseball Field (lighted), Multipurpose Field (lighted), Trails, Pavilions, Playground, Restrooms/Concession Building

Gil Waters Preserve at Lake Munson Preserve

1306 Jackson Moody Pl.; Pavilions, Grills, Restrooms, 1 miles of Nature Trails, Boat Landing, Informational Kiosk, Observation Platform

J. Lee Vause Park and Dog Park

6024 Old Bainbridge Rd.; 6 Pavilions, 26 Acres Open, Wooded Spaces, 1 Mile of Hard Surface Paths for Bikes and Pedestrians, 1.5-acre Dog Park, Restrooms, Playground, Sand Volleyball Court

J. Lewis Hall Sr., Woodville Park and Recreation Complex

1492 J. Lewis Hall Sr. Ln.; 4 Little League Baseball Fields (lighted), Junior League Field (lighted), Softball Field (lighted), 2 Basketball Courts (lighted and recently renovated), Multipurpose Field (lighted), 2 Pavilions, Playground, Restrooms/Concession Building

J.R. Alford Greenway

2500 Pedrick Rd.; Over 800 Acres of Trails and Open Space for Hikers, Mountain Bicyclists, Equestrians (Horse Trailer Parking), Benches, Portable Restroom, Informational Kiosks, Water Fountain (16 miles of double track trail; 5 miles of single track trail. All multi-use.)

Jackson View Park

2585 Clara Kee Blvd.; Walking Trails (Mulched - 8/10 Miles Long), Picnic Tables, Open Space, Observation Deck, Playground, Little Free Library, Portable Restroom

Kate Ireland Park

12271 Iamonia Landing Rd.; Pavilion, Playground, Restrooms

Man-O-War Park

6568 Man-O-War Trail; Playground, Swing Set, Open Grassy Area, Benches

Martha Wellman Park

5317 W. Tennessee St.; Walking Trail (Paved - 8/10 Mile Long), Informational Kiosk, Portable Restroom

Miccosukee Canopy Rd. Greenway

5600 Miccosukee Rd.; 14 Miles of Trails and 500 Acres of Open Space for Hikers, Mountain Bicyclists, Equestrians, Picnic Tables and Benches, Restrooms, Water Fountains

Miccosukee Community Park

15011 Cromartie Rd.; Playground, 2 Basketball Courts (lighted), 2 Pavilions, 1 Little League Baseball Field (lighted), 1 Little League Softball Field (lighted), 1 T-Ball Field (not lighted), Restrooms/Concession Building

Orchard Pond Greenway

5861 Orchard Pond Rd.; Trails for Hikers, Bikers, and Equestrians (Clay, 3.2 Miles Long), Informational Kiosks

Parwez “P. A.” Alam Park at Okeehoopkee Prairie

1294 Fuller Rd.; Walking Trail (Crushed Shell - 1/2 Mile Long), Pavilion, Informational Kiosk, Playground

Pedrick Pond Park

5701 Mahan Dr.; Walking Trail (Crushed Shell - 7/10 Mile Long), Benches, Picnic Tables, Informational Kiosk

Pimlico Park

4811 Pimlico Rd.; Playground, Backstop, Picnic Tables, Open Grassy Area, Pond, Workout Equipment Area

Robinson Rd. Park

1819 Robinson Rd.; 2 Picnic Tables, Open Green Space

St. Marks Headwaters Greenway

640 Baum Rd.; 3 Pavilions, Informational Kiosk, Bicycle Rack, Equestrian and Passenger Vehicle Parking, 3 Miles of Natural Surface Multi-Use Trails, Open Space for Hikers, Mountain Bicyclists, and Equestrians, Portable Restroom

Stoneler Rd. Park

5225 Stoneler Rd.; Little League Field (lighted), Pavilion, Playground, Restrooms/Concession Building

Tower Rd. Park

5971 Tower Rd.; Multipurpose Field (lighted), Playground, Pavilion, Restrooms/Concession Building

LIBRARIES

LeRoy Collins Leon County Main Library

200 West Park Ave.
(850) 606-2665

Bruce J. Host Northeast Branch Library

5513 Thomasville Rd.
(850) 606-2800

Dr. B. L. Perry, Jr. Branch Library

2817 South Adams St.

(850) 606-2950

Eastside Branch Library

1583 Pedrick Rd.

(850) 606-2750

Jane G. Sauls Fort Braden Branch Library

16327 Blountstown Hwy.

(850) 606-2900

Lake Jackson Branch Library

Lake Jackson Town Center

3840-300 North Monroe St.

(850) 606-2850

Woodville Branch Library

8000 Old Woodville Rd.

(850) 606-2925

BOAT LANDINGS

Ben Stoutamire Landing

2552 Ben Stoutamire Rd.

Blount Landing

24371 Lanier St.

Bull Headley Landing

10156 Bull Headley Rd.

Cedar Hill Landing

467 Cedar Hill Landing Rd.

Coe Landing

1208 Coe Landing Rd.

Crowder Landing

1053 Crowder Rd.

Cypress Landing

16900 Ro Co Co Rd.

Elk Horn Landing

3997 Elkhorn Rd.

Faulk Drive Landing

1895 Faulk Dr. Fuller Road Landing
1294 Fuller Rd.

Gardner Landing

1022 Gardner Rd.

Gil Waters Preserve Landing

5800 Crawfordville Hwy.

Jackson View Landing

4967 N. Monroe St.

Lake Munson Landing

1025 Munson Landing Rd.

Luther Hall Landing

2997 Luther Hall Rd.

Meginnis Arm Landing

3017 Meginnis Arm Rd.

Miller Landing

2900 Miller Landing Rd.

Reeves Landing

16254 Reeves Landing Rd.

Rhoden Cove Landing

801 Rhoden Cove Rd.

Sunset Landing

4800 Jackson Cove Rd.

Tower Road Landing

6991 Tower Rd.

Van Brunt Landing

(a.k.a. Kate Ireland Landing)
12271 Iamonia Landing Rd.

Wainwright Landing

4135 Wainwright Rd.

Williams Landing

951 Williams Landing Rd.

CAMPGROUNDS

Phone Numbers for Camping Information:
(850) 606-1470
Reservations can be made at:
www.LeonCountyFL.gov/Reservations

Coe Landing Campground

1208 Coe Landing Rd.
20 RV or Tent Sites with 30 Amp Hookups, Wifi, Electric, Showers (recently renovated), Dump Station

Luther Hall Landing Campground

2997 Luther Hall Rd.
10 Tent Camping Sites, Showers

COMMUNITY CENTERS

General Information
(850) 606-1470

Bradfordville Community Center

6808 Beech Ridge Trl.

Dorothy Cooper Spence Community Center (Chaires Community Center)

4768 Chaires Cross Rd.

Fort Braden Community Center

16387 Blountstown Hwy.

Lake Jackson Community Center

3840 N. Monroe St, Suite 301

Miccosukee Community Center

13887 Moccasin Gap Rd.

Woodville Community Center

8000 Old Woodville Rd.

COMMUNITY RESOURCES

Cooperative Extension

615 Paul Russell Rd.
(850) 606-5200

Development Support & Environmental Management

435 N. Macomb St., Renaissance Center, 2nd Floor
(850) 606-1300

Solid Waste Management Facility

7550 Apalachee Pkwy.
(850) 606-1800

Woodville Waste Management Facility

549 Henry Jones Rd.
(850) 488-9099

Ft. Braden Waste Management Facility

2485 East Joe Thomas Rd.
(850) 488-9119

Miccosukee Waste Management Facility

13051 Miccosukee Rd.
(850) 606-1845

Volunteer Services

301 S. Monroe Street, 5th floor
(850) 606-1970

EMPLOYING TEAM APPROACH



Florida Municipal Insurance Trust Insurance Leader award



Big Bend Heart Walk

EMPLOYING TEAM APPROACH

A Core Practice of Leon County Government

Employees work together to produce bigger and better ideas to seize the opportunities and to address the problems which face our community.



Arbor Day tree planting



Springtime Tallahassee



Hurricane Idalia EOC team



Excellence in EMS Awards



Severe weather response



Employee Appreciation Banquet



BOARD OF COUNTY COMMISSIONERS



Carolyn D. Cummings, Chair | At-Large
Bicentennial Day at the Capitol



Bill Proctor | District 1
Created Equal: A Bicentennial Tribute to Black and Brown History



David O'Keefe | District 5
Debbie Lightsey Nature Park Grand Opening



Christian Caban | District 2
TEAM Leon Press Conference



Brian Welch, Vice Chairman | District 4
Bruce J. Host Northeast Branch Library Dedication



Rick Minor | District 3
Open House



Nick Maddox | At-Large
Florida High School Athletic Association Press Conference



SHAPING OUR COMMUNITY FOR FUTURE GENERATIONS

OUR VALUE PROPOSITION

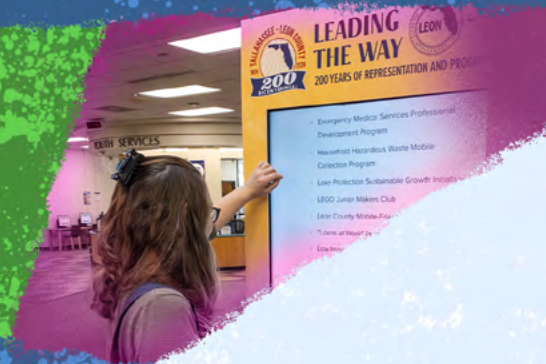
What You Get as a Taxpayer and a Stakeholder in our Community

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.



2024 Leon County Annual Report

Designed, developed and produced by
Leon County Community and Media Relations
Leon County Courthouse | 301 South Monroe St., Suite 502
Tallahassee, FL 32301 | (850) 606-5300 | CMR@LeonCountyFL.gov
You can find the Annual Report document and associated video online at:
www.LeonCountyFL.gov/AnnualReport



Leon County
Board of County Commissioners
Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Agreement with Emergency Care Help Organization, Inc. to Administer the Leon County Direct Emergency Assistance Program

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator
Lead Staff / Project Team:	Abigail Thomas, Director, Office of Human Services and Community Partnerships Jackie Fortmann, Human Services Analyst

Statement of Issue:

This item seeks Board approval to enter into an agreement with the Emergency Care Help Organization, Inc., to administer the Leon County Direct Emergency Assistance Program which provides residents financial assistance with mortgage, rent, and/or utilities to ensure housing stability and prevent homelessness.

Fiscal Impact:

This item has a fiscal impact. Funding in the amount of \$100,000 is included in the County's Fiscal Year (FY) 2025 budget for the Direct Emergency Assistance Program.

Staff Recommendation:

- Option #1: Approve Emergency Care Help Organization, Inc., to administer the Leon County Direct Emergency Assistance Program and waive Board Policy No. 96-1 to determine the administration of the Leon County Direct Emergency Assistance Program by Emergency Help Care Organization, Inc., as necessary and desirable for the public welfare.
- Option #2: Authorize the County Administrator to enter into and execute an agreement with the Emergency Help Care Organization, Inc., and any future amendments, in a form approved by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval to enter into an agreement with the Emergency Care Help Organization, Inc. (ECHO), to administer the Leon County Direct Emergency Assistance Program (DEAP) which provides residents financial assistance with mortgage, rent, and/or utilities to ensure housing stability and prevent homelessness. The agreement with ECHO will provide Leon County residents greater access to human service resources in the community.

The program and eligibility criteria for DEAP is established in County Policy 20-4, “Human Services Emergency Assistance Programs” (Attachment #1). A qualifying emergency is a situation or circumstance that interrupts a person or family’s financial ability to afford basic expenses. To prevent reliance on the program and to maximize the number of residents for which assistance can be provided, residents who qualify for DEAP may access these funds once every 12 months and no more than three times over the life of the program. Individuals applying for DEAP must meet eligibility criteria such as income, residency and employment.

The County allocates \$100,000 annually for DEAP. Over the past three years, DEAP has been administered by the County through the Office of Human Services and Community Partnerships in conjunction with federal funds allocated to the County during the COVID-19 pandemic (CARES and Emergency Rental Assistance). Prior to the COVID-19 pandemic, the County frequently contracted with local human service providers to administer the DEAP program. County Policy 20-4 allows the County to contract with one or more local organizations to administer any or all portions of DEAP.

As detailed in the Analysis section, it is recommended that the County partner with ECHO to administer DEAP and provide greater access to human service resources to residents. ECHO is a social services non-profit organization that currently administer a program similar to DEAP to Leon County residents. In addition to providing emergency resources to address housing stability, ECHO also provides assistance with basic necessities (i.e., food, clothing, etc.) as well as case management focused on long-term financial and economic stability residents.

Analysis:

ECHO is a social services non-profit organization working to reduce instability by providing emergency resources and support services to people in need in the Big Bend. The Big Bend Continuum of Care (CoC) consistently contracts with ECHO to distribute federal and state emergency assistance funding for rent and utilities. In FY 2024, ECHO received nearly \$147,000 from the CoC and served 100 households. In addition, ECHO is a multi-year recipient of funding for the Emergency Food and Shelter Program (EFSP). EFSP is a federally funded program administered by FEMA to provide shelter, food, and supportive services to individuals and families who are at risk of hunger and/or homelessness. The partnerships have been essential to the efficient and effective delivery of these critically needed services due to the visibility and awareness of the organization and its service delivery. In FY 2024, a total of 75 families received

emergency mortgage, rental, and/or utility assistance through DEAP. ECHO has indicated that it has the capacity to administer DEAP on behalf of the County.

The proposed agreement with ECHO would enhance DEAP, as ECHO would provide residents seeking immediate housing assistance with case management to address additional needs such as food, clothing, and hygiene products, and assistance in applying to other programs such as Supplemental Nutrition Assistance Program (SNAP) and Medicaid. In addition, ECHO would follow up with clients who receive assistance regularly throughout the first year to ensure long-term housing sustainability. ECHO also offers the “Getting Ahead in the Workplace” program, which includes 15 facilitated sessions over four months to help under-resourced individuals build resources and improve their quality of life. In addition to teaching practical skills and strategies, the program also provides a wide range of resources including individual counseling and coaching, nutritious groceries, toiletries, household goods, and professional clothing. Individuals and households utilizing DEAP would be recruited for the Getting Ahead program to enhance sustainability.

The County would contract with ECHO to administer DEAP by assisting individuals with completing an application, determining eligibility based on the County’s Policy, and allocating the appropriate funds to address the emergency situation on clients behalf to landlords, mortgage companies, and utility companies. ECHO would utilize no more than 10 percent of the DEAP funding for administrative and personnel costs, which is consistent with previous agreements for the administration of the DEAP. In addition, ECHO would be required to utilize the Homeless Management Information System (HMIS), which is a local information technology system managed and used by the CoC to collect client-level data and data on the provision of housing and services to individuals and families at risk of and experiencing homelessness. HMIS is utilized nationwide and is administered locally by the CoC to reduce duplication of services and ensure that the critical needs of clients are met. ECHO currently utilizes HMIS for its CoC grant. Based on the data collected, ECHO would provide the County with a monthly report on expenditures and the total number of individuals and families served.

The Purchasing Policy, Board Policy No. 96-1, Section 7, allows the Board to approve and authorize or enter into any contract it deems necessary and desirable for the public welfare, or to vary the requirements of the Purchasing Policy in any instance when necessary and desirable for the public welfare. As previously mentioned, an agreement with ECHO for the administration of DEAP is necessary and desirable for the public welfare because it would enhance DEAP services by providing individuals and households case management to address additional needs such as food, clothing, and hygiene products, and assistance in applying to other programs such as Supplemental Nutrition Assistance Program (SNAP) and Medicaid.

Therefore, it is recommended that the Board waive the requirements of Board Policy No. 96-1 to solicit quotes for this service, and authorize the County Administrator to enter and execute an agreement with ECHO, in a form approved by the County Attorney, to administer the County’s DEAP Program and provide Leon County residents greater access to human service resources. The agreement would be for one year with an option for two additional one-year terms.

Options:

1. Approve Emergency Care Help Organization, Inc., to administer the Leon County Direct Emergency Assistance Program and waive Board Policy No. 96-1 to determine the administration of the Leon County Direct Emergency Assistance Program by Emergency Help Care Organization, Inc., as necessary and desirable for the public welfare.
2. Authorize the County Administrator to enter into and execute an agreement with the Emergency Help Care Organization, Inc., and any future amendments, in a form approved by the County Attorney.
3. Do not approve Emergency Care Help Organization, Inc., to administer the Direct Emergency Assistance Program.
4. Board direction.

Recommendations:

Options #1 and #2

Attachment:

1. Policy No. 20-4 Human Services Emergency Assistance Programs

Board of County Commissioners Leon County, Florida

Policy No. 20-4

Title: Human Services Emergency Assistance Programs

Date Adopted: July 14, 2020

Effective Date: July 14, 2020

Reference: None

Policy Superseded: None

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that a policy entitled “Human Services Emergency Assistance Programs” to administer Leon County’s Human Services Emergency Assistance Programs; the Direct Emergency Assistance Program and the Veteran Emergency Assistance Program; is hereby adopted, to wit:

I. Establishment, Purpose, and Guidelines

A. Direct Emergency Assistance Program

The Direct Emergency Assistance Program (DEAP) is established to provide immediate financial assistance to eligible Leon County residents for basic necessities including housing and utilities to prevent homelessness and maintain safe and sanitary housing conditions.

The County Administrator shall establish guidelines for the administration of DEAP in accordance with this Policy. The guidelines may be amended by the County Administrator.

B. Veteran Emergency Assistance Program

The Veteran Emergency Assistance Program (VEAP) is established to provide immediate financial assistance for basic necessities including housing, utilities, and transportation to eligible Leon County residents that are veterans and have served a minimum of ninety (90) days in the United States military.

The County Administrator shall establish guidelines for the administration of VEAP in accordance with this Policy. The guidelines may be amended by the County Administrator.

II. Form of Assistance and Maximum Level of Assistance

- A. DEAP shall provide financial assistance for the following forms of payments:
 - 1. Rent
 - 2. Mortgage
 - 3. Utility
 - 4. Home Fuel
- B. VEAP shall provide financial assistance for the following forms of payments:
 - 1. Rent
 - 2. Mortgage
 - 3. Utility
 - 4. Home Fuel
 - 5. Temporary Shelter
 - 6. Transportation
- C. All other uses of DEAP and VEAP funding for assistance are prohibited.
- D. The maximum of level of assistance for housing (rent or mortgage) shall be limited to the U.S. Department of Housing and Urban Development (HUD) Fair Market Rent for Leon County based on the number of bedrooms within the home. An applicant will be required to demonstrate the ability to make any payments above the HUD Fair Market Rent required to mitigate eviction or foreclosure.
- E. The maximum of level of assistance for utility or home fuel shall be limited to the amount required to avoid disruption of services for the subsequent 30 days.
- F. The VEAP guidelines shall establish the maximum of level of assistance for Temporary Shelter and Transportation based on cost-of-living increases reported by the federal government or by sound market data.

III. Eligibility

- A. Applicants must reside in Leon County at the time of application to be eligible for DEAP or VEAP. Additionally, VEAP applicants must be veterans and have served a minimum of ninety (90) days in the United States military.
- B. Applicants must have good likelihood of future independence and must demonstrate that their situation will improve by the next payment date for housing and/or utility.
- C. Applicants and his/her household must be in “need” of emergency assistance. Need is demonstrated and documented when the household’s income for the most recent 30-day period is less than the household’s Basic Necessity Expenditures for the most recent 30-day period.

1. For determining eligibility, income shall include the following:
 - a. Wages
 - b. Commissions
 - c. Farm earnings
 - d. Self-employment
 - e. Retirement income/pension/401K
 - f. Social Security
 - g. Supplemental Security Income/Social Security Disability
 - h. Veteran's administration benefits
 - i. Unemployment compensation
 - j. Child support or alimony
 - k. Vocational rehabilitation benefits
 - l. Temporary Assistance for Needy Families (TANF)
 - m. Assistance received from family and friends
 2. For determining eligibility Basic Necessity Expenditures shall include the following:
 - a. Housing
 - b. Utility/Fuel
 - c. Food
 - d. Childcare
 - e. Transportation
 - f. Telephone
 - g. Internet service
 - h. Emergency expenditures (unexpected documented circumstances that impact finances such as fire, flood, theft, or a medical emergency)
 3. With the exception for emergency expenditures, the basic necessity expenditures shall be calculated up to the maximum market level information reported by the federal government or by sound market data.
 4. The maximum market information for the basic necessity expenditures shall be reviewed annually to adjust for cost-of-living increases reported by the federal government or by sound market data and amended upon approval of the County Administrator, or designee.
- D. Applicants and any adult members of his/her household must be employed and work at least 30 hours a week OR be unemployed and actively seeking full-time work (at least 30 hours a week) unless they meet one or more of the following exceptions:
1. An individual who is 62 years old or older.
 2. An individual who is under the age of 18 years old. However, an individual between the ages of 16 and 17 years old who is not enrolled in high school or

an institution of higher education such as college or a technical school, is considered an adult and must work at least 30 hours a week unless he/she meets one of the other exceptions presented in this section.

3. An individual who is 18 years or older and currently enrolled full-time in an institution of higher learning; full-time means at least 12 credit hours. However, at least one adult in the household must work at least 30 hours a week.
4. An individual who is unable to work. (*Verification from a physician or documentation from the U.S. Social Security Administration is required.*)
5. An individual who is needed in the home to care for a disabled adult or child. (*Verification from a physician is required.*)
6. An individual who is employed but is currently not working or working fewer hours due to inclement weather, furlough or downsizing. (*Verification from employer is required.*)
7. An individual who has applied for or is receiving unemployment compensation.
8. An individual (one adult per household) who is needed in the home to care for an infant six (6) months old or younger.

E. Applicants and his/her household shall be limited for assistance to one time every twelve (12) months and no more than three (3) times over the life time of the DEAP or VEAP programs.

IV. Funding

The Board of County Commissioners shall establish the annual budget for DEAP and VEAP, respectively. The County Administrator is authorized to realign funding between DEAP and VEAP to maximize assistance to Leon County residents and veterans.

V. Program Administration

The DEAP and VEAP programs shall be administered by the Office of Human Services and Community Partnerships. However, the County may contract with one or more local organizations to administer any or all portions of one or both programs.

**Leon County
Board of County Commissioners
Notes for Agenda Item #6**

Leon County Board of County Commissioners

Agenda Item #6

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Reauthorization for the Housing Finance Authority of Leon County to Issue Multifamily Housing Revenue Bonds for the Lake Bradford Apartments Affordable Housing Project

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator
Lead Staff / Project Team:	Abigail Thomas, Director, Human Services & Community Partnerships Jelani Marks, Housing Services Manager

Statement of Issue:

This item seeks Board approval of a Resolution to reauthorize the Housing Finance Authority of Leon County to issue Multifamily Housing Revenue Bonds in the amount of \$35 million for the Lake Bradford Apartments Affordable Housing Project located on Kissimmee Street. Board approval of the issuance of bonds is required pursuant to the Federal Tax Equity and Fiscal Responsibility Act of 1982 and Resolution 21-24.

Fiscal Impact:

This item has no fiscal impact. Authorizing the Housing Finance Authority of Leon County to issue a bond poses no liability or obligation to the County and would not impact the County's bond rating.

Staff Recommendation:

Option #1: Approve the Resolution reauthorizing the Housing Finance Authority of Leon County to issue \$35,000,000 in Multifamily Housing Revenue Bonds for the Lake Bradford Apartments project (Attachment #1).

Report and Discussion

Background:

This item seeks Board approval of a Resolution to reauthorize the Housing Finance Authority of Leon County (HFA) to issue Multifamily Housing Revenue Bonds in the amount of \$35 million for the Lake Bradford Apartments Affordable Housing Project located on Kissimmee Street (Attachment #1). Board approval of the issuance of bonds is required pursuant to the Federal Tax Equity and Fiscal Responsibility Act of 1982 (TEFRA) and the Enabling Resolution (21-24) which governs the HFA. The project would construct 158 affordable rental units exclusively for low-income and extremely low-income households.

This agenda item aligns with the Board's Quality of Life Strategic Priority:

- *(Q4) Support and promote access to basic healthcare, mental health, affordable housing, and homeless prevention services to our community members most in need.*

On October 10, 2023, the Board initially authorized the HFA to issue Multifamily Housing Revenue Bonds in the amount of \$35 million for the Lake Bradford Apartments Affordable Housing Project. Per federal law, approvals to issue the bonds are valid for a period of 12 months. Bond closing was anticipated to occur in April 2024; however, it was delayed pending final approval by the Florida Housing Finance Corporation (FHFC) which oversees bonds, tax credits, and financing for affordable housing project in the State. Bond closing for the Lake Bradford Apartments Affordable Housing Project is now projected for December 2024 and therefore requires Board approval to reauthorize the HFA to issue bonds.

Pursuant to Section 159.604, Florida Statutes, the Board established the HFA to alleviate the shortage of affordable housing primarily through capital investment and bond financing. The provisions of the HFA are codified in Chapter 2, Article III, Division 3 of the Leon County Code of Laws. The members of the HFA are appointed by the Board through Resolution No. 21-24 (Attachment #2). The HFA regularly solicits and accepts applications for bond financing from developers for affordable rental projects.

The greatest housing need in Leon County is affordable rental units for households earning 50% of area median income (AMI) or less (very low-income and extremely low-income). In Leon County, most very low-income and extremely low-income households pay more than the standard affordability metric of 30% of their income on housing costs. Over the past three years, the County has provided \$5.765 million in direct funding to increase the number of affordable housing rental units and authorized approximately \$183 million in bond financing for the development and redevelopment of affordable multifamily housing projects (i.e., rental units) that will result in more than 1,200 new affordable rental units within the next 12 – 18 months.

ECG Lake Bradford, LP, a Florida limited partnership, owned by Elmington Capital Group (ECG) headquartered in Nashville, Tennessee, in partnership with the Tallahassee Housing Authority (THA), has proposed the development of approximately 158 rental units on Kissimmee Street exclusively for low-income and extremely low-income households. The THA is a dependent

special district established by the City and recognized in Florida Statutes and the U.S. Department of Housing and Urban Development (HUD) to provide affordable housing to low-income residents through public housing developments as well as the HUD Housing Choice Voucher program (Section 8). The proposed development would set aside 39 units specifically for extremely low-income households (households earning 30% or below AMI). This would align with actions taken by the Board at its May 23, 2023 Workshop Addressing Homelessness, that directed affordable rental developments seeking County funding or bond authorization set aside a portion of units for individuals or families exiting homelessness, which is equivalent to households earning 30% or below AMI.

Section 147(f) of the Internal Revenue Code of 1986 governs the issuance of private activity bonds and requires approval by the Board prior to the issuance of the bonds. TEFRA requires a public hearing be conducted before the Board considers the issuance of bonds to provide citizens an opportunity to comment on the proposed use of tax-exempt funds for private activity. The initial TEFRA hearing and Board approval authorizing the HFA to issue bonds for the Lake Bradford Apartments project expires on October 10, 2024.

Therefore, consistent with its existing policies and IRS regulations, the HFA initiated the reauthorization process for bonds for the Lake Bradford Apartments and held a second TEFRA hearing on August 26, 2024. The TEFRA hearing was noticed on the HFA's website as well as the local newspapers (Tallahassee Democrat and Capital Outlook). A record of the TEFRA hearings is included with the proposed Resolution (Attachment #1). There were no public comments received at the public hearing. Board approval of the issuance of bonds is required pursuant to the TEFRA and Resolution 21-24.

Analysis:

For more than 40 years, the HFA has been a strategic and financial partner of the County to increase the stock of affordable housing in the community through conduit financing. Conduit financing (also known as bond financing) has been a critical mechanism for enhancing and increasing the stock of the affordable rental units in Leon County by providing private developers access to capital to construct housing. The HFA has requested that the Board approve a Resolution reauthorizing the HFA to issue bonds for the Lake Bradford Apartments development which would build 158 affordable rental units.

According to the Shimberg Center for Housing Studies at the University of Florida (Shimberg), the highest affordable housing need in Leon County is affordable rental units for very and extremely low-income households earning 50% or less of the Area Median Income (AMI) (\$44,350 for a household of four). The U.S. Department of Housing and Urban Development (HUD) states that the maximum amount of income a household should expend on housing costs is 30%, which includes rent/mortgage, HOA fees, and utilities. According to Shimberg, in Leon County, most very and extremely low-income households, those earning less than 50% of the AMI (more than 18,000 households), pay more than 50% of their income on housing costs. Additionally, in 2020, the Florida Housing Coalition conducted a study for the City of Tallahassee

which assessed that Leon County generally lacks smaller affordable units and affordable rental units for extremely low and very low-income households.

Proposed Lake Bradford Apartments Development

As previously stated in this item, ECG Lake Bradford, LP, has proposed the development of approximately 158 affordable rental units on Kissimmee Street (Attachment #3). As shown in Table #1, the development will provide rental units for low-income, very low-income, and extremely low-income households. The proposed development would set aside 39 units specifically for extremely low-income households (households earning 30% or below AMI). This would align with actions taken by the Board at its May 23, 2023 Workshop Addressing Homelessness, that directed affordable rental developments seeking County funding or bond authorization set aside a portion of units for individuals or families exiting homelessness, which is equivalent to households earning 30% or below AMI. This will build upon the County's efforts to increase affordable housing for individuals and families experiencing homelessness.

Table #1: Lake Bradford Apartments Units & Income Limits

Income Limit	Income Category	Number of Units
80% or below AMI	Low	15
70% or below AMI	Low	87
60% or below AMI	Low	17
30% or below AMI	Extremely Low	39
Total		158

The total cost of the Lake Bradford Apartments project is approximately \$56.2 million, for which the developer has requested that the HFA issue \$35 million in Multifamily Housing Revenue Bonds to provide the primary financing. The Lake Bradford Apartments Project is also receiving \$961,300 from the City of Tallahassee. The remainder of the project funding would be financed through Low-Income Housing Tax Credits and the State Apartment Incentive Loan (SAIL) funds from the FHFC. SAIL provides mortgage loans or loan guarantees to developers of multifamily affordable housing units for low-income (up to 80% of AMI) households. The FHFC preliminarily approved SAIL financing for the Lake Bradford Apartments in the amount of \$7.15 million. The available SAIL funding is contingent upon final award, underwriting and the securing of other funding sources. Bond closing was anticipated to occur in April 2024; however, it was delayed pending final approval by FHFC of SAIL funding for the project. Should the Board approve the Resolution, bond closing is anticipated for December 2024.

Consistent with its existing policies and IRS regulations, the HFA initiated the reauthorization process for bonds for the Lake Bradford Apartments and held a TEFRA hearing on August 26, 2024. The hearing was conducted in-person and the public was allowed to participate via the telephone. There were no public comments received at the hearing.

Federal law and County policy require Board approval prior to the issuance of the bond by the HFA. Should the Board approve the Resolution, neither Leon County nor the HFA would be liable or have any financial obligation for the bonds. In addition, the issuance of the bonds would not have any impact to the County's bond rating. The HFA is acting as a conduit issuer in this process and only ECG Lake Bradford, LP, will be legally responsible for payments to the bondholders. The HFA is also conducting a credit underwriting process prior to issuing the proposed bonds to the developer to ensure the operational and financial feasibility of the proposed project. In addition, the private buyers of the bonds and the tax credit equity investor for the project will each conduct an independent credit underwriting review.

Following Board approval reauthorizing the HFA to issue Multifamily Housing Revenue Bonds for the Lake Bradford Apartments, the HFA will request a \$35 million revenue bond reservation from the State Board of Administration's Division of Bond Finance. The HFA anticipates the bonds for the Lake Bradford Apartments project to close in December 2024, with site planning and construction beginning shortly thereafter.

Options:

1. Approve the Resolution reauthorizing the Housing Finance Authority of Leon County to issue \$35,000,000 in Multifamily Housing Revenue Bonds for the Lake Bradford Apartments project (Attachment #1).
2. Do not approve the Resolution reauthorizing the Housing Finance Authority of Leon County to issue \$35,000,000 in Multifamily Housing Revenue Bonds for the Lake Bradford Apartments project.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Resolution authorizing \$35,000,000 Multifamily Housing Revenue Bonds for the Lake Bradford Apartments Project
2. Resolution No. 21-24
3. Lake Bradford Apartments Multifamily Revenue Bonds Funded Project Summary

RESOLUTION NO. 24-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, APPROVING, FOR PURPOSES OF SECTION 147(F) OF THE INTERNAL REVENUE CODE OF 1986, AS AMENDED, THE ISSUANCE BY THE HOUSING FINANCE AUTHORITY OF LEON COUNTY, FLORIDA, OF ITS NOT TO EXCEED \$35,000,000 MULTIFAMILY HOUSING REVENUE BONDS (LAKE BRADFORD APARTMENTS) FOR THE BENEFIT OF ECG LAKE BRADFORD, LP, A FLORIDA LIMITED PARTNERSHIP, OR ITS AFFILIATE, TO PROVIDE FUNDS TO FINANCE A MULTIFAMILY RENTAL HOUSING FACILITY; REPLACING AND SUPERSEDING RESOLUTION NO. 23-32; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, pursuant to Chapter 2, Article III, Division 3, Sections 2-71 to 2-76, Leon County Code of Laws, as supplemented and amended (the "Ordinance"), the Board of County Commissioners of Leon County, Florida (the "Board") created the Housing Finance Authority of Leon County, Florida (the "Authority") in accordance with Chapter 159, Part IV, Florida Statutes, as amended (the "Act"), to provide for the issuance of and to issue and sell its revenue bonds for the purpose of paying all or any part of the cost of any "qualifying housing development," as defined in the Act; and

WHEREAS, ECG Lake Bradford, LP, a Florida limited partnership, or one of its affiliates (the "Borrower"), has requested the Authority issue its Multifamily Housing Revenue Bonds (Lake Bradford Apartments), in one or more series of tax-exempt bonds and/or taxable bonds (the "Bonds"), the proceeds of which would be used to (a) finance the acquisition, construction, and/or equipping of a 158-unit multifamily rental housing facility known as Lake Bradford Apartments to be rented to persons or families of moderate, middle, or lesser income located at 1131 & 1139 Kissimmee Street, Tallahassee, Leon County, Florida, with proceeds of the Bonds in an amount not to exceed \$35,000,000 (the "Development"); (b) fund a deposit to the reserve fund, if any, and (c) pay a portion of the costs of issuance of the Bonds; and

WHEREAS, Section 147(f) of the Internal Revenue Code of 1986, as amended (the Code), requires approval of the issuance of the Bonds by the Board, as the "applicable elected representative" under Section 147(f) of the Code after a public hearing following reasonable public notice; and

45 **WHEREAS**, the Board, by Resolution No. 23-32 adopted October 10, 2023,
46 previously approved the issuance of the Bonds; and
47

48 **WHEREAS**, the Authority conducted a subsequent public hearing on August 26,
49 2024, notice of which hearing was published on August 8, 2024, on the public website of the
50 Authority in an area used to inform residents about events affecting the residents, and on
51 August 12, 2024 and August 19, 2024 in the Tallahassee Democrat and on August 15, 2024,
52 2024 in the Capital Outlook (a copy of which notice is attached hereto as Exhibit A and
53 incorporated herein), for the purpose of considering the issuance of the Bonds by the
54 Authority, in accordance with the requirements of Section 147(f) of the Code. The public
55 hearing disclosed no reason why the Bonds should not be issued.
56

57 **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY**
58 **COMMISSIONERS OF LEON COUNTY, FLORIDA THAT:**
59

60 **SECTION 1. AUTHORITY.** This resolution is adopted pursuant to the
61 Constitution of the State of Florida, Chapter 125, Florida Statutes, the Ordinance, the
62 Act, and other applicable provisions of law.
63

64 **SECTION 2. APPROVAL.**
65

66 (a) For purposes of Section 147(f) of the Code, the Board hereby approves the
67 issuance of the Bonds in an aggregate principal amount not to exceed \$35,000,000, in one or
68 more series, to finance the Development; provided, however, the aggregate principal amount
69 of the Bonds actually issued may be in an aggregate principal amount not to exceed 10% of
70 the aggregate principal amount hereby approved.
71

72 (b) The approval given herein shall not be construed as (i) an endorsement of the
73 creditworthiness of the Borrower or the financial viability of the Development; (ii) a
74 recommendation to any prospective purchaser to purchase the Bonds; (iii) an evaluation of
75 the likelihood of the repayment of the debt service on the Bonds; or (iv) approval of any
76 necessary rezoning applications or approval or acquiescence to the alteration of existing
77 zoning or land use nor approval for any other regulatory permits relating to the
78 Development. Further, this approval shall not be construed to obligate Leon County, Florida
79 (the "County") to incur any liability, pecuniary or otherwise, in connection with either the
80 issuance of the Bonds or the acquisition, construction, and/or equipping of the Development.
81

82 **SECTION 3. FINANCING TO BE A LIMITED OBLIGATION.** Neither the
83 Authority, the County, the State of Florida (the "State"), nor any political subdivision thereof
84 shall in any event be liable for the payment of the principal on or the interest of the Bonds or
85 any obligations under the financing documents, except that the Authority shall be liable to
86 pay the debt solely from and through payments of the Borrower as provided by the terms of
87 the financing documents. The Bonds shall never constitute an indebtedness of the Authority,
88 the County, the State, or of any political subdivision thereof, within the meaning of any state
89 constitutional provisions or statutory limitation and shall never constitute or give rise to the

pecuniary liability of the Authority, the County, the State, or any political subdivision thereof or a charge against the general credit or taxing power of the Authority, the County, the State, or any political subdivision thereof. The purchaser of the Bonds shall not have the right to compel any exercise of the ad valorem taxing power of the Authority, the County, the State, or of any political subdivision thereof to make payments under the financing documents.

SECTION 4. REPEAL OF PRIOR RESOLUTION. Resolution No. 23-32 of the Board is hereby repealed, superseded and of no further force and effect.

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect immediately upon its passage and adoption.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Leon County, Florida on this 8th day of October, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, Chair
Board of County Commissioners

ATTESTED BY:

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

By: _____

APPROVED AS TO FORM:

Leon County Attorney's Office

By: _____
Chasity H. O'Steen, Esq.,
County Attorney

EXHIBIT A

**NOTICE OF PUBLIC HEARING
AND REPORT OF AUTHORITY AS TO PUBLIC HEARING**

**NOTICE OF PUBLIC HEARING
CONCERNING THE HOUSING FINANCE AUTHORITY OF LEON COUNTY, FLORIDA'S
PROPOSED ISSUANCE OF ITS
MULTIFAMILY HOUSING REVENUE BONDS, IN AN
AGGREGATE AMOUNT OF NOT TO EXCEED \$35,000,000**

Public Notice is hereby given that on August 26, 2024, at 10:00 A.M., or as soon thereafter as practicable, that the Housing Finance Authority of Leon County, Florida (the "Authority") will cause a public hearing to be conducted at 615 Paul Russell Road, small conference room, Tallahassee, Florida, and via the following toll-free telephonic conference line in lieu of physical presence at the public hearing:

**DIAL IN NUMBER: (877) 304-9269
PARTICIPATION CODE: 554542**

in accordance with the Tax Equity Fiscal Responsibility Act ("TEFRA") on the proposed issuance by the Authority of its Multi-Family Housing Revenue Bonds, in the aggregate principal amount of not to exceed \$35,000,000 for purposes of financing the Project referenced below. The proceeds of such bonds will be used to finance the acquisition, construction, and equipping of the following Project located at the following location in Leon County, Florida:

Owner: ECG LAKE BRADFORD, LP
Project Name: LAKE BRADFORD APARTMENTS
Location: 1131 & 1139 Kissimmee Street, Tallahassee, Florida 32310
No. of Units: 158
Aggregate principal amount of tax exempt Bonds: not exceeding \$35,000,000

If any member of the general public wishes to be heard at the hearing, he or she may do so by participating on the call or in person at the time set forth above or by submitting their views in writing delivered at least 24 hours prior to the date and time of the meeting set forth above to Mark Hendrickson, Administrator to the Authority at mark@thehendricksoncompany.com.

The purpose of the public hearing is to afford members of the general public an opportunity to be heard with respect to the proposed issuance of the Bonds by the Authority.

All interested parties are invited to attend and present their comments at the time and in the manner set forth above.

In accordance with the Americans with Disabilities Act, persons with disabilities needing special assistance accommodations to participate in this proceeding should contact Mr. Mark Hendrickson, no later than two (2) days prior to the hearing at telephone number (850) 671-5601 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers at (800) 955-8771 (TDD) or (800) 955-8700 (VOICE) for assistance.

IF ANY PERSON WISHES TO APPEAL ANY DECISION MADE BY THE AUTHORITY WITH RESPECT TO ANY MATTER CONSIDERED AT THIS HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.

HOUSING FINANCE AUTHORITY OF LEON
COUNTY, FLORIDA

REPORT OF HEARING OFFICER

Chairman and Commissioners of the
Leon County Board of County Commissioners
Leon County Courthouse
301 South Monroe Street
Tallahassee, Florida 32301

Re: Proposed Issuance of Multifamily Housing Revenue Bonds (Lake Bradford Apartments), by the Housing Finance Authority of Leon County, Florida in an amount not to exceed \$35,000,000

Ladies and Gentlemen:

Pursuant to the authorization by the governing body of the Housing Finance Authority of Leon County, Florida (the "Authority"), I conducted a public hearing on August 26, 2024, at 10:00 A.M. via toll-free telephonic conference line and physical presence at such public hearing, with respect to the contemplated issuance by the Authority of its Multifamily Housing Revenue Bonds (Lake Bradford Apartments) in an amount not to exceed \$35,000,000 (the "Bonds").

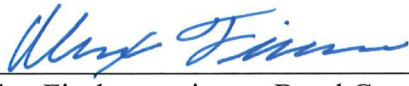
Due notice of the public hearing was published on August 8, 2024, on the public website of the Authority in an area used to inform residents about events affecting the residents and was published in the Tallahassee Democrat on August 12, 2024 and August 19, 2024 and in the Capital Outlook on August 15, 2024. Proof of such publication is attached hereto.

At the public hearing, no persons appeared and requested to be heard. No persons submitted any comments in writing for the consideration of the Authority and the Leon County Board of County Commissioners (the "Board") with respect to the issuance of the Bonds by the Authority or the approval of the Bonds by the Board.

The public hearing was opened at 10:00 a.m. prevailing Eastern Time, and was closed at 10:30 a.m. prevailing Eastern Time on August 26, 2024.

[Remainder of page intentionally left blank]

Respectfully submitted on the 28th day of August, 2024, by the undersigned on behalf of the Authority.

By: 
Alex Fischer, acting as Bond Counsel

Housing Finance Authority of Leon County,
Florida Hearing Officer

PROOF OF PUBLICATION

CERTIFICATE RELATING TO TEFRA HEARING PUBLICATION

I HEREBY CERTIFY that:

1. I am the duly appointed, qualified, and acting Web Administrator of Leon County, Florida (the "County").

2. The County provides the Housing Finance Authority of Leon County, Florida (the "Authority") a website located at:

<https://cms.leoncountyfl.gov/Home/Departments/Office-of-Human-Services-and-Community-Partnership/Housing-Finance-Authority>,

to which the Authority periodically requests to have public notices published.

3. The Authority requested the posting of the notice of public hearing, attached hereto as Exhibit A on the Authority section of the County's website located at:

<https://cms.leoncountyfl.gov/Home/Departments/Office-of-Human-Services-and-Community-Partnership/Housing-Finance-Authority>

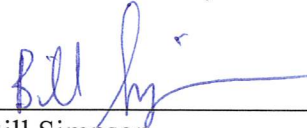
4. The Authority notice of public hearing, attached hereto as Exhibit A. was published to the Authority section of the County's website located at:

<https://cms.leoncountyfl.gov/Home/Departments/Office-of-Human-Services-and-Community-Partnership/Housing-Finance-Authority>

on 8/8/2024, at 12:15 p.m., and remained on the website through the date of the public hearing.

DATED this 29 day of August, 2024.

LEON COUNTY, FLORIDA



Bill Simpson
Leon County Web Administrator



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Nabors, Giblin And Nickerson
Po Box 11008
Tallahassee FL 32302-3008

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the Tallahassee Democrat, a newspaper published in Tallahassee in Leon County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible website of Leon County, Florida, or in a newspaper by print in the issues of, on:

08/12/2024, 08/19/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 08/19/2024

Legal Clerk

Nancy Heyrman

Notary, State of WI, County of Brown

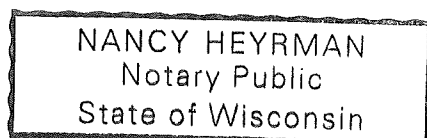
5.15.27

My commission expires

Publication Cost:	\$334.00	
Tax Amount:	\$0.00	
Payment Cost:	\$334.00	
Order No:	10466565	# of Copies:
Customer No:	1125021	0
PO #:	LSAR0142086	

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.



NOTICE OF PUBLIC HEARING
NOTICE OF PUBLIC HEARING
CONCERNING THE HOUSING
FINANCE AUTHORITY OF LEON
COUNTY, FLORIDA'S
PROPOSED ISSUANCE OF ITS
MULTIFAMILY HOUSING
REVENUE BONDS, IN AN
AGGREGATE AMOUNT OF NOT
TO EXCEED \$35,000,000

Public Notice is hereby given that
on August 26, 2024, at 10:00 A.M., or
as soon thereafter as practicable,
that the Housing Finance Author-
ity of Leon County, Florida (the
"Authority") will cause a public
hearing to be conducted at 615 Paul
Russell Road, small conference
room, Tallahassee, Florida, and via
the following toll-free telephonic
conference line in lieu of physical
presence at the public hearing:

DIAL IN NUMBER: (877) 304-9269

PARTICIPATION CODE: 554542

in accordance with the Tax
Equity Fiscal Responsibility Act
("TEFRA") on the proposed issu-
ance by the Authority of its Multi-
Family Housing Revenue Bonds,
in the aggregate principal amount
of not to exceed \$35,000,000 for
purposes of financing the Project
referenced below. The proceeds of
such bonds will be used to finance
the acquisition, construction, and
equipping of the following Project
located at the following location in
Leon County, Florida:

Owner: ECG LAKE BRADFORD,
LP

Project Name: LAKE BRADFORD
APARTMENTS

Location: 1131 & 1139 Kissimmee
Street, Tallahassee, Florida 32310

No. of Units: 158

Aggregate principal amount of
tax exempt Bonds: not exceeding
\$35,000,000

If any member of the general public
wishes to be heard at the hearing, he
or she may do so by participating on
the call or in person at the time set
forth above or by submitting their
views in writing delivered at least 24
hours prior to the date and time of
the meeting set forth above to Mark
Hendrickson, Administrator to the
Authority at mark@thehendrickson-
company.com.

The purpose of the public hearing
is to afford members of the general
public an opportunity to be heard
with respect to the proposed issu-
ance of the Bonds by the Authority.
All interested parties are invited to
attend and present their comments
at the time and in the manner set
forth above.

In accordance with the Ameri-
cans with Disabilities Act, persons
with disabilities needing special
assistance accommodations to
participate in this proceeding should
contact Mr. Mark Hendrickson, no
later than two (2) days prior to the
hearing at telephone number (850)
671-5601 for assistance; if hearing
impaired, telephone the Florida
Relay Service Numbers at (800)
955-8771 (TDD) or (800) 955-8700
(VOICE) for assistance.

IF ANY PERSON WISHES TO
APPEAL ANY DECISION MADE
BY THE AUTHORITY WITH
RESPECT TO ANY MATTER
CONSIDERED AT THIS HEARING,
HE OR SHE WILL NEED A
RECORD OF THE PROCEEDINGS,
AND FOR SUCH PURPOSE, HE
OR SHE MAY NEED TO ENSURE
THAT A VERBATIM RECORD OF
THE PROCEEDINGS IS MADE,
WHICH RECORD INCLUDES THE
TESTIMONY AND EVIDENCE
UPON WHICH THE APPEAL IS
MADE.

HOUSING FINANCE AUTHORITY
OF LEON COUNTY, FLORIDA

August 12, 19 2024

LSAR01420 Page 228 of 1632

Posted on September 30, 2024

**AFFIDAVIT OF
PUBLICATION**

**THIS AFFIDAVIT
AFFIRMS THAT:**

The **Capital Outlook** is a newspaper published in the city of **Tallahassee**, county of **Leon**, state of **Florida**, and has been published continuously since 1975, and that:

the Capital Outlook did publish a: Legal Classified:

Notice of Public Hearing Concerning the Housing Finance Authority of Leon County, Florida's Proposed Issuance of Its Multifamily Housing Revenue Bonds in an Aggregate Amount of Not to Exceed \$35,000,000


In Re: Lake Bradford Apartments

in its issue(s) of:
8/15/2024

The publication of said notice is affirmed by:


(Representative)

who appeared before me this: day
of: in the year:


(Notary) 8/19/24

**NOTICE OF PUBLIC HEARING
CONCERNING THE HOUSING FINANCE
AUTHORITY OF LEON COUNTY, FLORIDA'S
PROPOSED ISSUANCE OF ITS
MULTIFAMILY HOUSING REVENUE BONDS,
IN AN AGGREGATE AMOUNT OF NOT TO
EXCEED \$35,000,000**

Public Notice is hereby given that on August 26, 2024, at 10:00 A.M., or as soon thereafter as practicable, that the Housing Finance Authority of Leon County, Florida (the "Authority") will cause a public hearing to be conducted at 615 Paul Russell Road, small conference room, Tallahassee, Florida, and via the following toll-free telephonic conference line in lieu of physical presence at the public hearing:

**DIAL IN NUMBER: (877) 304-9269
PARTICIPATION CODE: 554542**

in accordance with the Tax Equity Fiscal Responsibility Act ("TEFRA") on the proposed issuance by the Authority of its Multi-Family Housing Revenue Bonds, in the aggregate principal amount of not to exceed \$35,000,000 for purposes of financing the Project referenced below. The proceeds of such bonds will be used to finance the acquisition, construction, and equipping of the following Project located at the following location in Leon County, Florida:

Owner: ECG LAKE BRADFORD, LP
Project Name: LAKE BRADFORD
APARTMENTS
Location: 1131 & 1139 Kissimmee Street,
Tallahassee, Florida 32310
No. of Units: 158
Aggregate principal amount of tax exempt
Bonds: not exceeding \$35,000,000

If any member of the general public wishes to be heard at the hearing, he or she may do so by participating on the call or in person at the time set forth above or by submitting their views in writing delivered at least 24 hours prior to the date and time of the meeting set forth above to Mark Hendrickson, Administrator to the Authority at mark@thehendricksoncompany.com.

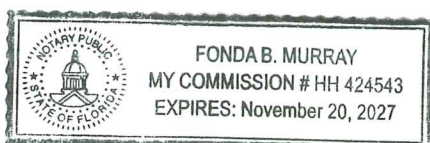
The purpose of the public hearing is to afford members of the general public an opportunity to be heard with respect to the proposed issuance of the Bonds by the Authority.

All interested parties are invited to attend and present their comments at the time and in the manner set forth above.

In accordance with the Americans with Disabilities Act, persons with disabilities needing special assistance accommodations to participate in this proceeding should contact Mr. Mark Hendrickson, no later than two (2) days prior to the hearing at telephone number (850) 671-5601 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers at (800) 955-8771 (TDD) or (800) 955-8700 (VOICE) for assistance.

IF ANY PERSON WISHES TO APPEAL ANY DECISION MADE BY THE AUTHORITY WITH RESPECT TO ANY MATTER CONSIDERED AT THIS HEARING, HE OR SHE WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE, HE OR SHE MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE.

HOUSING FINANCE AUTHORITY
OF LEON COUNTY, FLORIDA



RESOLUTION NO. R21- 24

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, REGARDING THE STRUCTURE, ORGANIZATION, MEMBERSHIP, PROGRAMS AND ACTIVITIES OF THE HOUSING FINANCE AUTHORITY; REPLACING AND SUPERSEDING RESOLUTION NO. 17-02; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on June 10, 1980, the Board adopted Ordinance No. 80-39, creating the Housing Finance Authority pursuant to Chapter 159, Part IV, Florida Statutes (the Florida Housing Finance Authority Law); and

WHEREAS, the provisions pertaining to the Housing Finance Authority are codified at Chapter 2, Article III, Division 3 of the Code of Laws of Leon County, Florida; and

WHEREAS, on February 7, 2017, the Board approved an ordinance amending Chapter 2, Article III, Division 3 of the Code of Laws of Leon County, regarding the Housing Finance Authority; and

WHEREAS, the ordinance amending Chapter 2, Article III, Division 3 of the Code of Laws of Leon County provides that the Board may, by resolution, provide for the structure, organization, membership, programs or activities of the Housing Finance Authority;

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS FOR LEON COUNTY, FLORIDA, that:

Section 1. Declaration of need.

The Board of County Commissioners hereby reasserts and declares the need for a housing finance authority to function to alleviate the shortage of housing and capital for investment in housing in the county.

Section 2. Membership; terms; compensation; quorum.

(a) The Housing Finance Authority (the “Authority”) shall be composed of seven members appointed by the Board of County Commissioners (the “Board”), one of whom shall be designated chairperson. Not less than a majority of the members shall be knowledgeable in one of the following fields: labor, finance, or commerce.

(b) The terms of the members shall be four years each. Members shall hold office until a successor has been appointed and qualified. Each vacancy shall be filled for the remainder of the unexpired term. A certificate of the appointment or reappointment of any member shall be filed with the clerk of the circuit court, and the certificate shall be conclusive evidence of the due and proper appointment of the member.

(c) A member shall receive no compensation for his or her services, but shall be entitled to necessary expenses, including traveling expenses, incurred in the discharge of duties.

(d) A majority of the members constitutes a quorum, and action may be taken by the Authority upon a vote of a majority of the members present.

Section 3. Conflicts of interest prohibited; disclosure.

Members and employees of the Authority shall comply with the conflict of interest prohibitions and disclosure requirements set forth in Section 159.606, Florida Statutes, as amended.

Section 4. Removal of members; amendment; termination.

A member of the Authority may be removed by the Board without cause by a three-fifths vote of the Board, or for neglect of duty or misconduct in office by a majority vote of the Board. In addition, the Board may, at its sole discretion, and at any time, alter or change the structure, organization, programs or activities of the Authority, and has the power to terminate the Authority, subject to any limitation on the impairment of contracts entered into by the Authority and subject to the limitations or requirements of the Florida Housing Finance Authority Law.

Section 5. Powers; authority.

(a) The powers of the Authority granted by Chapter 159, Part IV, Florida Statutes (the Florida Housing Finance Authority Law), are vested in the members of the Authority in office.

(b) The Authority is authorized to transact business, perform duties, and exercise those public and essential governmental functions set forth in Chapter 159, Part IV, Florida Statutes.

(c) The Authority is authorized to exercise those functions and activities provided by and consistent with Section 159.608, Florida Statutes, which includes the following:

1. To sue and be sued;
2. To have a seal;
3. To make and execute contracts and other instruments necessary or convenient to the exercise of its powers;
4. To make, and from time to time amend and repeal bylaws, rules and regulations;
5. To own real and personal property;
6. To purchase or make commitments to purchase loans;
7. To borrow money through the issuance of bonds;
8. To make loans;
9. To deposit funds into an account with a lending institution; and
10. To invest funds.

Section 6. Agents and employees; legal counsel; create or assist in creating not-for-profit corporations.

The Authority may:

(a) Employ such agents and employees, permanent or temporary, as it requires and may determine the qualifications, duties, and compensation of those agents and employees. The Authority may delegate to an agent or employee such powers or duties as the Authority may deem proper.

(b) Employ its own legal counsel.

(c) Create or assist in creating corporations that qualify as not-for-profit corporations under s. 501(c)(3) of the Internal Revenue Code of 1986, as amended, and under the laws of this state, and that are engaged in acquiring, constructing, reconstructing, or rehabilitation qualifying housing developments.

Section 7. Budgets; Audits; Financial Reporting; Bond Issuance.

(a) The Authority's budgets, audits, and financial reports shall be prepared, adopted, and reported in compliance with Chapter 189, Florida Statutes (the Uniform Special District Accountability Act).

(b) Prior to and as of the date of this Resolution, the Authority's annual budget, in accordance with Section 189.016(5), Florida Statutes, has been contained within the general budget of the Board, and clearly stated as the budget of the Authority. The Authority's annual budget shall continue to be contained within the Board's budget. Notwithstanding that however, the Board, as provided for in Section 189.016(5), Florida States, hereby gives its concurrence for the Authority, at the Authority's option, to be budgeted separately; provided that such option shall not be available to the Authority until after the end of the Board's Fiscal Year 2016-2017 on September 30, 2017.

(c) The Authority shall provide any budget or financial information requested by the Board at the time and place designated by the Board.

(d) Pursuant to Section 189.016(9), Florida Statutes, as amended, the Authority shall provide its annual financial audit reports in accordance with Section 218.39, Florida Statutes, as amended.

(e) Tax-exempt bonds of the Authority shall be subject to approval by the Board prior to issuance thereof for the limited purpose of compliance with the requirements of the Internal Revenue Code of 1986, as amended, or any successor provision.

Section 8. Annual Report to the Board.

The Authority shall provide an annual written report to the Board of its programs, activities, and accomplishments.

Section 9. Limitations.

(a) The Authority shall not finance the acquisition, construction, reconstruction, or rehabilitation of any “qualifying housing development,” as defined by Section 159.603, Florida Statutes, for its own profit or as a source of revenue to the state or any local governmental unit, except when it is for the Authority’s offices and affordable housing.

(b) The Authority shall have no power to acquire property by eminent domain.

(c) Each “qualifying housing development,” as defined by Section 159.603, Florida Statutes, of the Authority shall be subject to the applicable planning, zoning, health, and building laws, ordinances, and regulations.


(d) The Authority shall not exercise any power otherwise prohibited by Chapter 159, Part IV, Florida Statutes.

Section 10. Repealer. This resolution replaces and supersedes Resolution No. 17-02, which was adopted by the Board on February 7, 2017.

Section 11. Effective Date. This resolution shall have effect upon adoption.

PROPOSED, PRESENTED AND PASSED by the Board of County Commissioners of Leon County, Florida this 11th day of May 2021.

LEON COUNTY, FLORIDA

By: 
Rick Minor, Chairman
Board of County Commissioners

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

By: 


APPROVED AS TO FORM:
Chasity H. O’Steen, County Attorney
Leon County Attorney’s Office

By: Chasity H. O’Steen
Digitally signed by Chasity H. O’Steen
DN: cn=Chasity H. O’Steen, o=Leon County Board of
County Commissioners, ou=County Attorney’s Office,
email=osteenc@leoncountyfl.gov, c=US
Date: 2021.05.14 16:39:48 -0400

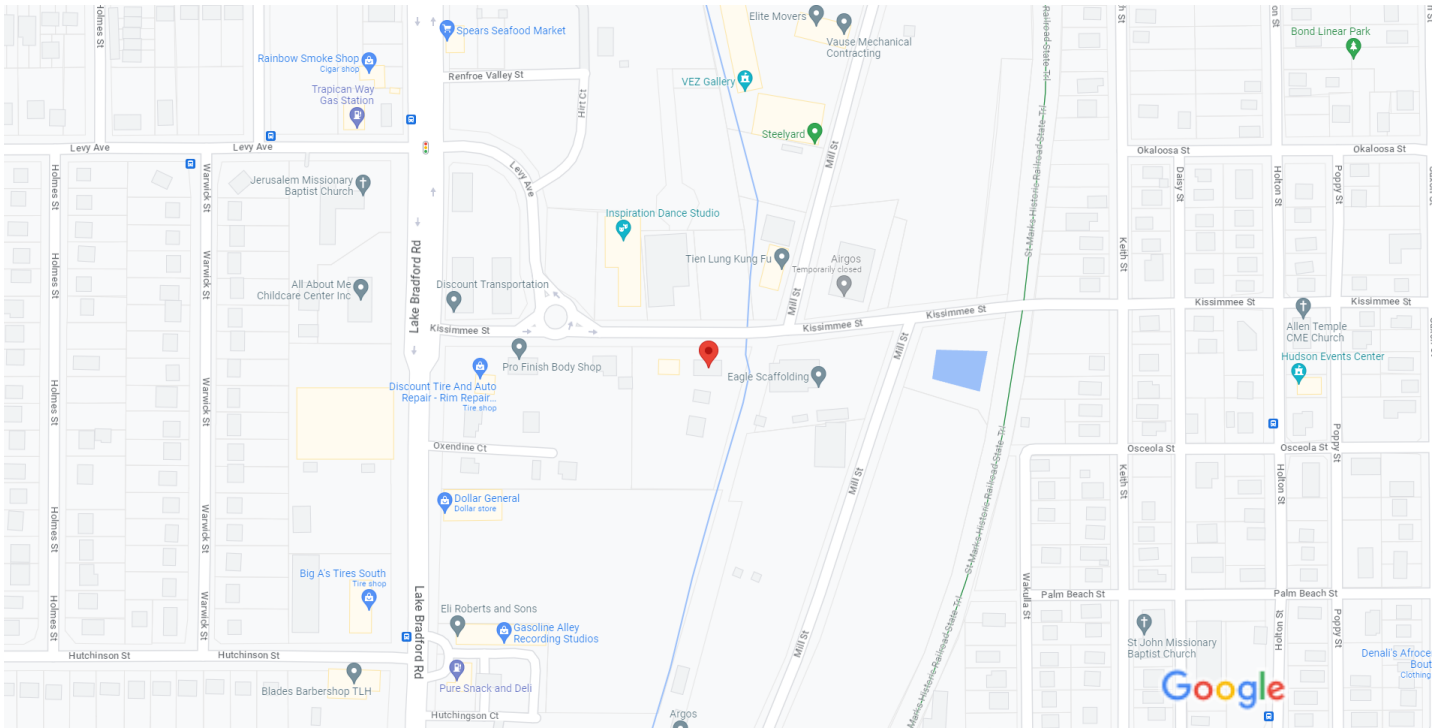
MULTIFAMILY REVENUE BOND PROJECT SUMMARY

	Lake Bradford
Developer/ Location	Elmington Capital Group & Tallahassee Housing Authority Nashville, TN & Tallahassee, FL
Development Location	1131 & 1139 Kissimmee Street City of Tallahassee
County Commission District	Bill Proctor
Type	New Construction Mid-Rise 4-story with elevator
Demographic	Family
HFA Bond Request	\$35,000,000
TEFRA Hearing	9-25-23/8-26-24
TEFRA Approval	10-10-23/10-8-24
Credit Enhancement	Private Placement to R4
Credit Underwriter	Seltzer
Closing Date	12-11-24
Units	158
Permanent 1 st Mortgage Estimate	\$16,979,000
SAIL & ELI (FHFC)	\$7,146,000
City of Tallahassee Loan	\$1,000,000
HFA Loan Request	\$57,000
Housing Credits	R4 \$21,454,332 \$135,787/unit
TDC	\$56,190,457
TDC per unit	\$355,636
Land Cost	\$2,300,000 or 14,557/unit
Hard Construction Cost	\$35,291,359 \$223,363/unit
Set Aside Period	50 years
Set Aside Levels	9.5% (15 units) < 80% AMI 55.1% (87 units) < 70% AMI 10.8% (17 units) < 60% AMI 24.7% (39 units) < 30% AMI



1131 Kissimmee St

Location of proposed Lake Bradford Apartments Project



Map data ©2023 Google 100 ft



1131 Kissimmee St

Building



Directions



Save



Nearby



Send to
phone



Share



1131 Kissimmee St, Tallahassee, FL 32310

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

Leon County Board of County Commissioners

Agenda Item #7

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval of Employee Benefits Services Agreements

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Candice Wilson, Director, Human Resources
Lead Staff / Project Team:	Paula DeBoles-Johnson, Human Resources Manager

Statement of Issue:

This item seeks Board approval to execute employee benefits services agreements with Brown & Brown Insurance Services, Inc., Blue Cross and Blue Shield of Florida, Inc., and Capital Health Plan, Inc. for health insurance and optional benefits programs made available to County employees for the upcoming plan year.

Fiscal Impact:

This item has a fiscal impact. Adequate funding for employer supported health insurance is included in the FY 2025 budget in the amount of \$12.1 million, an increase of 5 percent. Optional benefit programs offered by the County are paid by the employees electing to participate in said programs.

Staff Recommendation:

Option #1: Approve the employee benefits service agreements with Brown & Brown Insurance Services, Inc. (Attachment #1), Blue Cross and Blue Shield of Florida, Inc. (Attachment #2), and Capital Health Plan, Inc. (Attachment #3), subject to legal review by the County Attorney, and authorize the County Administrator or designee to execute the agreements and subsequent amendments.

Report and Discussion

Background:

This item seeks Board approval to execute employee benefits services agreements with Brown & Brown Insurance Services, Inc. (Attachment #1), Blue Cross and Blue Shield of Florida, Inc. (Attachment #2), and Capital Health Plan, Inc. (Attachment #3), for health insurance and optional benefits programs made available to County employees for the upcoming plan year.

Leon County provides a Cafeteria Plan (Section 125 of the Internal Revenue Code) of insurance offerings to its employees which include health, dental, long-term care, vision, and life insurance, along with Flexible Spending Accounts (FSA) consisting of both medical reimbursement and dependent care accounts. Each of these products and/or benefits requires a contract or agreement, whether the associated fees are paid by the Board or by the broker. Vendor contracts must be fully executed in order for employees to sign-up for benefits during the Open Enrollment period which is October 14 through November 1, 2024.

Adequate funding for employer supported health insurance is included in the FY 2025 budget in the amount of \$12.1 million. Optional benefit programs offered by the County are paid by the employees electing to participate in said programs. Employee contributions for health, dental, vision insurance premiums, and FSA accounts are paid with pre-tax dollars through payroll deduction.

Analysis:

Leon County has had longstanding agreements with its benefits providers through the services brokered by Brown & Brown Insurance Services, Inc. Ancillary benefits such as life, dental, vision, medical reimbursement, and dependent care coverage help to make the County a much more competitive employer by having the ability to offer both a competitive salary and a comprehensive benefits package for employees. Leon County strives to offer benefits consistent with industry standards, while seeking the most comprehensive benefits coverage and offerings that are affordable for employees.

This item seeks approval to execute employee benefits services agreements with Brown & Brown Insurance Services, Inc. (Brown & Brown), Blue Cross and Blue Shield of Florida, Inc. (Florida Blue), and Capital Health Plan, Inc. (CHP), for health insurance and optional benefits programs made available to County employees for the upcoming plan year.

Brown & Brown manages the County's employee life insurance program through USABLE, dental insurance through The Standard Dental, and optional benefits programs paid by County employees. The employer portion of the employee life insurance will increase 6% in FY 2025. The employee portion of dental insurance will also increase incrementally in FY 2025 by 4%. The Standard Dental insurance is paid by employees and will not impact the County budget. Supplemental life insurance and vision care insurance rates will remain at FY 2024 levels.

Florida Blue and CHP continue to be the providers of health insurance for the County and in the local market. At this time, the two providers are the most affordable health insurance providers in the Big Bend area. The County's costs to provide employee health insurance will increase 5% which has already been included in the FY 2025 budget.

This item seeks Board approval to execute the 2025 benefits services agreements with the aforementioned vendors for the upcoming plan year. Vendor contracts must be fully executed in order for employees to sign-up for benefits during the Open Enrollment period which is October 14 through November 1, 2024.

Options:

1. Approve the employee benefits service agreements with Brown & Brown Insurance Services, Inc. (Attachment #1), Blue Cross and Blue Shield of Florida, Inc. (Attachment #2), and Capital Health Plan, Inc. (Attachment #3), subject to legal review by the County Attorney, and authorize the County Administrator or designee to execute the agreements and subsequent amendments.
2. Do not approve the employee benefits service agreements with Brown & Brown, Florida Blue, and Capital Health Plan.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Brown & Brown Service Agreement
2. Draft Florida Blue Renewal Agreement
3. Draft Capital Health Plan Renewal Agreement

BROKER SERVICES AGREEMENT

THIS **BROKER SERVICES AGREEMENT** (this "Agreement"), effective November 1, 2024 (the "Effective Date"), is made by and between **Leon County, Florida, a charter county and a political subdivision of the State of Florida**, ("County"), and **Brown & Brown Insurance Services, Inc.** ("Broker"); each herein individually referred to as a "Party" or collectively as the "Parties";

Background

County wishes to retain Broker to perform certain specified insurance services as described in this Agreement. Broker wishes to perform such services according to the terms and conditions in this Agreement for the compensation set forth in this Agreement. The parties agree as follows:

1. **Term.** The term of this Agreement shall commence on the Effective Date and continue for a period of two (2) years, unless sooner terminated as herein provided.

2. **Relationship of Parties.** Broker is an independent contractor and nothing in this Agreement is intended nor shall be construed to create an employer/employee relationship, a joint venture relationship or partnership relationship. In consideration of the compensation paid to the Broker by the County, Broker will provide services to the County as an insurance broker. County acknowledges that Broker, or its parent company, Brown & Brown, Inc. ("Parent"), and related or affiliated companies (collectively with Parent, "B&B Affiliates"), may provide services as an insurance agent on behalf of certain insurance carriers or risk-bearing entities. County expressly consents to such relationship, if applicable, in the rendition of services by Broker under this Agreement.

3. **Broker Services.** Broker, subject to the terms of this Agreement, shall provide certain services set forth in the attached Schedule A (the "Services"), but only in relation to the lines of insurance identified in Schedule A ("Lines of Insurance").

Nothing in this Agreement shall be construed to impose any obligations on Broker or limitations on Broker's compensation, relative to any lines of insurance or coverages other than as specifically delineated in Schedule A.

4. **County Responsibilities.** In consideration of the Services provided by Broker, County agrees as follows:

(a) County shall cooperate fully with Broker and the insurance companies with whom Broker solicits in the performance of Broker's obligations under this Agreement.

(b) County shall timely produce and complete accurate information including, but not limited to, current financial information, statements of values, loss information and any other information, necessary for the effectuation of insurance coverage at the request of Broker. County further agrees to provide Broker with notice of any material changes in County's business operations, risk exposures or in any other material information provided under this Agreement. In addition, County shall carefully read each insurance policy issued to County in order to confirm the accuracy of the facts reflected therein and that the policy(ies) contain(s) the terms and coverages desired. County is responsible for recommending any changes to insurance policies issued to County.

(c) County shall timely pay all premiums and fees.

(d) County shall provide Broker with at least ninety (90) days notice in advance of any policy effective date in the event County intends to allow competing agents or brokers to solicit or market insurance to County.

5. **Compensation.** In consideration of the Services, County and Broker acknowledge and agree as follows:

(a) It is understood and agreed that Broker, or B&B Affiliates, shall receive contingent payments or allowances from insurers based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurer.

(b) Broker may utilize insurance intermediaries (such as a wholesale insurance broker, managing general agent (MGA), managing general underwriter or reinsurance broker) for the placement of County's insurance. In addition to providing access to the insurance County, the intermediary may provide the following services: (i) risk placement; (ii)

coverage review; (iii) claims liaison services with the insurance company; (iv) policy review; and (v) current market intelligence. The compensation received by the insurance intermediary for placements and, if applicable, the services above is typically in the range of 5% to 15% of policy premium. There may be an intermediary utilized in the placement of your insurance, which may or may not be a B&B Affiliate. Any payments or allowances paid to the intermediary are not subject to this Agreement.

(c) If County chooses to finance its premiums, Broker may assist County in the arrangement of such financing. Any payments or allowances paid to Broker for arranging premium financing are not subject to this section.

(d) Broker may, in the ordinary course of its business, receive and retain interest on premiums paid by the County from the date received by Broker until the date the premiums are remitted to the insurance company or intermediary. Any interest income retained by Broker on these premiums are not subject to this section.

6. **Confidentiality.** To the extent consistent with performances of Broker's duties under this Agreement, Broker and County agree to hold in confidence Confidential Information (defined below). County acknowledges, however, that Broker will disclose Confidential Information as reasonably required in the ordinary course of performing the Services to insurance companies and other insurance intermediaries. "**Confidential Information**" means all nonpublic information and all documents and other tangible items (whether recorded information, on paper, in computer readable format or otherwise) relating to the disclosing party's business (including without limitation business plans, manner of doing business, business results or prospects), proposals, recommendations, marketing plans, reports, any of which (i) at the time in question is either protectable as a trade secret or is otherwise of a confidential nature (and is known or should reasonably be known by receiving party as being of a confidential nature) and (ii) has been made known to or is otherwise learned by receiving party as a result of the relationship under this Agreement. Confidential Information should be protected with the same reasonable care as each party protects its own Confidential Information.

Confidential Information will not include any information, documents or tangible items which (i) are a matter of general public knowledge or which subsequently becomes publicly available (except to the extent such public availability is the result of a breach of this Agreement), (ii) were previously in

possession of receiving party as evidenced by receiving party's existing written records, or (iii) are hereafter received by receiving party on a non-confidential basis from another source who is not, to receiving party's knowledge, bound by confidential or fiduciary obligations to disclosing party or otherwise prohibited from transmitting the same to receiving party. In the event that Broker or County become legally compelled to disclose any of the Confidential Information, they shall provide the other party with prompt notice so that such party may seek a protective order or other appropriate remedy and/or waive compliance with the provisions of this Agreement. In the event that such protective order or other remedy is not obtained, or that the other party waives compliance with the provisions of the Agreement, such party may disclose such information as is necessary or advisable to comply with the legal process.

7. Termination.

(a) Either party may terminate this Agreement, without cause and for any reason whatsoever, by giving written notice of termination to the other party at least ninety (90) days prior to the effective date of termination, which shall be specified in such written notice.

(b) Notwithstanding the provisions in sub-paragraph (a) above, County may terminate this Agreement upon the happening of any one of the following causes: (i) Suspension or termination of Broker's insurance license in the State of Florida if not cured by Broker within sixty (60) days following such suspension or termination; (ii) Broker's participation in any fraud; or (iii) Broker's material failure to properly perform its duties and responsibilities hereunder because of Broker's gross neglect, proven dishonesty, or commission of a felony.

(c) Notwithstanding the provisions in sub-paragraph (a) above, Broker may terminate this Agreement upon the happening of any one of the following causes: (i) County's participation in any fraud; or (ii) County's material failure to properly perform its duties and responsibilities hereunder because of County's gross neglect, proven dishonesty, or commission of a felony.

Termination for any cause enumerated in sub-paragraphs (b) or (c) shall become effective upon the delivery of written notice of termination to the breaching party or at such later time as may be specified in the written notice.

8. **Notices.** Any notices required or permitted to be given under this Agreement shall be sufficient if in writing by Certified Mail to:

If to County:

Leon County, Florida
315 S Calhoun Street, Suite 210
Tallahassee, FL 32301
Attn: Candice Wilson
Email: wilsonca@leoncountyfl.gov

If to Broker:

Brown & Brown Insurance Services, Inc.
3520 Thomasville Road, Suite 500
Tallahassee, FL 32309
Attn: Greg Jaap
Email: greg.jaap@bbbrown.com

With copy to:

Brown & Brown, Inc.
300 N Beach Street
Daytona Beach, FL 32114
Attn: Legal Department
Email: legal.notice@bbins.com

or such other address as either shall give to the other in writing for this purpose.

9. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall in no way affect the validity or enforceability of any other provision.

10. **Florida Law Applies; Venue.** This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Florida without regard to its conflicts of laws

principles. Exclusive venue is agreed to be in a state or federal court of competent jurisdiction in or for Leon County, Florida.

11. **Limitation of Liability; Waiver of Jury Trial.** THE PARTIES WAIVE ANY RIGHT TO A TRIAL BY JURY IN THE EVENT OF LITIGATION ARISING OUT OF THIS AGREEMENT. IN NO EVENT WILL EITHER PARTY BE LIABLE TO THE OTHER PARTY OR ANY OTHER PERSON FOR ANY CONSEQUENTIAL, INDIRECT, SPECIAL, OR INCIDENTAL DAMAGES, INCLUDING LOSS OF PROFITS, REVENUE, DATA OR USE, EVEN IF SUCH PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH POTENTIAL LOSS OR DAMAGE.

12. **Assignment.** Neither this Agreement nor any of the rights, interests or obligations hereunder shall be assigned by any of the parties hereto (whether by operation of law or otherwise) without the prior written consent of the other party, which consent shall not be unreasonably withheld, conditioned or delayed. This Agreement will be binding upon, inure to the benefit of, and be enforceable by the parties and their respective successors and permitted assigns.

13. **Entire Agreement.** This Agreement (including the schedules, documents and instruments referred to herein or attached hereto) constitutes the entire agreement and supersedes all prior agreements and understandings, both written and oral, between the parties with respect to the subject matter hereof. The Agreement shall not be modified except by a written agreement dated subsequent to the date of this Agreement and signed on behalf of County and Broker by their respective duly authorized representatives.

Attachments:

Exhibit 1- Schedule A

Exhibit 2- Schedule B

Exhibit 3- Leon County, Florida Required Terms and Conditions

[Remainder of page intentionally left blank – signature page follows]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

COUNTY:

BROKER:

Leon County, Florida

Brown & Brown Insurance Services, Inc.

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

ATTEST:

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

BY: _____

DATE: _____

APPROVED AS TO LEGAL SUFFICIENCY:

Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

Date: _____

EXHIBIT 1

SCHEDULE A

BROKER SERVICES

Subject to the terms of this Broker Services Agreement, Broker shall provide the Services listed below, but only in relation to the following Lines of Insurance: (a) Dental; (b) Vision; (c) Basic Life; (d) Voluntary Life; (e) FSA; (f) Long Term Care; (g) Pet Insurance; and (h) any other ancillary coverages needed by County.

Services are as follows:

- a. Evaluate County's business practices with regard to risk and possible transfer of risk to third parties and conduct regular, scheduled meetings with County to review County's risk management program.
- b. Review and analyze County's existing insurance coverage and identify potential lines of coverage or coverage enhancements to improve County's insurance program.
- c. Analyze current insurance market conditions and advise County of significant implications for County's insurance program.
- d. Facilitate, market, and procure quotations from carriers; review and analyze quotations and provide proposals for review by County.
- e. Coordinate loss prevention services provided by any insurance County with those services provided by Broker.
- f. Analyze past and current claim and loss history information and advise County of significant implications for County's insurance program.
- g. Utilization and access to My Benefits App.

EXHIBIT 2

SCHEDULE B

COMPENSATION

County acknowledges and understands that Broker shall receive compensation from the selling insurer, the amount of which may vary depending on the insurer. If County purchases insurance from an insurer that has agreed to pay Broker a commission, the amount of the commission will be calculated as a percentage of premium ranging from 1 to 15%. County understands that it may request from Broker specific information on commissions to be received from specific insurers from which insurance quote are obtained for the County.

DRAFT

EXHIBIT 3

**LEON COUNTY, FLORIDA
REQUIRED TERMS AND CONDITIONS**

1. **Audits, Records, Records Retention.** By entering into this Agreement, Broker acknowledges and agrees that any records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of Section 119.071, Florida Statutes. The Broker 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 this Agreement and at the request of the County, Broker 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 Subsection B 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. That persons duly authorized by the County and Federal auditors, pursuant to 45 CFR 75.364 shall have full access to and the right to examine this 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. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion or termination of the Agreement if Broker does not transfer the records to the County.
 - G. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

Any material submitted to the County that Broker contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. If a third party submits a request to the County for records designated as Trade Secret Materials by Broker, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Broker. By entering this Agreement, Broker agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

Broker acknowledges that failure to provide the public records to the County within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. Broker further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the County. Broker shall indemnify, defend, and hold the County harmless for and against

any and all claims, damage awards, and causes of action arising from Broker's failure to comply with the public records disclosure requirements of section 119.07(1), Florida Statutes, or by Broker's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Broker authorizes County to seek declaratory, injunctive, or other appropriate relief against Broker from a Circuit Court in Leon County on an expedited basis to enforce the requirements of this section.

IF BROKER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE BROKER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**LEON COUNTY PURCHASING DIVISION
ATTN: MELANIE HOOLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: HOOLEYM@LEONCOUNTYFL.GOV**

2. **Maintenance of Confidential Information.** Each party shall advise its employees, agents, subcontractors, and suppliers who receive or otherwise have access to the other party's Confidential Information of their obligation to keep such information confidential and shall promptly advise the other party in writing if it learns of any unauthorized use or disclosure of said Confidential Information. In addition, the Parties agree to cooperate fully and provide all reasonable assistance to ensure the confidentiality of the other party's Confidential Information as described in this article.

3. **Data and Privacy.** Broker shall comply with all applicable data and privacy laws and regulations, including without limitation Section 501.171, Florida Statutes and shall ensure that County's data processed, transmitted, or stored by Broker or in the system is not accessed, transmitted, or stored outside the United States. Broker shall not sell, market, publicize, distribute, or otherwise make available to any third party any data, including personal identification information (as defined by Section 501.171, Section 817.568, or Section 817.5685, Florida Statutes as amended) that Broker may receive or otherwise have access to in connection with this Agreement, unless expressly authorized in advance by the County. If applicable and requested by the County, Broker shall ensure that all hard drives or other storage devices and media that contained County's data have been wiped in accordance with the then-current best industry practices, including without limitation DOD 5220.22-M, and that an appropriate data wipe certification is provided to the satisfaction of the Contract Administrator.

4. **Insurance.** Broker shall, at its sole expense, procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Broker, its agents, representatives, employees or subcontractors.

A. **Minimum Limits of Insurance.** Broker shall maintain limits no less than:

- 1) **General Liability:** \$1,000,000 combined single limit per occurrence .
- 2) **Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage. (non-owned, hired car).

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.

B. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

- b. The Broker's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Broker'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 Broker's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.
- C. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- D. Verification of Coverage. Broker shall furnish the County with certificates of insurance effecting coverage required by this clause. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates are to be received and approved by the County before work commences.. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work.

5. **Discriminatory Vendor and Scrutinized Companies Lists; Countries of Concern.**

- A. Broker represents that it has not been placed on the "discriminatory vendor list" as provided in Section 287.134, Florida Statutes, and that it is not a "scrutinized company" pursuant to Sections 215.473 or 215.4725, Florida Statutes. By entering into this Agreement Broker certifies that it is not a scrutinized company as identified in Section 287.135, Florida Statutes. Pursuant to Section 287.135(2)(a), Florida Statutes, this Agreement may be terminated for convenience by the County if Broker is found to have submitted a false certification as required under Section 287.135(2)(a), Florida Statutes, has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel.
- B. The Agreement may be terminated for convenience by the County if Broker is found to have submitted a false certification as required under Section 287.134(2)(b) Florida Statutes, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Syria.

6. **Public Entity Crimes Statement.** In accordance with Section 287.133, Florida Statutes, Broker hereby confirms that to the best of its knowledge and belief at the time the Agreement is signed Broker has not been convicted of a public entity crime. Upon the written request of the County, Broker shall provide the County with a completed public entity crime statement form each year this Agreement is in effect. Violation of this section by Broker shall be grounds for termination of this Agreement by the County for convenience.

7. **Unauthorized Alien(s).** Broker agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. 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 grounds for termination of this Agreement by the County.

8. **Employment Eligibility Verification.** By providing goods and/or services to the County, Broker is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify

System to verify the work authorization status of all newly hired employees, and requiring all subcontractor to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Broker affirms and represents that it is registered with the E-Verify system and is using same, and will continue to use same as required by Section 448.095, Florida Statutes.

9. **Indemnification.** Broker shall indemnify and hold harmless the County, its officials, officers and employees from and against all claims, liabilities, damages, losses, costs, including, but not limited to, reasonable attorneys' fees, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Broker, its delegates, employees and agents arising out of or under this Agreement. Notwithstanding the above, the Broker has no obligation to indemnify and hold harmless the County for any acts or omissions of the County arising out of this Agreement.

10. **Governing Law, Jurisdiction, Venue, and Waiver of Jury Trial.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. The exclusive venue for any lawsuit arising from, related to, or in connection with this Agreement shall be in the state courts of the Second Judicial Circuit in and for Leon County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in federal court, the exclusive venue for any such lawsuit shall be in the United States District Court for the Northern District of Florida. EACH PARTY HEREBY EXPRESSLY WAIVES ANY RIGHTS IT MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS AGREEMENT.

11. **Representation of Authority.** Broker represents and warrants that this Agreement constitutes the legal, valid, binding, and enforceable obligation of Broker, and that neither the execution nor performance of this Agreement constitutes a breach of any agreement that Broker has with any third party or violates Applicable Law. Broker further represents and warrants that execution of this Agreement is within Broker's legal powers, and each individual executing this Agreement on behalf of Broker is duly authorized by all necessary and appropriate action to do so on behalf of Broker and does so with full legal authority.

12. **Taxes.** The County is tax-exempt and therefore is not obligated to pay sales, use and excise taxes. A copy of the County's Certificate of Exemption is available upon request.

13. **Third-Party Beneficiaries.** Neither Broker nor County intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and that no third party shall be entitled to assert a right or claim against either of them based upon this Agreement.

14. **Assignment.** All subcontractors must be expressly identified in this Agreement or otherwise approved in advance and in writing by County's Contract Administrator. Except for approved subcontracting, neither this Agreement nor any right or interest in it may be assigned, transferred, subcontracted, or encumbered by Broker without the prior written consent of County. Any assignment, transfer, encumbrance, or subcontract in violation of this section shall be void and ineffective, constitute a breach of this Agreement, and permit County to immediately terminate this Agreement, in addition to any other remedies available to County at law or in equity. County reserves the right to condition its approval of any assignment, transfer, encumbrance, or subcontract upon further due diligence and an additional fee paid to County to reasonably compensate it for the performance of any such due diligence.

15. **Compliance with Laws.** Broker, the products, system, and services must comply with all applicable law, including, without limitation, the Americans with Disabilities Act, 42 U.S.C. § 12101, Section 504 of the Rehabilitation Act of 1973, and the requirements of any applicable grant agreements.

16. **Priority of Provisions.** If there is a conflict or inconsistency between any term, statement, requirement, or provision of any document or exhibit attached to, referenced by, or incorporated in the Agreement and any provision within an article or section of this Exhibit, the article or section in this Exhibit

shall prevail and be given effect.

17. **Amendments.** Unless expressly authorized herein, no modification, amendment, or alteration of any portion of this Agreement is effective unless contained in a written document executed with the same or similar formality as this Agreement and by duly authorized representatives of County and Broker.

18. **Prior Agreements.** This Agreement represents the final and complete understanding of the Parties regarding the subject matter of this Agreement and supersedes all prior and contemporaneous negotiations and discussions regarding same. All commitments, agreements, and understandings of the Parties concerning the subject matter of this Agreement are contained herein.

19. **Severability.** If any part of this Agreement is found to be unenforceable by any court of competent jurisdiction, that part shall be deemed severed from this Agreement and the balance of this Agreement shall remain in full force and effect.

20. **Entire Agreement:** This Agreement, including the terms and conditions shown above contains the complete and final agreement between the County and Broker and no other agreement in any way modifying any of said terms and conditions will be binding upon the County unless made in writing and signed by the County. Broker may not unilaterally modify the terms of the Agreement (e.g., attachment or inclusion of standard preprinted forms, product literature, "browser wrap," or "shrink wrap" terms accompanying or affixed to a product, whether written or electronic) or by incorporating such terms onto Broker's invoice or other documents forwarded by Broker for payment. The County's acceptance of product or processing of documentation on forms furnished by Broker for approval or payment shall not constitute acceptance of any proposed modification to terms and conditions.

September 13, 2024

Candice Wilson, Human Resource Director
Leon Co BOCC
315 S. Calhoun St. Ste 502
Tallahassee, FL 32301

Subject: Florida Blue Jan 1, 2025, Renewal

Candice,

We are excited to hear that Leon Co BOCC has approved , to renew their group benefits with Florida Blue effective Jan 1, 2025.

Please find below the renewing options and benefits with Florida Blue:

MEDICAL PLAN: Blue Options Plan 03559 along with CHP Big Bend Choice Selection

EGWP: Florida Blue Group Medicare: Elite Health/Elite RX

GROUP ANCILLARY: USABLE: GTL, AD&D, DepL opt 1,2,and 3, SupL, and SupAD&D

Please sign below for acceptance of the Jan 2025 – Dec 2025 Plan Year Renewal.

DATE

SIGNATURE

PRINT NAME AND TITLE

Thank you again for your continued Partnership in providing group benefits to Leon CO BOCC and families.

Sincerely,

David E Sanna September 13, 2024 @ 2:33 PM CT

David E Sanna
Florida Blue Strategic Account Executive
2190 Airport Blvd, Ste 3000
Pensacola FL 32504





BLUEMEDICARE GROUP MASTER AGREEMENT

SECTION 1: INTRODUCTION

This BlueMedicare Group Master Agreement (this "Agreement") describes the rights and obligations which you and Blue Cross and Blue Shield of Florida, Inc. ("Florida Blue") have with respect to the group Medicare Advantage, Medicare Advantage Prescription Drug Plan, and/or standalone Medicare Prescription Drug Plan (hereinafter, "Medicare Plan(s)") coverage to be provided by us to your Covered Retirees and Covered Dependents.

References to "we", "us", "our," and Florida Blue throughout this Agreement refer to Blue Cross and Blue Shield of Florida, Inc. In exchange for your payment of the Premium, we agree to provide the coverage and/or benefits specified in the Evidence of Coverage for the Medicare Plan(s) ("Evidence of Coverage"), a copy of which is attached to this Agreement. The coverage to be provided by us under the Group Plan which you have established is described in the Evidence of Coverage.

SECTION 2: DEFINITIONS

Certain terms defined in the Agreement are also used and defined (for the convenience of Covered Persons) in the Evidence of Coverage. If a word or phrase starts with a capital letter, it is either the first word in a sentence, a proper name, a title, or a defined term. The following defined terms apply to this Agreement:

Anniversary Date means the date one year after the Effective Date of coverage and subsequent annual anniversaries or such other date as mutually agreed to in writing by the parties.

Appeal means a request submitted by or on behalf of a Covered Person for a review of our decision to deny a request for coverage of health care services or prescription drugs or payment for services or drugs.

CMS means the Centers for Medicare and Medicaid Services.

CMS Requirements means the provisions of Parts C and D of Title XVIII of the Social Security Act, CMS Medicare Part C and D regulations at 42 C.F.R. Parts 422 and 423, the CMS Managed Care and Prescription Drug Benefit Manuals, other CMS instructions and guidance and the provisions of Florida Blue's contracts with CMS to offer the Medicare Plans.

Covered Dependent means an Eligible Dependent who continues to meet all applicable eligibility requirements described in the Evidence of Coverage and who is enrolled, and actually covered, under the Agreement other than as a Covered Retiree.

Covered Person means a Covered Retiree or a Covered Dependent.

Covered Retiree means an Eligible Retiree, who continues to meet all applicable eligibility requirements described in the Evidence of Coverage and who is enrolled, and actually covered, under the Agreement other than as a Covered Dependent.

Effective Date for the Group means 12:01 a.m. on the date specified on the last page of this Agreement and for Covered Persons means 12:01 a.m. on the date coverage will begin as specified in the Evidence of Coverage.

Eligible Dependent means an individual who meets and continues to meet all of the eligibility requirements described in the Evidence of Coverage.

Eligible Retiree means an individual who meets and continues to meet all of the eligibility requirements set forth in the Evidence of Coverage and is eligible to enroll as a Covered Retiree. An Eligible Retiree is not a Covered Retiree until actually enrolled and accepted for coverage as a Covered Retiree by us.

Enrollment Forms means those forms, electronic or paper, which are approved by us and used to maintain accurate enrollment files under the Agreement.

Grace Period means the sixty (60) calendar day period beginning on the date the Premium is due.

Grievance means a type of complaint submitted by a Covered Person (or other person eligible under CMS Requirements to submit a Grievance) about us or one of our network providers or pharmacies, including a complaint concerning the quality of care. This type of complaint does not involve coverage or payment disputes.

Group means the employer, labor union, association, partnership, corporation, department, other organization or entity through which coverage and benefits are issued by us.

Note: References to "you" or "your" throughout the first part of this Agreement also refer to the Group. References to "you" or "your" in the Evidence of Coverage refer to Eligible Retirees, Eligible Dependents, Covered Retirees and/or Covered Dependents depending on the context and intent of the specific provision.

Group Master Agreement or Agreement means the written document which is evidence of the entire agreement between the Group and Florida Blue whereby coverage and benefits are provided to Covered Persons.

Late Enrollment Penalty ("LEP") means an amount added to the Part D Premium of an individual who did not have Part D coverage or other creditable prescription drug plan when the individual first became eligible for Part D or who had a break in Part D or other creditable prescription drug coverage for at least 63 days.

Low Income Subsidy ("LIS") means the premium subsidy amount paid to us by CMS for qualifying Covered Persons with Medicare Part D coverage.

Medicare Plan means the group Medicare Advantage Plan, Medicare Advantage Prescription Drug Plan, and/or standalone Medicare Prescription Drug Plan that you select.

Premium means the amount required to be paid by the Group to us for coverage under this Agreement.

Service Area means a geographic area where a Medicare Plan accepts members.

SECTION 3: ELIGIBILITY, ENROLLMENT, AND DISENROLLMENT

A. Eligibility Determination

Determination of whether an individual is an Eligible Retiree or Eligible Dependent will be a two-step process:

1. You will determine whether the individual is eligible to participate in the retiree group health benefit plan that you sponsor. For individuals meeting your eligibility criteria, you will promptly forward completed applications to us. You are responsible for complying with all applicable laws and regulations, including but not limited to the Employee Retirement Income Security Act (ERISA) and the Internal Revenue Code, in making this eligibility determination. You must also comply with all eligibility guidelines included in the benefit administrative guide and Evidence of Coverage.
2. After receiving a complete application, we will process the application in accordance with CMS Requirements. An application must be approved by us and accepted by CMS for an individual to be enrolled in a Medicare Plan.

B. Distribution of Enrollment Materials

You may only distribute materials describing the Medicare Plan that we have provided to you or that we have approved in writing. You will distribute any pre-enrollment materials that we provide to you to each potential enrollee before collecting enrollment applications. Nothing in this Section will preclude you from making additional disclosures about your group health benefit plan as applicable to comply with ERISA, such as a wrap-around summary plan description or other plan document. If applicable, you are solely responsible for compliance with ERISA disclosure requirements in connection with the Medicare Plan(s).

C. Group Disenrollment

If you decide to disenroll all Covered Persons from a Medicare Plan, you must:

1. Notify all beneficiaries that you intend to disenroll them from the Medicare Plan. You will provide this notice at least twenty one (21) calendar days before the disenrollment. This notice will explain how to contact Medicare for information about other plan options that may be available. You will include language provided by Florida Blue in this notice to meet specific CMS Requirements for notice contents.
2. Provide us with all information necessary to submit a complete disenrollment request transaction to CMS in accordance with CMS Requirements.
3. In the event of termination of this Agreement, provide advanced notice in accordance with Section 4 of this Agreement.

D. Individual Covered Person Disenrollment

Covered Persons may be disenrolled from a Medicare Plan by Florida Blue if they become ineligible for continued enrollment. Covered Persons may also be disenrolled if this Agreement terminates or if you

inform us that they are no longer eligible to participate in your retiree group health plan. If Florida Blue determines that a Covered Person is ineligible for continued enrollment or if you instruct us to disenroll an individual, you must:

1. Provide us with at least thirty (30) calendar days advanced notice of the ineligibility or disenrollment election of an individual; and
2. Provide the Covered Person(s) who will be disenrolled with at least twenty one (21) calendar days advanced notice of the termination and of other insurance options that are available to them. You will include language provided by Florida Blue in this notice to meet specific CMS Requirements for notice contents.

The Covered Person will have the opportunity to elect another plan offered by us or by you, join Original Medicare, or join another carrier's Medicare Plan (by submitting an enrollment request to that organization).

SECTION 4: TERM AND TERMINATION

A. Term of Agreement and Renewal Process

This Agreement shall become effective as of the Effective Date provided: (1) that we accept your Group Application; and (2) that you pay the required initial Premium specified by us.

This Agreement shall continue in effect until the first Anniversary Date following the Effective Date unless terminated earlier as permitted by its terms. After the initial term, this Agreement shall automatically renew each succeeding year on the Anniversary Date for an additional one-year period unless:

1. At least sixty (60) calendar days prior to such Anniversary Date, you notify us that you do not want the Agreement to automatically renew; or
2. It is terminated as permitted by its terms.

At least ninety (90) calendar days before each Anniversary Date, we will provide you with notice of changes in Premium and benefits under the Medicare Plan for the upcoming year (the "Renewal Notice").

If this Agreement renews as specified above, all of its terms and provisions (including the Premium due) shall be amended to include the terms of the Renewal Notice, and the amended Agreement shall govern coverage as of the Anniversary Date. Payment of the new charges shall constitute acceptance of the change in Premium rates. This Agreement is conditionally renewable. This means that it automatically renews each year on your Anniversary Date unless terminated earlier in accordance with its terms.

B. Termination by Group

The Group may cancel this Agreement on its Anniversary Date by giving written notice to us at least sixty (60) calendar days in advance, unless we have initiated a termination for any of the reasons stated below.

C. Termination by Florida Blue

We may terminate this Agreement or refuse to renew for the following reasons:

1. **Failure to Pay Premiums.** You do not pay Premiums in accordance with its terms or we have not received timely Premium payments prior to the end of the Grace Period. Termination of this Agreement for failure to pay premiums shall be effective as of the end of the Grace Period. In the event of such termination, you are obligated to pay the following:
 - a. Any portion of the Premium due for coverage provided by us prior to termination; and
 - b. Any amounts otherwise due us.
2. **Fraud or Intentional Misrepresentation of Material Fact.** You perform an act, or engage in any practice, that constitutes fraud or make an intentional misrepresentation of material fact.
3. **Group Contribution and Participation and CMS Rules.** You do not comply with: (1) a material provision which relates to rules for Group contributions or Covered Person participation; or (2) any provision in this Agreement which relates to LIS or other CMS Requirements.
4. **Service Area.** There is no longer any Covered Person who lives, resides, or works in the Service Area.
5. **Termination or Non-renewal of the CMS Contract.** We will provide you with at least ninety (90) calendar days' notice upon termination or non-renewal of our contract with CMS.

Except as specifically provided in this Subsection 4.C, if we decide to terminate or not renew the Agreement based on one or more of the circumstances mentioned above, we will give you at least forty-five (45) calendar days advance written notice.

D. Notification of Termination to Covered Retirees

It is your obligation to immediately notify each Covered Person of any such termination of this Agreement for any reason, consistent with the requirements of Section 3 of this Agreement.

E. Representations Made By, and Obligations of, the Group

In agreeing to provide coverage in accordance with the terms of this Agreement, we rely on the representations you made when you applied for coverage with us and your representation that you have authority to act on behalf of all Covered Persons with respect to this Agreement. Consequently, every act by, agreement with, or notice given to, you will be binding on all Covered Persons. You agree that you shall offer to all Eligible Retirees the opportunity to become a Covered Person under this Agreement. You agree that, if requested by us, you will distribute the Evidence of Coverage and other coverage materials to Covered Persons.

SECTION 5: PAYMENT PROVISIONS

A. Monthly Invoice

We will prepare a monthly invoice of the Premium due on or before the due date. This monthly invoice will also reflect any prorated charges and credits resulting from changes in the number of Covered Persons and changes in the types of coverage that took place in the previous or current month.

If you become aware that a Covered Person will become ineligible, you must provide us with written notice of such ineligibility as described in Section 3 of this Agreement. You shall be liable to us for the Premium due for each individual enrolled in a Medicare Plan under this Agreement until the effective date of disenrollment, which is set by CMS Requirements.

You must pay the total amount of the invoice. Do not add names to an invoice, change coverage or pay for a retiree or dependent whose name does not appear on the invoice. No changes can be made to a Group invoice unless a signed application form is on file and submitted to Florida Blue. Payment shall be for the total amount of the Group invoice.

B. Payment Due Date

The first Premium payment is due before the Effective Date of the Agreement. Each following payment is due monthly unless you agree with us in writing on some other method and/or frequency of payment. The Premium is due and payable on or before the first day of each succeeding calendar month to which such payments apply.

C. Grace Period

This Agreement has a sixty (60) calendar day Premium payment Grace Period, which begins on the date the Premium payment is due. If we do not receive the required Premium payment on or before the date it is due, it may be paid during this Grace Period. Coverage will stay in force during the Grace Period. If Premium payments are not received by the end of the Grace Period, we will terminate this Agreement and proceed with the disenrollment of Covered Persons as described in Section 3 of this Agreement.

D. Changes in Premium

Premium rates may be changed on your Anniversary Date as described in Section 4.A above regarding renewal.

E. Other Rules Regarding the Payment of Premiums

1. CMS rules govern the effective date of any disenrollment of a Covered Person under this Agreement, and we are not required to retroactively terminate this Agreement or coverage for any Covered Person.
2. If full payment of the Premium is not paid when due, this Agreement may be terminated as described in Section 4 of this Agreement.

F. Premium Subsidization

You may subsidize Premium amounts charged to Eligible Retirees. You are responsible for compliance with all applicable laws and regulations relating to your subsidy of Premiums, including ERISA and CMS Requirements, as applicable. You acknowledge and agree that Premium subsidization may vary for different classes of Eligible Retirees only if such classes are reasonable and based on objective business criteria. You represent and warrant that you will not vary Premium subsidization based on any Covered Person's eligibility for LIS. Further, you will not vary Premium subsidization for individuals within a given class of Eligible Retirees. In no case will you charge an Eligible Retiree more than the sum of the monthly Premium that we charge you for the Medicare Plan benefits.

G. Low Income Subsidy

You will comply with the following requirements in connection with LIS:

1. You are required to pass through any LIS payments received from CMS to reduce the Premium amount that the Covered Retiree pays. You will first apply any LIS amounts to a Covered Person's share of Premium. You may not benefit from any LIS amount until the Premium for a Covered Person (including amounts for the non-drug benefits in a combined Medicare Advantage Prescription Drug Plan) paid by a Covered Retiree is reduced to zero (\$0.00).
2. You are responsible for reducing up-front Premium contributions that you collect from Covered Retirees for any Covered Persons eligible for LIS. In limited situations where you are unable to reduce the up-front Premium contribution (*e.g.* if LIS is awarded retroactively), you will directly refund the LIS amount to the Eligible Retiree within fifteen (15) calendar days of the date you receive the LIS amount from Florida Blue.

H. Late Enrollment Penalty (LEP)

The Premium for an individual Covered Person may be higher if the Covered Person is assessed an LEP for not enrolling in Part B in a timely manner. This higher Premium will be reflected on the bill you receive from us.

I. Premium Billing

You will be responsible for the payment of the "Total Monthly Premium per Covered Retiree" of all Group members. The Total Monthly Premium may be less for Covered Persons who qualify for LIS as defined by CMS. You will also be responsible for any LEP charges that Group members have been assessed by CMS. The first Premium charge is payable before the Effective Date of this Agreement. Monthly charges are payable on the first day of each following month during the time this Agreement is in effect.

J. Retroactive Premium Adjustment

The monthly charge will be determined from our records by the number of Covered Retirees who have been confirmed through the CMS enrollment transaction process. Retroactive adjustments will be made for additions and terminations of Covered Retirees and for Covered Retirees who have been confirmed through the CMS enrollment transaction process after the initial billing statement. Any refund that is owed to a Covered Retiree must come from the Group, unless the Covered Retiree is billed directly by us. Florida Blue will only adjust the amount due of a Group and will not refund Premium(s) paid to a Covered Retiree, unless we mutually agree that a Covered Retiree is to be directly billed by Florida Blue. You must refund to Covered Retirees any amounts received from us that are due to Covered Retirees in a timely manner.

SECTION 6: HOST BLUE PLANS

A. Out-of-Area Services – Medicare Advantage

We have relationships with other Blue Cross and/or Blue Shield Licensees ("Host Blues") referred to generally as the "Inter-Plan Medicare Advantage Program." This Program operates under rules and procedures issued by the Blue Cross Blue Shield Association ("Association"). When members access

healthcare services outside the geographic area we serve, the claim for those services will be processed through the Inter-Plan Medicare Advantage Program. The Inter-Plan Medicare Advantage Program available to members under this agreement is described generally below.

B. Member Liability Calculation

When you receive Covered Services outside of our service area from a Medicare Advantage PPO network provider, the cost of the service, on which member liability (copayment/coinsurance) is based, will be either:

- The Medicare allowable amount for covered services; or
- The amount either we negotiate with the provider or the Host Blue negotiates with its provider on behalf of our members, if applicable. The amount negotiated may be either higher than, lower than, or equal to the Medicare allowable amount.

C. Nonparticipating Healthcare Providers Outside Our Service Area

When Covered Services are provided outside of our service area by nonparticipating healthcare providers, the amount(s) a member pays for such services will be based on either the payment arrangements, described above, for Medicare Advantage PPO network providers, Medicare's limiting charge where applicable or the provider's billed charge. In these situations, the member may be responsible for the difference between the amount that the nonparticipating healthcare provider bills and the payment we will make for the covered services as set forth in this paragraph. Payments for out-of-network emergency services will be governed by applicable federal and state law.

SECTION 7: GENERAL PROVISIONS

A. Administration and Record Retention

You must provide us with any information we need to administer the coverage and/or benefits to be provided or needed to compute the Premium due. While this coverage is in force, we have the right, at any reasonable time, to examine your records on any issues necessary to verify information provided by you. You must retain all records relating to this Agreement, including but not limited to those relating to LIS administration, for the current calendar year plus an additional ten (10) years.

B. Assignment and Delegation

You may not assign, delegate or otherwise transfer this Agreement and the obligations hereunder without our written consent. Any assignment, delegation, or transfer made in violation of this provision shall be void. We may assign, delegate, or otherwise transfer this Agreement to our successor in interest or an affiliated entity without your consent at any time.

C. Authorization

Where this Agreement requires that an act involving the administration of coverage and/or benefits be authorized or approved by us, such authorization or approval shall be considered given when provided in writing by a duly authorized officer of Florida Blue or his or her designee.

D. Evidence of Coverage

We will provide an Evidence of Coverage and ID Card for each Covered Retiree. The Evidence of Coverage will describe the coverage and benefits to be provided to Covered Persons by us.

You agree that, if requested by us, you will distribute the Evidence of Coverage (and any Endorsements to it) and other coverage materials to Covered Persons.

E. Grievance and Appeals Process

We have established and will maintain a process for hearing and resolving Grievances and Appeals raised by Covered Persons in accordance with CMS requirements. Details regarding this process are provided in the Evidence of Coverage.

F. Changes to the Agreement

Florida Blue may make any changes to this Agreement that are necessary to meet CMS Requirements (“CMS Mandated Amendments”) with sixty (60) calendar days advanced written notice to you. Such changes shall become effective as amendments to this Agreement upon expiration of this sixty (60) calendar day notice period.

Except in the case of (a) CMS Mandated Amendments or (b) Renewal Notices as described in Section 4.A., no person may change, modify, or revise the written terms or provisions of this Agreement unless such change is made by a written amendment signed by one of our duly authorized officers. For example, no Eligible Retiree or agent of Florida Blue or the Group can change or waive the written terms or provisions of this Agreement except as stated in the first sentence of this paragraph.

G. Furnishing and Maintaining Enrollment Records

You must provide any information required by us for the purpose of creating and maintaining enrollment records, processing terminations, and recording changes in family status. In addition, you and each Eligible Retiree must submit accurate and complete Enrollment Forms on a timely basis. You are responsible for collecting the Enrollment Forms, reviewing them for accuracy and completeness, and forwarding them to us, along with the applicable Premium payment. All enrollment record information which is relevant to the eligibility or coverage status of any individual must be made available to us for inspection and copying upon request.

H. Errors or Delays

Clerical errors or delays by us in maintaining enrollment records regarding Covered Persons will not invalidate coverage which would otherwise be validly in force or continue coverage which would otherwise be validly terminated, provided you have furnished us with timely and accurate enrollment information. Errors or delays by you in furnishing accurate enrollment information to us will not affect our right to strictly enforce any and all eligibility requirements.

I. Entire Agreement

This Agreement sets forth the exclusive and entire understanding and agreement between the parties and shall be binding upon the Covered Persons, the parties, and any of their subsidiaries, affiliates, successors,

heirs, and permitted assigns. All prior negotiations, agreements, and understandings are superseded hereby. No oral statements, representations, or understanding by any person can change, alter, delete, add or otherwise modify the express written terms of this Agreement, which includes the terms of coverage and/or benefits set forth in the Evidence of Coverage, the Schedule of Benefits, and any other attachments, amendments or riders.

J. Financial Responsibilities of the Group

We reserve the right to recover any benefit payments made to or on behalf of any individual whose coverage has been terminated. Our recovery efforts may relate to benefit payments made for health care services rendered subsequent to the Covered Person's termination date and prior to the date notice of coverage termination is required to be made by you. Your cooperation with and support such recovery efforts is required.

In the event that you do not comply with the notice requirements set forth in Subsection 5.A (Monthly Invoice), you shall be solely liable to us for Premium due until the effective date established by CMS for a Covered Person's disenrollment.

K. Indemnification

You shall hold harmless and indemnify Florida Blue, against all claims, demands, liabilities, or expenses (including reasonable attorney fees and court costs), which are related to, arise out of, or are in connection with any of your acts or omissions, or acts or omissions of any of your employees, retirees or agents, in the performance of your obligations under this Agreement. We are not your agent, nor are you our agent, for any purpose. This paragraph shall only apply to the extent allowed under Florida Statutes § 768.28.

L. Representations on the Group Application and the Enrollment Forms

We rely on the information you and your Eligible Retirees provide to determine whether to issue coverage; the appropriate Premium and financing method; and eligibility for coverage. All such information must be accurate, truthful, and complete. Statements made on the Enrollment Forms are representations and not warranties.

We may cancel, terminate, or void this Agreement if the information which you provide is fraudulent, or if you make an intentional misrepresentation.

M. Reservation of Right to Contract

We reserve the right to contract with any individuals, corporations, associations, partnerships, or other entities for assistance with the servicing of coverage and benefits to be provided by us or obligations due, under this Agreement.

N. Service Mark

You, on behalf of the Group and its Covered Retirees, hereby expressly acknowledge your understanding that this Agreement constitutes a contract solely between you and Florida Blue. We are an independent corporation operating under a license with the Blue Cross and Blue Shield Association, an association of independent Blue Cross and Blue Shield Plans, (the "Association") permitting us to use the Blue Cross and Blue Shield Service Mark in the state of Florida and that we are not contracting as the agent of the

Association. You further acknowledge and agree that you have not entered into this contract based upon representations by any person other than us and that no person, entity, or organization other than us shall be held accountable or liable to you for any of our obligations created under this Agreement. This paragraph shall not create any additional obligations whatsoever on our part other than those obligations created under other provisions of this Agreement.

O. Third Party Beneficiary

This Agreement was entered into solely and specifically for the benefit of Florida Blue and the Group. The terms and provisions of the Agreement shall be binding solely upon, and inure solely to the benefit of, Florida Blue and the Group, and no other person shall have any rights, interest or claims under this Agreement, including the Evidence of Coverage, or be entitled to sue for a breach thereof as a third-party beneficiary or otherwise. Florida Blue and the Group hereby specifically express their intent that health care providers that have not entered into contracts with Florida Blue to participate in Florida Blue's provider networks shall not be third-party beneficiaries under this Agreement, including the Evidence of Coverage.

P. Inspection and Audit

You shall permit CMS, The U.S. Department of Health and Human Services, the Comptroller General, or their designees, to inspect, evaluate, and audit any of your books, contracts, medical records, patient care documentation, documents, papers, and other records pertaining to coverage by providing records to Florida Blue, which will submit the records to CMS. This right to inspect, evaluate, and audit shall extend ten (10) years from the expiration or termination of the Agreement or completion of final audit, whichever is later, unless otherwise required by applicable law.

Q. Benefit Administrator Guide

We will provide you with a Benefit Administrator Guide, which provides details related to how your plan is administered and your responsibilities as a benefit administrator.

R. Member Communications and Campaigns

We may send CMS required or Florida Blue member communications without your consent. Samples of all required materials are available upon request for informational purposes.

We may also contact Covered Persons by telephone regarding any Florida Blue campaign and any campaign approved by the Florida Office of Insurance Regulation and/or CMS, as applicable. We will notify you of the campaign prior to making contact with members.

S. COBRA

You are solely responsible for determining when individuals are eligible for coverage under a Medicare Plan pursuant to the Consolidated Omnibus Budget Reconciliation Act ("COBRA"). You will notify us promptly of any COBRA elections. For more information on your COBRA responsibilities refer to the Benefit Administrator Guide.

* * * * *

In consideration of the payment of Premiums when due and subject to all of the terms of this Agreement, Blue Cross Blue Shield of Florida, Inc. hereby agrees to provide each enrollee of **Leon County BOCC**. The benefits of this Agreement as set forth in the Evidence of Coverage beginning on each enrollee's effective date.

The Group has selected the following plan and premium:

Elite Health/Elite Rx **\$329.22**

The Group's Agreement is effective as of **01/01/2025**.

IN WITNESS WHEREOF, the parties have executed this Agreement as of dates listed below.

Blue Cross Blue Shield of Florida, Inc.
(DBA Florida Blue)

Leon County BOCC #61330

By:

(Signature)

By:

(Signature)

Name: Alisha Pieraccini

(Please Print or Type)

Name: _____

(Please Print or Type)

Title: Vice President, Medicare Prod Strat & Dvmt

Date: _____

Date: _____



September 12, 2024

Candice Wilson
Leon County
315 S Calhoun Street Ste 210
Tallahassee, FL 32301

Group: Leon County
Group Number: 00004

Dear Candice Wilson:

Thank you for choosing Capital Health Plan to provide health care coverage for your employees. Our commitment is to provide you and your employees with comprehensive benefits, excellent service, and affordable rates. We understand your business is unique and that your health coverage needs may change over time. As such, the renewal period is an opportunity to review all of the options and make changes if it makes sense to you. If you have any questions when reviewing these materials, please contact your agent or your Capital Health Plan Representative. To renew your current benefit plan or change the benefit plan, please do the following:

- Please complete and sign the Large Employer Application & Renewal Agreement for the selected benefit plan along with the Enrollment Summary. Return these documents to us by the **15th of the month prior to the effective date of the proposal**. If these documents are not received by the effective date, this proposal may be voided by Capital Health Plan.
- You must distribute the attached Summary of Benefits and Coverage (SBC) document for the health plan you offer to your employees. The SBC(s) should be provided with your open enrollment materials or, if enrollment is automatic, employees should receive a copy at least 30 days prior to your anniversary date. SBCs are available for download directly from CHP's website at www.capitalhealth.com/sbc.

Listed below are renewal rates for your current plan and alternate plan options effective 1/1/2025.

Option	Benefit Plan	Employee Only	Employee + 1	Family	% Renewal Increase
Current	Big Bend Selection(\$77/\$30/\$50 Rx) blended with Florida Blue	\$920.61	\$1897.59	\$2424.68	4.93%

We look forward to serving you in the next contract year and welcome you to contact us if we can be of any assistance. I can be reached at (850) 383-3329 or via e-mail at djsisk@chp.org

Sincerely,



Large Employer Group - Proposal Assumptions

- Proposed rates are not final. Rates are based on the census provided at the time of the proposal and are not a guarantee of coverage. Rates are subject to change if the final census changes 15% or more after the group is enrolled.
- Coverage is not effective until after the application has been approved by Capital Health Plan and the premium has been paid. No agent or broker can make or change this contract. The coverage offered by Capital Health Plan is subject to the terms and conditions of the policies issued.
- This proposal assumes the group meets the definition of a large group. Large group is defined as an employer having an average total number of 51+ employees on the payroll in the preceding calendar year. This proposal is not applicable if **Leon County** qualifies as a Small Group according to Section 627.6699, Florida Statute.
- This proposal assumes Capital Health Plan will be the only carrier providing health coverage for the Group's employees unless it is otherwise agreed upon in writing.
- This proposal is contingent upon **Leon County** meeting all of the Capital Health Plan Large Group Underwriting Guidelines. Guidelines are available upon request.
- The premiums in this proposal may include costs associated with the payment of compensation to independent, third parties for the sale of products. Please contact Capital Health Plan if you have any questions.
- This information is intended solely for **Leon County**. If you are not **Leon County** this information does not apply to you.
- This proposal is for non-occupational illnesses and injuries only.
- This proposal is only a summary of the benefits and provisions applicable to this group policy. A complete list of benefits and provisions is located in the group Master Policies (Large Employer Member Handbook, Large Group Master Policy, Large Employer Application & Renewal Agreement, and Member Enrollment Application). Other benefits, guidelines, and restrictions may apply.
- Capital Health Plan is not the plan sponsor or plan administrator, as defined by the Employee Retirement Income Security Act ("ERISA"), as amended; of the Group Plan. The Group, as either plan sponsor or plan administrator of an employee welfare benefit plan, is responsible for ensuring compliance with ERISA.

Please note that rates provided do not include:

- Changes in the plan design after the proposal
- Changes mandated or made available by State Regulation and Federal Regulation after the proposal
- Changes in eligibility after the proposal
- Changes in the group Anniversary Date



Large Employer Application & Renewal Agreement

☐ New Renewal ☐ Renewal Business ☐ Standalone Option ☒ Dual ☐ Other _____ CHP Group# 00004

I. Applicant Information

- A. Name of Group: Leon County DBA: _____
Group Tax ID#: 596000708 Nature of Business: Other General Government Support NAICS/ SIC Code: 921190
Business Type:
☐ Corporation ☐ Limited Liability Corp ☐ General Partnership ☐ Government ☐ Non-Profit Organization ☐ Other _____
Employer Contact Name: Candice Phone: 850-606-24 Email: wilsonca@leoncountyfl.
Mailing Address: 315 S. Calhoun Street, Suite 210, Tallahassee, FL 32301
This employer has multiple locations: ☐ Yes ☒ No If Yes: ☐ Regional ☐ Statewide (Florida) ☐ National
List Florida Locations: _____
B. Subsidiary or Affiliated Companies are eligible with this application: ☐ Yes (Enrollment Summary Required) ☒ No
C. Group qualifies as a Multi-Employer: ☐ Yes ☐ No
D. Applicant hereby applies for issuance of a Group Policy (herein referred to as Policy) by Capital Health Plan, Inc. (CHP). Upon acceptance of this application by CHP, it will become part of the Policy issued to the applicant named above.
E. Prior Health Carrier: Insurance N/ HMO N/
F. The Policy excludes expenses for any service or supply to diagnose or treat any condition resulting from or in connection with an insured's job or employment (e.g. any service or supply which is covered by Workers' Compensation insurance), except for medically necessary services (not otherwise excluded) for an individual who is not covered by Workers' Compensation and that lack of coverage did not result from any intentional action or omission by that individual. The foregoing exclusion applies to an individual who elects exception from Workers' Compensation coverage and to an individual who foregoes Workers' Compensation coverage available to employees in the Group.
Worker's Compensation Carrier is _____
G. ERISA Classification (Employee Retirement Income Security Act as defined by the U.S. Department of Labor)
☐ ERISA ☒ NON-ERISA

II. EFFECTIVE DATE/ELIGIBILITY INFORMATION

- A. Effective Date of this policy shall be 11/1/1983. The Effective Date of this change to the policy shall be 1/1/2025. This policy may be terminated by the applicant or CHP by giving at least 45 days prior written notice to the other party, except in the case of non-payment of Premium.
B. Only active eligible employees who regularly work a minimum of 30 hours each week and their eligible dependents shall be eligible for coverage upon the Effective Date of this Policy or Policy Change.
C. Specify classification of enrollees for whom coverage is being requested, if other than eligible employees as described in B above (e.g. Retirees): _____
D. New eligible employees may be covered effective on the Other - See Notes or Comments so long as the eligible employee submits an application to CHP within 30 days of the date the individual first meets the applicable eligibility requirements.
E. At least 65% of the eligible employees must be enrolled under the Policy on the Effective Date and throughout the term of the Policy
F. CHP shall have the right to audit the applicants payroll records at any time to confirm eligibility for coverage; applicant agrees to furnish any such request
G. Employer Contribution: Employee 87. % Dependents _____ %

III. HEALTH PLAN SUMMARY INFORMATION and RATES

See the Group Master Policy for a complete list of benefits

CHP Health Benefits: Big Bend Selection Commissions included in Rates: 0.000%
Rx Option: R408 Tier1: \$7 Tier2: \$7 Tier3: \$30 Tier4: \$50 Tier5: \$50 Tier6: \$50

Rates:	Employee Only: \$920.61	Family: \$2424.68	Over-Age Dependent: \$1011.07
	Employee + 1: \$1897.59		
Medicare Retiree	Medicare Employee Only: \$263.45	Medicare w/ Family: \$1779.92	Over-Age Dependent:
Advantage Rates:	Medicare w/ Med Spouse: \$526.90	Medicare w/ Non-Med Dependent: \$1182.60	

- A. Premium/ Prepayment fees are payable monthly on or before the due date, which will be: 1st of every month.
- B. Regular Billing – Employee applications should be submitted thirty (30) days prior to the proposed Effective Date. Employee cancellations must be submitted within 30 days of the Effective Date of the Termination.
- C. The rates established for this Policy will not be changed the first twelve (12) months following the initial Effective Date of Coverage unless there is a change in benefits or a 15% or more change in the composition of the group. However, CHP may change the rates that are to be effective after the initial twelve (12) month period of coverage by providing notice to the employer of such changed rates forty-five (45) days prior to their Effective Date.

IV. APPLICANT RESPONSIBILITIES

- A. The applicant shall: 1) Notify each enrollee to the benefits selected by the applicant, their Effective Date, and the Termination Date of coverage (in this regard, applicant acts as the agent of the enrollee, and in no event shall the applicant be deemed an agent of CHP for this or any other purposes, nor shall CHP be responsible for such notification to Retirees). 2) Notify CHP promptly of any changes in the eligibility of enrollees under this Agreement. 3) List any absentees at the time of initial enrollment on the appropriate CHP form. Applications from absentees will be accepted at CHP no later than thirty (30) days from the group's Effective Date. 4). Collect enrollee contribution, if required, and remit Premium payment/ pre-payment fees to CHP as specified in this application.
- B. Applicant hereby establishes an Employee Welfare Benefit Plan for the purposes of providing for its employees or their beneficiaries medical, surgical, hospital care or benefits in the event of sickness.

V. FINAL PREMIUMS, BENEFITS AND EFFECTIVE DATES ARE SUBJECT TO APPROVAL BY CHP

Issuance of the Policy by CHP will be deemed acceptance of this application. Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree. This document alone does not constitute an entire employer contract. The Employer Group Contract consists of the Employer Application, Master Policy, Member Handbook, the Individual Member Enrollment Application and any attachments, amendments, or endorsements to the Member Handbook or Master Policy.

_____	_____	_____
Date	Signature of Applicant	Print/type Name and Title
_____	_____	_____
Date	Signature of Agent	Agent Lic ID
		Capital Health Plan Authorized Signature



Large Employer Enrollment Summary

Medicare Secondary Payer Compliance (Must check appropriate box)

Multiple employer plan: a plan sponsored by more than one employer. Multi-employer plan: a plan jointly sponsored by employers and unions.

If you are a single employer plan:

☒ Yes ☐ No Our company employed 20 or more employees* each working day in 20 or more calendar weeks during the current or preceding calendar year.

If you are a single employer or a multi-employer plan:

☒ Yes ☐ No Our company employed 100 or more employees* on 50 percent or more of the business days during the preceding calendar year.

If you are a multiple employer or a multi-employer plan:

☐ Yes ☐ No All employers in our Group Health Plan (GHP) employed 20 or more employees* for 20 or more consecutive weeks in either the current or preceding calendar year.

☐ Yes ☐ No At least one of the employers in our GHP employed 20 or more employees* for 20 or more consecutive weeks in either the current or preceding calendar year.

☐ Yes ☐ No All employers in our GHP employed fewer than 20 employees* for 20 or more consecutive weeks in either the current or preceding calendar year.

Common Ownership/ Controlled Group Compliance

☐ Yes ☐ No Our company is part of a common ownership or Controlled Group as defined by the Health Insurance Portability and Accountability act of 1996 ("HIPAA") states that all persons treated as a single employer under subsection (b), (c), (m), or (o) of section 414 of the Internal Revenue Code of 1986 shall be treated as one employer.

General Information

1. Group Name: Leon County	2. Group Number: 00004	3. Tax ID: 596000708
4. Group Sales Rep/Agent:	5. Effective Date: 1/1/2025	
6. Employer Contribution Toward Employees Premium: 87.5	7. Employer Contribution Toward Dependent Premium: 0	
8. What was the average total number of employees (full-time, part-time, and seasonal) in the previous calendar year? :	77	

Recap of Employee Participation

1. TOTAL EMPLOYEES ON PAYROLL (List all employees including full-time, part-time, seasonal, employees living and working outside the CHP service area, etc.)	⇒	78
2. TOTAL COBRA CONTINUANTS (Currently enrolled in your Group Health Plan)	⇒	1
3. TOTAL INELIGIBLE EMPLOYEES (DO NOT COUNT THE SAME EMPLOYEE TWICE)	A + B + C ⇒	17
A. Total Part Time Employees	⇒	10
B. Total New Employees (in Waiting Period)	⇒	0
C. Other (Ex: Seasonal Employees or Employees living and working outside the CHP service area)	⇒	
4. TOTAL EMPLOYEES ELIGIBLE FOR CAPITAL HEALTH PLAN COVERAGE	1 + 2 Minus 3 ⇒	61
5. TOTAL ELIGIBLE FOR PARTICIPATION	4 Minus D ⇒	55
D. Total Employees with other coverage	⇒	64
6. TOTAL ENROLLED	5 Minus E ⇒	48
E. Total Refusals (no other coverage)	⇒	13
7. EMPLOYEE PARTICIPATION (65% REQUIRED)	6 Divided by 5 ⇒	88

I certify that the above information is correct to the best of my knowledge. I understand that this information will be used to determine my company's compliance with Capital Health Plan eligibility and Underwriting Guidelines, as well as the applicability of State and Federal laws relating to my company and plan. Capital Health Plan reserves the right to request a RT-6 or other documentation as evidence of business activity at any time and from time to time in order to validate my compliance with eligibility and Underwriting Guidelines, as well as validate the applicability of State of Federal laws. Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony of the third degree.

Date

Signature of Applicant

Print/type Name and Title

2020.045.LgGp.Application

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

Leon County Board of County Commissioners

Agenda Item #8

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Request to Schedule the First and Only Public Hearing to Consider an Ordinance to Amend Chapter 6 and Chapter 14 of the Leon County Code of Laws related to Hearing Procedure, Administrative Fines and Liens, and Appeals for the Code Enforcement Board and Nuisance Abatement Board for November 19, 2024

Review and Approval:	Vincent S. Long, County Administrator Chasity O'Steen, County Attorney
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Barry Wilcox, Director of Development Support and Environmental Management
Lead Staff / Project Team:	May Swartz, Assistant County Attorney Emma Smith, Code Compliances Services Director

Statement of Issue:

This item requests Board authorization to schedule the first and only public hearing regarding the adoption of an Ordinance to amend Section 6-32, Chapter 6, of the Leon County Code of Laws (LCC), relating to Hearing Procedure, Section 6-34, Chapter 6, of the LCC, relating to Administrative Fines and Liens, and Section 14-56, Chapter 14, of the LCC, relating to Appeals. The proposed Ordinance modifies the Code Enforcement Board (CEB) hearing process and also revises the deadline by which to file an appeal of Nuisance Abatement Board (NAB) Orders.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Schedule the first and only public hearing to consider an Ordinance amending Section 6-32 of Chapter 6 of the LCC, relating to Hearing Procedure, and Section 6-34 of Chapter 6 of the LCC, relating to Administrative Fines and Liens, and Section 14-56 of Chapter 14 of the LCC, relating to Appeals for November 19, 2024, at 6:00 p.m.

Title: Request to Schedule the First and Only Public Hearing to Consider an Ordinance to Amend Chapter 6 and Chapter 14 of the Leon County Code of Laws related to Hearing Procedure, Administrative Fines and Liens, and Appeals for the Code Enforcement Board and Nuisance Abatement Board for November 19, 2024

October 8, 2024

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Report and Discussion

Background:

This item requests Board authorization to schedule the first and only public hearing to consider an Ordinance to amend Section 6-32, Chapter 6, of the LCC, relating to Hearing Procedure; Section 6-34, Chapter 6, of the LCC, relating to Administrative Fines and Liens; and Section 14-56, Chapter 14, of the LCC, relating to NAB Appeals. The proposed Ordinance modifies the process of CEB hearings to provide additional due process protections to respondents and revises the date a fine begins to accrue for a repeat violation. The proposed Ordinance also revises the deadline by which to file an appeal of NAB Orders to align with the timeframe permitted in Florida Rules of Appellate Procedure and Section 6-35 of Chapter 6 of the LCC.

The CEB is a quasi-judicial board that makes determinations on whether a respondent has violated an ordinance of the LCC, and if so, the amount of fines to accrue, if any. At CEB hearings, the County, through its designated staff, prosecute the cases. The alleged violators present their defense as to why they should not be found in violation or whether they need additional time to bring their property into compliance with the LCC. The Florida Rules of Evidence or Rules of Civil Procedure do not apply to CEB hearings, but the CEB is required to follow general rules of fairness. Courts have determined that rules of fairness include ensuring substantive and procedural due process to all respondents/alleged code violators. A recent review of case law highlighted a potential hearing procedure update that will provide respondents an additional opportunity to be heard when it comes to whether they have fully complied with the CEB's initial order before a fine begins to accrue and a lien against their property is recorded.

Predominantly, the proposed revisions to Chapter 6, Section 6-32, of the LCC will update the hearing procedure to provide additional due process consistent with case law. Under the current version of Section 6-32, LCC, the initial hearing is held and the CEB issues its findings of fact, based on evidence of record, and conclusions of law. The resulting order will include a date by which the owner must bring the property into compliance and a date on which a fine is imposed and begins to accrue if there is non-compliance. Under the proposed revisions, the initial CEB hearing is called the Code Compliance Hearing, and a Code Compliance Order is issued after the hearing. The essence of the initial process does not change. The Code Compliance Order will include whether a violation of the LCC is found and a date by which there must be compliance. On or after the compliance deadline, the designated staff will inspect the subject property. Under the proposed revisions to the LCC, the Code Compliance Division will send a notice of non-compliance to the violator, and the violator will have 20 days from the date of the notice of non-compliance to file a Compliance Review Hearing request with the CEB Administrator. At the Compliance Review Hearing, the CEB will evaluate whether the violator is in compliance with the CEB's Code Compliance Order, the validity of the fine amount, and/or the imposition of the lien. Under the proposed Ordinance, the Compliance Review Hearing provides for a second opportunity for the property owner to appear before the CEB.

Title: Request to Schedule the First and Only Public Hearing to Consider an Ordinance to Amend Chapter 6 and Chapter 14 of the Leon County Code of Laws related to Hearing Procedure, Administrative Fines and Liens, and Appeals for the Code Enforcement Board and Nuisance Abatement Board for November 19, 2024

October 8, 2024

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If the violator fails to request the Compliance Review Hearing within 20 days of the date of the non-compliance notice, the violator is deemed to have waived their right to challenge the determination of non-compliance, the validity of the fine amount, or the imposition of a lien against their property. In such instances the County will submit an affidavit of non-compliance to the CEB chair, and the CEB chair will execute the order imposing a fine. The resulting order is filed against the violator, and the identified lien amount is assessed for the number of days the violator is out of compliance with the LCC and imposed upon any other real or personal property owned by the violator.

Chapter 6, Section 6-34, of the LCC, relates to the imposition of fines and liens on property owned by the violators. The proposed revisions include necessary text updates to ensure consistency between the revised hearing procedure in Section 6-32, and the corresponding re-numbering of paragraphs. Additionally, the language in Section 6-34(a) would be revised for consistency with Section 162.09(1), Florida Statutes, to clarify the date a fine begins to accrue for repeat violators. A repeat violation occurs when a property owner commits a violation within five years of a prior violation of the same code section. Under the current version of Section 6-34, the fine begins to accrue on the date the repeat violator is notified of the repeat violation. To align with Florida Statutes, the proposed revision will provide that a fine for a repeat violation will begin to accrue on the date the designated staff validates the repeat violation.

Similar to the CEB, the NAB is a quasi-judicial board, made up of the same members as the CEB that determines whether a building or premises presents a serious and continuing danger to the public and/or occupants and enters orders allowing said nuisance to be abated by the County. §§14-50, 14-51, LCC. Chapter 14, Section 14-56, of the LCC, currently provides that an appeal shall be filed within 15 days of the entry of an NAB order to be appealed. The proposed Ordinance extends this timeframe to 30 days. The proposed revisions to Section 14-56 are the result of a recent review of the appeal process for both CEB cases and NAB cases. The LCC governing the NAB was compared to the Florida Rules of Appellate Procedure, specifically Rules 9.190(b)(3) and 9.100(c), Florida Rules of Appellate Procedure, which provide that an appeal of an order entered, which would include an order rendered by the NAB, is commenced by filing a Petition for Certiorari within 30 days of rendition of the order. Additionally, Chapter 6, Section 6-35, of the LCC, provides that an appeal shall be filed within 30 days of the execution of a CEB order. In order to be consistent with Florida Rules, and the LCC governing the CEB, Section 14-56 is proposed to be revised to reflect a 30-day deadline for filing an appeal to the Circuit Court by writ of certiorari.

Analysis:

Chapter 162, Florida Statutes, governs the CEB process and is intended to provide an additional or supplemental means of obtaining compliance with local codes. Local governments are permitted to enact their own codes that provide a process for their local CEBs. Courts interpret Florida Statutes and local code provisions, and upon a recent review of relevant case law regarding the procedure by which fines are assessed for non-compliance of CEB orders, it was determined

Title: Request to Schedule the First and Only Public Hearing to Consider an Ordinance to Amend Chapter 6 and Chapter 14 of the Leon County Code of Laws related to Hearing Procedure, Administrative Fines and Liens, and Appeals for the Code Enforcement Board and Nuisance Abatement Board for November 19, 2024

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that the current CEB hearing process may be modified to ensure additional procedural due process protections are afforded to alleged violators of the LCC before a fine is imposed and a lien is assessed against their property. The revisions to the current hearing process would apply to Chapter 6, Sections 6-32 and 6-34, of the LCC. As outlined in the Background section, the names of the hearings will be clearly identified, with the first hearing being called the Code Compliance Hearing. At that initial hearing, the CEB will determine whether there is a violation of the LCC, how long the violator has to bring the property into compliance, and the fine that will be imposed for non-compliance. If the designated staff inspects the property after the timeframe, as set by the hearing to bring the property into compliance, and finds that it is not compliant with the CEB's Order, the Code Compliance Division will send a notice of non-compliance to the violator. The violator will have 20 days from the date of the notice of non-compliance to request the Compliance Review Hearing.

At this second hearing, as the name suggests, the violator may contest the designated staff's position that the violator is not in compliance with the LCC and/or the CEB's Code Compliance Order. The violator may also contest the amount of the fine. There will not be a re-trying of whether there was an initial violation of the LCC at the Compliance Review Hearing. If the violator fails to timely request the Compliance Review Hearing, this additional opportunity to be heard will be considered to have been waived by the violator, the CEB Chair will receive the affidavit of non-compliance, and the CEB Chair may enter the Order Imposing Lien. The focus of the revision is to provide the violator with one more opportunity to be heard by the CEB before the lien is imposed upon their property, as this could ultimately result in a taking of property. The proposed Ordinance does not modify the process by which the respondent may appeal the CEB's finding of a violation or, alternatively, request a reduction of a fine.

Some jurisdictions offer a two-hearing process for all cases. Given the case load in the County, staff is requesting to offer the two-hearing process to all respondents, however, it is recommended to hold the second hearing only when requested timely by the respondent. This proposed process was suggested by the court in *Massey v. Charlotte Co.*, 842 So. 2d 142, fn. 3 (Fla. 2d DCA 2003).

As to stakeholder input, the CEB and Code Compliance staff already follow this procedure to ensure compliance with applicable case law, and the CEB has reviewed and approved the proposed revisions in the LCC.

The additional proposed revision to Section 6-34 of the LCC relates to the date the fine begins to accrue for repeat violators. Currently, the fine for a repeat violation begins to accrue upon notice to the repeat violator. While this section comports with due process protections according to *Ficken v. City of Dunedin, Fla.*, 2021 WL 1610408 (M.D. Fla. April 26, 2021), operationally it can be challenging for the County's Code Compliance staff to calculate the fine assessed for the repeat violation when it is unknown exactly when the repeat violator received notice. Section 162.09(1), Florida Statutes, provides that the fine for a repeat violation begins on the date that the code inspector finds that the repeat violation occurred. Therefore, it is requested that Section 6-34 be amended for consistency with the language and process provided in Section 162.09(1),

Title: Request to Schedule the First and Only Public Hearing to Consider an Ordinance to Amend Chapter 6 and Chapter 14 of the Leon County Code of Laws related to Hearing Procedure, Administrative Fines and Liens, and Appeals for the Code Enforcement Board and Nuisance Abatement Board for November 19, 2024

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Florida Statutes, regarding the accrual date of the fines for repeat violations. The CEB has reviewed and approved the proposed revisions in the LCC.

Lastly, Chapter 14 of the LCC governs the process for the NAB proceedings. The NAB is not specifically covered by Chapter 162, Florida Statutes. Specifically, Section 14-56 of the LCC currently provides that an appeal shall be filed within 15 days of the entry of an NAB order to be appealed. The proposed Ordinance revises this timeframe to 30 days. This revision would align the LCC to be consistent with Florida Rules of Appellate Procedure and other provisions regarding appeals contained within the LCC, such as the LCC governing the CEB. The CEB has reviewed and approved the proposed revisions in the LCC.

Options:

1. Schedule the first and only public hearing to consider an Ordinance amending Section 6-32 of Chapter 6 of the LCC, relating to Hearing Procedure, Section 6-34 of Chapter 6 of the LCC, relating to Administrative Fines and Liens, and Section 14-56 of Chapter 14 of the LCC, relating to Appeals for November 19, 2024, at 6:00 p.m.
2. Do not schedule the first and only public hearing to consider an Ordinance amending Section 6-32 of Chapter 6 of the LCC, relating to Hearing Procedure, and Section 6-34 of Chapter 6 of the LCC, relating to Administrative Fines and Liens, for November 19, 2024, at 6:00 p.m.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Proposed Ordinance Amending Chapter 6, Sections 6-32 and 6-34, and Chapter 14, Section 14-56, of the Leon County Code of Laws

LEON COUNTY ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 6, SECTION 6-32, OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; ENTITLED HEARING PROCEDURE; AMENDING SECTION 6-34, ENTITLED ADMINISTRATIVE FINES; LIENS; AMENDING CHAPTER 14, ARTICLE V, SECTION 14-56, OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; ENTITLED APPEALS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the Board of County Commissioners desires to enact an ordinance amending Section 6-32 of the Leon County Code of Laws, relating to Hearing Procedure;

WHEREAS, the Board of County Commissioners desires to enact an ordinance amending Section 6-34 of the Leon County Code of Laws, relating to Administrative fines; liens;

WHEREAS, the Board of County Commissioners desires to enact an ordinance amending Section 14-56 of the Leon County Code of Laws, relating to Appeals;

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

Section 1. Amendments to Chapter 6, Code Enforcement.

Section 6-32 of the Code of Laws of Leon County, Florida, entitled "Hearing Procedure" is hereby amended to read as follows:

Sec. 6-32. - Hearing procedure.

(a) ~~The chairman of the code enforcement board~~ administrator may call code enforcement board hearings ~~and such hearings may also be called by a written notice signed by three members of the code enforcement board.~~ The code enforcement board may, at any hearing, set a future hearing date.

(b) The code enforcement board shall ~~convene~~ conduct a code compliance hearing at least once every two months, but may convene more often as ~~the caseload~~ demands dictates.

(c) Minutes shall be kept of all hearings held by the code enforcement board, and all such hearings shall be open to the public.

- (d) The County Administrator shall provide clerical and administrative personnel as may be required to assist the code enforcement board in the proper performance of its duties.
- (e) Each case before the code enforcement board shall be presented by a representative of the county.
- (f) The county will provide counsel to the code enforcement board, and in no case shall the County Attorney's staff present a case and represent the code enforcement board in the same case.
- (g) Cases scheduled for a particular day shall be heard. All testimony shall be under oath and shall be recorded. At the code compliance hearing, the code enforcement board shall take testimony from the code inspector, the alleged violator and any other person familiar with the case or having knowledge about the case. The code enforcement board shall not be bound by any formal rules of evidence; however, it shall act to ensure fundamental due process in each case brought before the code enforcement board.
- (h) At the conclusion of the code compliance hearing, the code enforcement board shall issue a code compliance order, including findings of fact, based on evidence of record, and conclusions of law, and shall issue an order requiring compliance and affording the proper relief consistent with powers granted herein. The terms of the code compliance order findings shall be adopted, by motion, approved by a majority of those members present and voting, except that at least four members of the seven-member code enforcement board must vote in order for the action to be official. The code compliance order may will include a notice that it must be complied with by a specified date, and that a fine may will be imposed if the order is not complied with by such date, specifying how the fine will be calculated, and that a lien will be imposed on the property. If the violation was corrected after scheduling of the code compliance hearing but before such hearing, the code enforcement board may enter a code compliance order finding that the violation occurred and has been resolved, and order closing of the file. The code enforcement board shall provide the code compliance order by certified mail to the violator. A certified copy of such order may be recorded in the public records of the county and shall constitute notice to any subsequent purchasers, successors in interest, or assigns if the violation concerns real property, and the findings terms therein shall be binding upon the violator and, if the violation concerns real property, any subsequent purchasers, successors in interest, or assigns. If an code compliance order is recorded in the public records pursuant to this subsection and the order is complied with by the date specified in the order, the code enforcement board shall issue an order acknowledging code compliance that shall be recorded in the public records. A hearing is not required to issue such an order acknowledging compliance. The code enforcement board may at the time of the code compliance hearing authorize the chair to enter the order imposing fine and lien described in section 6-32(j) in the event the violator fails to comply with any one or more of the requirements set forth in the code compliance order.
- (i) If the violator fails to comply with any one or more of the requirements set forth in the code compliance order issued by the code enforcement board by the corresponding compliance deadline, the county will send notice by certified mail to the violator advising that the violator has failed to comply with code compliance order and will be subject to penalties in the form of a fine per day for each day that the violator remains out of compliance with the code compliance order, and that a lien as determined will be imposed on the property. The violator shall have 20 days from the date of the notice of non-compliance to file a request for a compliance review hearing before the code

1 enforcement board to challenge the determination of non-compliance with the code compliance
2 order, validity of the fine amount, or the imposition of the lien. Such request for a compliance
3 review hearing shall be filed with the board administrator, who will notice the case for hearing.
4 Failure to timely file a request for a compliance review hearing will be deemed a waiver of the right
5 to challenge the determination of non-compliance in the code compliance order, validity of the fine
6 amount, or the imposition of a lien.

7
8 (j) If the violator fails to timely file a request for a compliance review hearing, the county will submit
9 an affidavit of non-compliance to the chair of the code enforcement board. Upon receipt of the
10 affidavit of non-compliance, and confirmation that the violator waived the right to request a hearing
11 to contest non-compliance, validity of the fine amount, or the imposition of a lien, the chair may
12 execute an order imposing a fine, which will be filed against the violator immediately and a fine
13 shall be assessed for the days the violator is out of compliance. The fines established by the order
14 imposing fine shall constitute a lien against the property and upon any other real or personal
15 property owned by the violator.

16
17 (ik) Any case may be continued by the code enforcement board for good cause shown. If the code
18 enforcement board's consideration of a case has already been publicly noticed, the code
19 enforcement board's counsel may grant a continuance prior to the meeting at which a case is to be
20 heard, provided that the request is unopposed by all parties. The continuance shall be announced
21 during the publicly noticed hearing.

22
23 Section 6-34 of the Code of Laws of Leon County, Florida, entitled "Administrative fines;
24 liens" is hereby amended to read as follows:

25
26 Sec. 6-34. – Administrative fines; liens.

27
28 (a) ~~As set forth above in Section 6-32, The code enforcement board, upon notification by the code~~
29 ~~inspector that an order of the code enforcement board when a code compliance order has not been~~
30 ~~complied with by the set time or, upon finding that a repeat violation has been committed, may~~
31 ~~order the violator may be ordered to pay a fine in an amount specified in this section for each day~~
32 ~~the violation continues past the date set by the code enforcement board for compliance order or, in~~
33 ~~the case of a repeat violation, for each day the repeat violation continues, beginning with the date~~
34 ~~the repeat violation is found to have occurred by the code inspector past the date of notice to the~~
35 ~~violator of the repeat violation. If Where a finding of a violation or a repeat violation has been made~~
36 ~~as provided in this part, at a code compliance hearing and the violator has failed to timely request~~
37 ~~a compliance review hearing as provided in Section 6-32(i), a hearing shall not be necessary for~~
38 ~~issuance of the order imposing the fine.~~

39
40 (b) ~~The code enforcement board shall provide by certified mail the findings of fact and conclusions of~~
41 ~~law to the property owner with a notice that the property owner may request a hearing challenging~~
42 ~~the fine amount within 20 days from the date of the findings of fact and conclusions of law. The~~
43 ~~findings of fact and conclusions of law shall be recorded after 20 days unless the property owner~~
44 ~~files a timely request for hearing. If such a hearing is requested, the hearing shall be limited to a~~
45 ~~consideration of only those new findings necessary to impose an appropriate fine.~~

(eb) A fine imposed pursuant to this ~~section~~ Chapter shall not exceed \$250.00 per day for a first violation and shall not exceed \$500.00 per day for a repeat violation. If, at the code compliance hearing, the code enforcement board finds the violation to be irreparable or irreversible in nature, it may impose a one-time fine not to exceed \$5,000.00 per violation in the code compliance order. In determining the amount of the fine, if any, the code enforcement board shall consider the following factors:

(1) The gravity of the violation.

(2) Any actions taken by the violator to correct the violation.

(3) Any previous violations committed by the violator.

(dc) The code enforcement board may reduce a fine imposed pursuant to this ~~section~~ Chapter upon request after the violation has been corrected.

(ed) A lien for a violation of section 14-31 or 14-41 has a maximum lien threshold of \$10,000.00 and shall cease accruing once the lien reaches \$10,000.00. Violations that are found to be repeat violations, regardless of the violation, and violations of other sections of the Code other than sections 14-31 and 14-41 do not have a maximum lien threshold, unless otherwise stated.

(fe) A certified copy of an order imposing a fine shall be recorded in the public records and, thereafter, shall constitute a lien against the land on which the violation exists and upon any other real or personal property owned by the violator. Upon petition to the circuit court, such order may be enforced in the same manner as a court judgment by the sheriffs of the state, including levy against the personal property, but such order shall not be deemed to be a court judgment except for enforcement purposes. A fine imposed pursuant to this section shall continue to accrue until the violator comes into compliance or until judgment is rendered in a suit to foreclose on a lien filed pursuant to this ~~section~~ Chapter, whichever occurs first. After three months from the filing of any such lien which remains unpaid, the code enforcement board may authorize the County Attorney to foreclose on the lien. No lien created pursuant to the provisions of this ~~section~~ Chapter may be foreclosed on real property which is a homestead under Fla. Const. art. X, § 4. A lien arising from a fine imposed pursuant to this ~~section~~ Chapter runs in favor of the county, and the county may execute a satisfaction or release of lien entered pursuant to this ~~section~~ Chapter.

Section 2. Amendments to Chapter 14, Nuisance Abatement.

Section 14-56 of the Code of Laws of Leon County, Florida, entitled "Appeals" is hereby amended to read as follows:

Sec. 14-56. - Appeals.

(a) An aggrieved party and/or the county may appeal a final administrative order of the nuisance abatement board to the circuit court by writ of certiorari. An appeal shall be filed within ~~15~~ 30 days of the entry of the order to be appealed. As used in this section, the term "aggrieved party" means a person who possesses a present legal right of present or future enjoyment of the property by virtue

1 of a deed, title, mortgage, fully executed contract for purchase, lien on estate in the property,
2 judgment of court, being named a beneficiary in a will or trust of a deceased owner or the legal
3 spouse of the property owner.
4

- 5 (b) The filing of an appeal stays the order of the nuisance abatement board until the appeal is resolved
6 unless the building or premises presents imminent peril to the public health or general welfare or
7 presents immediate danger to the life or safety of any person.
8

9 **Section 3. Conflicts.**

10
11 All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby
12 repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon
13 County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this
14 ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.
15

16 **Section 4. Severability.**

17
18 If any word, phrase, clause, section, or portion of this ordinance is declared by any court of
19 competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and
20 portions of this ordinance shall remain in full force and effect.
21

22 **Section 5. Applicability.**

23
24 This ordinance shall apply to and be effective in the unincorporated area of Leon County.
25

26 **Section 6. Effective Date.**

27
28 This ordinance shall have effect upon becoming law.
29

30 DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,
31 Florida, this _____ day of _____, 20____.
32

33 LEON COUNTY, FLORIDA
34
35

36 By: _____
37 Carolyn D. Cummings, Chair
38 Board of County Commissioners
39

1 ATTESTED BY:

2 Gwendolyn Marshall Knight, Clerk of
3 Court & Comptroller, Leon County, Florida
4
5

6 By: _____
7
8

9 APPROVED AS TO FORM:

10 Chasity H. O'Steen, County Attorney
11 Leon County Attorney's Office
12
13

14 By: _____



LEON COUNTY GOVERNMENT

People Focused. Performance Driven.

Business Impact Estimate

In accordance with Section 125.66(3)(a), Florida Statutes (F.S.), a Business Impact Estimate (BIE) is required to be: 1) prepared before enacting certain ordinances and 2) posted on Leon County's website no later than the date the notice of intent to consider the proposed ordinance is advertised (which, per Section 125.66(2)(a), F.S., is at least ten (10) days before the Public Hearing).

Proposed Ordinance's title in full:

An Ordinance of the Board of County Commissioners of Leon County, Florida, Amending Chapter 6, Section 6-32, of the Code of Laws of Leon County, Florida; Entitled Hearing Procedure; Amending Section 6-34, Entitled Administrative Fines, Liens; Amending Chapter 14, Article V, Section 14-56, of the Code of Laws of Leon County, Florida; Entitled Appeals Providing for Conflicts; Providing for Severability; Providing for Applicability; and Providing for an Effective Date.

Pursuant to Section 125.66(3)(c), F.S., the following types of ordinances are exempt from the BIE requirement. As such, if one or more boxes are checked below, Leon County, Florida, believes that a BIE is not required by state law for the proposed ordinance referenced above. Leon County, Florida, reserves the right to revise this BIE following an initial posting.

- ☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by a county government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, F.S., relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

- b. Sections 190.005 and 190.046, *F.S.*, regarding community development districts;
- c. Section 553.73, *F.S.*, relating to the *Florida Building Code*; or
- d. Section 633.202, *F.S.*, relating to the *Florida Fire Prevention Code*.

In accordance with Florida law Leon County, Florida, hereby posts the following BIE information for this proposed Ordinance on its website for public viewing and consideration on this 30th day of September, 2024:

1. Summary of the proposed ordinance (must include statement of the public purpose, such as serving the public health, safety, morals, and welfare):

The proposed ordinance amends Section 6-32 of Chapter 6 of the Leon County Code of Laws (LCC), relating to Hearing Procedure, Section 6-34 of Chapter 6 of the LCC, relating to Administrative Fines and Liens, and Section 14-56 of Chapter 14 of the LCC, relating to Appeals. The proposed Ordinance modifies the Code Enforcement Board (CEB) hearing process to add a secondary hearing for Compliance Review to provide additional due process protections to respondents and revises the date fines accrue for repeat violators to mirror language in Florida Statutes. The proposed ordinance also revises the deadline by which to file an appeal of Nuisance Abatement Board (NAB) Orders to mirror the timeframe permitted in Florida Rules of Appellate Procedure and Section 6-35 of Chapter 6 of the LCC.

2. Estimate of direct economic impact of the proposed ordinance on private, for-profit businesses in the county, including the following (if any):

- a.) Estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted: None.
- b.) Any new charge or fee imposed by the proposed ordinance for which businesses will be financially responsible: None.
- c.) Estimate of Leon County's regulatory costs, including estimated revenues from any new charges or fees to cover such costs: None.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed Ordinance: None.

4. Additional information Leon County deems necessary (if any):

None.

**Leon County
Board of County Commissioners**

Notes for Agenda Item #9

Leon County Board of County Commissioners

Agenda Item #9

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Fiscal Year 2024 Carry Forward Appropriations

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Roshaunda Bradley, Director, Office of Management and Budget
Lead Staff / Project Team:	Brandy Furbee, Budget Manager Eryn Calabro, Principal Budget and Grants Coordinator Demetrius Jones, Management and Budget Analyst

Statement of Issue:

This item seeks Board approval to authorize the carry forward of Fiscal Year 2024 appropriations to the Fiscal Year 2025 Budget. The analysis recommends increasing the FY 2025 Catastrophe Reserve (Cat Fund) above the 2% policy requirement to offset the preliminary costs associated with the Hurricane Helene response and recovery efforts.

Fiscal Impact:

This item has a fiscal impact, and carries forward operating, grant, and capital funds originally appropriated in the Fiscal Year (FY) 2024 budget into the FY 2025 adopted budget to provide continued project funding.

Staff Recommendation:

- Option #1: Waive Policy No. 07-2, "Reserves" to increase the FY 2025 Catastrophe Reserve above 2% of the general/fine and forfeiture fund operating expenditures to pay for expenses related to Hurricane Helene.
- Option #2: Authorize the carry forward of FY 2024 appropriations to the FY 2025 budget by approving the associated Resolution and Budget Amendment (Attachment #1).

Report and Discussion

Background:

This item seeks Board approval to authorize the carry forward of FY 2024 appropriations to the FY 2025 budget. Before approving carry forward requests, the Office of Management and Budget (OMB) works with program managers to identify projects not completed by the end of the fiscal year. The funds for approved requests are then recommended for carry forward to the new fiscal year budget and made available for continued project funding.

Analysis:

The FY 2024 carry forward lists each operating, capital, and grant project to be brought forward into FY 2025. For operating budget carry forwards, the corresponding requested funding amounts and footnote explanations are provided (Attachment #1). These funds will be added to the FY 2025 adopted budget for the sole purpose of completing the projects for which the funds were originally appropriated in FY 2024.

The carry forward also includes active grant awards. To ensure the County maximizes grant leveraging opportunities, OMB coordinates with department liaisons and actively seeks grant funding opportunities throughout the fiscal year. These efforts include contacting and communicating with previous funders for any new or forthcoming grant opportunities. Through timely submittals of reporting and invoices, as well as satisfactory compliance with grant closeouts, along with on-site and desk monitoring by the granting agencies, Leon County has proactively positioned itself as a responsive and accountable funding partner. Because of this accountability, agencies often contact Leon County when grant funds become available.

In addition, the County's partnership with Patton Boggs garners access to recently announced federal funding opportunities and OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. With receipt of the Coronavirus Aid, Relief, and Economic Security (CARES) Act funding and the American Rescue Plan (ARPA) Act funding, the total County grant leverage ratio is \$5.93 to \$1; excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$24.86 to \$1.

Catastrophe Reserves (Cat Fund)

The carry forward also appropriates \$5.0 million in catastrophe reserves. The Board approved the creation of the Cat Fund in 2008 in response to the after-effects of Tropical Storm Fay. Pursuant to Policy 07-2 (Attachment #2), Leon County annually establishes the Cat Fund at 2% of the general/fine and forfeiture fund budget to ensure access to emergency funds in case of a declared local state of emergency in order to pay for storm related expenses. These funds are appropriated to allow immediate access to reserves to assist with restoring the community to pre-catastrophe levels, prior to assistance and reimbursements being available from the Federal Emergency Management Administration (FEMA). Additionally, in the event of a declared local state of emergency, the County Administrator is authorized to utilize the Cat Fund to pay for solid waste

fees, building permit and inspection fees for eligible residents that had damage to their property which requires debris removal and home restoration/reconstruction.

FY 2024 was another uniquely challenging year with a once-in-200-year flooding event, a devastating tornado outbreak resulting in the most damage of any natural disaster in the community's history, and preparing for and responding to Category 4 Hurricane Helene – which marked the County's third declared federal disaster in just five months. On July 9, 2024, the Board allocated \$8.3 million in fund balance to the Cat Fund to cover the costs associated with the May 10th tornadoes (\$7.8 million) and replenish the Cat Fund (\$500,000) to \$3 million to ensure adequate resources were available should another emergency event take place in Leon County prior to the start of the new fiscal year on October 1, 2024. Hurricane Helene made landfall in the Big Bend Region on September 26, 2024, as a Category 4 hurricane. Though Leon County was spared from the most devastating impacts of Hurricane Helene, countywide damage assessments and cost estimates for response and recovery expenses are still ongoing.

Due to response and recovery efforts for Hurricane Helene, it is recommended that this reserve for FY 2025 be established at \$5.0 million, or 2.3% of the general/fine and forfeiture fund appropriations. This would establish the FY 2025 Cat Fund approximately \$625,000 above the 2% policy threshold to offset the very preliminary cost estimates associated with Hurricane Helene. The County has initiated the FEMA reimbursement process for all declared storm events and will finalize the preliminary response and recovery cost estimates for Hurricane Helene. Once the entire FEMA reimbursement process is complete, Leon County will be responsible for 12.5% of the actual expenditures, with the balance of 87.5% being paid by the State and FEMA. Reimbursements for the County's costs may not be recovered until late FY 2025 or FY 2026, necessitating the establishment of a higher catastrophe reserve budget to cover these upfront costs, and to better position the County for response to future storm events.

Options:

1. Waive Policy No. 07-2, "Reserves" to increase the FY 2025 Catastrophe Reserve above 2% of the general/fine and forfeiture fund operating expenditures to pay for expenses related to Hurricane Helene.
2. Authorize the carry forward of FY 2024 appropriations to the FY 2025 budget by approving the associated Resolution and Budget Amendment (Attachment #1).
3. Do not authorize the carry forward of FY 2024 appropriations to the FY 2025 budget.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. Resolution and Budget Amendment for FY 2024 Carry Forward Accounts
2. Policy No. 07-2, "Reserves"

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2024/2025; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby amends the budget as reflected on the Departmental Budget Amendment Request Form attached hereto and incorporated herein by reference.

Adopted this 8th day of October, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, Chair
Board of County Commissioners

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

By: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

FISCAL YEAR 2024/2025 BUDGET AMENDMENT REQUEST

No: BAB25001
Date: _____

Agenda Item No: _____
Agenda Item Date: 10/8/2024

County Administrator

Vincent S. Long

Assistant County Administrator

Ken Morris

Request Detail

Revenues

<i>Fund</i>	<i>Account Information</i>						
	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>

Fiscal Year 2024 Carryforwards (See Attached)

Expenditures

<i>Fund</i>	<i>Account Information</i>						
	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>

Subtotal: -

Purpose of Request

Division/Department
2502/25

Brandy Furbee, Budget Manager

Roshaunda Bradley, Budget Director

Approved By: Resolution ☒

Motion ☐

Administrator ☐

Account Description	Fund	Org	Account	Prog	Revenue	Expenditure	Unless otherwise noted, all operating carry forwards funded are for projects started and funded in FY24 but not completed by September 30, 2024.
1 - General Fund							1 - General Fund:
Appropriated Fund Balance	001	000	399900	000	6,132,351		<u>County Attorney</u> : \$300,000 for additional litigation contingency.
County Attorney							
Professional Services	001	120	53100	514		300,000	<u>Human Resources</u> : \$18,355 for obligations associated with the Live Well Leon and Leon Works Junior Apprenticeship programs.
Human Resources							
Other Current Charges & Obligations	001	160	54900	513		18,355	<u>Human Services</u> : \$4,508 for the implementation of the CityStart Blueprint for the Neighborhood First Program.
Human Services							
Aids to Private Organizations	001	370	54800	569		4,508	<u>Primary Healthcare</u> : \$245,613 to address potential increases in reimbursements for Bond, Neighborhood Medical Center, and Apalachee Center in FY25.
Primary Healthcare							
Other Current Charges & Obligations	001	971	54900	562		245,613	<u>Non-Operating</u> : \$31,500 to complete the Solid Waste Assessment Study.
Non-Operating							
Other Contractual Services	001	820	53400	519		31,500	<u>Catastrophe Reserves</u> : Pursuant to Board policy, through the carry forward process, the catastrophe reserve funds are appropriated at a level of 2.3% of the total appropriations for the general/fine and forfeiture funds or \$5,000,000.
Catastrophe Reserve Account							
Catastrophe Reserves	001	990	586002	599		5,000,000	<u>Planning Department</u> : \$100,000 for the County share of Phase II of the Alternative Mobility Funding study jointly funded with the City of Tallahassee and \$150,000 for the Land Use Element Comprehensive Plan update.
Planning Department							
Aids to Government Agencies	001	817	58100	515		250,000	
Transfers							
Transfer to Fund 060	001	950	591060	581		282,375	
General Fund Subtotal					6,132,351	6,132,351	
2- Supervisor of Elections							2 - Supervisor of Elections:
Transfer from Fund 001	060	950	381001	000	282,375		<u>Voter Registration and Elections</u> : \$224,375 to continue replacing outdated voting booths and expand vertical storage capacity in warehouse.
Voter Registration							
Operating Supplies	060	520	55200	513		123,375	<u>Elections</u> : \$58,000 for additional OPS staff to complete operational projects in FY25.
Machinery and Equip \$20,000 and over	060	520	56400	513		67,000	
Other Contractual Services	060	520	53400	513		34,000	
Elections							
Regular OPS Salaries and Wages	060	521	51250	513		58,000	
Supervisor of Elections Subtotal					282,375	282,375	
3- Transportation Trust							3 - Transportation Trust
Appropriated Fund Balance	106	000	399900	000	221,000		<u>Transportation Maintenance</u> : \$221,000 to complete transportation maintenance projects associated with pavement markers on Meridian Road, Sable Chase sidewalk repairs, and guardrail installations on Veterans Memorial, Old St. Augustine, and W. Tharpe Street.
Transportation Maintenance							
Other Contractual Services	106	431	53400	541		221,000	
Transportation Trust Subtotal					221,000	221,000	
Account Description	Fund	Org	Account	Prog	Revenue	Expenditure	4 - Fine and Forfeiture:
4- Fine and Forfeiture							4 - Fine and Forfeiture:
Appropriated Fund Balance	110	000	399900	000	2,591,213		<u>Diversionsary Programs</u> : \$100,000 to continue implementation of the Landlord Risk Mitigation Fund to increase accessibility to affordable housing for individuals returning to the community from incarceration and \$100,000 for the implementation of the Reentry Housing Assistance Program.
Diversionsary Programs							
Landlord Risk Mitigation Fund	110	508	53400	569		100,000	<u>Sheriff Law Enforcement</u> : \$1,241,114 for operating supplies, vehicle and equipment purchases, and other IT projects delayed due to supply chain difficulties; \$170,000 for the Council on Status of Men and Boys (CSMB) Post-Suspension Support Program; and \$30,000 to complete a Continuity of Operations (COOP) Incident response plan.
Reentry Housing Assistance Program	110	508	53400	569		100,000	
Sheriff Law Enforcement							
Budget Transfer	110	510	59304	586		1,505,433	<u>Sheriff Detention</u> : \$648,780 to complete Detention Facility security projects and purchase equipment and operating supplies delayed due to supply chain difficulties; and \$237,000 for
Sheriff Detention							
Budget Transfer	110	511	59304	586		885,780	
Fine and Forfeiture Fund Subtotal					2,591,213	2,591,213	

5- Develop. Support & Env. Mgmt.						5 - Development Services & Environmental Management Fund:	
Appropriated Fund Balance	121	000	399900	000	23,550	<u>Code Compliance</u> : \$23,550 to complete work associated with pending nuisance abatement cases.	
Code Compliance							
Nuisance Abatement	121	423	54901	537	23,550		
Dev. Support & Env. Mgmt. Subtotal					23,550	23,550	
6- Public Safety						6 - Office of Public Safety:	
Appropriated Fund Balance	130	000	3999000	000	50,020	<u>Emergency Communications</u> : \$50,020 to complete projects associated with a appropriation from the Florida Emergency Communications Board to support enhanced cyber security.	
911 Emergency Communications							
Other Contractual Services	130	180	53400	525	35,520		
Machinery and Equip \$1,000-\$19,999	130	180	55408	525	14,500		
Public Safety Subtotal					50,020	50,020	
7- Division of Tourism						7 - Division of Tourism:	
Appropriated Fund Balance	160	000	399900	000	1,943,742	<u>Administration</u> : \$150,000 for World Athletics Staff Augmentation.	
Administration							
Other Contractual Services	160	301	53400	552	150,000	<u>Advertising</u> : \$150,000 for World Athletics Marketing and Sales Contract; \$225,000 to augment the marketing/advertising budget and for special programs including Key Data Research, Zartico, Bandwango and an accessibility media marketing program partnership with Wheel the World.	
Advertising							
Other Contractual Services	160	302	53400	552	375,000	<u>Marketing</u> : \$100,000 allocated to target and bid on additional state, regional, and national championship events and support the World Athletics XC Championship preparation; \$623,000 to support Bicentennial Celebration outreach and events and the FY25 Jubilee Music Festival efforts; and \$15,000 to complete the implementation of the online sales platform.	
Other Current Charges & Obligations	160	302	54900	552	125,000		
Machinery and Equip \$1,000-\$19,999	160	302	55408	552	8,181	<u>Tourism - 1 Cent</u> : \$547,561 in remaining tourist development tax funds allocated to the CRA for cultural programs.	
Marketing							
Other Current Charges & Obligations	160	303	54900	552	100,000		
Other Current Charges/Other	160	303	54948	552	550,000		
Printing and Binding	160	303	54700	552	12,000		
Direct Sales Promotions	160	303	54860	552	12,000		
Community Relations	160	303	54861	552	31,000		
TDC Merchandise	160	303	54862	552	15,000		
Operating Supplies/Uniforms	160	303	55250	552	15,000		
Local T&E	160	303	58160	552	3,000		
Tourism 1-Cent Performing Arts							
Aids to Government Agencies	160	305	58100	552	547,561		
Tourism Subtotal					1,943,742	1,943,742	
8- Insurance Service Fund						8 - Insurance Service Fund:	
Appropriated Fund Balance					86,645	<u>Risk Management</u> : \$86,645 in insurance claims for pending repairs and replacement of damaged vehicles.	
Risk Management							
Repairs & Maintenance	501	821	54600	596	33,519		
At - Fault Claims	501	821	54515	597	9,558		
Machinery and Equip \$20,000 and over	501	821	56400	598	43,568		
Insurance Service Fund Subtotal					86,645	86,645	
9- Communications Trust Fund						9 - Communications Trust Fund:	
Appropriated Fund Balance	502	000	399900	000	130,000	<u>Communications</u> : \$130,000 to complete communication network projects.	
Com-Net Communications	502	900	54110	590	130,000		
Communications Trust Fund Subtotal					130,000	130,000	

FY 2024/2025 Capital Improvement Carry Forward

Attachment #1
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Account Description	Fund	Org	Account	Program	Revenue	Expenditure
Building Inspection: Fund 120						
Appropriated Fund Balance	120	000	399900	000	152,942	
Transfer to 305	120	950	591305	581		46,000
Building Inspection Technology	120	076055	54600	524		106,942
Fund 120 Subtotal					152,942	152,942
Emergency Medical Services: Fund 135						
Appropriated Fund Balance	135	000	399900	000	3,259,301	
Emergency Medical Services Vehicles & Equipment Replacement	135	026014	55408	526		7,914
Emergency Medical Services Vehicles & Equipment Replacement	135	026014	56400	526		2,539,353
New Emergency Medical Services Vehicles & Equipment Replacement	135	026021	55408	526		15,578
New Emergency Medical Services Vehicles & Equipment Replacement	135	026021	56400	526		632,992
Emergency Medical Services Technology	135	076058	53100	526		10,880
Emergency Medical Services Technology	135	076058	55408	526		27,584
Emergency Medical Services Technology	135	076058	56410	526		25,000
Fund 135 Subtotal					3,259,301	3,259,301
Tourism: Fund 160						
Appropriated Fund Balance	160	000	399900	000	258,101	
Division of Tourism Building	160	086065	55410	552		50,000
Division of Tourism Building	160	086065	56201	552		208,101
Fund 160 Subtotal					258,101	258,101
Government Annex (BOA): Fund 165						
Appropriated Fund Balance	165	000	399900	000	1,181,417	
Leon County Government Annex	165	086025	53100	519		7,970
Leon County Government Annex	165	086025	54600	519		120,448
Leon County Government Annex	165	086025	56201	519		1,038,986
Leon County Government Annex	165	086025	56300	519		14,013
Fund 165 Subtotal					1,181,417	1,181,417
Huntington Oaks Plaza: Fund 166						
Appropriated Fund Balance	166	000	399900	000	462,802	
Lake Jackson Town Center	166	083002	54600	519		79,942
Lake Jackson Town Center	166	083002	56201	519		382,860
Fund 166 Subtotal					462,802	462,802
Capital Improvement: Fund 305						
Appropriated Fund Balance	305	000	399900	000	35,348,659	
Transfer from Fund 120	305	950	381120	000	46,000	
Transfer from Fund 501	305	950	381501	000	500,000	
General Vehicle & Equipment Replacement	305	026003	55408	519		6,989
General Vehicle & Equipment Replacement	305	026003	56400	519		1,026,652
Stormwater Vehicle & Equipment Replacement	305	026004	55408	538		37,881
Stormwater Vehicle & Equipment Replacement	305	026004	56400	538		414,372
Fleet Management Shop Equipment	305	026010	55408	519		82,980
Fleet Management Shop Equipment	305	026010	56400	519		45,000
Apalachee Regional Park	305	045001	56300	572		566,956
Parks Capital Maintenance	305	046001	54600	572		190,883
Parks Capital Maintenance	305	046001	55408	572		20,000
Parks Capital Maintenance	305	046001	56300	572		854,726
New Parks/Greenways Vehicles & Equipment	305	046007	56400	572		69,000
Greenways Capital Maintenance	305	046009	54600	572		290,405
Greenways Capital Maintenance	305	046009	56300	572		726,953
Lake Henrietta Renovations	305	061001	56900	538		425,000
Woodville Sewer Project	305	062003	56900	535		4,465,931

FY 2024/2025 Capital Improvement Carry Forward

Attachment #1

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Account Description	Fund	Org	Account	Program	Revenue	Expenditure
Belair-Annawood Septic to Sewer Project	305	062007	56900	535		246,678
NE Lake Munson Septic to Sewer	305	062008	56900	535		2,642,972
Fords Arm - Lexington Pond Retrofit	305	063005	56900	538		118,961
Stormwater Pond Repairs	305	066026	54600	538		61,245
Stormwater Pond Repairs	305	066026	55410	538		461,245
Stormwater Pond Repairs	305	066026	56300	538		75,483
Financial Hardware and Software	305	076001	53400	519		184,025
Financial Hardware and Software	305	076001	54600	519		11,131
Financial Hardware and Software	305	076001	56400	519		50,000
County Compute Infrastructure	305	076008	53400	519		30,000
County Compute Infrastructure	305	076008	54600	519		300,000
County Compute Infrastructure	305	076008	55200	519		30,000
County Compute Infrastructure	305	076008	55408	519		50,000
County Compute Infrastructure	305	076008	56400	519		573,000
Library Services Technology	305	076011	54600	571		30,316
Library Services Technology	305	076011	55408	571		25,000
Library Services Technology	305	076011	56400	571		98,685
Permit & Enforcement Technology	305	076015	53400	537		105,264
Permit & Enforcement Technology	305	076015	54600	537		105,264
Technology in Chambers	305	076022	54600	519		25,000
Courtroom Technology	305	076023	534000	519		25,000
User Computer Upgrades	305	076024	55200	519		13,521
User Computer Upgrades	305	076024	55408	519		353,122
State Attorney Technology	305	076047	53400	519		24,415
Public Defender Technology	305	076051	54600	519		34,967
GIS Incremental Basemap Update	305	076060	54600	539		70,000
Records Management	305	076061	53400	519		25,000
Records Management	305	076061	54600	519		142,381
Justice Information System (JIS) Upgrade	305	076065	53400	519		335,798
Justice Information System (JIS) Upgrade	305	076065	56400	519		335,799
Large Applications Upgrades	305	076066	53400	519		50,000
Large Applications Upgrades	305	076066	55281	519		178,412
Remote Server Center (RSC) Improvements	305	076067	56300	519		165,750
Public Safety Complex Technology	305	076069	54600	529		106,322
Public Safety Complex Technology	305	076069	55200	529		5,000
Public Safety Complex Technology	305	076069	55408	529		25,000
Public Safety Complex Technology	305	076069	56400	529		300,000
Courtroom Minor Renovations	305	086007	54600	519		40,000
Courtroom Minor Renovations	305	086007	55200	519		10,000
Courtroom Minor Renovations	305	086007	55408	519		10,000
Courtroom Minor Renovations	305	086007	56201	519		5,383
Courthouse Security	305	086016	54600	519		22,121
Courthouse Security	305	086016	55408	519		22,120
General Furnishings	305	086017	55200	519		22,413
General Furnishings	305	086017	55408	519		140,975
Courthouse Renovations	305	086027	54600	519		25,000
Courthouse Renovations	305	086027	55200	519		20,000
Courthouse Renovations	305	086027	56200	519		25,000
Courthouse Renovations	305	086027	56201	519		251,342
Sheriff Facilities Capital Maintenance	305	086031	54600	523		2,068,521
Sheriff Facilities Capital Maintenance	305	086031	55200	523		97,944
Sheriff Facilities Capital Maintenance	305	086031	55408	523		36,264

FY 2024/2025 Capital Improvement Carry Forward

Attachment #1

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Account Description	Fund	Org	Account	Program	Revenue	Expenditure
Sheriff Facilities Capital Maintenance	305	086031	56201	523		5,229,561
Sheriff Facilities Capital Maintenance	305	086031	56300	523		100,000
Medical Examiner Facility	305	086067	54600	527		60,000
Building Roofing Repairs and Replacements	305	086076	56201	519		453,311
Building Mechanical Repairs and Improvements	305	086077	54600	519		1,350,000
Building Mechanical Repairs and Improvements	305	086077	55408	519		25,427
Building Mechanical Repairs and Improvements	305	086077	56201	519		550,000
Building Mechanical Repairs and Improvements	305	086077	56400	519		29,969
Building Infrastructure and Improvements	305	086078	54600	519		960,000
Building Infrastructure and Improvements	305	086078	55200	519		157,475
Building Infrastructure and Improvements	305	086078	56201	519		600,509
Building Infrastructure and Improvements	305	086078	56300	519		428,374
Building General Maintenance and Renovations	305	086079	54600	519		481,111
Building General Maintenance and Renovations	305	086079	55408	519		16,726
Building General Maintenance and Renovations	305	086079	56201	519		2,783,226
Solar Arrays on County Buildings	305	086081	56400	519		130,032
Essential Libraries Initiative	305	086085	56201	571		1,420,479
Public Safety Complex	305	096016	54600	529		50,000
Public Safety Complex	305	096016	55200	529		9,100
Public Safety Complex	305	096016	55408	529		48,830
Public Safety Complex	305	096016	56201	529		300,000
Public Safety Complex	305	096016	56400	529		705,000
Voting Equipment Replacement	305	096028	56400	513		37,500
HMGP LCSO Administration Building	305	951066	56201	523		532,462
Fund 305 Subtotal					35,894,659	35,894,659
Gas Tax: Fund 306						
Appropriated Fund Balance	306	000	399900	000	8,856,356	
Public Works Vehicles & Equipment Replacement	306	026005	55408	541		6,975
Public Works Vehicles & Equipment Replacement	306	026005	56400	541		512,584
Arterial/Collector Roads Pavement Markings	306	026015	55410	541		130,016
Baum Road Drainage Improvements	306	054011	56900	541		1,041,920
Public Works Design & Engineering Services	306	056011	55410	541		20,671
Public Works Design & Engineering Services	306	056011	56900	541		21,426
Sidewalk Program	306	056013	55410	541		856,456
Sidewalk Program	306	056013	56900	541		1,213,510
Intersection and Safety Improvements	306	057001	55410	541		50,978
Intersection and Safety Improvements	306	057001	56900	541		91,088
Miccosukee Road Bridge Replacement	306	057918	56900	541		1,105,042
Maylor Road Stormwater Improvements	306	065005	56100	538		239,341
Maylor Road Stormwater Improvements	306	065005	56900	538		237,502
Stormwater Preventative Maintenance	306	067006	56900	538		3,328,847
Fund 306 Subtotal					8,856,356	8,856,356
Local Option Sales Tax: Fund 308						
Appropriated Fund Balance	308	000	399900	000	2,190,373	
Sheriff Facilities Capital Maintenance	308	086031	54600	523		58,744
Sheriff Facilities Capital Maintenance	308	086031	56201	523		2,131,629
Fund 308 Subtotal					2,190,373	2,190,373

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Account Description	Fund	Org	Account	Program	Revenue	Expenditure
Extended Local Option Sales Tax: Fund 309						
Appropriated Fund Balance	309	000	399900	000	624,620	
Fred George Park	309	043007	56300	572		31,788
Community Safety & Mobility	309	056005	55410	541		332,441
Community Safety & Mobility	309	056005	56900	541		49,721
Killearn Acres Flood Mitigation	309	064001	56900	538		210,670
					624,620	624,620
Blueprint Joint Participation Agreement Revenue	309	000	343916	000	136,157	
Fords Arm - Lexington Pond Retrofit	309	063005	56100	538		69,781
Fords Arm - Lexington Pond Retrofit	309	063005	56900	538		66,376
					136,157	136,157
Fund 309 Subtotal					760,777	760,777
Supervisor of Elections Building: Fund 324						
Appropriated Fund Balance	324	000	399900	000	45,835	
SOE Building Capital Improvements	324	086084	54600	519		24,269
SOE Building Capital Improvements	324	086084	56201	519		21,266
SOE Building Capital Improvements	324	086084	56300	519		300
Fund 324 Subtotal					45,835	45,835
Sales Tax Extension: Fund 351						
Appropriated Fund Balance	351	000	399900	000	11,741,949	
DOT Old Bainbridge @ CC NW	351	053011	56900	541		689,953
Arterial Collector Resurfacing	351	056001	55410	541		25,000
Arterial Collector Resurfacing	351	056001	56900	541		7,397,520
Intersection and Safety Improvements	351	057001	55410	541		738,365
Intersection and Safety Improvements	351	057001	56900	541		2,891,111
Fund 351 Subtotal					11,741,949	11,741,949
Sales Tax Extension 2020: Fund 352						
Appropriated Fund Balance	352	000	399900	000	8,238,114	
BP2020 Water Quality & Stormwater	352	067003	56900	538		2,125,000
L.I.F.E. Rural Rd Safety Stabilization	352	091003	54600	541		119,216
L.I.F.E. Miccosukee Sense of Place	352	091004	56201	519		99,414
L.I.F.E. Miccosukee Sense of Place	352	091004	56300	519		437,174
L.I.F.E. Street Lighting	352	091005	55410	541		427,267
L.I.F.E. Neighborhood Enhancements & Transportation Safety	352	091006	55410	541		57,869
L.I.F.E. Boat Landing Enhancements & Upgrades	352	091007	56300	572		389,859
L.I.F.E. Private to Public Dirt Road Improvement and Maintenance	352	091008	56900	541		500,000
L.I.F.E. Stormwater & Flood Relief	352	091009	56900	538		40,107
L.I.F.E. Recreational Amenities	352	091010	56300	572		255,000
Sidewalk Program	352	056013	55410	541		750,000
Sidewalk Program	352	056013	56900	541		3,037,208
Fund 352 Subtotal					8,238,114	8,238,114

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Account Description	Fund	Org	Account	Program	Revenue	Expenditure
Solid Waste: Fund 401						
Appropriated Fund Balance	401	000	399900	000	8,642,931	
Solid Waste Heavy Equipment	401	036003	56400	534		34,019
Transfer Station Heavy Equipment	401	036010	56400	534		258,000
Household Hazardous Waste Improvements	401	036019	54600	534		68,266
Transfer Station Improvements	401	036023	56300	534		700,481
Hazardous Waste Vehicle & Equipment Replacement	401	036042	55408	534		10,000
Landfill Closure	401	036043	54600	534		585,558
Landfill Closure	401	036043	56300	534		6,986,607
Fund 401 Subtotal					8,642,931	8,642,931
Insurance: Fund 501						
Appropriated Fund Balance	501	000	399900	000	500,000	
Transfer to Fund 305	501	950	591305	581		500,000
Fund 501 Subtotal					500,000	500,000

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<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
Opioid Settlement						
Opioid Lawsuit Settlement Revenue	118	925018	369350	000	320,816	
Other Contractual Services	118	925018	585000	569		320,816
Subtotal					320,816	320,816
Opioid Settlement						
Opioid Settlement NWFHN Revenue	118	925019	369351	000	1,598,271	
Other Contractual Services	118	925019	53400	569		1,598,271
Subtotal					1,598,271	1,598,271
Opioid Settlement						
Opioid Settlement CORE Revenue	118	925019	345100	000	1,312,500	
Machinery and Equipment	118	925019	56400	569		1,312,500
Subtotal					1,312,500	1,312,500
Total Fund 118					3,231,587	3,231,587
SHIP 2022/2023 Funding						
Revenue	124	932059	345100	000	287,356	
SHIP Housing Rehabilitation	124	932059	585000	554		287,356
Subtotal					287,356	287,356
SHIP 2023/2024 Funding						
Revenue	124	932080	345100	000	1,075,397	
Homeownership Development	124	932080	58333	554		145,000
Rental Development	124	932080	58336	554		250,000
SHIP Housing Rehabilitation	124	932080	585000	554		680,397
Subtotal					1,075,397	1,075,397
Total Fund 124					1,362,753	1,362,753
Significant Benefit District 2						
Revenue - Capacity Fee	125	009009	363244	000	348,654	
Improvements Other than Buildings	125	009009	56300	541		348,654
Subtotal					348,654	348,654
Significant Benefit District 1						
Revenue - Capacity Fee	125	009010	363244	000	149,040	
Improvements Other than Buildings	125	009010	56300	541		149,040
Subtotal					149,040	149,040
Significant Benefit District 3						
Revenue - Capacity Fee	125	009011	363244	000	10,959	
Improvements Other than Buildings	125	009011	56300	541		10,959
Subtotal					10,959	10,959
Significant Benefit District 4						
Revenue - Capacity Fee	125	009012	363244	000	107,070	
Improvements Other than Buildings	125	009012	56300	541		107,070
Subtotal					107,070	107,070
Fred George Park						
Appropriated Fund Balance	125	043007	334786	000	41,670	
Improvements Other than Buildings	125	043007	56300	572		41,670
Subtotal					41,670	41,670
St. Marks Headwaters						
Appropriated Fund Balance	125	047001	399900	000	2,410,867	
Improvements Other than Buildings	125	047001	56300	572		2,410,867
Subtotal					2,410,867	2,410,867
Old Bainbridge Road Safety Improvement						
FDOT - Old Bainbridge Road @ CC NW	125	053011	331418	000	125,519	
Infrastructure	125	053011	56900	541		125,519
Subtotal					125,519	125,519
Silver Lake to SR20 Blountstown Highway						
Silver Lake to SR20 Blountstown Highway	125	053012	331419	000	17,335	
Infrastructure	125	053012	55410	541		17,335
Subtotal					17,335	17,335
Magnolia Drive Multi-use Trail						
Appropriated Fund Balance	125	055010	399900	000	6,501,652	
BP 2000-Magnolia Drive	125	055010	337406	000	1,118,878	
Improvements other than Buildings	125	055010	56300	541		60,000
Infrastructure	125	055010	56900	541		7,560,530
Subtotal					7,620,530	7,620,530
Intersection & Safety Improvements						
Revenue - Capacity Fee	125	057001	363244	000	1,804	
Infrastructure	125	057001	56900	541		1,804
Subtotal					1,804	1,804

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<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
Miccosukee Road Bridge Replacement						
Revenue - State Grant	125	057918	331420	000	2,370,334	
Infrastructure	125	057918	56900	541		2,370,334
Subtotal					2,370,334	2,370,334
Woodville Septic to Sewer						
Revenue - State Grant	125	062003	334354	000	13,056,412	
Infrastructure	125	062003	56900	535		13,056,412
Subtotal					13,056,412	13,056,412
BP Comprehensive Wastewater Treatment Project						
Revenue - Local Grant	125	062006	343918	000	104,512	
Professional Services	125	062006	53100	535		104,512
Subtotal					104,512	104,512
Belair-Annawood Septic to Sewer						
Revenue - State Grant	125	062007	334356	000	313,474	
Infrastructure	125	062007	56900	535		313,474
Subtotal					313,474	313,474
NE Lake Munson Septic to Sewer						
Revenue - State Grant	125	062008	334357	000	2,294,002	
Infrastructure	125	062008	56900	535		2,294,002
Subtotal					2,294,002	2,294,002
Mosquito Control Grant						
Revenue	125	214	334610	000	62,851	
Operating Supplies	125	214	55200	562		62,851
Subtotal					62,851	62,851
Library E-Rate Program						
Revenue	125	912013	369910	000	25,752	
Operating Supplies	125	912013	55200	571		25,752
Subtotal					25,752	25,752
Main Library Construction Grant						
Appropriated Fund Balance	125	912085	399900	000	400,000	
Revenue	125	912085	334754	000	400,000	
Operating Supplies	125	912085	56201	571		800,000
Subtotal					800,000	800,000
Library Patron Donations						
Revenue - Contributions	125	913023	366000	000	59,191	
Other Contractual Services	125	913023	53400	571		10,000
Operating Supplies	125	913023	55200	571		17,000
Machinery and Equipment	125	913023	55408	571		13,000
Books, Publications, Library Materials	125	913023	56600	571		19,191
Subtotal					59,191	59,191
Friends Literacy Contract						
Revenue - Grant	125	913045	337714	000	66,196	
Postage	125	913045	54200	571		1,000
Office Supplies	125	913045	55100	571		4,000
Operating Supplies	125	913045	55200	571		32,000
Books, Publications and Library Materials	125	913045	56600	571		29,196
Subtotal					66,196	66,196
Library of Things						
Revenue - Grant	125	913075	337712	000	2,196	
Postage	125	913075	54600	571		428
Operating Supplies	125	913075	55200	571		1,768
Subtotal					2,196	2,196
Title III Federal Forestry						
Revenue	125	914015	333000	000	13,374	
Other Current Charges & Obligations	125	914015	54900	537		13,374
Subtotal					13,374	13,374
City Start Grant						
Revenue	125	914025	336314	000	8,121	
Travel & Per Diem	125	914025	54000	525		3,462
Other Current Charges & Obligations	125	914025	54900	525		4,659
Subtotal					8,121	8,121
Slosberg Driver Education Act						
Slosberg \$3 Driver Education	125	915013	348531	000	27,128	
Other Grants & Aids	125	915013	58300	529		27,128
Subtotal					27,128	27,128
DOT - Big Bend Scenic Byway						
BBSB Grant	125	916017	331494	000	1,199,973	
Other Contractual Services	125	916017	53400	529		159,940
Improvements Other Than Building	125	916017	56300	529		1,040,033
Subtotal					1,199,973	1,199,973

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<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
FDEP Resiliency Grant						
FDEP Resiliency Grant	125	917017	334616	000	600,000	
Other Contractual Services	125	917017	53400	538		600,000
Subtotal					600,000	600,000
Local Assistance Tribal Consistency Grant						
Revenue - Southwood Proportional Share	125	917023	331505	000	95,300	
Aid to Private Organizations	125	917023	58200	525		95,300
Subtotal					95,300	95,300
Southwood Pmt - Woodville Highway						
Revenue - Southwood Proportional Share	125	918001	363250	000	50,178	
Aid to Government Agencies	125	918001	58100	541		50,178
Subtotal					50,178	50,178
Boating Improvement						
Revenue - State Grant	125	921043	334792	000	136,565	
Improvements Other than Buildings	125	921043	56300	572		136,565
Subtotal					136,565	136,565
BP Horizon Oil Spill						
Appropriated Fund Balance	125	925017	399900	000	31,123	
Building Improvements	125	925017	56201	559		31,123
Subtotal					31,123	31,123
USEPA Clean Water Campaign						
Revenue - Federal Grant	125	927018	331351	000	60,000	
Appropriated Fund Balance	125	927018	399900	000	789	
Regular Salaries and Wages	125	927018	51200	535		16,000
Other Contractual Services	125	927018	53400	535		8,000
Promotional Activities	125	927018	54800	535		20,789
Operating Supplies	125	927018	55200	535		16,000
Subtotal					60,789	60,789
FDEP Springs Restoration						
Revenue - State Grant	125	927128	334368	000	199,915	
Improvements Other Than Buildings	125	927128	56300	535		199,915
Subtotal					199,915	199,915
Small Community Wastewater Treatment Grant						
Revenue	125	927129	334369	000	275,041	
Other Contractual Services	125	927129	53400	535		275,041
Subtotal					275,041	275,041
FDEP FY22 Springs Restoration Grant						
Revenue	125	927130	334368	000	1,536,472	
Infrastructure	125	927130	55410	535		1,536,472
Subtotal					1,536,472	1,536,472
HFA Emergency Repairs Program						
Revenue	125	932019	337502	000	52,314	
Housing Rehabilitation	125	932019	585000	554		52,314
Subtotal					52,314	52,314
Small Cities CDBG-CV Old Concord School						
Revenue - Federal Grant	125	932157	331512	000	2,650,453	
Building Improvements	125	932157	56201	572		2,650,453
Subtotal					2,650,453	2,650,453
DCF Drug Testing						
Revenue - State Grant	125	943085	334240	000	88,420	
Other Contractual Services	125	943085	53400	622		88,420
Subtotal					88,420	88,420
HMGP LCSO ADMIN BUILDING						
Revenue - Federal Grant	125	951066	331399	000	740,909	
Other Contractual Services	125	951066	56201	523		740,909
Subtotal					740,909	740,909
EMPG Federal Grant						
Revenue - Federal Grant	125	952033	331271	000	1,368	
Other Contractual Services	125	952033	53400	525		1,368
Subtotal					1,368	1,368
LCSO 24 JAG Grant 900354						
Revenue - Federal Grant	125	954005	331280	000	30,556	
Machinery and Equipment	125	954005	56400	521		30,556
Subtotal					30,556	30,556
FDLE JAG Grant Pretrial						
Revenue - Federal Grant	125	982067	331280	000	50,000	
Aid to Private Organizations	125	982067	58200	521		50,000
Subtotal					50,000	50,000
Total Fund 125					37,836,367	37,836,367

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<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
Sidewalk Program District 1						
Sidewalk Fees	127	001000	363243	000	15,503	
Road Materials and Supplies	127	001000	55300	541		15,503
Subtotal					15,503	15,503
Sidewalk Program District 2						
Sidewalk Fees	127	002000	363243	000	27,427	
Road Materials and Supplies	127	002000	55300	541	-	27,427
Subtotal					27,427	27,427
Sidewalk Program District 3						
Sidewalk Fees	127	003000	363243	000	12,105	
Road Materials and Supplies	127	003000	55300	541		12,105
Subtotal					12,105	12,105
Sidewalk Program District 4						
Sidewalk Fees	127	004000	363243	000	194,305	
Road Materials and Supplies	127	004000	55300	541		194,305
Subtotal					194,305	194,305
Sidewalk Program District 5						
Sidewalk Fees	127	005000	363243	000	9,633	
Road Materials and Supplies	127	005000	55300	541		9,633
Subtotal					9,633	9,633
Friends Library Endowment						
Revenue - Donation	127	913115	337716	000	121,115	
Other Contractual Services	127	913115	53400	571		20,000
Promotional Activities	127	913115	54800	571		5,000
Operating Supplies	127	913115	55200	571		6,115
Machinery and Equipment	127	913115	55408	571		45,000
Books, Publications and Library Materials	127	913115	56600	571		45,000
Subtotal					121,115	121,115
Van Brunt Library Trust						
Revenue	127	913200	337725	000	37,874	
Other Contractual Services	127	913200	53400	571		37,874
Subtotal					37,874	37,874
Tree Bank						
Tree Bank Donations	127	921053	337410	000	20,631	
Pool Interest Allocation	127	921053	361111	000	3,397	
Road Materials and Supplies	127	921053	55300	541		24,028
Subtotal					24,028	24,028
Miccosukee Community Center						
Parks and Recreation	127	921116	347200	000	29,800	
Pool Interest Allocation	127	921116	361111	000	1,347	
Improvements Other than Buildings	127	921116	56300	572		31,147
Subtotal					31,147	31,147
Chaires Community Center Fees						
Parks and Recreation	127	921126	347200	000	30,270	
Pool Interest Allocation	127	921126	361111	000	3,639	
Improvements Other than Buildings	127	921126	56300	572		33,909
Subtotal					33,909	33,909
Woodville Community Center Fees						
Parks and Recreation	127	921136	347200	000	46,361	
Pool Interest Allocation	127	921136	361111	000	4,358	
Improvements Other than Buildings	127	921136	56300	572		50,719
Subtotal					50,719	50,719
Ft. Braden Community Center Fees						
Parks and Recreation	127	921146	347200	000	40,934	
Pool Interest Allocation	127	921146	361111	000	3,978	
Improvements Other than Buildings	127	921146	56300	572		44,912
Subtotal					44,912	44,912
Bradfordville Community Center Fees						
Parks and Recreation	127	921156	347200	000	29,406	
Pool Interest Allocation	127	921156	361111	000	2,038	
Improvements Other than Buildings	127	921156	56300	572		31,444
Subtotal					31,444	31,444
Lake Jackson Community Center Fees						
Parks and Recreation	127	921166	347200	000	20,727	
Pool Interest Allocation	127	921166	361111	000	1,964	
Improvements Other than Buildings	127	921166	56300	572		22,691
Subtotal					22,691	22,691

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<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
US Treasury Emergency Rental Assistance 2						
Revenue - Federal Grant	127	932079	331612	000	1,322,018	
Pool Interest Allocation	127	932079	361111	000	104,113	
Emergency Assistance	127	932079	58345	554		1,426,131
Subtotal					1,426,131	1,426,131
EMS/DOH - EMS Matching Grant Ultrasound Equipment						
Pool Interest	127	961070	361111	000	634	
Appropriated Fund Balance	127	961070	399900	000	7,345	
Machinery and Equipment	127	961070	56400	526		7,979
Subtotal					7,979	7,979
EMS/DOH - EMS Equipment						
Revenue - DOH State EMS	127	961071	334201	000	60,000	
Machinery and Equipment	127	961071	56400	526		60,000
Subtotal					60,000	60,000
EMS Grant CPR Training						
Revenue - DOH State EMS Matching Grant	127	961072	334202	000	17,812	
Appropriated Fund Balance	127	961072	399900	000	5,938	
Promotional Activities	127	961072	54800	526		23,750
Subtotal					23,750	23,750
EMS Grant AED						
Appropriated Fund Balance	127	961073	399900	000	15,500	
Operating Supplies	127	961073	55200	526		15,500
Subtotal					15,500	15,500
Total Fund 127					2,190,172	2,190,172
ARPA Woodville Septic to Sewer						
Appropriated Fund Balance	137	062003	399900	000	2,103,198	
Infrastructure	137	062003	56900	535		2,103,198
Subtotal					2,103,198	2,103,198
ARPA NE Lake Munson Septic to Sewer						
Appropriated Fund Balance	137	062008	399900	000	579,341	
Infrastructure	137	062008	56900	535		579,341
Subtotal					579,341	579,341
American Rescue Plan Act						
Appropriated Fund Balance	137	952021	399900	000	1,279,369	
Pool Interest Allocation	137	952021	361111	000	393,827	
Machinery & Equipment	137	952021	55408	525		100,000
Leon County Government	137	952021	58114	525		60,425
Homelessness Support	137	952021	58317	525		1,512,771
Subtotal					1,673,196	1,673,196
Total Fund 137					4,355,735	4,355,735
Grand Total					45,745,027	45,745,027

Board of County Commissioners Leon County, Florida

Policy No. 07-2

Title: Reserves

Date Adopted: July 9, 2024

Effective Date: July 9, 2024

Reference: N/A

Policy Superseded: Policy No. 94-11, "Contingency Reserves and Mid-Fiscal Year Funding Requests from Outside Agencies" adopted September 1994; Policy No. 99-3, "Use of Contingency Reserves" adopted November 23, 1999; Policy No. 07-2, "Reserves" adopted July 10, 2007, revised September 16, 2008

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 07-2, "Reserves", adopted by the Board of County Commissioners on September 16, 2008, is hereby superseded, and a revised policy is hereby adopted in its place, to wit:

1. Emergency Reserves

- a. The general revenue emergency reserves will be maintained at an amount not to be less than 3% and to not exceed 8% of projected general fund and fine and forfeitures fund operating expenditures for the ensuing fiscal year.
- b. A Catastrophe Reserve will be maintained at 2% of the general fund and fine and forfeiture fund operating expenditures for the ensuing fiscal year. The Catastrophe Reserve will provide immediate cash flow for staff overtime, equipment, contractual support and materials/supplies in the event of a natural disaster.

In the event of a declared local state of emergency, the County Administrator is authorized to utilize the Catastrophe Reserve to pay Leon County solid waste and Leon County building/growth fees for eligible residents for the purpose of debris removal and home restoration/reconstruction. To be eligible, residents must demonstrate that all other means (including, but not limited to: FEMA Individual Assistance, property insurance) have been exhausted prior to seeking County assistance.

Upon Board approval during a declared local state of emergency, the Catastrophe Reserve may be increased above 2% of the general fund and fine and forfeiture fund operating expenditures for the purpose of establishing an individual and/or business microgrant assistance program. The microgrant assistance program shall be tailored to isolated events, such as tornadoes, which does not directly impact the entire unincorporated area of the County. The microgrant assistance program will be based on funding availability, and funding levels and eligibility criteria will be established on a per event basis.

- c. The reserve for contingency is separate from the reserve for cash balances.

- d. Annually the Board will determine an appropriate amount of reserve for contingency to be appropriated as part of the annual budget. Any funds not included in the budget under this category will be included as part of the unreserved fund balance.

2. Reserve for Cash Balances

- a. The County will maintain an annual unappropriated reserve for cash balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing.
- b. The unappropriated fund balance shall be no less than 10% and no greater than 20% of projected general fund and fine and forfeiture fund operating expenditures.
- c. The reserve for cash balance shall be separate from the emergency reserves.
- d. All major funds will retain sufficient cash balances to eliminate the need for short-term borrowing.

3. Utilization of Fund Balance

- a. As part of the annual budget process, a determination will be made of the minimum and maximum amounts of fund balance available based on the requirements set forth in Sections 1 and 2.
- b. Funds in excess of the minimums established can be utilized to support one time capital project funding and /or other one-time expenditures to address unforeseen revenue shortfalls.

4. Budgeted Contingency Reserve

Budgeted Reserve for Contingency reserves, are established to provide the following:

- a. Funding for authorized mid-year increases to adopted levels of service.
- b. Funding for unexpected increases in the cost of providing existing levels of service.
- c. Temporary and nonrecurring funding for unexpected projects.
- d. Funding of a local match for public or private grants.
- e. Funding to offset losses in revenue caused by actions of other governmental bodies.
- f. Funding to accommodate unexpected program mandates from other governmental bodies.

5. Procedures

- a. The County Administrator is authorized to develop forms and procedures to be used by outside agencies or individuals or County agencies in submitting their requests for use of contingency reserves.
- b. County agencies, including County departments and Constitutional Officers, requesting additional funding from the Board shall first submit their requests in writing to the County Administrator for full review and evaluation.
- c. After evaluation, all requests will be brought to the Board for consideration at a regularly scheduled meeting.

- d. Requests for use of reserves for contingency may be approved only by the Board of County Commissioners.
- e. The County's budget will be amended at such time the County Commission, by majority vote, authorizes reserves for contingency. All requests to the County Commission for the use of any reserves for contingency shall be accompanied by a "contingency statement" prepared by OMB showing the year-to-date activity on the reserves account as well as the current account balance and the net effect on the account of approving the use of reserves.

6. Evaluation Criteria

- a. The Board will use the procedures and evaluation criteria set forth in this policy. The evaluation of funding requests shall include, but not be limited to the following:
 - consistency with other Board policy;
 - the urgency of the request;
 - the scope of services to be provided;
 - the short-term and long-term fiscal impact of the request;
 - a review of alternative methods of funding or providing the services,
 - a review for duplication of services with other agencies;
 - a review of efforts to secure non-County funding;
 - a discussion of why funding was not sought during the normal budget cycle; and
 - a review of the impact of not funding or delaying funding to the next fiscal year.

7. Exceptions

- a. This policy is not intended to limit regular mid-year salary adjustment transfers from the salary adjustment contingency account, which is reviewed separately by the Board of County Commissioners on an annual basis.

**Leon County
Board of County Commissioners**


Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Acceptance of the U.S. Department of Homeland Security, Florida Division of Emergency Management, Grant Award

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Roshanda Bradley, Director, Office of Management & Budget
Lead Staff / Project Team:	Brandy Furbee, Budget Manager Eryn Calabro, Principal Budget and Grants Coordinator

Statement of Issue:

This item seeks Board acceptance of the U.S. Department of Homeland Security, Florida Division of Emergency Management, Grant Award in the amount of \$412,623, on behalf of the Leon County Sheriff's Office, to continue funding an analyst position and purchase regional equipment for law enforcement.

Fiscal Impact:

This item has a fiscal impact. The U.S. Department of Homeland Security, through the Florida Division of Emergency Management, has awarded \$412,623 in grant funds to the Leon County Sheriff's Office (LCSO). As fiscal agent, the County must accept the grant funds for LCSO to realize and spend the \$412,623 in direct funding from the Department of Homeland Security.

Staff Recommendation:

Option #1: Accept the U.S. Department of Homeland Security, Florida Division of Emergency Management, Grant Award and authorize the Leon County Sheriff's Office to realize and spend \$412,623 to continue supporting one FTE and to purchase equipment for law enforcement.

Report and Discussion

Background:

This item seeks Board acceptance of the U.S. Department of Homeland Security, Florida Division of Emergency Management, Grant Award in the amount of \$412,623, on behalf of the LCSO to continue funding an analyst position and purchase regional equipment for law enforcement (Attachment #1).

The U.S. Department of Homeland Security, Office of State and Local Government Coordination and Preparedness, Office of Grants and Training, has made available State Homeland Security Grant Program (SHSGP) funds to FDEM. These funds are designated to be used for planning, equipment, training, exercise, and management and administrative purchases and activities in domestic preparedness.

Pursuant to Chapter 943, Florida Statutes, the Florida Department of Law Enforcement, whose executive director serves as the Chief of Domestic Security for the State, has established seven Regional Domestic Security Task Forces (RDSTF), which form the basis of the State's regional response structure in domestic preparedness, and includes federal, state and local partners, public and private, who work together in developing funding strategies to meet the goals of the statewide domestic security plan.

Analysis:

LCSO received grant funding for the Tallahassee RDSTF to fund an analyst position at LCSO to support the Fusion Center and purchase regional equipment. Fusion Centers are state-owned and operated centers that serve as focal points in states and major urban areas for the receipt, analysis, gathering, and sharing of threat-related information between State, Local, Tribal and Territorial (SLTT), federal and private sector partners.

The grant supported position is responsible for collecting, collating, and analyzing crime data to determine current and historical crime trends and patterns to prevent terrorist activity and strengthen domestic security in Florida. Once this information is obtained, it is prepared and put into reports and/or bulletins that are disseminated via hard copy and electronic means through a multi-discipline/regional partner's approach. This position supports the North Florida Fusion eXchange (NFFX) by creating intelligence bulletins, attending meetings, training and other related events. Additionally, the grant funds will be used to purchase equipment items such as a bomb suit, rifle shield, and bomb response robot for LCSO and the Tallahassee Police Department (TPD).

As fiscal agent, the County must formally accept the funds to authorize LCSO to realize and spend the \$412,623 in direct funding from the U.S. Department of Homeland Security (Attachment #2).

Title: Acceptance of the U.S. Department of Homeland Security, Florida Division of Emergency Management, Grant Award

October 8, 2024

Page 3

Options:

1. Accept the U.S. Department of Homeland Security, Florida Division of Emergency Management, Grant Award and authorize the Leon County Sheriff's Office to realize and spend \$412,623 to continue supporting one FTE and to purchase equipment for law enforcement.
2. Do not accept the U.S. Department of Homeland Security, Florida Division of Emergency Management, Grant Award in the amount of \$412,623
3. Board direction.

Recommendation:

Option #1

Attachments:

1. U.S. Department of Homeland Security, Florida Division of Emergency Management Grant
2. LCSO Budget Amendment Request

THIS AGREEMENT is entered into by the State of Florida, Division of Emergency Management, with headquarters in Tallahassee, Florida (hereinafter referred to as the "Division"), and **Leon County Sheriff's Office**, (hereinafter referred to as the "Sub-Recipient").

For the purposes of this Agreement, the Division serves as the pass-through entity for a federal award, and the Sub-Recipient serves as the recipient of a subaward.

THIS AGREEMENT IS ENTERED INTO BASED ON THE FOLLOWING REPRESENTATIONS:

- A. The Sub-Recipient represents that it is fully qualified and eligible to receive these grant funds to provide the services identified herein;
- B. The State of Florida received these grant funds from the Federal Government, and the Division has the authority to subgrant these funds to the Sub-Recipient upon the terms and conditions outlined below; and,
- C. The Division has statutory authority to disburse the funds under this Agreement.

THEREFORE, the Division and the Sub-Recipient agree to the following:

(1) APPLICATION OF STATE LAW TO THIS AGREEMENT

2 C.F.R. § 200.302(a) provides: "Each state must expend and account for the Federal award in accordance with state laws and procedures for expending and accounting for the state's own funds. . ." Therefore, section 215.971, Florida Statutes, entitled "Agreements funded with federal or state assistance," applies to this Agreement.

(2) LAWS, RULES, REGULATIONS AND POLICIES

a. The Sub-Recipient's performance under this Agreement is subject to 2 C.F.R. Part 200, entitled "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards."

b. As required by Section 215.971(1), Florida Statutes, this Agreement includes:

- i. A provision specifying a scope of work that clearly establishes the tasks that the Sub-Recipient is required to perform.
- ii. A provision dividing the agreement into quantifiable units of deliverables that must be received and accepted in writing by the Division before payment. Each deliverable must be directly related to the scope of work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
- iii. A provision specifying the financial consequences that apply if the Sub-Recipient fails to perform the minimum level of service required by the agreement.
- iv. A provision specifying that the Sub-Recipient may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.
- v. A provision specifying that any balance of unobligated funds which has been advanced or paid must be refunded to the Division.

vi. A provision specifying that any funds paid in excess of the amount to which the Sub-Recipient is entitled under the terms and conditions of the agreement must be refunded to the Division.

c. In addition to the foregoing, the Sub-Recipient and the Division shall be governed by all applicable State of Florida and Federal laws, rules and regulations, including those identified in Attachment D. Any express reference in this Agreement to a particular statute, rule, or regulation in no way implies that no other statute, rule, or regulation applies.

(3) CONTACT

a. In accordance with section 215.971(2)(a)1, Florida Statutes, the Division's Grant Manager shall be responsible for enforcing performance of this Agreement's terms and conditions and shall serve as the Division's liaison with the Sub-Recipient. The Grant Manager for the Division shall:

- i. Monitor and document Sub-Recipient performance; and,
- ii. Review and document all deliverables for which the Sub-Recipient requests payment.

b. The Division's Grant Manager for this Agreement is:

Novella Tise

2555 Shumard Oak Boulevard

Tallahassee, Florida

Telephone: 850-815-4344

Email: Novella.Tise@em.myflorida.com

c. The name and address of the Representative of the Sub-Recipient responsible for the administration of this Agreement is:

Laura E. Rumph

2825 Municipal Way Tallahassee Florida

Telephone: 850-606-3383

Email: rumphl@leoncountyfl.gov

d. In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title, and address of the new representative shall be provided to the other party.

(4) TERMS AND CONDITIONS

This Agreement contains all the terms and conditions agreed upon by the parties.

(5) EXECUTION

This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument. This Agreement shall be signed by the Sub-Recipient and returned to the Division for execution no later than forty-five (45) days following initial notification of receipt. Failure to return the signed agreement by the deadline may result in termination of the grant award.

(6) MODIFICATION

Either party may request modification of the provisions of this Agreement. Changes which are agreed upon shall be valid only when in writing, signed by each of the parties, and attached to the original of this Agreement.

Subrecipients may initiate a one-time extension of the period of performance by up to six (6) months unless one or more of the conditions outlined in (i) through (iii) of this section apply. For one-time extensions, the subrecipient shall notify the Division in writing with the supporting reasons and revised period of performance at least one hundred eighty (180) calendar days before the end of the period of performance. This one-time extension shall not be exercised merely for the purpose of spending down the award balance. Extensions require explicit prior Division approval when:

- (i) The terms and conditions of the federal award prohibit the extension.
- (ii) The extension requires additional federal funds.
- (iii) The extension involves any change in the approved objectives or scope of the project.

(7) SCOPE OF WORK.

The Sub-Recipient shall perform the work in accordance with the Budget and Scope of Work, Attachments A and B of this Agreement.

(8) PERIOD OF AGREEMENT.

This Agreement shall begin **upon execution by both parties and shall end September 30, 2025**, unless terminated earlier in accordance with the provisions of Paragraph (17) of this Agreement. Consistent with the definition of "period of performance" contained in 2 C.F.R. § 200.1, the term "period of agreement" refers to the time during which the Sub-Recipient "may incur new obligations to carry out the work authorized under" this Agreement. In accordance with 2 C.F.R. § 200.1, the Sub-Recipient may receive reimbursement under this Agreement only for "allowable costs incurred during the period of performance." In accordance with section 215.971(1)(d), Florida Statutes, the Sub-Recipient may expend funds authorized by this Agreement "only for allowable costs resulting from obligations incurred during" the period of agreement.

(9) FUNDING

- a. This is a cost-reimbursement agreement, subject to the availability of funds.
- b. The State of Florida's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature, and subject to any modification in accordance with either Chapter 216, Florida Statutes, or the Florida Constitution.

c. The Division shall reimburse the Sub-Recipient only for allowable costs incurred by the Sub-Recipient in the successful completion of each deliverable. The maximum reimbursement amount for each deliverable is outlined in Attachment A and B of this Agreement ("Budget and Scope of Work"). The maximum reimbursement amount for the entirety of this Agreement is **\$412,623.00**.

d. As required by 2 C.F.R. § 200.415(a), any request for payment under this Agreement shall include a certification, signed by an official who is authorized to legally bind the Sub-Recipient, which reads as follows: "By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

e. The Division shall review any request for reimbursement by comparing the documentation provided by the Sub-Recipient against a performance measure, outlined in Attachment B, that clearly delineates:

- i. The required minimum acceptable level of service to be performed; and,
- ii. The criteria for evaluating the successful completion of each deliverable.

f. The performance measure required by section 215.971(1)(b), Florida Statutes, remains consistent with the requirement for a "performance goal", which is defined in 2 C.F.R. § 200.1 as "a target level of performance expressed as a tangible, measurable objective, against which actual achievement can be compared." It also remains consistent with the requirement, contained in 2 C.F.R. § 200.329, that the Division and the Sub-Recipient "relate financial data to performance goals and objectives of the Federal award."

g. If authorized by the federal awarding agency, then the Division shall reimburse the Sub-Recipient for overtime expenses in accordance with 2 C.F.R. § 200.430 ("Compensation—personal services") and 2 C.F.R. § 200.431 ("Compensation—fringe benefits"). If the Sub-Recipient seeks reimbursement for overtime expenses for periods when no work is performed due to vacation, holiday, illness, failure of the employer to provide sufficient work, or other similar cause (see 29 U.S.C. § 207(e)(2)), then the Division shall treat the expense as a fringe benefit. 2 C.F.R. § 200.431(a) defines fringe benefits as "allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages." Fringe benefits are allowable under this Agreement as long as the benefits are reasonable and are required by law, Sub-Recipient-employee agreement, or an established policy of the Sub-Recipient. 2 C.F.R. § 200.431(b) provides that the cost of fringe benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, family-related leave, sick leave, holidays, court leave, military leave, administrative leave, and other similar benefits, are allowable if all of the following criteria are met:

- i. They are provided under established written leave policies;

ii. The costs are equitably allocated to all related activities, including federal awards; and,

iii. The accounting basis (cash or accrual) selected for costing each type of leave is consistently followed by the non-federal entity or specified grouping of employees.

h. If authorized by the federal awarding agency, then the Division shall reimburse the Sub-Recipient for travel expenses in accordance with 2 C.F.R. § 200.475. Reimbursement for travel shall be in accordance with section 112.061, Florida Statutes, which includes submission of the claim on the approved state travel voucher. If the Sub-Recipient seeks reimbursement for travel costs that exceed the amounts stated in section 112.061(6)(b), Florida Statutes (\$6 for breakfast, \$11 for lunch, and \$19 for dinner), then the Sub-Recipient shall provide documentation that:

i. The costs are reasonable and do not exceed charges normally allowed by the Sub-Recipient in its regular operations as a result of the Sub-Recipient's written travel policy; and,

ii. Participation of the individual in the travel is necessary to the Federal award.

i. The Division's grant manager, as required by section 215.971(2)(c), Florida Statutes, shall reconcile and verify all funds received against all funds expended during the grant agreement period and produce a final reconciliation report. The final report shall identify any funds paid in excess of the expenditures incurred by the Sub-Recipient.

j. As defined by 2 C.F.R. § 200.1, the term "improper payment" means or includes:

i. Any payment that should not have been made or that was made in an incorrect amount (including overpayments and underpayments) under statutory, contractual, administrative, or other legally applicable requirements; and,

ii. Any payment to an ineligible party, any payment for an ineligible good or service, any duplicate payment, any payment for a good or service not received (except for such payments where authorized by law), any payment that does not account for credit for applicable discounts, and any payment where insufficient or lack of documentation prevents a reviewer from discerning whether a payment was proper.

k. Any advance payment under this Agreement is subject to section 216.181(16), Florida Statutes. All advances are required to be held in an interest-bearing account and may not exceed fifty percent of the grant award. If an advance payment is requested, an estimated expense table and justification statement shall be included with this Agreement as indicated in Attachment E, Justification of Advance Payment. Attachment E shall specify the amount of advance disbursement requested and provide an explanation of the necessity for and proposed use of the funds.

(10) RECORDS

a. As required by 2 C.F.R. § 200.337, the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the Division, or any of their authorized representatives, shall enjoy the right of access to any documents, papers, or other records of the Sub-Recipient which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right

of access also includes timely and reasonable access to the Sub-Recipient's personnel for the purpose of interview and discussion related to such documents. Finally, the right of access is not limited to the required retention period but lasts as long as the records are retained.

b. As required by sections 20.055(6)(c) and 215.97(5)(b), Florida Statutes, the Division, the Chief Inspector General of the State of Florida, the Florida Auditor General, or any of their authorized representatives, shall enjoy the right of access to any documents, financial statements, papers, or other records of the Sub-Recipient which are pertinent to this Agreement, in order to make audits, examinations, excerpts, and transcripts. The right of access also includes timely and reasonable access to the Sub-Recipient's personnel for the purpose of interview and discussion related to such documents.

c. As required by 2 C.F.R. § 200.334, the Sub-Recipient shall retain sufficient records to show its compliance with the terms of this Agreement, as well as the compliance of all subcontractors or consultants paid from funds under this Agreement for a period of three (3) years from the date of submission of the final expenditure report. The following are the only exceptions to the three (3) year requirement: Financial records, supporting documents, statistical records, and all other non-federal entity records pertinent to a federal award shall be retained for a period of three (3) years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or pass-through entity in the case of a Sub-Recipient. federal awarding agencies and pass-through entities shall not impose any other record retention requirements upon non-federal entities.

- i. If any litigation, claim, or audit is started before the expiration of the three (3) year period, the records shall be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- ii. When the non-federal entity is notified in writing by the federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- iii. Records for real property and equipment acquired with federal funds shall be retained for three (3) years after final disposition.
- iv. When records are transferred to or maintained by the federal awarding agency or pass-through entity, the three (3) year retention requirement is not applicable to the non-federal entity.
- v. Records for program income transactions after the period of performance. In some cases, recipients shall report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-federal entity's fiscal year in which the program income is earned.
- vi. Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular

group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

1. If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the three (3) year retention period for its supporting records starts from the date of such submission.
2. If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the federal Government (or to the pass-through entity) for negotiation purposes, then the three (3) year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

d. In accordance with 2 C.F.R. § 200.335, the federal awarding agency shall request transfer of certain records to its custody from the Division or the Sub-Recipient when it determines that the records possess long-term retention value. However, in order to avoid duplicate recordkeeping, the federal awarding agency may make arrangements for the non-federal entity to retain any records that are continuously needed for joint use.

e. In accordance with 2 C.F.R. § 200.336, the Division shall always provide or accept paper versions of Agreement information to and from the Sub-Recipient upon request. If paper copies are submitted, then the Division shall not require more than an original and two copies. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.

f. As required by 2 C.F.R. § 200.303(e), the Sub-Recipient shall take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or the Division designates as sensitive or the Sub-Recipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

g. Section 286.011, Florida Statutes (Florida's Government in the Sunshine Law), provides the citizens of Florida with a right of access to governmental proceedings and mandates three, basic requirements: (1) meetings of public boards or commissions shall be open to the public; (2) reasonable notice of such meetings shall be given; and (3) minutes of the meetings shall be taken and promptly recorded. The mere receipt of public funds by a private entity, standing alone, is insufficient to bring that entity within the ambit of the open government requirements. However, Section 286.011, Florida Statutes (Florida's Government in the Sunshine Law), also applies to private entities that provide services to governmental agencies and that act on behalf of those agencies in the agencies' performance of their public duties. If a public agency delegates the performance of its public purpose to a private

entity, then, to the extent that private entity is performing that public purpose, Section 286.011, Florida Statutes, the Government in the Sunshine Law applies. For example, if a volunteer fire department provides firefighting services to a governmental entity and uses facilities and equipment purchased with public funds, then Section 286.011, Florida Statutes, (Government in the Sunshine Law) applies to board of directors for that volunteer fire department. Thus, to the extent that the Government in the Sunshine Law applies to the Sub-Recipient based upon the funds provided under this Agreement, the meetings of the Sub-Recipient's governing board or the meetings of any subcommittee making recommendations to the governing board may be subject to open government requirements. These meetings shall be publicly noticed, open to the public, and the minutes of all the meetings shall be public records, available to the public in accordance with chapter 119, Florida Statutes.

h. Chapter 119, Florida Statutes (Florida's Public Records Law), provides a right of access to the records of the state and local governments as well as to private entities acting on their behalf. Unless specifically exempted from disclosure by the Legislature, all materials made or received by a governmental agency (or a private entity acting on behalf of such an agency) in conjunction with official business which are used to perpetuate, communicate, or formalize knowledge qualify as public records subject to public inspection. The mere receipt of public funds by a private entity, standing alone, is insufficient to bring that entity within the ambit of the public record requirements. However, when a public entity delegates a public function to a private entity, the records generated by the private entity's performance of that duty become public records. Thus, the nature and scope of the services provided by a private entity determine whether that entity is acting on behalf of a public agency and is therefore subject to the requirements of chapter 119, Florida Statutes.

i. The Sub-Recipient shall maintain all records for the Sub-Recipient and for all subcontractors or consultants to be paid from funds provided under this Agreement, including documentation of all program costs, in a form sufficient to determine compliance with the requirements and objectives of the Program Budget and Scope of Work - Attachment A and B - and all other applicable laws and regulations.

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: (850) 815-7671, Records@em.myflorida.com, or 2555 Shumard Oak Boulevard, Tallahassee, FL 32399.

(11) AUDITS

a. The Sub-Recipient shall comply with the audit requirements contained in 2 C.F.R. Part 200, Subpart F.

b. In accounting for the receipt and expenditure of funds under this Agreement, the Sub-Recipient shall follow Generally Accepted Accounting Principles ("GAAP"). As defined by 2 C.F.R. §

200.1, GAAP "has the meaning specified in accounting standards issued by the Government Accounting Standards Board (GASB) and the Financial Accounting Standards Board (FASB)."

c. When conducting an audit of the Sub-Recipient's performance under this Agreement, the Division shall use Generally Accepted Government Auditing Standards ("GAGAS"). As defined by 2 C.F.R. § 200.1, GAGAS, "also known as the Yellow Book, means generally accepted government auditing standards issued by the Comptroller General of the United States, which are applicable to financial audits."

d. If an audit shows that all or any portion of the funds disbursed were not spent in accordance with the conditions of this Agreement, the Sub-Recipient shall be held liable for reimbursement to the Division of all funds not spent in accordance with these applicable regulations and Agreement provisions within thirty (30) days after the Division has notified the Sub-Recipient of such non-compliance.

e. The Sub-Recipient shall have all audits completed by an independent auditor, which is defined in section 215.97(2)(i), Florida Statutes, as "an independent certified public accountant licensed under chapter 473." The independent auditor shall state that the audit complied with the applicable provisions noted above. The audit shall be received by the Division no later than nine (9) months from the end of the Sub-Recipient's fiscal year.

f. The Sub-Recipient shall send copies of reporting packages for audits conducted in accordance with 2 C.F.R. Part 200, by or on behalf of the Sub-Recipient, to the Division at the following address:

DEMSingleAudit@em.myflorida.com

OR

Office of the Inspector General
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

g. The Sub-Recipient shall send the Single Audit reporting package and Form SF-SAC to the Federal Audit Clearinghouse by submission online at:

<https://facides.census.gov>

h. The Sub-Recipient shall send any management letter issued by the auditor to the Division at the following address:

DEMSingleAudit@em.myflorida.com

OR

Office of the Inspector General
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

(12)REPORTS

- a. Consistent with 2 C.F.R. § 200.328, the Sub-Recipient shall provide the Division with quarterly reports and a close-out report. These reports shall include the current status and progress by the Sub-Recipient and all subcontractors in completing the work described in Attachment B-Scope of Work and the expenditure of funds under this Agreement, in addition to any other information requested by the Division.
- b. Quarterly reports are due to the Division no later than thirty (30) days after the end of each quarter of the program year and shall be sent each quarter until submission of the close-out report. The ending dates for each quarter of the program year are March 31, June 30, September 30, and December 31.
- c. The close-out report is due sixty (60) days after termination of this Agreement or thirty (30) days after completion of the activities contained in this Agreement, whichever first occurs.
- d. If all required reports and copies are not sent to the Division or are not completed in a manner acceptable to the Division, then the Division may withhold further payments until they are completed or may take other action as stated in Paragraph (16) REMEDIES. "Acceptable to the Division" means that the work product was completed in accordance with Attachments A and B of this Agreement.
- e. The Sub-Recipient shall provide additional program updates or information that may be required by the Division.
- f. The Sub-Recipient shall provide additional reports and information identified in Attachment B.

(13)MONITORING

- a. Consistent with 2 C.F.R. § 200.328 the Sub-Recipient shall monitor its performance under this Agreement, as well as that of its subcontractors and/or consultants who are paid from funds provided under this Agreement, to ensure that time schedules are being met, the Schedule of Deliverables and Scope of Work are being accomplished within the specified time periods, and other performance goals are being achieved. A review shall be done for each function or activity in Attachment B to this Agreement and reported in the quarterly report.
- b. In addition to reviews of audits, monitoring procedures may include, but not be limited to, On-site visits by Division staff, limited scope audits, and/or other procedures. The Sub-Recipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Division. In the event that the Division determines that a limited scope audit of the Sub-Recipient is appropriate, the Sub-Recipient agrees to comply with any additional instructions provided by the Division to the Sub-Recipient regarding such audit. The Sub-Recipient further agrees to comply and cooperate with any inspections, reviews, investigations or audits deemed necessary by the Florida Chief Financial Officer or Auditor General. In addition, the Division shall monitor the performance and financial management by the Sub-Recipient throughout the contract term to ensure timely completion of all tasks.

(14) LIABILITY

a. Unless Sub-Recipient is a State agency or subdivision, as defined in section 768.28(2), Florida Statutes, the Sub-Recipient is solely responsible to parties it deals with in carrying out the terms of this Agreement; as authorized by section 768.28(19), Florida Statutes, Sub-Recipient shall hold the Division harmless against all claims of whatever nature by third parties arising from the work performance under this Agreement. For purposes of this Agreement, Sub-Recipient agrees that it is not an employee or agent of the Division but is an independent contractor.

b. As required by section 768.28(19), Florida Statutes, any Sub-Recipient which is a state agency or subdivision, as defined in section 768.28(2), Florida Statutes, agrees to be fully responsible for its negligent or tortious acts or omissions which result in claims or suits against the Division, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in Section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any Sub-Recipient to which sovereign immunity applies. Nothing herein shall be construed as consent by a state agency or subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

c. As defined in section 200.310 Insurance Coverage: The non-federal entity shall, at a minimum, provide the equivalent insurance coverage for real property and equipment acquired or improved with federal funds as provided to property owned by the non-federal entity. Federally-owned property need not be insured unless required by the terms and conditions of the federal award.

(15) DEFAULT

If any of the following events occur ("Events of Default"), all obligations on the part of the Division to make further payment of funds shall terminate and the Division has the option to exercise any of its remedies set forth in Paragraph (16); however, the Division may make payments or partial payments after any events of default without waiving the right to exercise such remedies, and without becoming liable to make any further payment if:

a. Any warranty or representation made by the Sub-Recipient in this Agreement or any previous agreement with the Division is or becomes false or misleading in any respect, or if the Sub-Recipient fails to keep or perform any of the obligations, terms or covenants in this Agreement or any previous agreement with the Division and has not cured them in timely fashion, or is unable or unwilling to meet its obligations under this Agreement;

b. Material adverse changes occur in the financial condition of the Sub-Recipient at any time during the term of this Agreement, and the Sub-Recipient fails to cure this adverse change within thirty (30) days from the date written notice is sent by the Division;

c. Any reports required by this Agreement have not been submitted to the Division or have been submitted with incorrect, incomplete, or insufficient information; or,

d. The Sub-Recipient has failed to perform and complete on time any of its obligations under this Agreement.

(16) REMEDIES

If an Event of Default occurs, then the Division shall, after thirty (30) calendar days written notice to the Sub-Recipient and upon the Sub-Recipient's failure to cure within those thirty (30) days, exercise any one or more of the following remedies, either concurrently or consecutively:

a. Terminate this Agreement, provided that the Sub-Recipient is given at least thirty (30) days prior written notice of the termination. The notice shall be effective when placed in the United States, first class mail, postage prepaid, by registered or certified mail-return receipt requested, to the address in paragraph (3) herein;

b. Begin an appropriate legal or equitable action to enforce performance of this Agreement;

c. Withhold or suspend payment of all or any part of a request for payment;

d. Require that the Sub-Recipient refund to the Division any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.

e. Exercise any corrective or remedial actions, to include but not be limited to:

i. Request additional information from the Sub-Recipient to determine the reasons for or the extent of non-compliance or lack of performance,

ii. Issue a written warning to advise that more serious measures may be taken if the situation is not corrected,

iii. Advise the Sub-Recipient to suspend, discontinue or refrain from incurring costs for any activities in question or

iv. Require the Sub-Recipient to reimburse the Division for the amount of costs incurred for any items determined to be ineligible;

f. The Division may Administratively close an Agreement. The Division may use the administrative close-out process when a Sub-Recipient is not responsive to reasonable efforts to collect required reports needed to complete the standard close-out process. The Division shall make three (3) written attempts to collect required reports before initiating administrative close-out. In addition, if an agreement is administratively closed, the Division may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards. If the Division needs to administratively close an agreement, this may negatively impact a Sub-Recipient's ability to obtain future funding; and

g. Exercise any other rights or remedies which may be available under law.

Pursuing any of the above remedies shall not stop the Division from pursuing any other remedies in this Agreement or provided at law or in equity. If the Division waives

any right or remedy in this Agreement or fails to insist on strict performance by the Sub-Recipient, it shall not affect, extend or waive any other right or remedy of the Division, or affect the later exercise of the same right or remedy by the Division for any other default by the Sub-Recipient.

(17) TERMINATION

a. The Division may terminate this Agreement for cause after thirty days (30) written notice. Cause can include misuse of funds, fraud, lack of compliance with applicable rules, laws and regulations, failure to perform on time, and refusal by the Sub-Recipient to permit public access to any document, paper, letter, or other material subject to disclosure under chapter 119, Florida Statutes, as amended.

b. The Division may terminate this Agreement for cause after rejecting an appeal submitted due to noncompliance, nonactivity, and/or a lack of expenditures for four (4) consecutive quarterly reporting periods.

c. The Division may terminate this Agreement for convenience or when it determines, in its sole discretion, that continuing the Agreement would not produce beneficial results in line with the further expenditure of funds, by providing the Sub-Recipient with thirty (30) calendar days prior written notice.

d. The parties may agree to terminate this Agreement for their mutual convenience through a written amendment of this Agreement. The amendment shall state the effective date of the termination and the procedures for proper closeout of the Agreement.

e. In the event that this Agreement is terminated, the Sub-Recipient shall not incur new obligations for the terminated portion of the Agreement after the Sub-Recipient has received the notification of termination. The Sub-Recipient shall cancel as many outstanding obligations as possible. Costs incurred after receipt of the termination notice shall be disallowed. The Sub-Recipient shall not be relieved of liability to the Division because of any breach of Agreement by the Sub-Recipient. The Division may, to the extent authorized by law, withhold payments to the Sub-Recipient for the purpose of set-off until the exact amount of damages due the Division from the Sub-Recipient is determined.

(18) PROCUREMENT

a. The Sub-Recipient shall ensure that any procurement involving funds authorized by the Agreement complies with all applicable federal and state laws and regulations, to include 2 C.F.R. §§ 200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200 (entitled "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards").

b. As required by 2 C.F.R. § 200.318(i), the Sub-Recipient shall "maintain records sufficient to detail the history of procurement. These records shall include but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price."

c. As required by 2 C.F.R. § 200.318(b), the Sub-Recipient shall “maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.” In order to demonstrate compliance with this requirement, the Sub-Recipient shall document, in its quarterly report to the Division, the progress of any and all subcontractors performing work under this Agreement.

d. Except for procurements by micro-purchases pursuant to 2 C.F.R. § 200.320(a)(1) or procurements by small purchase procedures pursuant to 2 C.F.R. § 200.320(a)(2), if the Sub-Recipient chooses to subcontract any of the work required under this Agreement, then the Sub-Recipient shall forward to the Division a copy of any solicitation (whether competitive or non-competitive) at least ten (10) days prior to the publication or communication of the solicitation. The Division shall review the solicitation and provide comments, if any, to the Sub-Recipient within seven (7) business days. Consistent with 2 C.F.R. § 200.325, the Division shall review the solicitation for compliance with the procurement standards outlined in 2 C.F.R. § 200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200. Consistent with 2 C.F.R. § 200.318(k), the Division shall not substitute its judgment for that of the Sub-Recipient. While the Sub-Recipient does not need the approval of the Division in order to publish a competitive solicitation, this review may allow the Division to identify deficiencies in the vendor requirements or in the commodity or service specifications. The Division’s review and comments shall not constitute an approval of the solicitation. Regardless of the Division’s review, the Sub-Recipient remains bound by all applicable laws, regulations, and agreement terms. If during its review the Division identifies any deficiencies, then the Division shall communicate those deficiencies to the Sub-Recipient as quickly as possible within the seven (7) business day window outlined above. If the Sub-Recipient publishes a competitive solicitation after receiving comments from the Division that the solicitation is deficient, then the Division may:

- i. Terminate this Agreement in accordance with the provisions outlined in paragraph (17) above; and,
- ii. Refuse to reimburse the Sub-Recipient for any costs associated with that solicitation.

e. Except for procurements by micro-purchases pursuant to 2 C.F.R. § 200.320(a)(1) or procurements by small purchase procedures pursuant to 2 C.F.R. § 200.320(a)(2), if the Sub-Recipient chooses to subcontract any of the work required under this Agreement, then the Sub-Recipient shall forward to the Division a copy of any contemplated contract prior to contract execution. The Division shall review the unexecuted contract and provide comments, if any, to the Sub-Recipient within seven (7) business days. Consistent with 2 C.F.R. § 200.325, the Division shall review the unexecuted contract for compliance with the procurement standards outlined in 2 C.F.R. § 200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200. Consistent with 2 C.F.R. § 200.318(k), the Division shall not substitute its judgment for that of the Sub-Recipient. While the Sub-Recipient does not need the approval of the Division in order to execute a subcontract, this review may allow the Division to identify deficiencies in the

terms and conditions of the subcontract as well as deficiencies in the procurement process that led to the subcontract. The Division's review and comments shall not constitute an approval of the subcontract. Regardless of the Division's review, the Sub-Recipient remains bound by all applicable laws, regulations, and agreement terms. If during its review the Division identifies any deficiencies, then the Division shall communicate those deficiencies to the Sub-Recipient as quickly as possible within the seven (7) business day window outlined above. If the Sub-Recipient executes a subcontract after receiving a communication from the Division that the subcontract is non-compliant, then the Division may:

i. Terminate this Agreement in accordance with the provisions outlined in paragraph (17) above; and,

ii. Refuse to reimburse the Sub-Recipient for any costs associated with that subcontract.

f. The Sub-Recipient agrees to include in the subcontract that (i) the subcontractor is bound by the terms of this Agreement, (ii) the subcontractor is bound by all applicable state and federal laws and regulations, and (iii) the subcontractor shall hold the Division and Sub-Recipient harmless against all claims of whatever nature arising out of the subcontractor's performance of work under this Agreement, to the extent allowed and required by law. effected

g. As required by 2 C.F.R. § 200.318(c)(1), the Sub-Recipient shall "maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts."

h. As required by 2 C.F.R. § 200.319(b) contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals shall be excluded from competing for such procurements. The Sub-Recipient or pass-thru entity shall disclose to the Division, in writing, any real or potential conflict of interest that may arise during the administration of the Federal award, as defined by federal statutes or regulations, or their own existing policies, within five (5) days of learning of the conflict of interest. "Conflict of interest" is considered as any situation where an employee, officer, or agent, any members of his or her immediate family, or his or her partner has a close personal relationship, business relationship, or professional relationship, with a recipient or Sub-Recipient.

i. As required by 2 C.F.R. § 200.319(a), the Sub-Recipient shall conduct any procurement under this agreement "in a manner providing full and open competition." Accordingly, the Sub-Recipient shall not:

i. Place unreasonable requirements on firms in order for them to qualify to do business;

ii. Require unnecessary experience or excessive bonding;

iii. Use noncompetitive pricing practices between firms or between affiliated companies;

iv. Execute noncompetitive contracts to consultants that are on retainer contracts;

- v. Authorize, condone, or ignore organizational conflicts of interest;
- vi. Specify only a brand name product without allowing vendors to offer an equivalent;
- vii. Specify a brand name product instead of describing the performance, specifications, or other relevant requirements that pertain to the commodity or service solicited by the procurement;
- viii. Engage in any arbitrary action during the procurement process; or,
- ix. Allow a vendor to bid on a contract if that bidder was involved with developing or drafting the specifications, requirements, statement of work, invitation to bid, or request for proposals.
- j. "Except in those cases where applicable Federal statutes expressly mandate or encourage" otherwise, the Sub-Recipient, as required by 2 C.F.R. § 200.319(c), shall not use a geographic preference when procuring commodities or services under this Agreement.
- k. The Sub-Recipient shall conduct any procurement involving invitations to bid (i.e. sealed bids) in accordance with 2 C.F.R. § 200.320(b)(1) as well as section 287.057(1)(a), Florida Statutes.
- l. The Sub-Recipient shall conduct any procurement involving requests for proposals (i.e. competitive proposals) in accordance with 2 C.F.R. § 200.320(b)(2) as well as section 287.057(1)(b), Florida Statutes.
- m. For each subcontract, the Sub-Recipient shall provide information to the Division as to whether that subcontractor is a minority business enterprise, as defined in Section 288.703, Florida Statutes, except for the requirement the subcontractor be domiciled in Florida, on the required Procurement Method Report (Form 5). Additionally, the Sub-Recipient shall comply with the requirements of 2 C.F.R. § 200.321 ("Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms").
- n. The Federal Emergency Management Agency (FEMA) has developed helpful resources for Sub-Recipients using federal grant funds for procurements. These resources are generally available at <https://www.fema.gov/grants/procurement>. FEMA periodically updates this resource page so please check back for the latest information. While not all the provisions discussed in the resources are applicable to this subgrant agreement, the Sub-Recipient may find these resources helpful when drafting its solicitation and contract for compliance with the Federal procurement standards outlined in 2 C.F.R. §§ 200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200.

(19) ATTACHMENTS AND EXHIBITS

- a. All attachments to this Agreement are incorporated as if set out fully.
- b. In the event of any inconsistencies or conflict between the language of this Agreement and the attachments, the language of the attachments shall control, but only to the extent of the conflict or inconsistency.

- c. This Agreement has the following attachments:
- i. Exhibit 1 - Funding Sources
 - ii. Exhibit 2 – Certification Regarding Telecommunications and Video Restrictions
 - iii. Exhibit 3 – Certification Regarding Lobbying
 - iv. Exhibit 4 - Certification Regarding Fusion Center Analyst Requirements
 - v. Attachment A – Program Budget
 - vi. Attachment B – Scope of Work
 - vii. Attachment C – Deliverables and Performance
 - viii. Attachment D – Program Statutes and Regulations
 - ix. Attachment E – Justification of Advance Payment
 - x. Attachment F – Warranties and Representations
 - xi. Attachment G – Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - xii. Attachment H – Statement of Assurances
 - xiii. Attachment I – Mandatory Contract Provisions
 - xiv. Attachment J – Financial and Program Monitoring Guidelines
 - xv. Attachment K – EHP Guidelines
 - xvi. Attachment L – Reimbursement Checklist
 - xvii. Attachment M– Foreign Country of Concern Affidavit – Personal Identifying Information Contract

(20) PAYMENTS

a. If the necessary funds are not available to fund this Agreement as a result of action by the United States Congress, the Federal Office of Management and Budgeting, the State Chief Financial Officer or under subparagraph (9)b. of this Agreement, all obligations on the part of the Division to make any further payment of funds shall terminate, and the Sub-Recipient shall submit its closeout report within thirty (30) days of receiving notice from the Division.

b. Invoices shall be submitted at least quarterly and shall include the supporting documentation for all costs of the project or services. The final invoice shall be submitted within thirty (30) days after the expiration date of the agreement. An explanation of any circumstances prohibiting the submittal of quarterly invoices shall be submitted to the Division grant manager as part of the Sub-Recipient's quarterly reporting as referenced in Paragraph (12) of this Agreement.

c. Any advance payment under this Agreement is subject to 2 C.F.R. § 200.305 and, as applicable, section 216.181(16), Florida Statutes. All requests for advance payments shall be reviewed and considered on a case-by-case basis. All advances are required to be held in an interest-bearing account and shall not exceed fifty percent of the grant award. If an advance payment is requested, an estimated expense table and justification statement shall be included in this Agreement. All advance

requests shall be submitted at the time of execution of the original agreement, unless an Environmental Historical Preservation (EHP) review is required. If an EHP is required advance payments shall not be processed until approval from FEMA has been received. Advance requests can only be made by completing Attachment E and shall specify the amount of advance payment needed and provide an explanation of the necessity for and proposed use of these funds. No advance shall be accepted for processing if a reimbursement has been paid prior to the submittal of a request for advanced payment. After the initial advance, if any, payment shall be made on a reimbursement basis as needed.

(21) REPAYMENTS

a. All refunds or repayments due to the Division under this Agreement are to be made payable to the order of "Division of Emergency Management", and mailed directly to the following address:

Division of Emergency Management
Cashier
2555 Shumard Oak Boulevard
Tallahassee FL 32399-2100

b. In accordance with section 215.34(2), Florida Statutes, if a check or other draft is returned to the Division for collection, Sub-Recipient shall pay the Division a service fee of \$15.00 or 5% of the face amount of the returned check or draft, whichever is greater.

(22) MANDATED CONDITIONS

a. The validity of this Agreement is subject to the truth and accuracy of all the information, representations, and materials submitted or provided by the Sub-Recipient in this Agreement, in any later submission or response to a Division request, or in any submission or response to fulfill the requirements of this Agreement. All of said information, representations, and materials are incorporated by reference. The inaccuracy of the submissions or any material changes shall, at the option of the Division and with thirty (30) days written notice to the Sub-Recipient, cause the termination of this Agreement and the release of the Division from all its obligations to the Sub-Recipient.

b. The laws of the State of Florida shall govern this Agreement. The Division and the Sub-Recipient submit to the jurisdiction of the courts of the State of Florida exclusively for any legal action related to this Agreement. Further, the Sub-Recipient hereby waives any and all privileges and rights relating to venue it may have under chapter 47, Florida Statutes, and any and all such venue privileges and rights it may have under any other statute, rule, or case law, including, but not limited to those grounded on convenience. The Sub-Recipient hereby submits to venue in the county chosen by the Division, to wit: Leon County, Florida.

c. Any power of approval or disapproval granted to the Division under the terms of this Agreement shall survive the term of this Agreement.

d. The Sub-Recipient agrees to comply with the Americans With Disabilities Act (Public Law 101-336, 42 U.S.C. Section 12101 et seq.), which prohibits discrimination by public and private entities on the basis of disability in employment, public accommodations, transportation, State and local government services, and telecommunications.

e. Those who have been placed on the convicted vendor list following a conviction for a public entity crime or on the discriminatory vendor list shall not submit a bid on a contract to provide any goods or services to a public entity, shall not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, shall not submit bids on leases of real property to a public entity, shall not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and shall not transact business with any public entity in excess of \$25,000.00 for a period of thirty-six (36) months from the date of being placed on the convicted vendor list or on the discriminatory vendor list.

f. Any Sub-Recipient which is not a local government or state agency, and which receives funds under this Agreement from the Federal Government, certifies, to the best of its knowledge and belief, that it and its principals:

i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;

ii. Have not, within a five (5) year period preceding this proposal been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

iii. Are not presently indicted or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any offenses enumerated in paragraph (22) f. ii. of this certification; and,

iv. Have not within a five (5) year period preceding this Agreement had one or more public transactions (federal, state or local) terminated for cause or default.

g. If the Sub-Recipient is unable to certify to any of the statements in this certification, then the Sub-Recipient shall attach an explanation to this Agreement.

h. In addition, the Sub-Recipient shall send to the Division (by email or by facsimile transmission) the completed "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion" (Attachment G) for each intended subcontractor which Sub-Recipient plans to fund under this Agreement. The form shall be received by the Division before the Sub-Recipient enters into a contract with any subcontractor.

i. The Division reserves the right to unilaterally cancel this Agreement if the Sub-Recipient refuses to allow public access to all documents, papers, letters or other material subject to the

provisions of chapter 119, Florida Statutes, which the Sub-Recipient created or received under this Agreement.

j. If the Sub-Recipient is allowed to temporarily invest any advances of funds under this Agreement, any interest income shall either be returned to the Division or be applied against the Division's obligation to pay the contract amount.

k. The State of Florida shall not intentionally award publicly funded contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a(e) [Section 274A(e) of the Immigration and Nationality Act ("INA")]. The Division shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the Sub-Recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this Agreement by the Division.

l. Section 287.05805, Florida Statutes, requires that any state funds provided for the purchase of or improvements to real property are contingent upon the contractor or political subdivision granting to the state a security interest in the property at least to the amount of state funds provided for at least five (5) years from the date of purchase or the completion of the improvements or as further required by law.

m. Unless preempted by federal law, the Division may, at its option, terminate the Contract if the Contractor is found to have submitted a false certification as provided under section 287.135(5), F.S., or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

(23) LOBBYING PROHIBITION

a. 2 C.F.R. § 200.450 prohibits reimbursement for costs associated with certain lobbying activities.

b. Section 216.347, Florida Statutes, prohibits "any disbursement of grants and aids appropriations pursuant to a contract or grant to any person or organization unless the terms of the grant or contract prohibit the expenditure of funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency."

c. No funds or other resources received from the Division under this Agreement may be used directly or indirectly to influence legislation or any other official action by the Florida Legislature or any state agency.

d. The Sub-Recipient certifies, by its signature to this Agreement, that to the best of his or her knowledge and belief:

i. No federal appropriated funds have been paid or shall be paid, by or on behalf of the Sub-Recipient, to any person for influencing or attempting to influence an officer or

employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.

ii. If any funds other than federal appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the Sub-Recipient shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities."

iii. The Sub-Recipient shall require that this certification be included in the award documents for all subawards (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Sub-Recipients shall certify and disclose.

iv. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

v. If this subgrant agreement amount is \$100,000 or more, the Sub-Recipient, and subcontractors, as applicable, shall sign Attachment M – Certification Regarding Lobbying.

(24) COPYRIGHT, PATENT AND TRADEMARK

EXCEPT AS PROVIDED BELOW, ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA; AND, ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE SUB-RECIPIENT TO THE STATE OF FLORIDA.

a. If the Sub-Recipient has a pre-existing patent or copyright, the Sub-Recipient shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.

b. If any discovery or invention is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with it, the Sub-Recipient shall refer the discovery or invention to the Division for a determination whether the State of Florida shall seek patent protection in its name. Any patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Sub-Recipient shall notify the Division. Any copyrights accruing under or in connection with the performance under this Agreement are transferred by the Sub-Recipient to the State of Florida.

c. Within thirty (30) days of execution of this Agreement, the Sub-Recipient shall disclose all intellectual properties relating to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Sub-Recipient shall retain all rights and entitlements to any pre-existing intellectual property which is disclosed. Failure to disclose shall indicate that no such property exists. The Division shall then, under Paragraph (24) b., have the right to all patents and copyrights which accrue during performance of the Agreement.

d. If the Sub-Recipient qualifies as a state university under Florida law, then, pursuant to section 1004.23, Florida Statutes, any invention conceived exclusively by the employees of the Sub-Recipient shall become the sole property of the Sub-Recipient. In the case of joint inventions, that is inventions made jointly by one or more employees of both parties hereto, each party shall have an equal, undivided interest in and to such joint inventions. The Division shall retain a perpetual, irrevocable, fully-paid, nonexclusive license, for its use and the use of its contractors of any resulting patented, copyrighted or trademarked work products, developed solely by the Sub-Recipient, under this Agreement, for Florida government purposes.

(25) LEGAL AUTHORIZATION

The Sub-Recipient certifies that it has the legal authority to receive the funds under this Agreement and that its governing body has authorized the execution and acceptance of this Agreement. The Sub-Recipient also certifies that the undersigned person has the authority to legally execute and bind Sub-Recipient to the terms of this Agreement.

(26) EQUAL OPPORTUNITY EMPLOYMENT

a. In accordance with 41 C.F.R. § 60-1.4(b), the Sub-Recipient hereby agrees that it shall incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the federal government or borrowed on the credit of the federal government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:

During the performance of this contract, the contractor agrees as follows:

i. The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees

and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

ii. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants shall receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

iii. The contractor shall not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

iv. The contractor shall send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

v. The contractor shall comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

vi. The contractor shall furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and shall permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

vii. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

viii. The contractor shall include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted

by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions shall be binding upon each subcontractor or vendor. The contractor shall take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

b. The Sub-Recipient further agrees that it shall be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: *Provided*, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

c. The Sub-Recipient agrees that it shall assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it shall furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it shall otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

d. The Sub-Recipient further agrees that it shall refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and shall carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the Sub-Recipient agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the Sub-Recipient under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such Sub-Recipient; and refer the case to the Department of Justice for appropriate legal proceedings.

(27) COPELAND ANTI-KICKBACK ACT

The Sub-Recipient hereby agrees that, unless exempt under federal law, it shall incorporate or cause to be incorporated into any contract for construction work, or modification thereof, the following clause:

i. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

ii. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

iii. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

(28) CONTRACT WORK HOURS AND SAFETY STANDARDS

If the Sub-Recipient, with the funds authorized by this Agreement, enters into a contract that exceeds \$100,000 and involves the employment of mechanics or laborers, then any such contract shall include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation.

(29) CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT

If the Sub-Recipient, with the funds authorized by this Agreement, enters into a contract that exceeds \$150,000, then any such contract shall include the following provision:

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387) and shall report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA).

(30) SUSPENSION AND DEBARMENT

If the Sub-Recipient, with the funds authorized by this Agreement, enters into a contract, then any such contract shall include the following provisions:

i. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. §

180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

ii. The contractor shall comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and shall include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

iii. This certification is a material representation of fact relied upon by the Division. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Division, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

iv. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

(31) BYRD ANTI-LOBBYING AMENDMENT

If the Sub-Recipient, with the funds authorized by this Agreement, enters into a contract, then any such contract shall include the following clause:

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it shall not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient.

If the Sub-Recipient enters into a contract with a subcontractor for an award of \$100,000 or more, the subcontractor shall sign Exhibit 3 – Certification Regarding Lobbying.

(32) CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

a. If the Sub-Recipient, with the funds authorized by this Agreement, seeks to procure goods or services, then, in accordance with 2 C.F.R. § 200.321, the Sub-Recipient shall take the following affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used whenever possible:

i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

v. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs i. through v. of this subparagraph.

b. The requirement outlined in subparagraph a. above, sometimes referred to as "socioeconomic contracting," does not impose an obligation to set aside either the solicitation or award of a contract to these types of firms. Rather, the requirement only imposes an obligation to carry out and document the six affirmative steps identified above.

c. The "socioeconomic contracting" requirement outlines the affirmative steps that the Sub-Recipient shall take; the requirements do not preclude the Sub-Recipient from undertaking additional steps to involve small and minority businesses and women's business enterprises.

d. The requirement to divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises, does not authorize the Sub-Recipient to break a single project down into smaller components in order to circumvent the micro-purchase or small purchase thresholds so as to utilize streamlined acquisition procedures (e.g. "project splitting").

(33) ASSURANCES

The Sub-Recipient shall comply with any Statement of Assurances incorporated as Attachment H.

[Remainder of page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

SUB-RECIPIENT: LEON COUNTY SHERIFF'S OFFICE

DocuSigned by:
By: Walt McNeil
C55841F888C045F
Name and Title: Walt Mc Neil, Sheriff
Date: 3/27/2024 | 11:11 AM PDT
FID# 59-6000712

If signing electronically: *By providing this electronic signature, I am attesting that I understand that electronic signatures are legally binding and have the same meaning as handwritten signatures. I am also confirming that internal controls have been maintained, and that policies and procedures were properly followed to ensure the authenticity of the electronic signature.*

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This statement is to certify that I confirm that this electronic signature is to be the legally binding equivalent of my handwritten signature and that the data on this form is accurate to the best of my knowledge.

STATE OF FLORIDA

DIVISION OF EMERGENCY MANAGEMENT

By: Kevin Guthrie *Linda McWhorter Chief*
Name and Title: Kevin Guthrie, Executive Director *Bureau of Preparedness*
Date: 4/19/2024

EXHIBIT – 1

Federal Programs and Resources Awarded

THE FOLLOWING FEDERAL RESOURCES ARE AWARDED TO THE SUB-RECIPIENT UNDER THIS AGREEMENT:

Federal Program: HOMELAND SECURITY GRANT PROGRAM

Federal Agency: U.S. Department of Homeland Security, Federal Emergency Management

Catalog of Federal Domestic Assistance title and number: 97.067

Award amount: **\$ 412,623.00**

THE FOLLOWING COMPLIANCE REQUIREMENTS APPLY TO THE FEDERAL RESOURCES AWARDED UNDER THIS AGREEMENT:

Federal Program: HOMELAND SECURITY GRANT PROGRAM

List applicable compliance requirements as follows:

1. Sub-Recipient is to use funding to perform eligible activities as identified FY 2023 Department of Homeland Security Notice of Funding Opportunity.
2. Sub-Recipient is subject to all administrative and financial requirements as set forth in this Agreement or shall not be in compliance with the terms of the Agreement.
3. Sub-Recipient shall comply with specific laws, rules, or regulations that pertain to how the awarded resources shall be used or how eligibility determinations are to be made.

NOTE: 2 C.F.R. Part 200, and section 215.97(5)(a), Florida Statutes, require that the information about Federal Programs and State Projects included in Exhibit 1 be provided to the Sub-Recipient.

Sub-Recipient: LEON COUNTY SHERIFF'S OFFICE

By: Laura Rumph Date: 3/25/2024 | 8:35 AM EDT

Laura E. Rumph, Grants Administrator
Printed Name and Title

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EXHIBIT – 2**Certification Regarding Telecommunications and Video Restrictions**

Effective August 13, 2020, DHS/FEMA Sub-Recipients, as well as their contractors and subcontractors, shall not use grant funds under the Nonprofit Security Grant Program covered by this Agreement and provided in FY 2023 or previous years to:

1. Procure or obtain, extend or renew a contract to procure or obtain, or enter into a contract to procure or obtain any equipment, system, or service that uses "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology of any system; or
2. Enter into, extend or renew contracts with entities that use or provide, as part of its performance of this agreement or any other contractual instrument, any equipment, system, or service that uses "covered telecommunications equipment or services" as a substantial or essential component of any system, or as critical technology as part of any system.

This prohibition regarding certain telecommunications and video surveillance services or equipment is mandated by section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY 2019 NDAA), Pub. L. No. 115-232 (2018), and 2 C.F.R. § 200.216, 200.327, 200.471, AND Appendix II to 2 C.F.R. Part 200. Sub-Recipients may use DHS/FEMA grant funding to procure replacement equipment and services impacted by this prohibition, provided the costs are otherwise consistent with the requirements of the FY 2023 Preparedness Grants Manual, applicable appendix to the Manual, and applicable NOFO. DHS/FEMA shall publish additional guidance in a subsequent Information Bulletin or similar notice. Per section 889(f)(2)-(3) of the FY 2019 NDAA, covered telecommunications equipment or services means:

1. Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, (or any subsidiary or affiliate of such entities);
2. For the purpose of public safety, security of Government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities);
3. Telecommunications or video surveillance services provided by such entities or using such equipment; or
4. Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the People's Republic of China.

In the event the Sub-Recipient identifies covered telecommunications equipment or services used as a substantial or essential component of any system, or as critical technology as part of any system, during contract performance or at any time or by any other source, the Sub-Recipient shall report the information to the Division:

1. Within one (1) business day from the date of such identification or notification: The contract number; the order number(s), if applicable; supplier name; supplier unique entity identifier (if known); supplier Commercial and Government Entity (CAGE) code (if known); brand; model number (original equipment manufacturer number, manufacturer part number, or wholesaler number); item description; and any readily available information about mitigation actions undertaken or recommended.
2. Within ten (10) business days of submitting the aforementioned information: Any further available information about mitigation actions undertaken or recommended. In addition, the Sub-Recipient

shall describe the efforts it undertook to prevent use or submission of covered telecommunications equipment or services, and any additional efforts that shall be incorporated to prevent future use or submission of covered telecommunications equipment or services.

Sub-Recipient: LEON COUNTY SHERIFF'S OFFICE

By: Laura Rumph Date: 3/25/2024 | 8:35 AM EDT
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Laura E. Rumph, Grants Administrator
Printed Name and Title

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EXHIBIT – 3**CERTIFICATION REGARDING LOBBYING**

Check the appropriate box:

- ☒ This Certification Regarding Lobbying is required because the Contract, Grant, Loan, or Cooperative Agreement shall exceed \$100,000 pursuant to 2 C.F.R. Part 200, Appendix II(I); 31 U.S.C. § 1352; and 44 C.F.R. Part 18.
- ☐ This Certification is not required because the Contract, Grant, Loan, or Cooperative Agreement shall be equal to or less than \$100,000.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or shall be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or shall be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Sub-Recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Sub-Recipient or subcontractor, Leon County Sheriff's Office, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Ch. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

James Pimentel

Signature of Sub-Recipient/subcontractor's Authorized Official

James W. Pimentel, Esq. General Counsel for the Leon County Sheriff's Office

Name and Title of Sub-Recipient/subcontractor's Authorized Official

3/27/2024 | 8:25 AM EDT

Date

EXHIBIT – 4**Certification Regarding Fusion Center Analyst Requirements**

State and urban area fusion centers receiving SHSP or UASI grant funds will be evaluated based on compliance with the guidance and requirements for the National Network as set forth by DHS Intelligence and Analysis (I&A) through the annual Fusion Center Assessment.

Through the Program Performance Report (PPR), fusion centers will report on the compliance with measurement requirements within the fusion centers through the annual Fusion Center Assessment managed by DHS I&A and reported to FEMA. Subrecipients will be required to provide information regarding their information sharing partnerships, including how they will identify, address, and overcome any existing laws, policies, and practices that prevent information sharing, via the Information and Intelligence National Priority Investment and supporting data via the annual Fusion Center Assessment.

Documentation of the satisfactory submission of the completed Program Performance Report through the Fusion Center Assessment will be required prior to reimbursement of grant funds.

Fusion Center Performance Measures

Reference Number	Performance Measures
2023.1	Percentage of federal Information Intelligence Reports (IIRs) originating from fusion center information that address a specific Intelligence Community need
2023.2	Percentage of federal IIRs originating from fusion center information that the Intelligence Community otherwise used in performing its mission (e.g., contained first-time reporting; corroborated existing information; addressed a critical intelligence gap; or helped to define an issue or target)
2023.3	Number of SARs vetted and submitted by fusion centers that result in the initiation or enhancement of an investigation by the FBI
2023.4	Number of SAR vetted and submitted by fusion centers that involve an individual on the Watchlist
2023.5	Percentage of Requests for Information (RFIs) from the Terrorist Screening Center (TSC) for which fusion centers provided information for a TSC case file
2023.6	Percentage of I&A Watchlist nominations that were initiated or updated existing case files based on information provided by fusion centers
2023.7	Number of distributable analytic products co-authored by one or more fusion centers and/or federal agencies
2023.8	Percentage of fusion center distributable analytic products that address Homeland Security topics
2023.9	Percentage of fusion center distributable analytic products that address state/local customer information needs
2023.10	Percentage of key customers reporting that fusion center products are relevant
2023.11	Percentage of key customers reporting that fusion center services are relevant
2023.12	Percentage of key customers reporting that fusion center products are timely for mission needs
2023.13	Percentage of key customers reporting that fusion center services are timely for mission needs
2023.14	Percentage of key customers reporting that fusion center products influenced their decision making related to threat response activities within their AOR
2023.15	Percentage of key customers reporting that fusion center services influenced their decision making related to threat response activities within their AOR
2023.16	Percentage of key customers reporting that fusion center products resulted in increased situational awareness of threats within their AOR
2023.17	Percentage of key customers reporting that fusion center services resulted in increased situational awareness of threats within their AOR
2023.18	Number of tips and leads vetted by the fusion center

2023.19	Number of tips and leads vetted by the fusion center that were provided to other F/SLTT agencies for follow up action
2023.20	Number of responses to RFIs from all sources
2023.21	Number of situational awareness products developed and disseminated by fusion centers
2023.22	Number of case support and/or tactical products developed and disseminated by fusion centers
2023.23	Percentage of federally designated special events in which fusion centers played a direct role
2023.24	Percentage of federally declared disasters in which fusion centers played a direct role
2023.25	Number of public safety incidents in which fusion centers played a direct role

Sub-Recipient: LEON COUNTY SHERIFF'S OFFICEBy: Laura Rumph Date: 3/25/2024 | 8:35 AM EDT
E07FB4C737F64DC...Laura E. Rumph, Grants Administrator
Printed Name and Title

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ATTACHMENT A

Program Budget

Below is a general budget which outlines eligible categories and their allocation under this award. The Sub-Recipient is to utilize the "Program Budget" as a guide for completing the "Budget Detail Worksheet" below.

The Equipment category shall require the Authorized Equipment List (AEL) reference number. The Authorized Equipment List (AEL) is a list of approved equipment types allowed under FEMA's preparedness grant programs. The intended audience of this tool is emergency managers, first responders, and other homeland security professionals. The list consists of 21 equipment categories divided into sub-categories, tertiary categories, and then individual equipment items. The AEL can be found at <http://www.fema.gov/authorized-equipment-list>.

The transfer of funds between the categories listed in the "Program Budget and Scope of Work" is permitted. However, the transfer of funds between Issues is strictly prohibited.

Grant	FY 2023 Homeland Security Grant Program	
Recipient Agency	LEON COUNTY SHERIFF'S OFFICE	
Category(s)	Issue Number/Project Title	Amount Allocated
Planning Expenditures		
Organizational Expenditures	Issue 3/ Sustainment of Fusion Center Personnel	\$58,000.00
Exercise Expenditures		
Training Expenditures		
Equipment Expenditures	Issue 4/ SRT SWAT Sustainment	\$61,623.00
	Issue 5/ SRT Bomb Sustainment	\$293,000.00
Management and Administration (up to 5%)		
Total Award	\$412,623.00	

BUDGET DETAIL WORKSHEET

The Sub-Recipient is required to provide a completed budget detail worksheet, to the Division, which accounts for the total award as described in the "Proposed Program Budget".

If any changes need to be made to the "Budget Detail Worksheet", after the execution of this agreement, contact the Grant Manager listed in this agreement via email or letter.

Allowable Planning Costs	Quantity	Unit Cost	Total Cost	Issue #
Developing hazard/threat-specific annexes				
Developing and implementing homeland security support programs and adopting ongoing DHS/FEMA national initiatives				
Developing related terrorism and other catastrophic event prevention activities				
Developing and enhancing plans and protocols				
Developing or conducting assessments				
Hiring of full or part-time staff or contract consultants to assist with planning, engagement, and volunteer management activities.				
Materials required to conduct planning, engagement, and volunteer management activities				
Travel/per diem related to planning, engagement, and volunteer management activities				
Overtime and backfill costs (in accordance with operational Cost Guidance)				
Issuance of WHTI-compliant Tribal identification cards				
Activities to achieve planning inclusive of people with disabilities and others with access and functional needs and limited English proficiency				
Coordination with Citizen Corps Councils for public information/education and development of volunteer programs				
Coordination and material support to Citizen Corps Councils and local firehouses for the establishment, training and maintenance of CERTs				
Update governance structures and processes and plans for emergency communications				
Development, and review and revision of continuity of operations plans				
Development, and review and revision of the THIRA/SPR continuity of operations plans				
Developing or conducting equity assessments to address planning and preparedness disparities for historically underserved communities				
TOTAL PLANNING EXPENDITURES			\$	

Allowable Organizational Activities (HSGP and LETP)	Quantity	Unit Cost	Total Cost	Issue #
Program management				
Development of whole community partnerships				
Structures and mechanisms for information sharing between the public and private sector				
Implementing models, programs, and workforce enhancement initiatives				
Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors				
Operational support				
Utilization of standardized resource management concepts				
Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS), or needs in resulting from a National Special Security Event				
Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)				
Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)				
Hiring of new staff positions/contractors/consultants for participation in information/intelligence analysis and sharing groups or fusion center activities (up to 50 percent of the allocation)				
Hiring or maintaining staff positions/contractors/consultants at SLTT levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions and local businesses				
Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT			\$58,000.00	1
Cost of migrating online services to the ".gov" domain				
LETP Activities				
Integration and interoperability of systems and data, such as CAD and RMS, to facilitate the collection,				
Maturation, enhancement, and sustainment of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analyst training and salaries (subject to certain conditions)				
TOTAL ORGANIZATIONAL EXPENDITURES			\$58,000.00	

Allowable Exercise Costs	Quantity	Unit Cost	Total Cost	Issue #
Design, Develop, Conduct and Evaluate an Exercise				
Full or Part-Time Staff or Contractors/Consultants - Full or part-time staff may be hired to support exercise-related activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or local unit(s) of government and have the approval of the state or the awarding agency, whichever is applicable. The services of contractors/consultants may also be procured to support the design, development, conduct and evaluation of CBRNE exercises. The applicant's formal written procurement policy or the Federal Acquisition Regulations (FAR) must be followed.				
Overtime and backfill costs – Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in FEMA exercises.				
Implementation of HSEEP				
Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs				
Travel - Travel costs (i.e., airfare, mileage, per diem, hotel, etc.) are allowable as expenses by employees who are on travel status for official business related to the planning and conduct of the exercise project(s)				
Supplies - Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment)				
Interoperable communications exercises				
Activities to achieve planning inclusive of people with limited English proficiency				
TOTAL EXERCISE EXPENDITURES			\$	
Allowable Training Costs	Quantity	Unit Cost	Total Cost	Issue #
Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes				
Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training				
Training Workshops and Conferences				
Activities to achieve training inclusive of people with disabilities and others with access and functional needs and limited English proficiency				
Full or Part-Time Staff or Contractors/Consultants				
Travel				

Supplies are items that are expended or consumed during the course of the planning and conduct of the exercise project(s) (e.g., copying paper, gloves, tape, non-sterile masks, and disposable protective equipment)				
Instructor certification/re-certification				
Coordination with Citizen Corps Councils in conducting training exercises				
Interoperable communications training				
Activities to achieve training inclusive people with limited English proficiency				
Immigration enforcement training				
TOTAL TRAINING EXPENDITURES			\$	
Eligible Equipment Acquisition Costs				
The table below highlights the allowable equipment categories for this award. A comprehensive listing of these allowable equipment categories, and specific equipment eligible under each category, are listed on the web-based version of the Authorized Equipment List (AEL) at http://www.fema.gov/authorized-equipment-list .	Quantity	Unit Cost	Total Cost	Issue #
Personal protective equipment				
Bomb Suit (LCSS) 02PE-01-BSUT	1	\$43,000.00	\$43,000.00	5
Rifle Shield 01LE-01-Shld	1	\$10,503.00	\$10,503.00	4
Explosive device mitigation and remediation equipment				
Medium Platform Bomb Response Robot 030E-07-ROBT	1	\$250,000.00	\$250,000.00	5
CBRNE operational search and rescue equipment				
SCBA replacement mask w/voice 01AR-01-SCBT	30	\$ 1,704.00	\$51,120.00	4
Information technology				
Cybersecurity enhancement equipment				
Interoperable communications equipment				
Detection Equipment				
Decontamination Equipment				
Medical supplies				
Power equipment (generators, batteries, power cells)				
CBRNE Reference Materials				
CBRNE Incident Response Vehicles				
Terrorism Incident Prevention Equipment				

Physical Security Enhancement Equipment				
Inspection and Screening Systems				
Animal Care and Foreign Animal Disease				
CBRNE Prevention and Response watercraft				
CBRNE Prevention and Response Unmanned Aircraft				
CBRNE Aviation Equipment				
CBRNE Logistical Support Equipment				
Intervention Equipment (e.g., tactical entry, crime scene processing)				
Critical emergency supplies				
Other authorized equipment costs (include any construction or renovation costs in this category; Written approval must be provided by FEMA prior to the use of any funds for construction or renovation)				
TOTAL EQUIPMENT EXPENDITURES			\$ 354,623.00	
Eligible Management and Administration Costs	Quantity	Unit Cost	Total Cost	Issue #
Hiring of full-time or part-time staff or contractors/consultants: to assist with the management of the respective grant program; application requirements, and compliance with reporting and data collection requirements				
*Time & Effort documentation shall be required for hired staff.				
*Contract between the organization and contractor/consultant shall be required for reimbursement.				
Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls				
Overtime and backfill costs – Overtime expenses are defined as the result of personnel who worked over and above 40 hours of weekly work time in the performance of FEMA – approved activities within the scope of this grant. Backfill Costs also called "Overtime as Backfill" are defined as expenses from the result of personnel who are working overtime in order to perform the duties of other personnel who are temporarily assigned to FEMA – approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of Full – Time Equivalent (FTEs) employees.				
Travel expenses				
Meeting-related expenses				

Authorized office equipment: including personal computers, laptop computers, printers, LCD projectors, and other equipment				
or software which may be required to support the implementation of the homeland security strategy.				
The following are allowable only within the agreement period: Recurring fees/charges associated with certain equipment, such as cell phones, faxes				
Leasing and/or renting of space for newly hired personnel to administer programs within the grant program.				
Completing the Civil Rights Evaluation Tool				
Conducting activities related to evaluating project effectiveness for HSGP-funded projects				
TOTAL M&A EXPENDITURES			\$	
TOTAL AWARD EXPENDITURES			\$412,623.00	

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ATTACHMENT B

SCOPE OF WORK

Sub-Recipients shall comply with all the requirements in 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards).

The purpose of the FY 2023 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. Funding is provided to perform eligible activities as identified in the Domestic Homeland Security – Federal Emergency Management Agency National Preparedness Directorate Fiscal Year 2023 Homeland Security Grant Program (HSGP), consistent with the Department of Homeland Security State Strategy. Eligible activities are outlined in the Scope of Work for each category below:

I. Issue and Project Description

Issue 3 – Sustainment of Fusion Center Personnel: This project supports the sustainment of analytical staff to supplement positions provided by the federal, state, and local agencies to share and analyze information in support of terrorism prevention efforts. The Network also requests continued funding for a Fusion Liaison Program Manager, and their travel to conduct analytical exchanges, training and coordinated meetings. Continued collaboration between analysts across the state is vital to intelligence and information sharing.

Issue 4- SWAT Sustainment: This project supports the enhancement of law enforcement SWAT team capabilities and increases the effectiveness due to the improvement in equipment design and emerging technology. The goal of this project is to ensure the deployment of SRT Paramedic personnel, and to provide for the enhancement and replacement of equipment utilized by law enforcement SWAT teams to gather tactical intelligence and provide a tactical advantage and increased likelihood for mission success.

Issue 5- SRT Bomb Sustainment: This project supports the on-going sustainment of specialized equipment used for protection of soft targets/crowded places, incident response, special event support, bomb squad render safe operations, and combating domestic violent extremists. These items are critical to the effective and safe operations of identified bomb squads and may be used to prevent mass casualties in acts of terrorism both foreign and domestic. The requested items will sustain the ability of the bomb technicians to identify and analyze the packages/substances in a timely manner. The threat of explosive devices will be reduced with successful implementation of the projects.

Issue 11- Bomb Building Capabilities: This project supports the on-going effort to build the capabilities of the identified bomb squads through the purchase of specialized equipment used for protection of critical infrastructure/soft targets/crowded places, incident response, special event support, and bomb squad render safe operations. These projects will provide the identified EOD teams the ability to enhance the protection and response capabilities to soft targets/crowded places, special events, mass gathering events, terrorist attacks, combat violent extremism, as well as support the integration with SWAT teams. This equipment is necessary to combat the emerging threats, tactics, and violent extremism of terrorist organizations.

II. Categories and Eligible Activities

FY 2023 allowable costs are divided into the following categories for this agreement: **Planning, Organizational, Exercise, Training, Equipment and Management and Administration**. Each category's allowable costs have been listed in the "Budget Detail Worksheet" above.

A. Allowable Planning Related Costs

HSGP funds may be used for a range of emergency preparedness and management planning activities such as those associated with the development, review, and revision of the THIRA, SPR,

continuity of operations plans, and other planning activities that support the Goal and placing an emphasis on updating and maintaining a current EOP that conforms to the guidelines outlined in [CPG 101 v 2.0](#). Planning efforts may include:

- Developing hazard/threat-specific annexes that incorporate the range of prevention, protection, response, and recovery activities;
- Developing and implementing homeland security support programs and adopting DHS/FEMA national initiatives;
- Developing related terrorism and other catastrophic event prevention activities;
- Developing and enhancing plans and protocols;
- Developing or conducting assessments;
- Hiring of full-or part-time staff or contract/consultants to assist with planning activities (not for the purpose of hiring public safety personnel fulfilling traditional public safety duties);
- Materials required to conduct planning activities;
- Travel/per diem related to planning activities;
- Overtime and backfill costs (in accordance with operational Cost Guidance);
- Issuance of WHTI-compliant Tribal identification card;
- Activities to achieve planning inclusive of people with disabilities and others with access and functional needs;
- Coordination with Citizen Corps Councils for public information/education and development of volunteer programs;
- Coordination and material support to Citizen Corps Councils and local firehouses for the establishment, training and maintenance of CERTs
- Update governance structures and processes and plans for emergency communications;
- Development, and review and revision of continuity of operations plans;
- Development, and review and revision of the THIRA/SPR continuity of operations plans;
- Developing or conducting equity assessments to address planning and preparedness disparities for historically underserved communities
- Activities to achieve planning inclusive of people with limited English proficiency.

Planning efforts can also include conducting risk and resilience assessments on increasingly connected cyber and physical systems, on which security depends, using the Infrastructure Resilience Planning Framework and related Cybersecurity and Infrastructure Security Agency (CISA) resources. Additionally, SHSP and UASI funds may be used for planning efforts related to state court cybersecurity, 911 call capabilities, alert and warning capabilities, and implementation of the REAL ID Act (Pub. L. No. 109-13).

B. Allowable Organization Related Costs (HSGP and UASI Only)

Sub-Recipients proposed expenditures of HSGP or UASI funds to support organization activities include:

- Program Management;
- Development of whole community partnerships;
- Structures and mechanisms for information sharing between the public and private sector;
- Implementing models, programs, and workforce enhancement initiatives;
- Tools, resources, and activities that facilitate shared situational awareness between the public and private sectors;
- Operational Support;
- Utilization of standardized resource management concepts;
- Responding to an increase in the threat level under the National Terrorism Advisory System (NTAS) or needs resulting from a National Special Security Event;
- Reimbursement for select operational expenses associated with increased security measures at critical infrastructure sites incurred (up to 50 percent of the allocation)
- Migrating online services to the ".gov" internet domain; and

- Overtime for information, investigative, and intelligence sharing activities (up to 50 percent of the allocation)
- Paying salaries and benefits for personnel to serve as qualified Intelligence Analysts. Per the Personnel Reimbursement for Intelligence Cooperation and Enhancement (PRICE) of Homeland Security Act, Pub. L. No. 110-412, § 2, codified in relevant part, as amended, at 6 U.S.C. § 609(a), HSGP and UASI funds may be used to hire new staff and/or contractor positions to serve as intelligence analysts to enable information/intelligence sharing capabilities, as well as support existing intelligence analysts previously covered by HSGP or UASI funding. See 6 U.S.C. § 609(a). To be hired as an intelligence analyst, staff and/or contractor personnel must meet at least one of the following criteria:
 - Complete training to ensure baseline proficiency in intelligence analysis and production within six months of being hired; and/or,
 - Previously served as an intelligence analyst for a minimum of two years either in a federal intelligence agency, the military, or state and/or local law enforcement intelligence unit.
- Hiring or maintaining staff positions/contractors/consultants at SLTT levels to deliver community preparedness training, resources and material to schools, community-based organizations, faith-based institutions and local businesses.
- Hiring or maintaining staff positions/contractors/consultants to create, support and maintain CERT or Teen CERT

Intelligence Analyst Activities Allowable Costs (HSGP and UASI)

All fusion center analytical personnel must demonstrate qualifications that meet or exceed competencies identified in the Common Competencies for state, local, and tribal Intelligence Analysts, which outlines the minimum categories of training needed for intelligence analysts. A certificate of completion of such training must be on file with the SAA.

The following analytic courses have been reviewed for compliance with the [Common Competencies for State, Local, and Tribal Intelligence Analysts](#) and approved by FEMA for inclusion in the [FEMA National Preparedness Directorate \(NPD\), National Training and Education Division \(NTED\) Course Catalog](#) and the [FEMA NPD, NTED State and Federal Sponsored Course Catalog](#).

These courses also meet analytic training requirements for fusion center analysts set forth in the [Homeland Security Grant Program \(HSGP\)](#):

- DHS Basic Intelligence and Threat Analysis Course (BITAC) (DHS-008-PREV)
- DHS Critical Thinking and Analytic Methods (CTAM) (AWR-231)
- DHS Introduction to Risk Analysis Course
- DHS Intermediate Risk Analysis Course
- DHS Principles of Intelligence Writing and Briefing (PIWB) (PER-301)
- Foundations in Intelligence Analysis Training (FIAT) (WV-001-PREV)
- Fundamentals of Suspicious Activity Reporting Analysis (DHS-034-PREV)
- Intelligence Analyst Professional Development Program (IAPDP) – Texas (DHS-032-PREV)
- Intermediate Fusion Center Analyst Training: Analysis and Terrorism Prevention (CA-026-PREV)
- Intermediate Fusion Center Analyst Training: Strategic Analysis and Oral Briefings (CA-025-PREV)
- Law Enforcement Analyst Program (FL-002-PREV)
- ODNI Analysis 101 (DHS-007-PREV)
- Suspicious Activity Reporting: The Analytic Role (DHS-035-PREV)
- Terrorism Intelligence Analysis (CA-018-PREV)

States and Urban Areas must justify proposed expenditures of HSGP or UASI funds to support organization activities within their IJ submission. All Urban Areas are allowed up to 50 percent (50%) of their UASI funding for personnel costs. At the request of a Sub-Recipient of a grant, the FEMA

Administrator may grant a waiver of the 50 percent (50%) limitation noted above. Request for waivers to the personnel cap must be submitted by the SAA to GPD in writing on official letterhead, with the following information:

- Documentation explaining why the cap should be waived;
- Conditions under which the request is being submitted; and
- A budget and method of calculation of personnel costs both in percentages of the grant award and in total dollar amount. To avoid supplanting issues, the request must also include a three-year staffing history for the requesting entity.

Organizational activities under HSGP and UASI include:

Operational Overtime Costs. In support of efforts to enhance capabilities for detecting, deterring, disrupting, and preventing acts of terrorism and other catastrophic events, operational overtime costs are allowable for increased protective security measures at critical infrastructure sites or other high-risk locations and to enhance public safety during mass gatherings and high-profile events. In that regard, HSGP Sub-Recipients are urged to consider using grant funding to support soft target preparedness activities. HSGP or UASI funds may be used to support select operational expenses associated with increased security measures in the authorized categories cited below:

- Backfill and overtime expenses for staffing State or Major Urban Area fusion centers;
- Hiring of contracted security for critical infrastructure sites;
- Participation in Regional Resiliency Assessment Program (RRAP) activities;
- Public safety overtime;
- Title 32 or State Active-Duty National Guard deployments to protect critical infrastructure sites, including all resources that are part of the standard National Guard deployment package (Note: Consumable costs, such as fuel expenses, are not allowed except as part of the standard National Guard deployment package);
- Increased border security activities in coordination with CBP;
- National Terrorism Advisory System;
- Designated National Security Events;
- Special Event Assessment Rating (SEAR) Level 1 through 4 Events
- States of Emergency;
- National Critical Infrastructure Prioritization Program (NCIPP);
- Directed Transit Patrols; and
- Operational Support to a Federal Agency.

Operational Overtime Requests:

- Except for an elevated NTAS alert, HSGP or UASI funds may only be spent for operational overtime costs upon prior written approval by FEMA. The SAA must submit operational overtime requests in writing to its assigned FEMA Program Analyst (PA). FEMA will consider requests for special event activities up to one year in advance. However, such requests must be within the award's current period of performance and must not result in the need for a request to extend the period of performance.
- All operational overtime requests must clearly explain how the request meets the criteria of one or more of the categories listed above. Requests must address the threat environment as it relates to the event or activity requiring operational overtime support and explain how the overtime activity is responsive to the threat.
- Post-event operational overtime requests will only be considered on a case-by-case basis, where it is demonstrated that exigent circumstances prevented submission of a request in advance of the event or activity.
- Under no circumstances may DHS/FEMA grant funding be used to pay for costs already supported by funding from another federal source.
- States with UASI jurisdictions can use funds retained at the state level to reimburse eligible operational overtime expenses incurred by the state (per the above guidance limitations). Any

UASI funds retained by the state must be used in direct support of the high-risk urban area. States must provide documentation to the UAWG and DHS/FEMA upon request demonstrating how any UASI funds retained by a state would directly support the high-risk urban area.

- FEMA will consult and coordinate with appropriate DHS components as necessary to verify information used to support operational overtime requests.

Personnel Costs (HSGP and UASI)

Personnel hiring, overtime, and backfill expenses are permitted under this grant to perform allowable HSGP planning, training, exercise, and equipment activities. Personnel may include but are not limited to training and exercise coordinators, program managers for activities directly associated with HSGP and UASI funded activities, intelligence analysts, and Statewide interoperability coordinators (SWICs).

Sub-Recipients should refer to **Information Bulletin No. 421b**, Clarification on the Personnel Reimbursement for Intelligence Cooperation and Enhancement of Homeland Security Act of 2008 (Public Law 110-412 – the PRICE Act), October 30, 2019. HSGP funds may not be used to support the hiring of any personnel to fulfill traditional public health and safety duties nor to supplant traditional public health and safety positions and responsibilities.

The following definitions apply to personnel costs:

- **Hiring.** State and local entities may use grant funding to cover the salary of newly hired personnel who are exclusively undertaking allowable DHS/FEMA grant activities as specified in this guidance. This may not include new personnel who are hired to fulfill any non-DHS/FEMA program activities under any circumstances. Hiring will always result in a net increase of Full Time Equivalent (FTE) employees.
- **Overtime.** These expenses are limited to the additional costs that result from personnel working over and above 40 hours of weekly work time as the direct result of their performance of DHS/FEMA-approved activities specified in this guidance. Overtime associated with any other activity is not eligible.
- **Backfill-Related Overtime.** Also called "Overtime as Backfill," these expenses are limited to overtime costs that result from personnel who are working overtime (as identified above) to perform the duties of other personnel who are temporarily assigned to DHS/FEMA-approved activities outside their core responsibilities. Neither overtime nor backfill expenses are the result of an increase of FTE employees.
- **Supplanting.** Grant funds will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

C. Allowable Organization Related Costs (OPSG)

Personnel Costs: OPSG funds may be used for domestic travel and per diem, including costs associated with the deployment/redeployment of personnel to border areas and for travel associated with law enforcement entities assisting other local jurisdictions in law enforcement activities (travel costs must be in accordance with applicable travel regulations).

Up to 50 percent of an OPSG award may be used to pay for all personnel costs (only to the extent that such expenses are for the allowable activities within the scope of the grant). At the request of a recipient or Sub-Recipient, the FEMA Administrator (or designee) may waive the 50 percent personnel cap. Waiver decisions are at the discretion of the FEMA Administrator and will be considered on a case-by-case basis. Further, changes in scope or objective also require FEMA's prior written approval pursuant to 2 C.F.R. § 200.308(c)(1)(i). A formal OPSG personnel waiver request should:

- Be on official letterhead, include a written justification, and be signed by the local jurisdiction.

- Include a budget and method of calculation of personnel costs both in the percentage of the grant award and in total dollar amount, reflecting the change in scope or objective to the project.
- Include an approved Operations Order from the USBP Sector office that supports the local jurisdiction's written justification.
- Be coordinated with the USBP Sector, SAA, and the DHS/CBP Office of the Border Patrol (OBP).

As with all OPSG personnel costs, OPSG grant funds shall be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purpose. Applicants or recipients may be required to supply documentation certifying that a reduction in non-federal resources occurred for reasons other than the receipt or expected receipt of federal funds.

Temporary or Term Appointments

- Sub-Recipients may utilize temporary or term appointments to augment the law enforcement presence on the borders. However, applying funds toward hiring full-time or permanent sworn public safety officers is unallowable.
- OPSG-funded temporary or term appointments may not exceed the approved period of performance.
 - For OPSG purposes, temporary appointments are non-status appointments for less than one year.
 - For OPSG purposes, term appointments are non-status appointments for one year, extendable for one year as necessary.
- OPSG funding for temporary or term appointments may pay for salary only. Benefits are not allowable expenses for term or temporary employees.
- OPSG remains a non-hiring program. Appropriate uses of temporary or term appointments include:
 - To carry out specific enforcement operations work for ongoing OPSG-funded patrols throughout the Sector Area of Operation;
 - To staff operations of limited duration; such as OPSG-enhanced enforcement patrols targeting specific locations or criminal activity; and,
 - To fill OPSG positions in activities undergoing transition or personnel shortages and local backfill policies (medical/military deployments).
- OPSG term and temporary appointments must have all necessary certifications and training to enforce state and local laws. OPSG funds will not be used to train or certify term or temporary appointments except as otherwise stated in the OPSG section of the Preparedness Grants Manual and the HSGP NOFO.
- In addition to these terms Sub-Recipients must follow their own applicable policies and procedures regarding temporary or term appointments.

Operational Overtime Costs: OPSG funds should be used for operational overtime costs associated with law enforcement activities in support of border law enforcement agencies for increased border security enhancement. Overtime pay is for enhanced patrol for certified public safety officers, along limited support for other law enforcement direct support personnel (e.g., Communication Officers/Dispatchers, non-sworn patrol pilots, etc.). Overtime shall be reimbursed consistent with the non-federal entity's overtime policy and the requirements as stated below:

- Overtime is time worked that exceeds the required number of hours during an employee's designated shift.
- Overtime must be worked to increase patrol capacity and be in support of identified and approved USBP border security operations.
- The OPSG overtime hourly rate of pay will be no more than the approved overtime rate per local law and policy and must be in accordance with applicable State and Federal regulations.

- All overtime expenses under OPSG must be reasonable for the services rendered and conform to the non-federal entity's established written policy, which must apply to both federally funded and non-federally funded activities and comply with the other applicable requirements under 2 C.F.R. §§ 200.430-200.431.
- The non-federal entity may not utilize OPSG funding to pay for an employee's overtime hours or pay that exceeds 16 hours worked in any 24-hour period.

Unallowable Costs (OPSG)

OPSG unallowable costs include costs associated with evidence collection, arrest processing, prosecution, and Traffic/DUI checkpoints, such as evidence documentation cameras, fingerprinting supplies, alcohol breathalyzers, portable work lights, traffic barricades, and similar law enforcement expenses. Additional unallowable costs also include costs associated with staffing and general IT computing equipment and hardware, such as personal computers, faxes, copy machines, modems, etc. OPSG is not intended as a hiring program. Therefore, applying funds toward hiring full-time or permanent sworn public safety officers is unallowable. OPSG funding shall not be used to supplant inherent routine patrols and law enforcement operations or activities not directly related to providing enhanced coordination between local and federal law enforcement agencies. Finally, construction and/or renovation costs, and exercise expenses are prohibited under OPSG.

D. Management and Administration (M&A)

Management and administration (M&A) activities are those directly relating to the management and administration of HSGP funds, such as financial management and monitoring. Sub-Recipients awarded M&A costs under this agreement can retain a maximum of up to 5% of their total agreement award amount for M&A costs.

Allowable M&A activities include:

- Hiring of full-time or part-time staff or contractors/consultants:
 - To assist with the management of the respective grant program.
 - To assist with application requirements.
 - To assist with compliance reporting and data collection requirements.
- Development of operating plans for information collection and processing necessary to respond to DHS/FEMA data calls
- Overtime and backfill costs
- Travel
- Meeting related expenses
- Authorized office equipment
- Recurring expenses such as those associated with cell phones and faxes during the period of performance of the grant program
- Leasing or renting of space for newly hired personnel during the period of performance of the grant program
- Completing the Civil Rights Evaluation Tool
- Conducting activities related to evaluating project effectiveness for HSGP-funded projects

Management and Administration (M&A) (OPSG)

Management and administration (M&A) activities are those directly relating to the management and administration of OPSG funds, such as financial management and monitoring. Recipients may retain up to 2.5% of the overall OPSG allocation prior to passing-through funding to Sub-Recipients. This funding must be deducted in an equal percentage from each Sub-Recipient. Sub-Recipients and friendly forces may retain funding for M&A purposes; however, the total amount retained cannot exceed 5 percent of the Sub-Recipient's subaward. Friendly forces are local law enforcement entities that are subordinate Sub-Recipients under OPSG. In other words, friendly forces are entities that receive a subaward from a Sub-Recipient under the OPSG program. Friendly forces must comply with all requirements of Sub-Recipients under 2 C.F.R. Part 200.

E. Allowable Equipment Related Costs (SHGP and UASI)

The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories for HSGP are listed on the Authorized Equipment List (AEL). The AEL is available at <https://www.fema.gov/authorized-equipment-list>. Some equipment items require prior approval from DHS/FEMA before obligation or purchase of the items. Please reference the grant notes for each equipment item to ensure prior approval is not required or to ensure prior approval is obtained if necessary. Unless otherwise stated, all equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, recipients will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Grant funds may be used for the procurement of medical countermeasures. Procurement of medical countermeasures must be conducted in collaboration with State/city/local health departments who administer Federal funds from HHS for this purpose. Procurement must have a sound threat-based justification with an aim to reduce the consequences of mass casualty incidents during the first crucial hours of a response. Prior to procuring pharmaceuticals, grantees must have in place an inventory management plan to avoid large periodic variations in supplies due to coinciding purchase and expiration dates. Grantees are encouraged to enter into rotational procurement agreements with vendors and distributors. Purchases of pharmaceuticals must include a budget for the disposal of expired drugs within each fiscal year's period of performance for HSGP. The cost of disposal cannot be carried over to another FEMA grant or grant period.

The equipment, goods, and supplies ("the eligible equipment") purchased with funds provided under this agreement are for the purposes specified in "Florida's Domestic Security Strategy". Equipment purchased with these funds will be utilized in the event of emergencies, including, but not limited to, terrorism-related hazards. The Sub-Recipient shall place the equipment throughout the State of Florida in such a manner that, in the event of an emergency, the equipment can be deployed on the scene of the emergency or be available for use at a fixed location within two (2) hours of a request for said deployment. The Florida Division of Emergency Management (FDEM) must approve any purchases of equipment not itemized in a project's approved budget in advance of the purchase.

The Sub-Recipient will, in accordance with the statewide mutual aid agreement or other emergency response purpose as specified in the "Florida Domestic Security Strategy," ensure that all equipment purchased with these funds is used to respond to any and all incidents within its regional response area as applicable for so long as this Agreement remains in effect. Prior to requesting a response, the FDEM will take prudent and appropriate action to determine that the level or intensity of the incident is such that the specialized equipment and resources are necessary to mitigate the outcome of the incident.

Allowable Equipment (OPSG)

OPSG equipment is intended to be incidental to the enhanced border security operations being performed. The grant is not intended to be used to outfit or supply general equipment to SLTT law enforcement agencies. Equipment must be relatable to and justified by the operational benefit it will provide.

- **Equipment Marking.** Because equipment purchased with OPSG funding is intended to be used to support OPSG activities, it may be appropriately marked to ensure its ready identification and primary use for that purpose. When practicable, any equipment purchased with OPSG funding should be prominently marked as follows:

"Purchased with DHS funds for Operation Stonegarden Use"

- **Fuel Cost and/or Mileage Reimbursement.** There is no cap for reimbursement of fuel and mileage costs in support of operational activities.

- **Vehicle and Equipment Acquisition, Including Leasing and Rentals:** Allowable purchases under OPSG include patrol vehicles and other mission-specific equipment whose primary purpose is to increase operational capabilities on or near a border nexus in support of approved border security operations. A detailed justification must be submitted to the respective FEMA HQ Program Analyst prior to purchase.
- **Medical Emergency Countermeasures:** Allowable purchases under OPSG include narcotic antagonist pharmaceuticals, detection and identification equipment, safe storage and transportation, personnel protective equipment, and initial equipment training, as will be reflected in the AEL and explained in IB 438.

Additional Equipment Information

FEMA Policy 207-22-0002: **Prohibited or Controlled Equipment Under FEMA Awards** establishes both a prohibited equipment list and a controlled equipment list.

Prohibited Equipment List: Identifies items that are prohibited from purchase under FEMA awards. The list also includes exceptions for otherwise prohibited items that are allowable under certain circumstances, as well as procedures for obtaining FEMA approval for those items. Subrecipients should refer to applicable program guidance or contact appropriate SAA program staff to determine whether a particular type of equipment is allowable under a specific grant program. The list of prohibited items includes, but is not limited to:

- Weapons, weaponized aircraft, vessels, and vehicles of any kind
- Weaponized drones and weapons systems
- Ammunition
- Explosives
- Armored and Tactical Vehicles, with certain exceptions

Controlled Equipment List: Identifies certain items that may only be purchased with FEMA awards if additional certifications and controls are imposed on their acquisition or use. Even if equipment is listed as controlled equipment and is not outright prohibited, that does not automatically make it allowable under a particular FEMA program. Subrecipients should refer to applicable program guidance or contact applicable SAA program staff to determine if a particular type of equipment is allowable under that program. The list of controlled items includes, but is not limited to:

- Manned Aircraft, Fixed and Rotary Wing
- Unmanned Aircraft Systems (UAS) and Small Unmanned Aircraft Systems (SUAS)
- Kinetic Entry/Breaching Apparatus

Grant subrecipients may not modify equipment acquired using federal resources in a manner that would cause it to be considered prohibited equipment. In addition, grant recipients and subrecipients may not modify equipment acquired using federal resources that would cause it to be considered controlled equipment, absent specific written approval from FEMA and adherence to all relevant requirements.

F. Unallowable Equipment Costs (HSGP, UASI and OPSG)

Per FEMA policy, the purchase of weapons and weapons accessories, including ammunition, is not allowed with HSGP funds. Grant funds may not be used for the purchase of equipment not approved by DHS/FEMA. Grant funds must comply with **IB 426** and may not be used for the purchase of the following equipment:

- Firearms; ammunition; grenade launchers; bayonets; or weaponized aircraft, vessels, or vehicles of any kind with weapons installed.
- Unauthorized exercise-related costs include:

- Reimbursement for the maintenance or wear and tear costs of general use vehicles (e.g., construction vehicles), medical supplies, and emergency response apparatus (e.g., fire trucks, ambulances).
- Equipment that is purchased for permanent installation and/or use, beyond the scope of the conclusion of the exercise (e.g., electronic messaging sign).

G. Requirements for Small Unmanned Aircraft System (SHSP, UASI, and OPSG)

All requests to purchase Small Unmanned Aircraft Systems (SUAS) with FEMA grant funding must comply with **IB 426** and **IB 438** and include a description of the policies and procedures in place to safeguard individuals' privacy, civil rights, and civil liberties of the jurisdiction that will purchase, take title to or otherwise use the SUAS equipment.

H. Acquisition and Use of Technology to Mitigate UAS (Counter-UAS)

Prior to the testing, acquisition, installation, or use of UAS detection and/or mitigation systems, Sub-Recipients should seek the advice of counsel experienced with both federal and state criminal, surveillance, and communications laws. Sub-Recipients should conduct their own legal and technical analysis of each UAS detection and/or mitigation system and should not rely solely on vendors' representations of the systems' legality or functionality. For further information please see the DHS press release on this topic: <https://www.dhs.gov/news/2020/08/17/interagency-issues-advisory-use-technology-detect-and-mitigate-unmanned-aircraft>.

I. Allowable Training Related Costs (SHGP and UASI)

Allowable training-related costs under HSGP include the establishment, support, conduct, and attendance of training specifically identified under the HSGP and UASI programs and/or in conjunction with emergency preparedness training by other Federal agencies (e.g., HHS and DOT). Training conducted using HSGP funds should address a performance gap identified through an AAR/IP or other assessments (e.g., National Emergency Communications Plan NECP Goal Assessments) and contribute to building a capability that will be evaluated through a formal exercise. Any training or training gaps, including those for children, older adults, pregnant women, and individuals with disabilities and others who also have access or functional needs, should be identified in the AAR/IP and addressed in the state or Urban Area training cycle. Sub-Recipients are encouraged to use existing training rather than developing new courses. When developing new courses, Sub-Recipients are encouraged to apply the Analysis, Design, Development, Implementation and Evaluation (ADDIE) model of instructional design. Allowable training activities include:

- Overtime and backfill for emergency preparedness and response personnel attending DHS/FEMA-sponsored and approved training classes
- Overtime and backfill expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA training
- Training workshops and conferences
- Activities to achieve training inclusive of people with disabilities and others with access and functional needs
- Full- or part-time staff or contractors/consultants
- Travel
- Supplies associated with allowable approved training that are expended or consumed during the course of the planning and conduction of the exercise project(s)
- Instructor certification/re-certification
- Coordination with Citizen Corps Councils in conducting training exercises
- Preparedness training for community preparedness initiatives and programs
- Interoperable communications training
- Activities to achieve training inclusive of people with limited English proficiency
- Immigration enforcement training

Additional Training Information

Per DHS/FEMA Grant Programs Directorate Policy IB 432, *Review and Approval Requirements for Training Courses Funded Through Preparedness Grants*, issued on July 19, 2018, states, territories, Tribal entities and high-risk urban areas are no longer required to request approval from FEMA for personnel to attend non-DHS FEMA training as long as the training is coordinated with and approved by the state, territory, Tribal or high-risk urban area Training Point of Contact (TPOC) and falls within the FEMA mission scope and the jurisdiction's Emergency Operations Plan (EOP). The only exception to this policy is for Countering Violent Extremism courses. DHS/FEMA will conduct periodic reviews of all state, territory, and Urban Area training funded by DHS/FEMA. These reviews may include requests for all course materials and physical observation of, or participation in, the funded training. If these reviews determine that courses are outside the scope of this guidance, Sub-Recipients will be asked to repay grant funds expended in support of those efforts.

For further information on developing courses using the instructional design methodology and tools that can facilitate the process, TPOCs are encouraged to review the [NTED Responder Training Development Center \(RTDC\)](#) website.

DHS/FEMA Provided Training. These trainings include programs or courses developed for and delivered by institutions and organizations funded by DHS/FEMA. This includes the Center for Domestic Preparedness (CDP), the Emergency Management Institute (EMI), and the National Training and Education Division's (NTED) Training Partner Programs (TPP). TPP includes the Center for Homeland Defense and Security, National Domestic Preparedness Consortium (NDPC), Rural Domestic Preparedness Consortium (RDPC), and training partners through the Continuing Training Grants program.

Approved State and Federal Sponsored Course Catalogue. This catalogue lists state and Federal sponsored courses that fall within the DHS/FEMA mission scope and have been approved through the FEMA course review and approval process. An updated version of this catalog can be accessed at: www.firstrespondertraining.gov.

Training Not Provided by DHS/FEMA. These trainings include courses that are either state sponsored or Federal sponsored (non-DHS/FEMA), coordinated and approved by the SAA or their designated TPOC, and fall within the DHS/FEMA mission scope to prepare state, local, Tribal, and territorial personnel to prevent, protect against, mitigate, respond to, and recover from acts of terrorism or catastrophic events.

- **State Sponsored Courses.** These courses are developed for and/or delivered by institutions or organizations other than Federal entities or FEMA and are sponsored by the SAA or their designated TPOC.
- **Joint Training and Exercises with the Public and Private Sectors.** These courses are sponsored and coordinated by private sector entities to enhance public-private partnerships for training personnel to prevent, protect against, mitigate, respond to, and recover from acts of terrorism or catastrophic events. In addition, States, territories, Tribes, and Urban Areas are encouraged to incorporate the private sector in government-sponsored training and exercises.

Additional information on both DHS/FEMA provided training and other federal and state training can be found at: www.firstrespondertraining.gov.

Training Information Reporting System ("Web-Forms"). Web-Forms is an electronic form/data management system built to assist the SAA and its designated State, territory and Tribal Training Point of Contact (TPOC). Reporting training activities through Web-Forms is not required under FY 2023 HSGP, however, the system remains available and can be accessed through the FEMA Toolkit located at <https://www.firstrespondertraining.gov/frt/webforms> in order to support grantees in their own tracking of training deliveries.

FDEM State Training Office Conditions: For the purposes of this Agreement, any training course listed on the DHS approved course catalog qualifies as an authorized course. The Sub-Recipient can successfully complete an authorized course either by attending or conducting that course.

- In order to receive payment for successfully attending an authorized training course, the Sub-Recipient shall provide the Division with a certificate of course completion; additionally, the Sub-Recipient shall provide the Division with all receipts that document the costs incurred by the Sub-Recipient in order to attend the course.
- In order to receive payment for successfully conducting an authorized course, the Sub-Recipient shall provide the Division with the course materials and a roster sign-in sheet; additionally, the Sub-Recipient shall provide the Division with all receipts that document the costs incurred by the Sub-Recipient in order to conduct the course."
- For courses that are non-DHS approved training, Sub-Recipient shall request approval to conduct training through the use of the Non-TED Form and provide a copy, along with email, showing approval granted for conduct.
- For the conduct of training workshops, Sub-Recipient shall provide a copy of the course materials and sign-in sheets.
- The number of participants shall be a minimum of 15 in order to justify the cost of holding a course. For questions regarding adequate number of participants please contact the FDEM State Training Officer for course specific guidance. Unless the Sub-Recipient receives advance written approval from the State Training Officer for the number of participants, then the Division shall reduce the amount authorized for reimbursement on a pro-rata basis for any training with less than 15 participants.
- The Sub-Recipient shall include with the reimbursement package a separate copy of the page(s) from the State (and County or Regional) Integrated Preparedness Plan (IPP) reflecting the training.

Certain training activities require Environmental Planning and Historic Preservation (EHP) Review, including exercises, drills or training that require any land, water, or vegetation disturbance or building of temporary structures or that are not located at facilities designed to conduct training and exercises. Please reference the EHP sections in the NOFO and this Agreement for more information.

J. Allowable Exercise Related Costs

Exercises conducted with grant funding should be managed and conducted consistent with HSEEP. HSEEP guidance for exercise design, development, conduct, evaluation, and improvement planning is located at <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>. Allowable exercise activities include:

- Design, Develop, Conduct, and Evaluate an Exercise
- Full or part-time staff or contractors/consultants
- Overtime and backfill costs, including expenses for part-time and volunteer emergency response personnel participating in DHS/FEMA exercise
- Implementation of HSEEP
- Activities to achieve exercises inclusive of people with disabilities and others with access and functional needs
- Travel
- Supplies associated with allowable approved exercises
- Interoperable communications exercises

Additional Exercise Information

Sub-Recipients that decide to use HSGP funds to conduct an exercise(s) are encouraged to complete a progressive exercise series. Exercises conducted by states and high risk urban areas may be used to fulfill similar exercise requirements required by other grant programs. Sub-Recipients are encouraged to invite representatives/planners involved with other Federally mandated or private exercise activities. States and high risk urban areas are encouraged to share, at a minimum, the multi-year training and exercise schedule with those departments, agencies, and organizations included in the plan.

- **Validating Capabilities.** Exercises examine and validate capabilities-based planning across the Prevention, Protection, Mitigation, Response, and Recovery mission areas. The extensive engagement of the whole community, including but not limited to examining the needs and requirements for individuals with disabilities, individuals with limited English proficiency, and others with access and functional needs, is essential to the development of an effective and comprehensive exercise program. Exercises are designed to be progressive – increasing in scope and complexity and drawing upon results and outcomes from prior exercises and real-world incidents – to challenge participating communities. Consistent with Homeland Security Exercise and Evaluation Program guidance and tools, the National Exercise Program (NEP) serves as the principal exercise mechanism for examining national preparedness and measuring readiness. Exercises should align with priorities and capabilities identified in an IPP.
- **Special Event Planning.** If a state or Urban Area will be hosting a special event (e.g., Super Bowl, G-8 Summit), the special event planning should be considered as a training or exercise activity for the purpose of the IPP. States must include all confirmed or planned special events in the IPP. The state or Urban Area may plan to use HSGP or UASI funding to finance training and exercise activities in preparation for those events. States and Urban Areas should also consider exercises at major venues (e.g., arenas, convention centers) that focus on evacuations, communications, and command and control.
- **Regional Exercises.** States should also anticipate participating in at least one Regional Exercise annually. States must include all confirmed or planned special events in the IPP.
- **Role of Non-Governmental Entities in Exercises.** Non-governmental participation in all levels of exercises is strongly encouraged. Leaders from non-governmental entities should be included in the planning, design, and evaluation of an exercise. State, local, Tribal, and territorial jurisdictions are encouraged to develop exercises that test the integration and use of non-governmental resources provided by non-governmental entities, defined as the private sector and private non-profit, faith-based, community, participation in exercises should be coordinated with the local Citizen Corps Council(s) or their equivalent and other partner agencies.

FDEM State Training Office conditions for Exercises: For the purposes of this Agreement, any exercise which is compliant with HSEEP standards and contained in the State of Florida (and County or Regional) IPP qualifies as an authorized exercise. The Sub-Recipient can successfully complete an authorized exercise either by attending or conducting that exercise.

- In order to receive payment for successfully attending an authorized exercise, the Sub-Recipient shall provide the Division with a certificate of completion or similar correspondence signed by the individual in charge of the exercise; additionally, the Sub-Recipient shall provide the Division with all receipts that document the costs incurred by the Sub-Recipient in order to attend the exercise.
- In order to receive payment for successfully conducting an authorized exercise, the Sub-Recipient shall provide the Division with an ExPLAN, AAR/IP, IPC/MPC/FPC Meeting Minutes and Sign-in Sheet for exercise attendees; additionally, the Sub-Recipient shall

provide the Division with all receipts that document the costs incurred by the Sub-Recipient in order to conduct the exercise. *The Sub-Recipient shall include with the reimbursement package a separate copy of the page(s) from the Exercise Plan which identifies the participant agencies and a printed page(s) from the State (and County or Regional) IPP reflecting the exercise.*

- If you require food/water for this event, the request shall come to the Division within 25 days prior to the event, in the following format:

Exercise Title:
Location:
Exercise Date:
Exercise Schedule:
Estimated Number of Participants that will be fed:
Estimated Cost for food/water:
Description of the Exercise:

Certain exercise activities require Environmental Planning and Historic Preservation (EHP) Review, including exercises, drills or training that require any land, water, or vegetation disturbance or building of temporary structures or that are not located at facilities designed to conduct training and exercises. Please reference the EHP sections in the NOFO and this Agreement for more information.

K. Maintenance and Sustainment (SHSP, UASI, and OPSG)

The use of DHS/FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable, as described in FEMA Policy FP 205-402-125-1 under all active and future grant awards, unless otherwise noted. Except for maintenance plans or extended warranties purchased incidental to the original purchase of the equipment, the period covered by maintenance or warranty plan shall not exceed the POP of the specific grant funds used to purchase the plan or warranty.

Grant funds are intended to support the Goal by funding projects that build and sustain the core capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation. In order to provide recipients the ability to meet this objective, the policy set forth in FEMA's IB 379, Guidance to State Administrative Agencies to Expedite the Expenditure of Certain DHS/FEMA Grant Funding, initially for FY 2007-2011, allows for the expansion of eligible maintenance and sustainment costs which must be in (1) direct support of existing capabilities; (2) must be an otherwise allowable expenditure under the applicable grant program; (3) be tied to one of the core capabilities in the five mission areas contained within the Goal, and (4) shareable through the Emergency Management Assistance Compact. Additionally, eligible costs may also be in support of equipment, training, and critical resources that have previously been purchased with either federal grant or any other source of funding other than DHS/FEMA preparedness grant program dollars.

L. Law Enforcement Terrorism Prevention (LETP) Activities Allowable Costs

LETP Activities eligible for use of LETPA focused funds include but are not limited to:

- Maturation and enhancement of designated state and major Urban Area fusion centers, including information sharing and analysis, threat recognition, terrorist interdiction, and intelligence analysts training and salaries;
- Coordination between fusion centers and other intelligence, operational, analytic, or investigative efforts including, but not limited to Joint Terrorism Task Forces (JTTFs), Field Intelligence Groups (FIGs), High Intensity Drug Trafficking Areas (HIDTAs), Regional Information Sharing Systems (RISS) Centers, criminal intelligence units, real-time crime analysis centers and DHS intelligence, operational, analytic, and investigative entities;

- Regional counterterrorism training programs for small, medium, and large jurisdictions to exchange information and discuss the current threat environment, lessons learned, and best practices to help prevent, protect against, and mitigate acts of terrorism;
- Support for coordination of regional full-scale training exercises (federal, state, and local law enforcement participation) focused on terrorism-related events;
- Law enforcement Chemical, Biological, Radiological, Nuclear, and high yield Explosives detection and response capabilities, such as bomb detection/disposal capability deployment, sustainment, or enhancement, including canine teams, robotics platforms, and x-ray technology;
- Implementation and maintenance of the Nationwide SAR Initiative, including training for front line personnel on identifying and reporting suspicious activities, tips/leads, and online/social media-based threats, as well as the execution and management of threat assessment programs to identify, evaluate, and analyze indicators and behaviors indicative of terrorism, targeted violence, threats to life, and other criminal activity;
- Management and operation of activities that support the execution of the intelligence process and fusion centers, including but not limited to: Fusion Liaison Officer (FLO) programs, security programs to protect the facility, personnel, and information, and the protection of privacy, civil rights, and civil liberties.
- Implementation of the "If You See Something, Say Something" campaign to raise public awareness of indicators of terrorism and terrorism-related crime and associated efforts to increase the sharing of information with public and private sector partners, including nonprofit organizations.
 - Note: DHS requires that all public and private sector partners wanting to implement and/or expand the DHS "If You See Something, Say Something®" campaign using grant funds work directly with the DHS Office of Partnership and Engagement (OPE) to ensure all public awareness materials (e.g., videos, posters, tri-folds, etc.) are consistent with the DHS's messaging and strategy for the campaign and compliant with the initiative's trademark, which is licensed to DHS by the New York Metropolitan Transportation Authority. Coordination with OPE, through the Campaign's Office (seesay@hq.dhs.gov), must be facilitated by FEMA.
- Increase physical security, through law enforcement personnel and other protective measures, by implementing preventive and protective measures at critical infrastructure site or at-risk nonprofit organizations;
- Development of countering violent extremism programs, projects, and initiatives, addressing prevention, intervention, and diversion efforts, including training on roles of law enforcement and how to effectively partner with law enforcement; developing and promoting training specifically for law enforcement executives and frontline officers on potential behaviors and indicators of violent extremism and how to appropriately analyze and report them; supporting community and law enforcement engagement strategies such as table top exercises, roundtable events, town hall meetings, and peer to peer activities; funding for existing and/or expansion of law enforcement community relations efforts, support for the development of community engagement plans, and joint projects to increase the awareness of violent extremist threats and community mitigation solutions;
- Building and sustaining preventive radiological and nuclear detection capabilities, including those developed through the Securing the Cities initiative; and
- Integration and interoperability of systems and data, such as computer aided dispatch (CAD) and record management systems (RMS), to facilitate the collection, evaluation, and assessment of suspicious activity reports, tips/leads, and online/social media-based threats.

M. Law Enforcement Readiness (SHSP, UASI, and OPSG)

SHSP, UASI, or OPSG grant funds may be requested and may be approved on a case-by-case basis for immigration enforcement training in support of the border security mission. Requests for training will be evaluated on a case-by-case basis and can only be used for certification in the section 287(g) program provided by DHS/ICE. SHSP, UASI, or OPSG Sub-Recipients with agreements under

section 287(g) of the Immigration and Nationality Act (8 U.S.C. § 1357(g)) to receive delegated authority for immigration enforcement within their jurisdictions may also be reimbursed for section 287(g) related operational activities with approval from FEMA on a case-by-case basis. For OPSG, Sub-Recipients must be authorized by USBP Headquarters and Sectors, and operational activities must be coordinated through a USBP Sector.

OPSG grant funds may be used to increase operational, material, and technological readiness of SLTT law enforcement agencies. The Delegation of Immigration Authority, Section 287(g) of the Immigration and Nationality Act (INA) program allows a state or local law enforcement entity to enter into a partnership with ICE, under a joint Memorandum of Agreement (MOA), to receive delegated authority for immigration enforcement within their jurisdictions.

N. Regional Border Projects (OPSG)

Sub-Recipients are encouraged to prioritize the acquisition and development of regional projects on the borders to maximize interoperability and coordination capabilities among federal agencies and with state, local, and tribal law enforcement partners. Such regional projects include:

- Communications equipment:
- Radio systems and repeaters
- Integration with regional intelligence and information sharing effort (i.e. fusion centers)
 - o Intelligence analysts
- Situational Awareness equipment:
 - o License Plate Reader Networks
 - o Visual detection and surveillance systems
 - o Sensor Systems
 - o Radar Systems (for air and/or marine incursions)
 - o Aircraft systems (manned or unmanned)

O. Critical Emergency Supplies (SHSP and UASI)

Critical emergency supplies, such as shelf stable products, water, and medical equipment and supplies are an allowable expense under SHSP and UASI. Prior to the allocation of grant funds for stockpiling purposes, each state must have DHS/FEMA's approval of a five-year viable inventory management plan, which should include a distribution strategy and related sustainment costs if planned grant expenditure is over \$100,000.00.

If grant expenditures exceed the minimum threshold, the five-year inventory management plan will be developed by the recipient and monitored by FEMA. FEMA will provide program oversight and technical assistance as it relates to the purchase of critical emergency supplies under UASI. FEMA will establish guidelines and requirements for the purchase of these supplies under UASI and monitor development and status of the state's inventory management plan.

P. Construction and Renovation (SHSP and UASI)

Project construction using SHSP and UASI funds shall not exceed the greater of \$1,000,000 or 15% of the grant award. For the purposes of the limitations on funding levels, communications towers are not considered construction.

Written approval must be provided by DHS/FEMA prior to the use of any HSGP funds for construction or renovation. When applying for construction funds, recipients shall submit evidence of approved zoning ordinances, architectural plans, and any other locally required planning permits. Additionally, recipients are required to submit a SF-424C form with budget detail citing the project costs, and an SF-424D Form for standard assurances for the construction project.

Recipients using funds for construction projects must comply with the Davis-Bacon Act (codified as amended at 40 U.S.C. §§ 3141 et seq.). Recipients shall ensure that their contractors or

subcontractors for construction projects pay workers no less than the prevailing wages for laborers and mechanics employed on projects of a character like the contract work in the civil subdivision of the State in which the work is to be performed. Additional information regarding compliance with the Davis-Bacon Act, including Department of Labor (DOL) wage determinations, is available online at <https://www.dol.gov/whd/govcontracts/dbra.htm>.

Recipients using funds for construction projects shall also comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Recipients must comply with the "Build America, Buy America" provisions of the Infrastructure Investment and Jobs Act and E.O. 14005. Recipients of an award of Federal financial assistance from a program for infrastructure are hereby notified that none of the funds provided under this award may be used for a project for infrastructure unless:

- (1) all iron and steel used in the project are produced in the United States--this means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- (2) all manufactured products used in the project are produced in the United States--this means the manufactured product was manufactured in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard for determining the minimum amount of domestic content of the manufactured product has been established under applicable law or regulation; and
- (3) all construction materials are manufactured in the United States--this means that all manufacturing processes for the construction material occurred in the United States.

The Buy America preference only applies to articles, materials, and supplies that are consumed in, incorporated into, or affixed to an infrastructure project. As such, it does not apply to tools, equipment, and supplies, such as temporary scaffolding, brought to the construction site and removed at or before the completion of the infrastructure project. Nor does a Buy America preference apply to equipment and furnishings, such as movable chairs, desks, and portable computer equipment, that are used at or within the finished infrastructure project but are not an integral part of the structure or permanently affixed to the infrastructure project.

Q. Communications Towers

When applying for funds to construct communication towers, Sub-Recipients shall submit evidence that the Federal Communication Commission's Section 106 of the National Historic Preservation Act, Pub. L. No. 89-665, as amended, review process has been completed.

R. Disposition

When original or replacement equipment, including excepted and controlled items, acquired under a federal award is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, except as otherwise provided in federal statutes, regulations, or federal awarding agency disposition instructions, the Sub-Recipient shall request disposition instructions from FDEM Office of Domestic Preparedness and the State Administrative Agency shall request disposition instructions from federal awarding agency as required by the terms and conditions of the federal award. ***Excepted or controlled equipment shall not be transferred and shall remain in the possession of the original FEMA grant recipient.***

The Sub-Recipient shall notify the FDEM Office of Domestic Preparedness at: 2555 Shumard Oak Blvd., Tallahassee, Florida 32399 one (1) year in advance of the expiration of the equipment's posted shelf-life or normal life expectancy or when it has been expended. The Sub-Recipient shall notify the Division immediately if the equipment is destroyed, lost, or stolen.

S. Ensuring the Protection of Civil Rights

As the Nation works towards achieving the National Preparedness Goal, it is important to continue to protect the civil rights of individuals. Sub-Recipients shall carry out their programs and activities, including those related to the building, sustainment, and delivery of core capabilities, in a manner that respects and ensures the protection of civil rights for protected populations.

Federal civil rights statutes, such as Section 308 of the Stafford Act, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964, Age Discrimination Act, along with DHS and FEMA regulations, prohibit discrimination on the basis of race, color, national origin, sex, religion, age, disability, limited English proficiency, or economic status in connection with programs and activities receiving federal financial assistance from FEMA.

Monitoring and oversight requirements in connection with Sub-Recipient compliance with federal civil rights laws are also authorized pursuant to 44 C.F.R Part 7.

In accordance with civil rights laws and regulations, Sub-Recipients shall ensure the consistent and systematic fair, just, and impartial treatment of all individuals, including individuals who belong to underserved communities that have been denied such treatment.

T. National Incident Management System (NIMS) Implementation (HSGP, OPSG, UASI only)

NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. and Sub-Recipients of federal preparedness (non-disaster) grant awards, jurisdictions and organizations must achieve, or be actively working to achieve, all of the NIMS Implementation Objectives. The objectives can be found on the NIMS webpage at <https://www.fema.gov/emergency-managers/nims/implementation-training>.

U. FirstNet

FirstNet provides public safety entities with mission-critical broadband data capabilities and services including, but not limited to messaging, image sharing, video streaming, group text, voice, data storage, application, location-based services, and Quality of Service, Priority, and Preemption. Public safety entities seeking to enhance their operational capabilities using broadband technology may seek grant funding from appropriate programs to support the following:

- Planning for integration of information technology (IT) infrastructure, software, and site upgrades necessary to connect to FirstNet
- Handheld broadband devices including smartphones, feature phones, tablets, wearables, push-to-talk (PTT) devices
- Vehicle-mounted or otherwise field operated data devices, such as ruggedized laptops
- Network access devices, including portable Wi-Fi devices, Universal Serial Bus (USB) modems/dongles, trunk-mounted modems, routers
- Customer-Owned and Managed (COAM) broadband deployable equipment, enabling public safety to own and dispatch coverage expansion or capacity enhancement equipment within their jurisdiction
- Broadband device accessories that enable efficient and safe public safety operations such as headsets, belt clips, earpieces, remote Bluetooth sensors, ruggedized cases
- Subscriber Identification Modules (SIMs)/Universal Integrated Circuit Cards (UICCs) to allow public safety users to update existing devices to operate on public safety prioritized services
- One-time purchase and subscription-based applications for public safety use which could include, among several other options, enterprise mobility management (EMM), mobile device management (MDM), mobile Virtual Private Network (VPN), identity services, or cloud service tools

Sub-Recipients must be coordinated with the Statewide Interoperability Coordinator (SWIC) and FirstNet on the planning, deployment timelines, and operational availability of the network deployment within a specific state or territory and to ensure that project does not conflict with network planning efforts and complies with all technical requirements. FirstNet requires participating agencies to demonstrate a subscription to public safety-prioritized broadband services to purchase FirstNet broadband devices or applications. Sub-Recipients must coordinate with FirstNet in advance of any strategic acquisition of broadband LTE equipment to ensure that purchases adhere to all applicable standards for public safety entities.

V. **SAFECOM**

All Sub-Recipients using preparedness grant funding to support emergency communications systems and equipment must meet applicable SAFECOM Guidance. Sub-Recipients must be coordinated with the SWIC and the State Interoperability Governing Body (SIGB) to ensure interoperability and long-term compatibility.

W. **Cybersecurity**

Sub-Recipients must use HSGP funds for cybersecurity projects that support the security and functioning of critical infrastructure and core capabilities as they relate to preventing, preparing for, protecting against, or responding to acts of terrorism. Sub-Recipients of FY 2023 HSGP grant awards will be required to complete the 2022 Nationwide Cybersecurity Review (NCSR), enabling agencies to benchmark and measure progress of improving their cybersecurity posture. The NCSR is an annual requirement and Sub-Recipients must complete the first available NCSR offered after this subaward has been issued.

X. **Procurement**

The purpose of the procurement process is to ensure a fair and reasonable price is paid for the services provided. All procurement transactions shall be conducted in a manner providing full and open competition and shall comply with the standards articulated in:

- 2 C.F.R. Part 200;
- Chapter 287, Florida Statutes; and,
- Sub-Recipient's local procurement policy.

To the extent that one standard is more stringent than another, the Sub-Recipient shall follow the more stringent standard. For example, if a state statute imposes a stricter requirement than a federal regulation, then the Sub-Recipient shall adhere to the requirements of the state statute.

The State of Florida procurement policy and procedure is as follows:

Amount	Documentation Required
Up to \$2,499	Shall be carried out using good purchasing practices which may include certification of written or telephone quotes
\$2,500 but less than 35,000	Submit summary of 2 (minimum) written quotes, signed by the vendor representative.
> \$35,000	For vendors not on STC; submit documentation of Invitation to Bid Process (ITB), Request for Proposal (RFP) or Intent to Negotiate (ITN)
All Sole Source	FDEM pre-approval is required
Alternative Contract Source	Commodities or Services available to the State via outside contract vehicle. A copy of the executed contract shall be submitted along with additional quotes if GSA 70 or GSA 84.

Formal Competitive Solicitations: \$35,000 and above and not available on STC include Invitation to Bid (ITB), Request for Proposal (RFP), or Invitation to Negotiate (ITN). Each requires a Scope of Work that meets all statutory requirements and formal posting or publication

processes. **Subrecipients shall submit their formal solicitation documentation and subsequent vendor selection documentation for approval prior to initiating any work.**

The Division shall review the solicitation and provide comments, if any, to the Sub-Recipient. Consistent with 2 C.F.R. § 200.325, the Division shall review the solicitation for compliance with the procurement standards outlined in 2 C.F.R. § 200.318 through 200.327 as well as Appendix II to 2 C.F.R. Part 200. Consistent with 2 C.F.R. § 200.318(k), the Division shall not substitute its judgment for that of the Sub-Recipient. While the Sub-Recipient does not need the approval of the Division in order to publish a competitive solicitation, this review may allow the Division to identify deficiencies in the vendor requirements or in the commodity or service specifications.

The Division's review and comments shall not constitute an approval of the solicitation. Regardless of the Division's review, the Sub-Recipient remains bound by all applicable laws, regulations, and agreement terms. If during its review the Division identifies any deficiencies, then the Division shall communicate those deficiencies to the Sub-Recipient as quickly as possible.

If the Sub-Recipient publishes a competitive solicitation after receiving comments from the Division that the solicitation is deficient, then the Division may:

- Terminate this Agreement in accordance with the provisions outlined in paragraph (17) above; and,
- Refuse to reimburse the Sub-Recipient for any costs associated with that solicitation.

Examples of when to use each method:

Invitation to Bid: Procurement by sealed bidding is a method where bids are publicly solicited through formal advertising. It is when a Sub-Recipient can establish precise specifications for a commodity or service defining, with specificity, as further outlined in the scope of work.

Under this procurement method, the solicitation document used is known as the ITB. Sealed bidding is often utilized when the Sub-Recipient's requirements are known and specific in detail.

The sealed bid method is the preferred method for procuring construction services and is appropriate when the following conditions are present:

- Complete, adequate, and realistic specifications or purchase descriptions are available;
- Two or more responsible bidders are willing and able to compete effectively for the business;

The Sub-Recipient primarily selects the successful bidder based on price. This includes the price-related factors included within the solicitation. Other than the responsibility determination, the Sub-Recipient shall not select a contractor on the basis of non-price-related factors.

Sub-Recipients shall publicly advertise the ITB. The precise manner of advertising depends upon the facts and circumstances of the procurement, subject to any applicable state, local, and/or tribal requirements.

Sub-Recipients shall solicit bids from an adequate number of known suppliers. The regulation does not provide specific guidance regarding the method for soliciting additional bids or what constitutes an adequate number of qualified sources. These determinations shall be dependent upon the facts and circumstances of the procurement, subject to any relevant state, local, and/or federal requirements. The general requirements for an ITB are as follows:

- The ITB shall define the items or services including any specifications and pertinent attachments so potential bidders can properly respond.

- The subrecipient shall provide potential bidders sufficient time to prepare and submit bids prior to the date set for bid opening.
- All bids shall be opened at the date, time, and location established in the ITB.
- After the official bid opening procedures are completed, the subrecipient shall award a contract to the lowest price bid provided by a responsive and responsible bidder. If specified in the bidding documents, the subrecipient may consider discounts, transportation costs, and life cycle costs to determine which bid is the lowest.

If using the Sealed Bidding method of procurement, the subrecipient shall document the procurement history. Examples of circumstances under which a subrecipient may reject an individual bid include but are not limited to:

- The bid fails to conform to the essential requirements or applicable specifications as outlined in the ITB;
- The bid fails to conform to the delivery schedule as outlined in the ITB;
- The bid imposes conditions that would modify the requirements as outlined in the ITB;
- The Sub-Recipient determines that the bid price is unreasonable;
- The bid is submitted by a suspended or debarred vendor; and/or
- A bidder fails to furnish a bid guarantee when such a guarantee is required.

The contract should then be awarded to the responsible and responsive vendor who submits the lowest responsive bid. The Subrecipient shall also provide a justification letter to the Division supporting their selection.

Request for Proposal: Under this procurement method, the solicitation document used is also known as the RFP. Proposals are an acceptable method of procurement when the nature of the procurement does not lend itself to sealed bidding and when a cost-reimbursement contract is appropriate. Through this process, vendors can compete on a cost basis for like items or services. The request for proposals method of procurement is an acceptable method of procurement, where non-state entities cannot base the contract award exclusively on price or price-related factors due to the nature of the service or property to be acquired. Simply put, the Sub-Recipient can describe what it wants to accomplish but the methods or means to accomplish the desired outcome cannot be easily defined. An RFP is appropriate when the following conditions are present:

- The Sub-Recipient cannot base the contract award exclusively on price or price-related factors due to the nature of the service or property to be acquired;
- The requirements are less definitive, more development work is required, or there is a greater risk of performance;
- Technical capability, past performance, and prior experience considerations play a dominant role in source selection; and/or
- Separate discussions with individual offerors are expected to be necessary after they have submitted proposals. This is a key distinction from the sealed bidding method of procurement where discussions with individual bidders are prohibited and the contract shall be awarded based on price and price-related factors alone.

The Sub-Recipient shall publicize their RFP. The manner of the advertising depends upon the facts and circumstances of the procurement, subject to state, local, and/or tribal requirements. Within the advertisement, the Sub-Recipient shall identify all evaluation factors and their relative importance. The following provides several considerations for developing evaluation factors:

- The evaluation factors for a specific procurement should reflect the subject matter and elements that are most important to the Sub-Recipient.

- The evaluation factors may include such things as technical design, technical approach, length of delivery schedules, past performance, and quality of proposed personnel.
- The Sub-Recipient may use any one or a combination of source selection approaches as permitted under state, local, and/or tribal laws, regulations, and procedures, and these approaches will often differ based on the relative importance of price or cost for the procurement.
- If permitted by the Sub-Recipient, written procurement procedures, and applicable state, local, and/or tribal law, the Sub-Recipient may award a contract to the offeror whose proposal offers the "best value" to the Sub-Recipient. The solicitation shall also inform potential offerors that the award shall be made on a "best value" basis, which should include a statement that the Sub-Recipient reserves the right to award the contract to other than the lowest-priced offeror.
- The RFP shall identify evaluation factors and their relative importance; however, they need not disclose numerical or percentage ratings or weights.
- FEMA does not require any specific evaluation factors or analytic process, but the evaluation factors shall support the purposes of the grant or cooperative agreement.

The Sub-Recipient shall consider any response to a publicized request for proposals to the maximum extent practical. In addition to publicizing the request for proposals, non-state entities shall solicit proposals from an adequate number of offerors, providing them with sufficient response time before the date set for the receipt of proposals. Determining an adequate number of sources shall depend upon the facts and circumstances of the procurement, subject to relevant state, local, and/or tribal requirements.

The Sub-Recipient shall have a written method for conducting their technical evaluations of the proposals received and for selecting offerors. When evaluating proposals, FEMA expects the Sub-Recipient to consider all evaluation factors specified in its solicitation documents and evaluate offers only on the evaluation factors included in the solicitation documents. A Sub-Recipient shall not modify its evaluation factors after proposals have been submitted without re-opening the solicitation. In awarding a contract that will include options, FEMA expects the Sub-Recipient to evaluate proposals for any option quantities or periods contained in the solicitation if it intends to exercise those options after the contract is awarded.

The contract shall be awarded to the responsible offeror whose proposal is most advantageous to the program with price and other factors considered.

Invitation to Negotiate: If the Sub-Recipient has determined that an ITB or an RFP will not result in the best value, the Sub-Recipient may procure commodities and contractual services using the ITN process. The procurement file shall be documented to support why an ITB and a RFP will not result in best value (287.057(1)(c), Florida Statutes). Contracts that exceed \$1 million require a Florida Certified Contract Negotiator. Contracts more than \$10 million in any fiscal year, requires a Project Management Professional on the team.

Formal competitive solicitation postings or publication on an organization's website will not be accepted as it discourages true competition. Effective FY2023 such postings must be via a public forum for example the Florida Administrative Registry, local newspaper, etc.

The Division shall pre-approve all scopes of work for projects funded under this agreement. Also, to receive reimbursement from the Division, the Sub-Recipient must provide the Division with a suspension and debarment form for each vendor that performed work under the agreement. Furthermore, if requested by the Division, the Sub-Recipient shall provide copies of solicitation documents including responses and justification of vendor selection.

Contracts may include:

State Term Contract: A **State Term Contract** is a contract that is competitively procured by the Division of State Purchasing for selected products and services for use by agencies and eligible users. Florida agencies and eligible users may use a request for quote to obtain written pricing or services information from a state term contract vendor for commodities or contractual services available on a state term contract from that vendor. Use of state term contracts is mandatory for Florida agencies in accordance with section 287.056, Florida Statutes.

Alternate Contract Source: An **Alternate Contract Source** is a contract let by a federal, state, or local government that has been approved by the Department of Management Services, based on a determination that the contract is cost-effective and in the best interest of the state, for use by one or all Florida agencies for purchases, without the requirement of competitive procurement. Alternate contract sources are authorized by subsection 287.042(16), Florida Statutes, as implemented by Rule 60A-1.045, Florida Administrative Code.

General Services Administration Schedules: The General Services Administration (GSA) is an independent agency of the United States Government. States, tribes, and local governments, and any instrumentality thereof (such as local education agencies or institutions of higher education) may participate in the GSA Cooperative Purchasing Program.). **Refer to the appropriate GSA Schedule for additional requirements.**

Y. Piggybacking

The practice of procurement by one agency using the agreement of another agency is called piggybacking. The ability to piggyback onto an existing contract is not unlimited. The Sub-Recipient's written procurement policy shall be submitted to the Division and shall allow for piggybacking. The existing contract shall contain language or other legal authority authorizing third parties to make purchases from the contract with the vendor's consent. The terms and conditions of the new contract, including the Scope of Work, shall be substantially the same as those of the existing contract and approved by the Division. The piggyback contract shall not exceed the existing contract in scope or volume of goods or services. A Sub-Recipient shall not use the preexisting contract merely as a "basis to begin negotiations" for a broader or materially different contract.

Section 215.971, Florida Statutes

Statutory changes enacted by the Legislature impose additional requirements on grant and Sub-Recipient agreements funded with federal or state financial assistance. Section 215.971(1) states:

An agency agreement that provides state financial assistance to a Recipient or Sub-Recipient, as those terms are defined in section 215.97, Florida Statutes, or that provides federal financial assistance to a Sub-Recipient, as defined by applicable United States Office of Management and Budget circulars, shall include all of the following:

- A provision specifying a Scope of Work that clearly establishes the tasks that the Recipient or Sub-Recipient is required to perform.
- A provision dividing the agreement into quantifiable units of deliverables that shall be received and accepted in writing by the agency before payment. Each deliverable shall be directly related to the Scope of Work and specify the required minimum level of service to be performed and the criteria for evaluating the successful completion of each deliverable.
- A provision specifying the financial consequences that apply if the Recipient or Sub-Recipient fails to perform the minimum level of service required by the agreement. The provision can be excluded from the agreement only if financial consequences are prohibited by the federal agency awarding the grant. Funds refunded to a state agency

from a Recipient or Sub-Recipient for failure to perform as required under the agreement may be expended only in direct support of the program from which the agreement originated.

- A provision specifying that a Recipient or Sub-Recipient of federal or state financial assistance may expend funds only for allowable costs resulting from obligations incurred during the specified agreement period.
- A provision specifying that any balance of unobligated funds which has been advanced or paid shall be refunded to the state agency.
- A provision specifying that any funds paid in excess of the amount to which the Recipient or Sub-Recipient is entitled under the terms and conditions of the agreement shall be refunded to the state agency.
- Any additional information required pursuant to s. 215.97.

Z. Unallowable Procurement Practices

Noncompetitive Pricing Practices: Noncompetitive pricing practices between firms or between affiliated companies are prohibited. Subrecipients shall undertake reasonable efforts to ensure that prospective vendors have not engaged in noncompetitive pricing practices when responding to a solicitation, and that they themselves have not when soliciting vendors. If noncompetitive pricing practices are identified, the activity shall be reported to the Division. Below are common noncompetitive pricing practices:

- **Bid rigging:** Occurs when conspiring competitors raise prices under a process where a purchaser acquires goods or services by soliciting competing bids. Competitors agree in advance who will submit the lowest priced or winning bid on a contract. Bid rigging takes many forms, but conspiracies usually fall into one or more of the following categories: bid suppression, complementary bidding, and bid rotation.
- **Bid suppression:** Where one or more competitor(s), who otherwise would be expected to bid or who have previously bid, agree to refrain from bidding or withdraw a previously submitted bid so that the designated winning competitor's bid will be accepted.
- **Complementary bidding:** Also known as "cover" or "courtesy" bidding, occurs when some competitors agree to submit bids that are either too high to be accepted or contain special terms that will not be acceptable to the buyer. Such bids are not intended to secure the buyer's acceptance but are merely designed to give the appearance of genuine competitive bidding while making the designated winning competitor's bid appear most attractive. Complementary bidding schemes are a frequent form of bid rigging. They defraud purchasers by creating the appearance of competition to conceal secretly inflated prices.
- **Bid rotation:** A scheme where all conspirators submit bids but take turns being the lowest bidder. The terms of the rotation may vary. For example, competitors may take turns on contracts according to the size of the contract, allocating equal amounts to each conspirator, or allocating volumes that correspond to the size of each conspirator company.

Z.1 Unique Entity Identifier and System for Award Management (SAM)

Sub-Recipients for this award shall:

- Be registered in SAM;
- Provide a valid UEID/SAM number; and
- Continue to maintain an active UEI with current information at all times during which it has an active federal award.

Z.2 Reporting Requirements

1. Quarterly Programmatic Reporting:

The Quarterly Programmatic Report is due within thirty (30) days after the end of the reporting periods (March 31, June 30, September 30, and December 31) for the life of this contract.

- If a report(s) is delinquent, future financial reimbursements shall be withheld until the Sub-Recipient's reporting is current.
- If a report goes three (3) consecutive quarters from date of execution without the Sub-Recipient reflecting any activity and/or expenditures it shall result in the issuance of a noncompliance letter, and a written justification shall then be provided.
 - Based on the Division's determination, the Sub-Recipient shall have thirty (30) days to submit a letter of appeal to the Division.
 - Sub-Recipients shall only be allowed one opportunity to appeal.
 - If the appeal is denied, or if there is no response to the notification of noncompliance, the Sub-Recipient's funds shall be terminated.
- If a report goes four (4) consecutive quarters from date of execution without the Sub-Recipient reflecting any activity and/or expenditures, it shall result in termination of the agreement.

Programmatic Reporting Schedule

Reporting Period	Report due to FDEM no later than
January 1 through March 31	April 30
April 1 through June 30	July 31
July 1 through September 30	October 31
October 1 through December 31	January 31

2. Programmatic Reporting- Biannual Strategic Implementation Report (BSIR):

After the end of each reporting period, for the life of the contract unless directed otherwise, the SAA, will complete the Biannual Strategic Implementation Report in the Grants Reporting Tool (GRT) <https://www.reporting.odp.dhs.gov>. The reporting periods are **January 1-June 30 and July 1-December 31**. Data entry is scheduled for December 1 and June 1 respectively. Future awards and reimbursement may be withheld if these reports are delinquent.

3. Reimbursement Requests:

A request for reimbursement may be sent to your grant manager for review and approval at any time during the contract period. Reimbursements shall be requested within ninety (90) calendar days of expenditure of funds, and quarterly at a minimum. Failure to submit request for reimbursement within ninety (90) calendar days of expenditure shall result in denial of reimbursement. The Sub-Recipient should include the category's corresponding line-item number in the "Detail of Claims" form. This number can be found in the "Proposed Program Budget". A line-item number is to be included for every dollar amount listed in the "Detail of Claims" form.

4. Close-out Programmatic Reporting:

The Close-out Report is due to the Florida Division of Emergency Management no later than sixty (60) calendar days after the agreement is either completed or the agreement has expired.

5. Administrative Closeout

An administrative closeout may be conducted when a recipient is not responsive to the Division's reasonable efforts to collect required reports, forms, or other documentation needed to complete the standard award and/or closeout process. The Division shall make three (3) written attempts to collect required information before initiating an administrative closeout. If an award is

administratively closed, the Division may decide to impose remedies for noncompliance per 2 C.F.R. § 200.339, consider this information in reviewing future award applications, or apply special conditions to existing or future awards.

Z.3. Period of Performance (POP) Extensions

An extension to the period of performance identified in the agreement is allowable under limited circumstances and shall only be considered through formal, written requests to the Division. All extension requests shall contain specific and compelling justifications as to why an extension is required, and shall address the following:

1. The grant program, fiscal year, and agreement number;
2. Reason for the delay—including details of the legal, policy, or operational challenges that prevent the final expenditure of awarded funds by the deadline;
3. Current status of project activity;
4. Requested POP termination date and new project completion date;
5. Amount of funds reimbursed to date;
6. Remaining available funds;
7. Budget outlining how the remaining funds shall be expended;
8. Plan for completion, including milestones and timeframes for achieving each milestone and the position or person responsible for implementing the plan for completion; and
9. Certification that the activity(ies) shall be completed within the extended POP without any modification to the original statement of work, as described in the investment justification and as approved by FEMA.

Extension requests are typically granted for no more than a six (6) month period, and shall be granted only due to compelling legal, policy, or operational challenges. Extension requests shall only be considered for the following reasons:

- Contractual commitments by the recipient or Sub-Recipient with vendors prevent completion of the project within the existing POP;
- The project shall undergo a complex environmental review that cannot be completed within the existing POP;
- Projects are long-term by design, and therefore acceleration would compromise core programmatic goals; or
- Where other special or extenuating circumstances exist.

Subrecipient's shall be limited to one (1) extension over the grant period of performance. Extension requests shall not be considered within the last one hundred eighty (180) days of the grant period of performance.

Z.4. Programmatic Point of Contact

Contractual Point of Contact	Programmatic Point of Contact
Novella Tise FDEM 2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100 (850) 815-4344 Novella.Tise@em.myflorida.com	CleSha' Pennywell FDEM 2555 Shumard Oak Blvd. Tallahassee, FL 32399-2100 (850) 815-4310 Clesha.Pennywell@em.myflorida.com

Z.5. Contractual Responsibilities

- The FDEM shall determine eligibility of projects and approve changes in Scope of Work.

- The FDEM shall administer the financial processes.

Z.6. Failure to Comply

- Failure to comply with any of the provisions outlined above shall result in disallowance of reimbursement for expenditures.

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ATTACHMENT C DELIVERABLES AND PERFORMANCE

State Homeland Security Program (HSGP): HSGP supports the implementation of risk driven, capabilities-based State Homeland Security Strategies to address capability targets set in Urban Area, State, and regional Threat and Hazard Identification and Risk Assessments (THIRAs). The capability levels are assessed in the State Preparedness Report (SPR) and inform planning, organization, equipment, training, and exercise needs to prevent, protect against, mitigate, respond to, and recover from acts of terrorism and other catastrophic events.

Planning Deliverable: Subject to the funding limitations of this Agreement, the Division shall reimburse the Sub-Recipient for the actual cost of successfully completing planning activities consistent with the guidelines contained in the Comprehensive Preparedness Guide CPG 101 v.2. For additional information, please see <https://www.fema.gov/emergency-managers/national-preparedness/plan> or grant guidance (Notice of Funding Opportunity). For the purposes of this Agreement, any planning activity such as those associated with the Threat and Hazard identification and Risk Analysis (THIRA), State Preparedness Report (SPR), and other planning activities that support the National Preparedness Goal (NPG) and place an emphasis on updating and maintaining a current Emergency Operations Plan (EOP) are eligible. The Sub-Recipient can successfully complete a planning activity either by creating or updating such plan(s).

Organization Deliverable: Subject to the funding limitations of this Agreement, the Division shall reimburse the Sub-Recipient for the actual eligible costs for Personnel, Intelligence Analysts, Overtime and Operational Overtime.

Exercise Deliverable: Subject to the funding limitations of this Agreement, the Division shall reimburse the Sub-Recipient for the actual cost of successfully completing an exercise which meets the Department of Homeland Security Homeland Security Exercise and Evaluation Program (HSEEP) standards and is listed in A) the State of Florida IPP, and B) County or Regional TEP for the region in which the Sub-Recipient is geographically located. Information related to TEPs and HSEEP compliance can be found online at: <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>. For the purposes of this Agreement, any exercise which is compliant with HSEEP standards and contained in the State of Florida IPP qualifies as an authorized exercise. The Sub-Recipient can successfully complete an authorized exercise either by attending or conducting that exercise.

Training Deliverable: Subject to the funding limitations of this Agreement, the Division shall reimburse the Sub-Recipient for the actual cost of successfully completing a training course listed on the Department of Homeland Security (DHS) approved course catalog. For non-DHS approved courses the Sub-Recipient shall obtain advance FDEM approval using the Non-TED form by contacting their grant manager. The DHS course catalog is available online at: <http://training.fema.gov/>. For the purposes of this Agreement, any training course listed on the DHS approved course catalog qualifies as an authorized course. The Sub-Recipient can successfully complete an authorized course either by attending or conducting that course.

Equipment Deliverable: Subject to the funding limitations of this Agreement, the Division shall reimburse the Sub-Recipient for the actual cost of purchasing an item identified in the approved project funding template and budget of this agreement and listed on the DHS Authorized Equipment List (AEL). For the purposes of this Agreement, any item listed on the AEL qualifies as an authorized item. The 21 allowable prevention, protection, mitigation, response, and recovery equipment categories and equipment standards for HSGP are listed on the web-based version of the Authorized Equipment List (AEL) on the Lessons Learned Information System at <http://www.fema.gov/authorized-equipment-list>. In addition, agencies shall be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Management Deliverable: Subject to the funding limitations of this Agreement, the Division shall reimburse the Sub-Recipient for the actual cost for Management and Administration (M&A) activities.

Costs for allowable items shall be reimbursed if incurred and completed within the period of performance, in accordance with the Budget and Scope of Work, Attachments A and B of this agreement.

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ATTACHMENT D

Program Statutes and Regulations

- 1) Age Discrimination Act of 1975 42 U.S.C. § 6101 *et seq.*
- 2) Americans with Disabilities Act of 1990 42 U.S.C. § 12101-12213
- 3) Chapter 473, Florida Statutes
- 4) Chapter 215, Florida Statutes
- 5) Chapter 252, Florida Statutes
- 6) Title VI of the Civil Rights Act of 1964 42 U.S.C. § 2000 *et seq.*
- 7) Title VIII of the Civil Rights Acts of 1968 42 U.S.C. § 3601 *et seq.*
- 8) Copyright notice 17 U.S.C. §§ 401 or 402
- 9) Assurances, Administrative Requirements, Cost Principles, Representations and Certifications
2 C.F.R. Part 200
- 10) Debarment and Suspension Executive Orders 12549 and 12689
- 11) Drug Free Workplace Act of 1988 41 U.S.C. § 701 *et seq.*
- 12) Duplication of Benefits 2 C.F.R. Part 200, Subpart E
- 13) Energy Policy and Conservation Act 42 U.S.C. § 6201 *et seq.*
- 14) False Claims Act and Program Fraud Civil Remedies 31 U.S.C. § 3729-3733 also 31 U.S.C. §
3801-3812
- 15) Fly America Act of 1974 49 U.S.C. § 41102 also 49 U.S.C. § 40118
- 16) Hotel and Motel Fire Safety Act of 1990 15 U.S.C. § 2225a
- 17) Lobbying Prohibitions 31 U.S.C. § 1352
- 18) Patents and Intellectual Property Rights 35 U.S.C. § 200 *et seq.*
- 19) Procurement of Recovered Materials section 6002 of Solid Waste Disposal Act
- 20) Terrorist Financing Executive Order 13224
- 21) Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act) 20 U.S.C. §
1681 *et seq.*
- 22) Trafficking Victims Protection Act of 2000 22 U.S.C. § 7104
- 23) Rehabilitation Act of 1973 Section 504, 29 U.S.C. § 794
- 24) USA Patriot Act of 2001 18 U.S.C. § 175-172c
- 25) Whistleblower Protection Act 10 U.S.C. § 2409, 41 U.S.C. § 4712, and 10 U.S.C. § 2324, 41
U.S.C. § 4304 and § 4310
- 26) 53 Federal Register 8034
- 27) Rule Chapters 27P-6, 27P-11, and 27P-19, Florida Administrative Code
- 28) Section 287.138, Florida Statutes
- 29) Public Trust and Public Safety Executive Order 14074

ATTACHMENT E

JUSTIFICATION OF ADVANCE PAYMENT

SUB-RECIPIENT: _____

Requests for an advance shall be submitted at the time of agreement execution or approval of the EHP, if required. If you are requesting an advance, indicate same by checking the box below and completing the Estimated Expenses table.

☐ **ADVANCE REQUESTED** (Maximum request amount may not exceed fifty percent.)

Advance payment of \$ _____ is requested. Balance of payments will be made on a reimbursement basis. This advance will be used on equipment specific projects within the budget of the agreement. We would not be able to operate the program without this advance.

ESTIMATED EXPENSES

Project	Days to complete	Funding amount requested

LINE-ITEM JUSTIFICATION (For each line item, provide a detailed justification explaining the need for the cash advance. The justification shall include supporting documentation that clearly shows the advance shall be expended within the first ninety (90) days of the contract term or approval of the EHP, if required. Support documentation should include but is not limited to the following: quotes for purchases, delivery timelines, salary and expense projections, etc. to provide the Division reasonable and necessary justification. Any advance funds not expended within the specified timeframe shall be returned to the Division Cashier, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399, within thirty (30) days, along with any interest earned on the advance)

REQUESTS FOR ADVANCE PAYMENTS SHALL BE CONSIDERED ON A CASE-BY-CASE BASIS

****EHP SHALL BE COMPLETED AND APPROVED BY FEMA PRIOR TO ADVANCE****

Signature of Sub-Recipient

Name and Title of Sub-Recipient

Date: _____

ATTACHMENT F

WARRANTIES AND REPRESENTATIONS

Financial Management

The Sub-Recipient's financial management system shall comply with 2 C.F.R. § 200.302.

Procurements

Any procurement undertaken with funds authorized by this Agreement shall comply with the requirements of 2 C.F.R. § 200, Part D—Post Federal Award Requirements—Procurement Standards (2 C.F.R. §§ 200.318 through 200.327).

Business Hours

The Sub-Recipient shall have its offices open for business, with the entrance door open to the public, and at least one employee on site, from:

8:00 a.m. through 5:00 p.m. Monday through Friday, except for Leon County FL.

Licensing and Permitting

All subcontractors or employees hired by the Sub-Recipient shall have all current licenses and permits required for the particular work for which they are hired by the Sub-Recipient.

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ATTACHMENT G
CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION

Subcontractor Covered Transactions

The prospective subcontractor, _____, of the
Sub-Recipient certifies, by submission of this document, that neither it, its principals, nor its affiliates are
presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or
disqualified from participation in this transaction by any federal department or agency.

SUB-CONTRACTOR:

By: _____

Signature

Sub-Recipient's Name

Name and Title

FDEM Agreement Number

Street Address

City, State, Zip

Date

ATTACHMENT H

STATEMENT OF ASSURANCES

All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the terms and conditions of your award. All Sub-Recipients shall comply with any such requirements set forth in the program NOFO.

All Sub-Recipients who receive awards made under programs that prohibit supplanting by law shall ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

All Sub-Recipients shall acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Any cost allocable to a particular federal award provided for in 2 C.F.R. Part 200, Subpart E shall not be charged to other federal awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or terms and conditions of the federal awards, or for other reasons. However, this prohibition would not preclude a Sub-Recipient from shifting costs that are allowable under two or more federal awards in accordance with existing federal statutes, regulations, or the terms and conditions of the federal award.

Sub-Recipients are required to comply with the requirements set forth in the government-wide Award Term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25, Appendix A, the full text of which incorporated here by reference in the terms and conditions of your award.

All Sub-Recipients shall acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Sub-Recipient shall cooperate with any compliance review or compliant investigation conducted by the State Administrative Agency or DHS.
2. Sub-Recipient shall give the State Administrative Agency, DHS or through any authorized representative, access to and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Sub-Recipient shall submit timely, complete, and accurate reports to the Division and maintain appropriate backup documentation to support the reports. Sub-Recipients shall also comply with all other special reporting, data collection and evaluation requirements, as prescribed by law or detailed in program guidance.
4. Sub-Recipient shall acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.
5. Sub-Recipient who receives awards made under programs that provide emergency communications equipment and its related activities shall comply with SAFECOM Guidance for Emergency Communications Grants, including provisions on technical standards that ensure and enhance interoperable communications.
6. When original or replacement equipment acquired under this award by the Sub-Recipient is no longer needed for the original project or program or for other activities currently or previously

supported by DHS/FEMA, you shall request instructions from the Division to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

7. DHS/FEMA funded activities that may require an EHP review are subject to FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state, and local laws. Failure to obtain all appropriate federal, state, and local environmental permits and clearances may jeopardize federal funding. If ground disturbing activities occur during construction, applicant shall monitor ground disturbance, and if any potential archeological resources are discovered, applicant shall immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.
8. Sub-Recipients are required to comply with the Build America, Buy America Act (BABAA), which was enacted as part of the Infrastructure Investment and Jobs Act Sections 70901-70927, Pub. L. No. 117-58 (2021); and Executive Order 14005, Ensuring the Future is Made in All of America by All of America's Workers.
9. Sub-Recipient shall comply with the applicable provisions of the following laws and policies prohibiting discrimination:
 - a. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination based on race, color, or national origin (including limited English proficiency).
 - b. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination based on disability.
 - c. Title IX of the Education Amendments Act of 1972, as amended, which prohibits discrimination based on sex in education programs or activities.
 - d. Age Discrimination Act of 1975, which prohibits discrimination based on age.
 - e. U.S. Department of Homeland Security regulation 6 C.F.R. Part 19, which prohibits discrimination based on religion in social service programs.

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ATTACHMENT I

MANDATORY CONTRACT PROVISIONS

Provisions:

Any contract or subcontract funded by this Agreement shall contain the applicable provisions outlined in Appendix II to 2 C.F.R. Part 200. It is the responsibility of the Sub-Recipient to include the required provisions. The following is a list of sample provisions from Appendix II to 2 C.F.R. Part 200 that may be required:¹

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the federal agency or non-federal entity, all contracts made by the non-federal entity under the federal award shall contain provisions covering the following, as applicable.

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 shall address termination for cause and for convenience by the non-federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 shall include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities shall include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors shall be required to pay wages not less than once a week. The non-federal entity shall place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract shall be conditioned upon the acceptance of the wage determination. The non-federal entity shall report all suspected or reported violations to the federal awarding agency. The contracts shall also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or Sub-Recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity shall report all suspected or reported violations to the federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers shall include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. § 3702 of the Act, each contractor shall be required to compute the wages of every mechanic and laborer on the basis of a

¹ For example, the Davis-Bacon Act is not applicable to other FEMA grant and cooperative agreement programs, including the Public Assistance Program or Hazard Mitigation Grant Program; however, Sub-Recipient may include the provision in its subcontracts.

standard work week of forty (40) hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of forty (40) hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the federal award meets the definition of "funding agreement" under 37 CFR § 401.2(a) and the recipient or Sub-Recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or Sub-Recipient shall comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 shall contain a provision that requires the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations shall be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR § 180.220) shall not be made to parties listed on the governmentwide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352)—Contractors that apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it shall not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

(J) See 2 C.F.R. § 200.323 Procurement of recovered materials.

(K) See 2 C.F.R. § 200.216 Prohibition on certain telecommunication and video surveillance services or equipment.

(L) See 2 C.F.R. § 200.322 Domestic preferences for procurements
(Appendix II to Part 200, Revised Eff. 11/12/2020).

Please note that the Sub-Recipient alone is responsible for ensuring that all language included in its contracts meets the requirements of 2 C.F.R. § 200.327 and 2 C.F.R. Part 200, Appendix II.

ATTACHMENT J

FINANCIAL AND PROGRAM MONITORING GUIDELINES

Florida has enhanced state and local capability and capacity to prevent, prepare and respond to terrorist threats since 1999 through various funding sources including federal grant funds. The Division has a responsibility to track and monitor the status of grant activity and items purchased to ensure compliance with applicable Nonprofit Security Grant Program (NSGP) grant guidance and statutory regulations. The monitoring process is designed to assess a Sub-Recipient agency's compliance with applicable state and federal guidelines.

Monitoring is accomplished utilizing various methods including desk monitoring and on-site visits. There are two primary areas reviewed during monitoring activities - financial and programmatic monitoring. Financial monitoring primarily focuses on statutory and regulatory compliance with administrative grant requirements. It involves the review of records associated with the purchase and disposition of property, projects and contracts. Programmatic monitoring seeks to validate and assist in the grant progress, targeting issues that may be hindering project goals and ensuring compliance with the purpose of the grant and overall grant program. Programmatic monitoring involves the observation of equipment purchased, protocols and other associated records. Various levels of financial and programmatic review may be accomplished during the monitoring process.

Pursuant to 2 C.F.R. § 200.337, the Division has the right, at all reasonable times, to make site visits or conduct desk reviews to review project accomplishments and management control systems to review award progress and to provide any required technical assistance. During site visits or desk reviews, The Division shall review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients shall permit the Division, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients shall respond in a timely and accurate manner to the Division's requests for information relating to the award.

Monitoring Selection and Scheduling:

Each year the Division shall conduct monitoring based on a "Risk Assessment". The risk assessment tool is used to help in determining the priority of Sub-Recipients that should be reviewed and the level of monitoring that should be performed. Note that although a given grant may be closed, it is still subject to either desk or on-site monitoring for a five (5) year period following closure.

Areas that shall be examined include:

- Management and administrative procedures;
- Grant folder maintenance;
- Equipment accountability and sub-hand receipt procedures;
- Program for obsolescence;
- Status of equipment purchases;
- Status of training for purchased equipment;
- Status and number of response trainings conducted to include number trained;
- Status and number of exercises;
- Status of planning activity;
- Anticipated projected completion;
- Difficulties encountered in completing projects;
- Agency NIMS/ICS compliance documentation;
- Equal Employment Opportunity (EEO Status);
- Procurement Policy

The Division may request additional monitoring/information of the activity, or lack thereof, generates questions from the region, the sponsoring agency or the Division's leadership. The method of gathering this information shall be determined on a case-by-case basis.

Monitoring Activities:

Desk reviews and site visits are two forms of monitoring. Desk monitoring is the review of projects, financial activity and technical assistance between the Division and the applicant via e-mail and telephone. On-site monitoring are actual visits to the Sub-Recipient agencies by Division representatives who examines records, procedures and equipment.

Desk monitoring is an on-going process. Sub-Recipients shall be required to participate in desk top monitoring as determined by the Division. This contact shall provide an opportunity to identify the need for technical assistance (TA) and/or a site visit if the Division determines that a Sub-Recipient is having difficulty completing their project.

As difficulties/deficiencies are identified, the respective region or sponsoring agency shall be notified by the program office via email. Information shall include the grant Sub-Recipient agency name, year and project description and the nature of the issue in question. Many of the issues that arise may be resolved at the regional or sponsoring agency level. Issues that require further TA shall be referred to the division for assistance. Examples of TA include but are not limited to:

- Equipment selection or available vendors
- Eligibility of items or services
- Coordination and partnership with other agencies within or outside the region or discipline
- Record Keeping
- Reporting Requirements
- Documentation in support of a Request for Reimbursement

On-site monitoring shall be conducted by the Division or designated personnel. On-site monitoring visits shall be scheduled in advance with the Sub-Recipient agency POC designated in the grant agreement.

The Division shall also conduct coordinated financial and grant file monitoring. Subject matter experts from other agencies within the region or state may be called upon to assist in the form of a peer review as needed.

On-Site Monitoring Protocol

On-site monitoring visits shall begin with those grantees that are currently spending or have completed spending for that federal fiscal year (FFY). Site visits may be combined when geographically convenient. There is a financial/ programmatic On-site monitoring checklist to assist in the completion of all required tasks.

Site Visit Preparation

A letter shall be sent to the Sub-Recipient agency Point of Contact (POC) outlining the date, time and purpose of the site visit before the planned arrival date. The appointment shall be confirmed with the grantee in writing (email is acceptable) and documented in the grantee folder.

The physical location of any equipment located at an alternate site should be confirmed with a representative from that location and the address should be documented in the grantee folder before the site visit.

On-Site Monitoring Visit

Once Division personnel have arrived at the site, an orientation conference shall be conducted. During this time, the purpose of the site visit and the items the Division intends to examine shall be identified. All objectives of the site visit shall be explained during this time.

Division personnel shall review all files and supporting documentation. Once the supporting documentation has been reviewed, a tour/visual/spot inspection of equipment shall be conducted.

Each item selected for review shall be visually inspected whenever possible. Larger items (computers, response vehicles, etc.) shall have an asset decal (information/serial number) placed in a prominent location on each piece of equipment as per Sub-Recipient agency requirements. The serial number shall correspond with the appropriate receipt to confirm purchase. Photographs shall be taken of the equipment (large capital expenditures in excess of \$1,000. per item).

If an item is not available (being used during time of the site visit), the appropriate documentation shall be provided to account for that particular piece of equipment. Other programmatic issues can be discussed at this time, such as missing quarterly reports, payment voucher/reimbursement, equipment, questions, etc.

Post Monitoring Visit

Division personnel shall review the On-site monitoring worksheets and backup documentation as a team and discuss the events of the On-site monitoring.

Within forty-five (45) calendar days of the site visit, a post monitoring letter shall be generated and sent to the grantee explaining any issues and corrective actions required or commendations. Should issues or findings be identified, a noncompliance letter to that effect shall be generated and sent to the Sub-Recipient. The Sub-Recipient shall submit a Corrective Action Plan (CAP) within a timeframe as determined by the Division. Noncompliance on behalf of sub-grantees is resolved by management under the terms of the Sub-Grant Agreement. The On-site monitoring report and all back up documentation shall then be included in the Sub-Recipient's file.

Monitoring Responsibilities of Pass-thru Entities

Sub-Recipients who are pass-through entities are responsible for monitoring their Sub-Recipients in a manner consistent with the terms of the Federal award at 2 C.F.R. Part 200, including 2 C.F.R. § 200.332. This includes the pass-through entity's responsibility to monitor the activities of the Sub-Recipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

Sub-Recipient responsibilities also include but are not limited to: accounting of receipts and expenditures, cash management, maintaining adequate financial records, reporting and refunding expenditures disallowed by audits, monitoring if acting as a pass-through entity, other assessments and reviews, and ensuring overall compliance with the terms and conditions of the award or subaward, as applicable, including the terms of 2 C.F.R. Part 200.

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ATTACHMENT K EHP GUIDELINES

ENVIRONMENTAL PLANNING & HISTORIC PRESERVATION (EHP) COMPLIANCE GUIDELINES

The following types of projects are to be submitted to FEMA for compliance review under Federal Environmental Planning and Historic Preservation (EHP) laws and requirements prior to initiation of the project:

- New Construction, Installation and Renovation, including but not limited to:
 - Emergency Operation Centers
 - Security Guard facilities
 - Equipment buildings (such as those accompanying communication towers)
 - Waterside Structures (such as dock houses, piers, etc.)
- Placing a repeater and/or other equipment on an existing tower
- Renovation of and modification to buildings and structures that are fifty (50) years old or older
- Any other construction or renovation efforts that change or expand the footprint of a facility or structure including security enhancements to improve perimeter security
- Physical Security Enhancements, including but not limited to:
 - Lighting
 - Fencing
 - Closed-circuit television (CCTV) systems
 - Motion detection systems
 - Barriers, doors, gates and related security enhancements

In addition, the erection of communications towers that are included in a jurisdiction's interoperable communications plan is allowed, subject to all applicable laws, regulations, and licensing provisions. Communication tower projects shall be submitted to FEMA for EHP review.

Some training and exercise activities require Environmental and Historic Preservation (EHP) Review, including exercises, drills or trainings that require any type of land, water, or vegetation disturbance or building of temporary structures or that are not located at facilities designed to conduct training and exercises. A thorough, detailed description of projects listed under these categories shall be required in order to determine allowability. Additional information on training requirements and EHP review can be found online at Environmental & Historic Preservation Guidance for FEMA Grant Applications | FEMA.gov. ***Once the grant agreement has been executed by both parties the EHP Screening Form shall be submitted to the Division within forty-five (45) days.***

EHP SCREENING FORM SUBMISSION

- I. For projects requiring EHP review, the Sub-Recipient shall submit the EHP Screening Form to the State Administrative Agency (SAA) for review prior to funds being expended. The SAA Point of Contact for EHP review is:

Ms. Felicia Pinnock
Bureau of Preparedness – Domestic Security
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100
Telephone: 850-815-4343
Felicia.Pinnock@em.myflorida.com

- II. The SAA POC shall forward EHP Screening Forms to DHS/FEMA for review and approval.
- III. Sub-Recipient's shall receive written approval from the SAA prior to the use of grant funds for project implementation. **THE PROJECT SHALL NOT BEGIN UNTIL FINAL FEMA APPROVAL IS RECEIVED.**

ATTACHMENT L REIMBURSEMENT CHECKLIST

PLANNING

- ☐ 1. Does the amount billed by consultant add up correctly?
- ☐ 2. Has all appropriate documentation to denote hours worked been properly signed?
- ☐ 3. Have copies of all planning materials and work product (e.g. meeting documents, copies of plans) been included? (Note - If a meeting was held by Sub-Recipient or contractor/consultant of Sub-Recipient, an agenda and signup sheet with meeting date)
- ☐ 4. Has the zero dollar invoice and signed from the consultant/contractor been include?
- ☐ 5. Has proof of payment been included?
 - _____ Canceled check, bank statement or transaction history (Showing the transaction was processed by the bank)
 - _____ Electronic Funds Transfer (EFT) Confirmation
 - _____ Credit Card Statement & payment to credit card company for that statement
- ☐ 6. Has Attachment G (found within Agreement with FDEM) been completed for this contractor/consultant and included in the reimbursement package?
- ☐ 7. Has proof of purchase methodology been included? *Please see Form 5 of Reporting Forms or Purchasing Basics Attachment if further clarity is needed.*
 - _____ Sole Source
 - _____ State Contract (page showing contract #, price list)
 - _____ Competitive bid results (e.g. Quotewire, bid tabulation page)

Consultants/Contractors (Note: this applies to contractors also billed under Organization)

TRAINING

- ☐ 1. Is the course DHS approved?
- ☐ 2. Is there a course or catalog number?
- ☐ 3. If not, has FDEM approved the non-DHS training?
- ☐ 4. Have Sign-In Sheets, Rosters and Agenda been provided?
- ☐ 5. If billing for overtime and/or backfill, has documentation been provided that lists attendee names, department, # of hours spent at training, hourly rate and total amount paid to each attendee?
 - _____ Have documentation from entity's financial system been provided as proof attendees were paid?
 - _____ For backfill, has a clear delineation/cross reference been provided showing who was backfilling who?
- ☐ 6. Have the names on the sign-in sheets been cross-referenced with the names of the individuals for whom training reimbursement costs are being sought?
- ☐ 7. Have any expenditures occurred in support of the training such as printing costs, costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment? If so, receipts and proof of payment shall be submitted.
 - _____ Canceled check, bank statement or transaction history (Showing the transaction was processed by the bank)

_____ Electronic Funds Transfer (EFT) Confirmation
 _____ Credit Card Statement & payment to credit card company for that statement

- ☐ 8. Has proof of purchase methodology been included? *Please see Form 5 of Reporting Forms or Purchasing Basics Attachment if further clarity is needed.*
 _____ Sole Source
 _____ State Contract (page showing contract #, price list)
 _____ Competitive bid results (e.g. Quotewire, bid tabulation page)

EXERCISE

- ☐ 1. Has documentation been provided on the purpose/objectives of the exercise?
 _____ Situation Manual or Exercise Plan
- ☐ 2. If exercise has been conducted are the following included:
 _____ After-action report
 _____ Sign-in sheets or roster
- ☐ 3. If billing for overtime and backfill, has a spreadsheet been provided that lists attendee names, department, # of hours spent at exercise, hourly rate and total paid to each attendee?
 _____ Have documentation from entity's financial system been provided to prove attendees were paid?
 _____ For backfill, has a clear delineation/cross reference been provided showing who was backfilling who?
- ☐ 4. Have the names on the sign-in sheets been cross-referenced with the names of the individuals for whom exercise reimbursement costs are being sought?
- ☐ 5. Have any expenditures occurred on supplies (e.g., copying paper, gloves, tape, etc) in support of the exercise? If so, receipts and proof of payment shall be included.
 _____ Canceled check, bank statement or transaction history (Showing the transaction was processed by the bank)
 _____ Electronic Funds Transfer (EFT) Confirmation
 _____ Credit Card Statement & payment to credit card company for that statement
- ☐ 6. Have any expenditures occurred on rental of space/locations for exercises planning and conduct, exercise signs, badges, etc.? If so, receipts and proof of payment shall be included.
 _____ Canceled check, bank statement or transaction history (Showing the transaction was processed by the bank)
 _____ Electronic Funds Transfer (EFT) Confirmation
 _____ Credit Card Statement & payment to credit card company for that statement
- ☐ 7. Has proof of purchase methodology been included? *Please see Form 5 of Reporting Forms or Purchasing Basics Attachment if further clarity is needed.*
 _____ Sole Source
 _____ State Contract (page showing contract #, price list)
 _____ Competitive bid results (e.g. Quotewire, bid tabulation page)

EQUIPMENT

- ☐ 1. Has the zero dollar invoice and signed from the consultant/contractor been include?
- ☐ 2. Has an AEL # been identified for each purchase?
- ☐ 3. If service/warranty expenses are listed, are they only for the performance period of the grant?
- ☐ 4. Has proof of payment been included?

- ☐ Canceled check, bank statement or transaction history (Showing the transaction was processed by the bank)
- ☐ Electronic Funds Transfer (EFT) Confirmation
- ☐ Credit Card Statement & payment to credit card company for that statement
- ☐ 5. If EHP form needed, has a copy of the approval DHS been included?
- ☐ 6. Has proof of purchase methodology been included? *Please see Form 5 of Reporting Forms or Purchasing Basics Attachment if further clarity is needed.*
 - ☐ Sole Source
 - ☐ State Contract (page showing contract #, price list)
 - ☐ Competitive bid results (e.g. Quotewire, bid tabulation page)

TRAVEL/CONFERENCES

- ☐ 1. Have all receipts been turned in, itemized and do the dates on the receipts match travel dates?
 - ☐ Airplane receipts
 - ☐ Proof of mileage (Google or Yahoo map printout or mileage log)
 - ☐ Toll and/or Parking receipts
 - ☐ Hotel receipts (is there a zero balance?)
 - ☐ Car rental receipts
 - ☐ Registration fee receipts
 - ☐ Note: Make sure that meals paid for by conference are not included in per diem amount
- ☐ 2. If travel is a conference has the conference agenda been included?
- ☐ 3. Has proof of payment to traveler been included?
 - ☐ Canceled check, bank statement or transaction history (Showing the transaction was processed by the bank)
 - ☐ Electronic Funds Transfer (EFT) Confirmation
 - ☐ Credit Card Statement & payment to credit card company for that statement
 - ☐ Copy of paycheck if reimbursed through payroll

SALARY POSITIONS

- 1. Has a signed timesheet by employee and supervisor been included? Timesheet shall certify the hours and information presented as true and correct.
- 2. Has proof for time worked by the employee been included? Is time period summary included?
 - ☐ Statement of Earnings
 - ☐ Copy of Payroll Check
 - ☐ Payroll Register
 - ☐ For fusion center analysts, have the certification documents been provided to the Division to demonstrate compliance with training and experience standards?
 - ☐ For fusion center analysts, has documentation of PPR submission via the annual Fusion Center Assessment been provided to the Division to demonstrate compliance with performance measurement requirements?

ORGANIZATION

- ☐ 1. If billing for overtime and backfill, has a spreadsheet been provided that lists attendee names, department, # of hours spent at exercise, hourly rate and total paid to each attendee?
 - ☐ Have documentation from entity's financial system been provided to prove attendees were paid?
 - ☐ For backfill, has a clear delineation/cross reference been provided showing who was backfilling who?

_____ For **Contract Security** has time & effort documentation been submitted? Is a time period summary included? (Signed & certified timesheets reflecting the name and number of hours spent) ****A signed contract between subrecipient and vendor shall be provided that outlines the agreement – number of officers, hourly rate, frequency, price, etc...)**

FOR ALL REIMBURSEMENTS - THE FINAL CHECK

- ☐ 1. Have all relevant forms been completed and included with each request for reimbursement (including Daily Activity Reports for OPSG)?
- ☐ 2. Have the costs incurred been charged to the appropriate POETE category?
- ☐ 3. Does the total on all Forms submitted match?
- ☐ 4. Do all quotes and invoices from the selected vendor provide a legible signature from vendor?
- ☐ 5. Do all paid invoices show a \$0.00 balance?
- ☐ 6. Has Reimbursement Form been signed by the Grant Manager and Financial Officer?
- ☐ 7. Has the reimbursement package been entered into Sub-Recipients records/spreadsheet?
- ☐ 8. Have the quantity and unit cost been notated on Reimbursement Budget Breakdown?
- ☐ 9. If this purchase was made via Sole Source, have you included the approved Sole Source documentation and justification?
- ☐ 10. Do all of your vendors have a current W-9 (Taxpayer Identification) on file?
- ☐ 11. Has the Attachment G (found within Agreement with FDEM) or proof of SAM.gov registration been provided for the contractors/consultants with the reimbursement package.

Please note: FDEM reserves the right to update this checklist throughout the life of the grant to ensure compliance with applicable federal and state rules and regulations.

ATTACHMENT M
FOREIGN COUNTRY OF CONCERN AFFIDAVIT –
PERSONAL IDENTIFYING INFORMATION CONTRACT

Section 287.138, Florida Statutes, prohibits a Florida "Governmental entity"² from entering into or extending contracts with any other entity whereby such a contract, or extension thereof, could grant the other entity access to an individual's personal identifying information if that entity is associated with a "Foreign Country of Concern."³ Specifically, section 287.138(2), Florida Statutes, prohibits such contracts with any entity that is owned by the government of a Foreign Country of Concern, any entity in which the government of a Foreign Country of Concern has a "controlling interest,"⁴ and any entity organized under the laws of or which has its principal place of business in a Foreign Country of Concern.

As the person authorized to sign on behalf of Sub-Recipient, I hereby attest that the company identified above in the section entitled "Sub-Recipient Vendor Name" is not an entity owned by the government of a Foreign Country of Concern, no government of a Foreign Country of Concern has a controlling interest in the entity, and the entity has not been organized under the laws of or has its principal place of business in a Foreign Country of Concern.

I understand that pursuant to section 287.138, Florida Statutes, I am submitting this affidavit under penalty of perjury.

Sub-Recipient Vendor Name: Leon County Sheriff's Office

Vendor FEIN: 59-6000712

Vendor's Authorized Representative Name and Title: Elise Gann, Chief Financial Officer

Address: 2825 Municipal Way

City: Tallahassee State: FL Zip: 32304

Phone Number: _____

Email Address: GannE@leoncountyfl.gov

Certified By: _____

AUTHORIZED SIGNATURE

Print Name and Title: _____

Date: _____

² As defined in Section 287.138 (1)(d), Florida Statutes.

³ As defined in Section 287.138 (1)(c), Florida Statutes.

⁴ As defined in Section 287.138 (1)(a), Florida Statutes.

**LEON COUNTY SHERIFF'S OFFICE
FISCAL YEAR 2023/2024
BUDGET AMENDMENT REQUEST**

TO: LEON COUNTY BOARD OF COUNTY COMMISSIONERS

9/20/2024

DATE

FROM:

Chief Financial Officer

Director of Finance & Accounting

Elise Gann

Scott Otte

Request Detail

Revenues

<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
190	900302	331260	521	DEM-SHSGP	-	412,623	412,623
Subtotal:						412,623	

Expenditures

<i>Fund</i>	<i>Org</i>	<i>Acct</i>	<i>Prog</i>	<i>Title</i>	<i>Current Budget</i>	<i>Change</i>	<i>Adjusted Budget</i>
190	900302	51200	521	Regular Salary	-	58,000	58,000
190	900302	56400	521	Machinery & Equipment	-	329,063	329,063
190	900302	58100	521	Aid to Other Governments	-	25,560	25,560
Subtotal:						412,623	

Purpose of Request

This item seeks Board acceptance to request budgetary authority to spend and receive a Department of Homeland Security, Florida Division of Emergency Management Grant in the amount of \$412,623 to fund the sustainment of Fusion Center personnel and to purchase equipment for Leon County Sheriff's Office and the Tallahassee Police Department.

For OMB Use:

Leon County Sheriff

Division/Department

Agenda Item No:

Agenda Item Date:

Approved By:

Motion ☐

**Leon County
Board of County Commissioners**

Notes for Agenda Item #11

Leon County Board of County Commissioners

Agenda Item #11

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Approval to Purchase Shelving for the Main Library Improvements – Second Floor Project

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works Pamela Monroe, Director, Library Services Charles Wu, Director, Engineering Services
Lead Staff / Project Team:	Stephen Kelly, Chief of Building Engineering Melanie Hooley, Director, Purchasing Tim Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board approval to purchase shelving and kiosks for the Leon County Main Library Improvements – Second Floor Project, utilizing cooperative purchasing for Library Furniture, Supplies, and Equipment.

Fiscal Impact:

This item has a fiscal impact. The project has been budgeted and adequate funding is available in the Essential Libraries Initiative Capital Improvement Project budget to purchase the shelving and kiosks from Demco Supply, Inc. (Demco), through a competitively procured contract for \$408,760.

Staff Recommendation:

Option #1: Approve the purchase of shelving and kiosks for the Main Library Improvements – Second Floor Project from Demco in the amount of \$408,760.

Report and Discussion

Background:

This item seeks Board approval to purchase shelving and kiosks for the Main Library Improvements – Second Floor Project from Demco, utilizing the cooperative purchasing process through an Omnia Partners Cooperative Contract, in the amount of \$408,760 (Attachment #1). Purchasing library shelving and kiosks utilizing a large-scale, competitively bid cooperative contract, provides for the lowest possible cost to the County.

This award advances the following Fiscal Year (FY) 2022 – FY 2026 Strategic Initiative:

- *Implement the Leon County Essential Libraries Initiative. (2022-1)*

This particular Strategic Initiative aligns with the Board’s Quality of Life Strategic Priority:

- *(Q2) Provide relevant and essential offerings through our libraries and community centers which promote literacy, life-long learning and social equality.*

At the May 25, 2021 Budget Workshop, and ratified at the June 8, 2021 meeting, the Board adopted the Essential Libraries Initiative (ELI), a re-envisioning of the Leon County Public Library System to address the changing needs of residents and trends in library use. The Essential Libraries Initiative, which serves as the Library’s long-range plan, targets four focus areas: Literacy and Lifelong Learning, Arts and Humanities, Business and Workforce Development, and Civic and Community Engagement. As previously presented to the Board, the ELI includes major improvements to the Main Library that will enhance the use, technology, and functionality of the existing library space and surroundings.

On May 14, 2024, the Board awarded the construction bid to commence Phase I of the Main Library Improvement Project, which consists of selective demolition and renovation of approximately 8,000 square feet of existing library space on the second floor of the Main Library. Demolition and construction on Phase I began in August 2024. However, as a cost savings measure, the construction bid did not include the purchase of shelving, kiosks, and related items.

The items on the County’s purchase order for shelving are covered by Omnia Contract 07-85 for K-12, Library Furniture, Supplies, and Equipment. The Omnia contract is a large scale cooperative purchasing (piggybacking) contract that was competitively procured by the Region 14 Education Services Center in Abilene, Texas, and administered nationwide by its affiliate partner, the National Cooperative Purchasing Alliance (NCPA), prior to its acquisition by Omnia (Attachment #2). The contract contains cooperative purchasing language allowing the County to utilize cooperative purchasing under the contract. Multiple quotes from other vendors and options were explored to ensure that the price offered under the Omnia contract was the most cost-effective option for the County. The purchase order will be submitted to procure mobile kiosks and shelving units consisting of all required shelf canopies, end panels, slatwalls, brackets, steel safety bases, sliding book supports and mobile frames. The final price includes freight, inside delivery, installation, trash removal, and job site clean-up.

The County's Purchasing Policy No. 96-1, Section 5.12 (D), authorizes the County to purchase goods or services from authorized vendors listed on eligible contracts of other governmental entities. A process known as "piggybacking". Piggybacking can reduce transaction and administrative costs and purchasing processing time. The County benefits from the combined buying power of multiple agencies from the procured contract, thereby reducing costs. The contract the County will be utilizing contains cooperative purchasing language, allowing the County to "piggyback" on the contract.

Analysis:

Phase I construction of the Main Library improvements began in August 2024 and are expected to be completed in the Summer of 2025. This item seeks Board approval to purchase shelving and kiosks associated with the Phase I improvements utilizing the cooperative purchasing process of an Omnia Contract, in the total amount of \$408,760. Purchasing library shelving and kiosks utilizing a large-scale, competitively bid cooperative contract, provides for the lowest possible cost to the County.

Multiple vendors were considered for the shelving purchase for this project. However, the Omnia competitively bid cooperative contract provides for the lowest possible cost to the County. Funding is available in the Essential Libraries Initiative Capital Improvement Project for this purchase.

This item seeks approval to purchase shelving and kiosks, in the amount of \$408,760, for the second floor of the Main Library through the utilization of a cooperative purchasing agreement.

Options:

1. Approve the purchase of shelving and kiosks for the Main Library Improvements – Second Floor Project from Demco in the amount of \$408,760.
2. Do not approve the purchase of shelving and kiosks for the Main Library Improvements – Second Floor Project from Demco in the amount of \$408,760.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposal from Demco Supply Inc.
2. Omnia Contract 07-85

Leon County Library - 2nd Floor Renovation - Phase 2

Project ID: D4080087



4810 Forest Run Road
Madison WI 53708-8548
fax 800.730.8094

FOR: Leroy Collins Leon County Main Email: fletcherl@leoncountyfl. Phone: NA	SALES REP: Steve Scicchitano Email: steves@demco.com Phone: 800-858-2720 Fax: 855-356-8138	PROJECT COORDINATOR: Lee Gumienny Email: leeg@demco.com Phone: 608.415.4989 Fax:	QUOTE ID: QUOTE VERSION/TYPE: QUOTE ISSUE DATE: QUOTE EXPIRATION DATE: CONTRACT:	T4233004 Version 02 08/26/2024 09/5/2024 OMNIA CONTRACT 07-85
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ROOM: 01 ROOM

Line #	Tag	Product #	Quantity	Unit Price	Discount %	Discount Unit Price	Extended Price
1.00	CT1	13671080	98	\$312.70		\$312.70	\$30,644.60
		Description:	1-1/8 Canopy HPL Top-Bottom OAK 72-3/32L x 24-1/2				
		Notes:	HPL: PARK ELM WOOD EDGE: DARK OAK				
2.00	CT2	13671880	4	\$261.90		\$261.90	\$1,047.60
		Description:	1-1/8 Canopy HPL Top-Bottom Oak 72-3/32"L x 13-1/4"				
		Notes:	HPL: PARK ELM WOOD EDGE: DARK OAK				
3.00	CT3	13671900	2	\$560.32		\$560.32	\$1,120.64
		Description:	1-1/8 Canopy HPL Top-Bottom Oak 144-3/16"L x 13-1/4" 2-Pc Top				
		Notes:	HPL: PARK ELM WOOD EDGE: DARK OAK				

D4080087 / T4233004 Leon County Library - 2nd Floor Renovation - Phase 2

4.00	EP1	13679410	94	\$339.68	\$339.68	\$31,929.92
Description: Demco Stl 1-1/8" HPL End Panel 67-1/2H x 25, DF- 12"/ 12" OAK Notes: HPL: PARK ELM WOOD EDGE: DARK OAK						
5.00	EP2	13680930	34	\$385.71	\$385.71	\$13,114.14
Description: Demco 1" HPL Slatwall End Panl 67-1/2H x 25, DF- 12"/ 12" OAK Notes: HPL: PARK ELM WOOD EDGE: DARK OAK						
6.00	EP3	13680960	13	\$373.02	\$373.02	\$4,849.26
Description: Demco 1" HPL Slatwall End Panl 49-1/2H x 25, DF- 12"/ 12" OAK Notes: HPL: PARK ELM WOOD EDGE: DARK OAK						
7.00	EP4	13679440	55	\$314.29	\$314.29	\$17,285.95
Description: Demco Stl 1-1/8" HPL End Panel 49-1/2H x 25, DF- 12"/ 12" OAK Notes: HPL: PARK ELM WOOD EDGE: DARK OAK						
8.00	EP5	13679610	12	\$271.43	\$271.43	\$3,257.16
Description: Demco Stl 1-1/8" HPL End Panel 67-1/2"H x 13-1/2" SF 12" Oak Notes: HPL: PARK ELM WOOD EDGE: DARK OAK						

D4080087 / T4233004 Leon County Library - 2nd Floor Renovation - Phase 2

9.00	S1	13830890	128	\$665.56	\$665.56	\$85,191.68
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Description: DEMCO DF Integral-back Steel Shelving 66"Hx24" Adj 24" Base

Options:

Paint Color ☒ PARCHMENT

10.00	S1	13831120	256	\$21.90	\$21.90	\$5,606.40
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Description: DEMCO Bracket Pair for Wood Canopy Tops

Options:

Paint Color ☒ PARCHMENT

11.00	S1	13831110	1280	\$9.14	\$9.14	\$11,699.20
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Description: DEMCO Sliding Book Support Fits shelf depth of 10" or 12"

12.00	S2	13831050	68	\$1,059.44	\$1,059.44	\$72,041.92
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Description: DEMCO DF Mobile Steel Shelving Int-Bk 48"Hx12"D Adj 24"D Base

Options:

Paint Color ☒ PARCHMENT

13.00	S2	13831110	680	\$9.14	\$9.14	\$6,215.20
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Description: DEMCO Sliding Book Support Fits shelf depth of 10" or 12"

D4080087 / T4233004 Leon County Library - 2nd Floor Renovation - Phase 2

14.00	S3	13830540	16	\$422.89	\$422.89	\$6,766.24
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Description: DEMCO SF Integral-back Steel Shelvg 66"H x 12" Adj 12" Base**Options:**Paint Color ☒ PARCHMENT

15.00	S3	13831120	16	\$21.90	\$21.90	\$350.40
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Description: DEMCO Bracket Pair for Wood Canopy Tops**Options:**Paint Color ☒ PARCHMENT

16.00	S3	13831110	80	\$9.14	\$9.14	\$731.20
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Description: DEMCO Sliding Book Support Fits shelf depth of 10" or 12"

17.00	S1	13831070	128	\$588.00	\$588.00	\$75,264.00
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Description: DEMCO DF Mobile Castor Base w/ 2" Single Wheel 36"W x 24"D**Options:**Paint Color ☒ PARCHMENT

D4080087 / T4233004 Leon County Library - 2nd Floor Renovation - Phase 2

Installation Services

<u>Line #</u>	<u>Service #</u>	<u>Description</u>
18.00	00001090	Services for Project Mgmt. Delivery and Installation

Notes: InstallTRAK 477846**Options:**

Loading Dock?	<input checked="" type="checkbox"/>	No,loading dock does not exist at site
Special Loading Doc Info?	<input checked="" type="checkbox"/>	NA
What floor of bldg deliver to?	<input checked="" type="checkbox"/>	2
Elevator available to use/size	<input checked="" type="checkbox"/>	Yes,Passenger sized elevator available to use
Stair carry necessary?	<input checked="" type="checkbox"/>	No
Doorway sizes	<input checked="" type="checkbox"/>	Yes, All doorways are 36"W or more
Special Doorway Info?	<input checked="" type="checkbox"/>	NA
Debris Removal?	<input checked="" type="checkbox"/>	Yes, removal all debris from site
Prevailing Wages ?	<input checked="" type="checkbox"/>	No, Prevailing Wage Rates Not Required
Addl Prevailing Wage Info?	<input checked="" type="checkbox"/>	NA
Customer SITE	<input checked="" type="checkbox"/>	TBD
CONTACT Name?		
Customer SITE	<input checked="" type="checkbox"/>	TBD
CONTACT Phone#		
How many trips to install?	<input checked="" type="checkbox"/>	Single Trip for All Items
Std Work Hours 8a-5p M-F	<input checked="" type="checkbox"/>	Yes
Shelving - Wall/Floor Mnt?	<input checked="" type="checkbox"/>	NA
Wall Types? Drywall, Concrete,	<input checked="" type="checkbox"/>	NA
Layout for Installers Required	<input checked="" type="checkbox"/>	Yes
Safety Equip Protocol 4 Crew?	<input checked="" type="checkbox"/>	None Currently
No elec/phone/cable work incl.	<input checked="" type="checkbox"/>	Crews will not handle any elec/phn/cable connectio

D4080087 / T4233004 Leon County Library - 2nd Floor Renovation - Phase 2

Exist.furniture not included ☒ Crew will not move/dispose/relo any existing furni

Like many businesses, we are experiencing unexpected price increases and extended lead times from our vendor partners for materials and transportation. We are trying to absorb the costs as much as possible, but in some cases, we have been forced to raise prices on our products. As such, the prices on this quote expire on the date listed and must be re-quoted after that date.

***Please be aware that lead times have increased for some vendors on this quote due to the high volume of orders this time of year. It is possible that some of the items on this order could have ship dates in October or later, depending on when the order is submitted.**

Demco may require a down payment on this order, please contact your Demco Consultant for more information.

Sub Total	\$367,115.509
Shipping	\$6,627.72
Other Services	\$23,405.881
Tax	TAX EXEMPT
GRAND TOTAL	\$397,149.11

Quote ID: T4233004

Billing Information

Bill Contact:

850-487-2665

Shipping

Leroy Collins Leon County Main
Library
200 W Park Ave
Tallahassee FL 32301-7716

Customer Contact

Stephen Kelly

kellys@leoncountyfl.gov

Designer

Katie Brown
Drawing ID:

Signature that authorizes Demco to place this order:

Signature

Date

Leon County Library - 2nd Floor Renovation - Phase 2

Project ID: D4080087



4810 Forest Run Road
Madison WI 53708-8548
fax 800.730.8094

FOR: Leroy Collins Leon County Main Email: fletcherl@leoncountyfl. Phone: NA	SALES REP: Steve Scicchitano Email: steves@demco.com Phone: 800-858-2720 Fax: 855-356-8138	PROJECT COORDINATOR: Lee Gumienny Email: leeg@demco.com Phone: 608.415.4989 Fax:	QUOTE ID: T4242024 QUOTE VERSION/TYPE: Version 03 QUOTE ISSUE DATE: 08/30/2024 QUOTE EXPIRATION DATE: 09/29/2024 CONTRACT: OMNIA
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ROOM: 001 ROOM

<u>Line #</u>	<u>Tag</u>	<u>Product #</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Discount %</u>	<u>Discount Unit Price</u>	<u>Extended Price</u>
1.00		13721430	2	\$5,209.82		\$5,209.82	\$10,419.64

Description: TLK Mobile Info Kiosk w/ Sign 39"H x 30"W x 24"D HPL Top

Options:

Sign text	<input type="checkbox"/> ASK
	<input type="checkbox"/> INFO
	<input type="checkbox"/> HELP
Desk text	<input type="checkbox"/> ASK
	<input type="checkbox"/> INFO
	<input type="checkbox"/> HELP
Top/Sub-Top/Cabinet color	<input type="checkbox"/> Maple/Brown/Sail White/Silver Alu Metalx
	<input type="checkbox"/> Maple/Gray/Sail White/Silver Alu Metalx
	<input type="checkbox"/> Oak/Brown/Sail White/Silver Alu Metalx
	<input type="checkbox"/> Oak/Gray/Sail White/Silver Alu Metalx

D4080087 / T4242024 Leon County Library - 2nd Floor Renovation - Phase 2

Installation Services

<u>Line #</u>	<u>Service #</u>	<u>Description</u>
2.00	00001090	Services for Project Mgmt. Delivery and Installation

Notes: InstallTRAK® 478546**Options:**

Loading Dock?	<input checked="" type="checkbox"/>	No,loading dock does not exist at site
Special Loading Doc Info?	<input checked="" type="checkbox"/>	NA
What floor of bldg deliver to?	<input checked="" type="checkbox"/>	2
Elevator available to use/size	<input checked="" type="checkbox"/>	Yes,Passenger sized elevator available to use
Stair carry necessary?	<input checked="" type="checkbox"/>	No
Doorway sizes	<input checked="" type="checkbox"/>	Yes, All doorways are 36"W or more
Special Doorway Info?	<input checked="" type="checkbox"/>	NA
Debris Removal?	<input checked="" type="checkbox"/>	Yes, removal all debris from site
Prevailing Wages ?	<input checked="" type="checkbox"/>	No, Prevailing Wage Rates Not Required
Addl Prevailing Wage Info?	<input checked="" type="checkbox"/>	NA
Customer SITE	<input checked="" type="checkbox"/>	TBD
CONTACT Name?		
Customer SITE	<input checked="" type="checkbox"/>	TBD
CONTACT Phone#		
How many trips to install?	<input checked="" type="checkbox"/>	Single Trip for All Items
Std Work Hours 8a-5p M-F	<input checked="" type="checkbox"/>	Yes
Shelving - Wall/Floor Mnt?	<input checked="" type="checkbox"/>	NA
Wall Types? Drywall, Concrete,	<input checked="" type="checkbox"/>	NA
Layout for Installers Required	<input checked="" type="checkbox"/>	Placement per customer'sdirection
Safety Equip Protocol 4 Crew?	<input checked="" type="checkbox"/>	None Currently
No elec/phone/cable work incl.	<input checked="" type="checkbox"/>	Crews will not handle any elec/phn/cable connectio

D4080087 / T4242024 Leon County Library - 2nd Floor Renovation - Phase 2

Exist.furniture not included ☒ Crew will not move/dispose/relo any existing furni

Like many businesses, we are experiencing unexpected price increases and extended lead times from our vendor partners for materials and transportation. We are trying to absorb the costs as much as possible, but in some cases, we have been forced to raise prices on our products. As such, the prices on this quote expire on the date listed and must be re-quoted after that date.

***Please be aware that lead times have increased for some vendors on this quote due to the high volume of orders this time of year. It is possible that some of the items on this order could have ship dates in October or later, depending on when the order is submitted.**

Demco may require a down payment on this order, please contact your Demco Consultant for more information.

Sub Total	\$10,419.64
Shipping	\$343.75
Other Services	\$847.06
Tax	TAX EXEMPT
GRAND TOTAL	\$11,610.45

D4080087 / T4242024 Leon County Library - 2nd Floor Renovation - Phase 2

Quote ID: T4242024

Shipping & Delivery Options

*If this quote includes options, they are based on the following list,
(note: shipping options may only apply to certain shipments):*

☒ [OCA] Call Ahead - Delivery Appt.

<div>Billing Information</div> <div>Leroy Collins Leon Cnty Main Public Library 200 W Park Ave Tallahassee, FL, 32301-7716</div> <div>Bill Contact:</div> <div>850-487-2665</div>	<div>Shipping</div> <div>Leroy Collins Leon County Main Library 200 W Park Ave Tallahassee FL 32301-7716</div>	<div>Customer Contact</div> <div>Stephen Kelly</div> <div>kellys@leoncountyfl.gov</div>	<div>Designer</div> <div>Katie Brown</div> <div>Drawing ID:</div>
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Signature that authorizes Demco to place this order:

Signature

Date

DEMCO INTERIORS INSTALLATION CONTRACT TERMS AND CONDITIONS

You have asked Demco Interiors to assist with the installation of goods that you have purchased from Demco. These terms and conditions, together with the foregoing needs assessment, govern our respective rights and obligations relating thereto and constitute a contract between you and Demco.

1. Input Material. Demco will rely on certain "Input Material" that you have provided. "Input Material" means all Documents and other materials, and any data and other information provided by you relating to the installation and shall include the Input Document between you and Demco. "Documents" means, in addition to a document in writing, any map, plan, graph, drawing or photograph, any film, negative, tape or other device embodying visual images and any disc, tape or other device embodying any other data. Demco shall have no liability for any loss, damage, costs, expenses or other claims arising from any Input Material or instructions supplied by you which are incomplete, incorrect, inaccurate, illegible, out of sequence or in the wrong form, or arising from their late arrival or non-arrival, or any other faults.

All Input Material reasonably necessary to Demco shall be supplied by you at your own expense. Such Input Material must be provided with sufficient time to enable Demco to provide the installation services in accordance with this contract. You will be responsible for the accuracy of all Input Material. All right, title, and interest in and to the Input Material shall be retained by you. Demco shall maintain the confidentiality of all Input Material marked "confidential" by you; but the foregoing shall not apply to any third-party installer and shall not apply to any Documents, materials, or information which are or become available to the public.

You warrant that all Input Material, including Demco's use of such Input Material with respect to the installation, does not and will not infringe the copyright, patent, or other rights of any third party, and you hereby indemnify Demco against any loss, damages, costs, expenses (including reasonable attorneys' fees) or other claims arising from any such infringement.

2. Installation Services. Demco agrees to provide the installation services indicated on the foregoing needs assessment, for the price indicated on such specifications, subject to the terms of this contract. Demco may contract with a third-party installer to provide the installation services under this contract. Demco may at any time make any changes to the installation services which are necessary to comply with any applicable safety or other statutory requirements, or which do not materially affect the nature or quality of the installation services. Demco shall supply the installation services using reasonable care and skill and, as far as reasonably possible, in accordance with the specifications and at the intervals and within the times referred to in the foregoing needs assessment. Installation service shall include debris removal to dumpsters provided by others. If Demco is to supply dumpsters additional charges will apply.

Upon completion of the installation, you must inspect the installation and prepare a punch list of all defects. You must submit such punch list to Demco within 14 business days of installation, and Demco will take all reasonable commercial action (including, at Demco's option, replacement or repair) to correct any defects in the workmanship or materials. If you do not inform Demco of any defects on the punch list, you will be deemed to have accepted the goods as being in good order and in conformity with the contract. Identification of any defect shall not relieve you of your payment obligations under this contract. Demco cannot be responsible for any defects caused by your willful or negligent acts, incorrect storage or installation, or normal wear and tear.

3. Credit Report and Payment. Upon execution of this contract, Demco will conduct a standard review of your credit history, and you hereby give Demco permission to make all reasonable inquiries into your credit history. Following such review, Demco will notify you of the terms of payment for this contract, which will be one of the following:

- a. *Net 30 Days.* If these terms apply to you, all amounts due under this contract shall be paid within 30 days following your receipt of an invoice.
- b. *25% Down, Net 30 Days.* If these terms apply to you, you must pay 25% of the contract upon notice from Demco of the terms of payment, and the remaining amount due shall be paid within 30 days following your receipt of an invoice.
- c. *50% Down, Net 30 Days.* If these terms apply to you, you must pay 50% of the contract amount upon notice from Demco of the terms of payment, and the remaining amount due shall be paid within 30 days following your receipt of an invoice.
- d. *100% Down or Payment Bond.* If these terms apply to you, all amounts due under this contract shall be paid upon notice from Demco of the terms of payment. Alternatively, you may provide a payment bond or other security acceptable to Demco.

If you are required to make a down payment under the preceding payment terms, Demco will not proceed with its obligations under this contract until such down payment is received by Demco. You agree that you will not withhold payment of any amount due because of any other claims or set-off you may have against Demco.

4. Warranties and Liability. Demco shall not be liable for any loss, damage, or expense of any kind or nature caused directly or indirectly by the goods used in this project, the use or maintenance thereof, the repair, service or adjustment thereof, or any loss of business however caused, or the provision of the installation services; provided however that Demco shall be liable for damages caused directly by and to the extent attributable to the negligence or intentional misconduct of Demco. Demco shall not be liable for any incidental, special or consequential damages.

5. Termination. Either party may (without limiting any other remedy) at any time terminate this contract by giving 30 days' written notice to the other. Upon termination of this contract, you shall pay to Demco the charges provided in Section 2, above, in proportion to the amount of the installation services provided prior to such termination.

6. General

Force Majeure. Demco shall not be liable for any delay or default in performing this contract if such delay or default is caused by conditions beyond its control including, but not limited to, Acts of God, Government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of Demco.

Legal Interpretation. Any disputes relating to this contract shall be decided in accordance with the laws of the State of Wisconsin without reference to conflicts of laws principles. Exclusive jurisdiction and venue for any lawsuit relating to this contract shall lie in the state and federal courts of Dane County, Wisconsin. The prevailing party in any lawsuit relating to this contract shall be entitled to recover its costs and reasonable attorneys' fees.

Severance and Waiver. The invalidity or unenforceability of any provision of this contract shall not affect the validity or enforceability of any other provisions of this contract, and this contract shall be construed as if such invalid or unenforceable provision were not included in this contract. Failure or neglect by Demco to enforce any of the provisions hereof shall not be construed as nor be deemed to be a waiver of Demco's rights hereunder, and Demco's right to take subsequent action shall not be prejudiced thereby.

Successors and Assigns. This contract shall inure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators, legal personnel, representatives, successors and assigns, but shall not be assignable by you without the written consent of Demco.

Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the Installation services and supersedes all prior agreements, representations, warranties, statements, promises, arrangements and understandings whether written or oral, expressed or implied with respect thereto. Any changes or additions to the Installation services or this contract must be agreed in writing by Demco and you.

Notice. Any notice required or permitted to be given by either party in this contract shall be in writing and addressed to the other party at its registered office or principal place of business or such other address as may have been provided by written notice.

DEMCO INTERIORS TERMS AND CONDITIONS

Please read these terms and conditions carefully. All orders for goods and any related services ("Products") by any buyer ("customer") from Demco Interiors are governed by these terms and conditions. Demco Interiors is a service offered by Demco, Inc.

1. Exclusive Terms. Demco agrees to sell its products only on these terms and conditions, unless otherwise agreed upon in writing by both parties. You shall be deemed to have accepted these terms and conditions by any written indication of acceptance, by submitting an order in response to a quotation, by any action affirming your order without objection to these terms and conditions, by accepting any whole or partial shipment of Products, or by making any whole or partial payment to Demco.

2. Price. Unless Demco agrees otherwise in writing, you agree to pay Demco's product price in effect at the time an order is accepted by Demco. In any project, critical decision points will occur requiring timely communication by customer of color, fabric, finish choices. If decisions are not made in a timely fashion, Demco reserves the right, by giving you notice at any time before delivery, to increase the price of the Products to reflect any increase in the manufacturing or production cost to Demco, any change to delivery dates, quantities or specifications for the Products requested by you, or any delay caused by your instructions or your failure to give Demco adequate information or instructions.

3. Cancellation of Orders. By submitting an order to Demco, you are accepting responsibility for beginning the procurement of products wherein returns or cancellations of customized products are generally not allowed. You may not cancel an order, in whole or in part, without the written consent of Demco. No cancellation will be accepted by Demco except on terms that will fully indemnify and reimburse Demco against loss, including recovery of all costs incurred by Demco, and including indirect and overhead charges and profit.

4. Delivery. You acknowledge that shipment dates and delivery dates are estimates only. Demco agrees to use all reasonable efforts to meet the estimated shipping date subject to your prompt provision of all necessary specifications and information; however, Demco will not be held responsible for any failure to meet an estimated date. If you request a delay in shipment, Demco shall have the right to (i) bill you for the Products at the initial requested delivery date, and (ii) bill you for any storage charges incurred. In the case of delivery of Products by installments, you agree that you will not treat the delivery of faulty Products in any one installment or the late delivery or non-delivery of any one installment as a repudiation of the whole contract. Unless special shipping instructions are received and accepted by Demco before the shipment date, Demco shall, in its sole judgment, determine the means and routing of shipment, or store the Products at your expense until you provide shipping instructions.

5. Risk and Title to Products. Unless otherwise expressly agreed by Demco, all shipments are F.O.B. point of shipment. "Point of shipment" shall be, as applicable: Demco's dock; for drop shipments, manufacturer's or distributor's dock; for international Products, the United States point of entry. Demco will select the origin of all shipments, and all delivery destinations will be subject to Demco's approval. Title to and risk of loss for Products will pass at the F.O.B. point.

6. Exclusion of Warranties. You acknowledge that Demco is not the manufacturer of the Products, and therefore (a) Demco makes no express or implied warranties of any kind with respect to the products, and (b) Demco expressly disclaims any implied warranty of merchantability or fitness for a particular purpose. All Products are warranted only to the extent of the manufacturer's warranties, which Demco will provide to you at your request.

7. Limitation of Remedies and Damages. Demco's liability and your remedies under this Agreement will be limited solely to replacement or credit, at Demco's option, with respect to Products for which Demco has received, within fourteen (14) days after your receipt of the Products, evidence satisfactory to Demco of defective or incorrect Products. Demco's liability will in no event be greater in amount than the purchase price of the products. Demco will not be liable, under any circumstance for consequential, incidental, special or punitive damages, including, but not limited to, labor costs or lost profits resulting from the products being incorporated in or becoming a component of any other article. Neither party will have any negligence or other tort liability to the other, or to any third party arising from any breach of this agreement.

8. Variations. Any minor shortages or defects that do not materially affect the use for which the Products are intended will not affect the terms of payment. Products, specifications, and colors may differ slightly from those illustrated in Demco's literature and samples. Any typographical or clerical omission in any sales literature, price list, quotation, acceptance of offer, invoice or other document or other information issued by Demco shall be subject to correction without any liability on the part of Demco.

9. Claims. Demco's responsibility for shipment shall cease upon delivery to the carrier. Any claims for damages or loss occurring in shipment shall be made by Demco on your behalf directly to the carrier. All other claims for damages, defects, loss, shortages, or incorrect Products must be made within fourteen (14) days after receipt of the Products, unless otherwise agreed by the parties in writing. Your failure to make any claim within the specified time period will result in the unconditional waiver of that claim. Demco reserves the right to accept or reject any claim in whole or in part. Demco shall not be responsible for any defects caused by your willful or negligent acts, incorrect storage or installation of the Products, or normal wear and tear. Any claim based on a manufacturer's warranty shall be made within the period prescribed by the warranty.

10. Credit Report and Payment. You hereby give Demco permission to make all reasonable inquiries into your credit history. Following such reviews, Demco will notify you of the payment terms for your orders, which will be one of the following:

- a. *Net 30 Days.* If these terms apply to you, all amounts due under this contract shall be paid within 30 days following your receipt of an invoice.
- b. *25% Down, Net 30 Days.* If these terms apply to you, you must pay 25% of the contract upon notice from Demco of the terms of payment, and the remaining amount due shall be paid within 30 days following your receipt of an invoice.
- c. *50% Down, Net 30 Days.* If these terms apply to you, you must pay 50% of the contract amount upon notice from Demco of the terms of payment, and the remaining amount due shall be paid within 30 days following your receipt of an invoice.
- d. *100% Down or Payment Bond.* If these terms apply to you, all amounts due under this contract shall be paid upon notice from Demco of the terms of payment. Alternatively, you may provide a payment bond or other security acceptable to Demco.

If you are required to make a down payment under the preceding payment terms, Demco may not process your order for Products under this contract until such down payment is received by Demco. You agree that you will not withhold payment of any amount due because of any other claims or set-off you may have against Demco.

11. Collection and Other Fees. You agree to pay Demco all costs, including reasonable attorneys' fees, incurred by Demco in collecting amounts you owe to Demco or in otherwise enforcing, asserting, or defending these terms and conditions.

12. Indemnity. If the Products are to be manufactured or any process is to be applied to the Products in accordance with a specification submitted by you, you hereby indemnify Demco against all loss, damages, costs and expenses awarded against or incurred by Demco in connection with or paid or agreed to be paid by Demco in settlement of any claim whatsoever including, but not limited to, infringement of any patent, copyright, design, trademark or other intellectual property rights of any other person that results from Demco's use of your specification.

13. No Installation. These terms and conditions do not govern the installation of any Products purchased from Demco. Please refer to your installation agreement for the terms relating to installation.

14. General

Force Majeure. Demco shall not be liable for any delay or default in performing this contract if such delay or default is caused by conditions beyond its control including, but not limited to, Acts of God, Government restrictions, wars, insurrections and/or any other cause beyond the reasonable control of Demco.

Legal Interpretation. Any disputes relating to this contract shall be decided in accordance with the laws of the State of Wisconsin without reference to conflicts of laws principles. Exclusive jurisdiction and venue for any lawsuit relating to this contract shall lie in the state and federal courts of Dane County, Wisconsin. The prevailing party in any lawsuit relating to this contract shall be entitled to recover its costs and reasonable attorneys' fees.

Severance and Waiver. The invalidity or unenforceability of any provision of this contract shall not affect the validity or enforceability of any other provisions of this contract, and this contract shall be construed as if such invalid or unenforceable provision were not included in this contract. Failure or neglect by Demco to enforce any of the provisions hereof shall not be construed as nor be deemed to be a waiver of Demco's rights hereunder, and Demco's right to take subsequent action shall not be prejudiced thereby.

Successors and Assigns. This contract shall inure to the benefit of and be binding upon each of the parties hereto and their respective heirs, executors, administrators, legal personnel, representatives, successors and assigns, but shall not be assignable by you without the written consent of Demco.

Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto with respect to the Installation services and supersedes all prior agreements, representations, warranties, statements, promises, arrangements and understandings whether written or oral, expressed or implied with respect thereto. Any changes or additions to the Installation services or this contract must be agreed in writing by Demco and you.

Notice. Any notice required or permitted to be given by either party in this contract shall be in writing and addressed to the other party at its registered office or principal place of business or such other address as may have been provided by written notice.

EXHIBIT A
LEON COUNTY, FLORIDA REQUIRED TERMS AND CONDITIONS

THIS Exhibit A ("Exhibit A"), is an exhibit to the above Quote ID T4233004, ("Quote") together the "Agreement" by and between Leon County, Florida ("County") and Demco, Inc. ("Contractor"), both a "Party" or together the "Parties."

1. **General Terms and Conditions.** The Omnia/National Cooperative Purchasing Alliance (NCPA) Master Agreement Number 07-85, (herein "Master Agreement"), incorporated herein by reference, and the terms and conditions contained therein shall apply to this Agreement. In the event of a conflict between the terms of this Exhibit A and the Quote, the terms of this Exhibit A shall control. In the event of a conflict between the provisions of this Agreement and the Master Agreement, the provisions of the Master Agreement shall prevail. To the extent any provisions of this Agreement, are the same or similar in any respect to as any provisions of the Master Agreement, the same or similar provision in this Agreement is deleted and replaced with the provision in Master Agreement. All capitalized terms used but not defined herein shall have the respective meanings set forth in the Master Agreement.
2. **County** shall be afforded all of the rights, privileges and indemnifications afforded to Omnia/NCPA under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to County under this Agreement including, but not limited to, Contractor's obligation to provide appropriate insurance and certain indemnifications to Omnia/NCPA.
3. **Audits, Records, Records Retention.** By entering into this Agreement, Contractor acknowledges and agrees that, to the extent Contractor meets the definition of "contractor" under Section 119.0701(1)(a), Florida Statutes, any records maintained, generated, received, or kept in connection with, or related to the performance of services provided under this Agreement are public records subject to the public records disclosure requirements of Section 119.071, Florida Statutes. The Contractor agrees:
 - A. To keep and maintain financial books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect invoices provided to the County under this Agreement.
 - B. Keep and maintain all records associated with the services and/or products provided herein. Contractor shall, with reasonable notice, provide the County access to these records.
 - C. To retain all applicable 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.
 - D. Upon completion or termination of this Agreement and at the written request of the County, 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 Subsection C above.
 - E. 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.
 - F. That persons duly authorized by the County and Federal auditors, pursuant to 45 CFR 75.364 shall have full access to and the right to examine this Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
 - G. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion or termination of the Agreement if Contractor does not transfer the records to the County.

- H. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

Any material submitted to the County that Contractor contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) (“Trade Secret Materials”) must be redacted, conspicuously labeled “EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET” and the applicable statutory provision for the exemption must be stated. If a third party submits a request to the County for records designated as Trade Secret Materials by Contractor, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Contractor. By entering this Agreement, Contractor agrees to indemnify and defend the County and its employees and agents from any and all third party claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including reasonable attorneys’ fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

Contractor acknowledges that failure to provide the public records to the County within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. Contractor further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the County. Contractor shall indemnify and defend, the County for and against any and all claims, damage awards, and causes of action arising from Contractor’s failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Contractor’s failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for reasonable attorneys’ fees and costs arising therefrom. Contractor authorizes County to seek declaratory, injunctive, or other appropriate relief against Contractor from a Circuit Court in Leon County, Florida on an expedited basis to enforce the requirements of this section.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**LEON COUNTY PURCHASING DIVISION
ATTN: MELANIE HOOLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: HOOLEYM@LEONCOUNTYFL.GOV**

2. **Maintenance of Confidential Information.** Each party shall advise its employees, agents, subcontractors, and suppliers who receive or otherwise have access to the other party’s Confidential Information of their obligation to keep such information confidential and shall promptly advise the other party in writing if it learns of any unauthorized use or disclosure of said Confidential Information. In addition, the Parties agree to cooperate fully and provide all reasonable assistance to ensure the confidentiality of the other party’s Confidential Information as described in this article.
3. **Data and Privacy.** Contractor shall comply with all applicable data and privacy laws and regulations, including without limitation Sections 287.138, and 501.171, Florida Statutes and shall ensure that County’s data processed, transmitted, or stored by Contractor or in the system is not stored outside the United States. Contractor shall not sell, market, publicize, distribute, or otherwise make available to any third party any data, including personal identification

information (as defined by Section 501.171, Section 817.568, or Section 817.5685, Florida Statutes as amended) that Contractor may receive or otherwise have access to in connection with this Agreement, unless expressly authorized in advance by the County. If applicable and requested by the County, Contractor shall ensure that all hard drives or other storage devices and media that contained County's data have been wiped in accordance with the then-current best industry practices, including without limitation DOD 5220.22-M, and that an appropriate data wipe certification is provided to the satisfaction of the Contract Administrator.

4. **Discriminatory Vendor and Scrutinized Companies Lists; Countries of Concern.**

- A. Contractor represents that it has not been placed on the "discriminatory vendor list" as provided in Section 287.134, Florida Statutes, and that it is not a "scrutinized company" pursuant to Sections 215.473 or 215.4725, Florida Statutes. By entering into this Agreement Contractor certifies that it is not a scrutinized company as identified in Section 287.135, Florida Statutes. Pursuant to Section 287.135(2)(a), Florida Statutes, this Agreement may be terminated for convenience by the County if Contractor is found to have submitted a false certification as required under Section 287.135(2)(a), Florida Statutes, has been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel.
- B. The Agreement may be terminated for convenience by the County if Contractor is found to have submitted a false certification as required under Section 287.134(2)(b) Florida Statutes, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Syria.

5. **Public Entity Crimes Statement.** In accordance with Section 287.133, Florida Statutes, Contractor hereby confirms that to the best of its knowledge and belief at the time the Agreement is signed Contractor has not been convicted of a public entity crime. Upon the written request of the County, Contractor shall provide the County with a completed public entity crime statement form each year this Agreement is in effect. Violation of this section by Contractor shall be grounds for termination of this Agreement by the County for convenience.

6. **Unauthorized Alien(s).** Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. 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 grounds for termination of this Agreement by the County.

7. **Employment Eligibility Verification.** By providing goods and/or services to the County, Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractor to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

8. **Indemnification.** Contractor shall indemnify and defend, the County, its officials, officers and employees from and against all third party claims, liabilities, damages, losses, costs, including, but not limited to, reasonable attorneys' fees, or suits of any nature whatsoever arising out of, personal injury or property damage to the extent caused by gross negligent acts or willful misconduct of the Contractor, its delegates, employees and agents during its performance of the professional services under this Agreement. Notwithstanding the above, the Contractor has no obligation to indemnify the County for any acts or omissions of the County arising out of this Agreement.

9. **Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of the Agreement No provision or language in the Agreement or this Addendum shall be construed or interpreted to increase the scope or dollar limit of the County's liability beyond that which is set forth in Section 768.28 of the Florida Statutes. Nor shall any such language be construed or interpreted to waive the County's sovereign immunity from suit, or to require the County to indemnify Contractor or any other person, corporation or legal entity of any kind or nature whatsoever for injury or loss resulting from any acts or omissions other than those which arise

from the actionable negligence of the County. The County expressly reserves all other protections and privileges related to its sovereign immunity.

10. **Taxes.** The County is tax-exempt.
11. **Compliance with Laws.** Contractor, the products, system, and services must comply with all applicable law, including, without limitation, the Americans with Disabilities Act, 42 U.S.C. § 12101, Section 504 of the Rehabilitation Act of 1973, and the requirements of any applicable grant agreements.
12. **Entire Agreement.** This Agreement, including the terms and conditions shown above contains the complete and final agreement between the Parties and no other agreement in any way modifying any of said terms and conditions will be binding upon the County unless made in conformance with this Agreement. Contractor may not unilaterally modify the terms of the Agreement (e.g., attachment or inclusion of standard preprinted forms, product literature, or terms accompanying or affixed to a product or purchase order, whether written or electronic) or by incorporating such terms onto Contractor’s invoice or other documents forwarded by Contractor for payment. The County’s acceptance of product or processing of documentation on forms furnished by Contractor for approval or payment shall not constitute acceptance of any proposed modification to terms and conditions and any additional or conflicting, terms proposed by Contractor.
13. **Attachments:**
1. Affidavit in Compliance with Section 787.06, Florida Statutes:

IN WITNESS WHEREOF, the undersigned have executed this Agreement.

LEON COUNTY, FLORIDA

DEMCO, INC.

By: _____

By: _____

Title: _____

Printed
Name

Date: _____

Title:

Date: _____

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

BY: _____

DATE: _____

APPROVED AS TO LEGAL SUFFICIENCY:
Chasity H. O’Steen, County Attorney
Leon County Attorney’s Office

By: _____

Date: _____

**AFFIDAVIT IN COMPLIANCE WITH
ANTI HUMAN TRAFFICKING LAWS**

In accordance with Section 787.06 (13), Florida Statutes, the undersigned, on behalf of the entity listed below (“Entity”), being duly sworn, hereby attests under penalty of perjury that:

- 1.I am over eighteen years of age. The following information is given from my own personal knowledge.
- 2.I am an officer or representative of Entity.
- 3.The Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled “Human Trafficking.”
- 4.I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.
- 5.I am authorized to execute this Affidavit on behalf of the Entity

FURTHER AFFIANT SAYETH NAUGHT

Entity Name:

Signature: _____ Title: _____

STATE OF
COUNTY OF

Sworn to and subscribed before me this day of

Personally known _____

NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of _____

(Type of
identification)

My commission _____

expires:

Printed, typed, or stamped commissioned name of notary



Region XIV Education Service Center

1850 Highway 351
Abilene, TX 79601-4750
325-675-8600
FAX 325-675-8659

Thursday, September 1st, 2022

Demco, Inc.
ATTN: Terry Janes
4810 Forest Run Rd, PO Box 7488
Madison, WI 53707-7488

Dear Terry:

Region XIV Education Service Center is happy to announce that Demco, Inc. has been awarded an annual contract for Furniture based on the proposal submitted to Region XIV ESC.

The contract is effective immediately and will expire on September 30th, 2025. The contract can then be renewed annually for an additional five years, if mutually agreed on by Region XIV ESC and Demco, Inc.

We look forward to a long and successful partnership underneath this contract.

If you have any questions or concerns, feel free to contact me at 325-675-8600.

Sincerely,

A handwritten signature in blue ink, reading 'Shane Fields'.

Shane Fields
Region XIV, Executive Director

Tab 1 – Master Agreement

General Terms and Conditions

- ◆ Customer Support
 - The vendor shall provide timely and accurate technical advice and sales support. The vendor shall respond to such requests within one (1) working day after receipt of the request.
- ◆ Disclosures
 - Respondent affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
 - The respondent affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.
- ◆ Renewal of Contract
 - Unless otherwise stated, all contracts are for a period of three (3) years with an option to renew for up to five (5) additional one-year terms or any combination of time equally not more than 5 years if agreed to by Region 14 ESC and the vendor.
- ◆ Funding Out Clause
 - Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the entity’s current revenue only, provided the contract contains either or both of the following provisions:
 - Retains to the entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the entity to obtain appropriate funds for payment of the contract.
- ◆ Shipments (if applicable)
 - The awarded vendor shall ship ordered products within seven (7) working days for goods available and within four (4) to six (6) weeks for specialty items after the receipt of the order unless modified. If a product cannot be shipped within that time, the awarded vendor shall notify the entity placing the order as to why the product has not shipped and shall provide an estimated shipping date. At this point the participating entity may cancel the order if estimated shipping time is not acceptable.
- ◆ Tax Exempt Status
 - Since this is a national contract, knowing the tax laws in each state is the sole responsibility of the vendor.

◆ Payments

- The entity using the contract will make payments directly to the awarded vendor or their affiliates (distributors/business partners/resellers) as long as written request and approval by NCPA is provided to the awarded vendor.

◆ Adding authorized distributors/dealers

- Awarded vendors may submit a list of distributors/partners/resellers to sell under their contract throughout the life of the contract. Vendor must receive written approval from NCPA before such distributors/partners/resellers considered authorized.
- Purchase orders and payment can only be made to awarded vendor or distributors/business partners/resellers previously approved by NCPA.
- Pricing provided to members by added distributors or dealers must also be less than or equal to the pricing offered by the awarded contract holder.
- All distributors/partners/resellers are required to abide by the Terms and Conditions of the vendor's agreement with NCPA.

◆ Pricing

- All pricing submitted shall include the administrative fee to be remitted to NCPA by the awarded vendor. It is the awarded vendor's responsibility to keep all pricing up to date and on file with NCPA.
- All deliveries shall be freight prepaid, F.O.B. destination and shall be included in all pricing offered unless otherwise clearly stated in writing

◆ Warranty

- Proposal should address the following warranty information:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
- Products
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
- Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.

◆ Safety

- Vendors performing services shall comply with occupational safety and health rules and regulations. Also all vendors and subcontractors shall be held responsible for the safety of their employees and any conditions that may cause injury or damage to persons or property.

- ◆ Permits
 - Since this is a national contract, knowing the permit laws in each state is the sole responsibility of the vendor.
- ◆ Indemnity
 - The awarded vendor shall protect, indemnify, and hold harmless Region 14 ESC and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the vendor, vendor employees or vendor subcontractors in the preparation of the solicitation and the later execution of the contract.
- ◆ Franchise Tax
 - The respondent hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes.
- ◆ Supplemental Agreements
 - The entity participating in this contract and awarded vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the participating entity and awarded vendor.
- ◆ Certificates of Insurance
 - Certificates of insurance shall be delivered to the Public Agency prior to commencement of work. The insurance company shall be licensed in the applicable state in which work is being conducted. The awarded vendor shall give the participating entity a minimum of ten (10) days notice prior to any modifications or cancellation of policies. The awarded vendor shall require all subcontractors performing any work to maintain coverage as specified.
- ◆ Legal Obligations
 - It is the Respondent's responsibility to be aware of and comply with all local, state, and federal laws governing the sale of products/services identified in this RFP and any awarded contract and shall comply with all while fulfilling the RFP. Applicable laws and regulation must be followed even if not specifically identified herein.
- ◆ Protest
 - A protest of an award or proposed award must be filed in writing within ten (10) days from the date of the official award notification and must be received by 5:00 pm CST. Protests shall be filed with Region 14 ESC and shall include the following:
 - Name, address and telephone number of protester
 - Original signature of protester or its representative
 - Identification of the solicitation by RFP number
 - Detailed statement of legal and factual grounds including copies of relevant documents and the form of relief requested

- Any protest review and action shall be considered final with no further formalities being considered.

◆ Force Majeure

- If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this Agreement then such party shall give notice and full particulars of Force Majeure in writing to the other party within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as hereinafter provided, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.
- The term Force Majeure as employed herein, shall mean acts of God, strikes, lockouts, or other industrial disturbances, act of public enemy, orders and regulation of any kind of government of the United States or any civil or military authority; insurrections; riots; epidemics; pandemics; landslides; lighting; earthquake; fires; hurricanes; storms; floods; washouts; droughts; arrests; restraint of government and people; civil disturbances; explosions, breakage or accidents to machinery, pipelines or canals, or other causes not reasonably within the control of the party claiming such inability. It is understood and agreed that the settlement of strikes and lockouts shall be entirely within the discretion of the party having the difficulty, and that the above requirement that any Force Majeure shall be remedied with all reasonable dispatch shall not require the settlement of strikes and lockouts by acceding to the demands of the opposing party or parties when such settlement is unfavorable in the judgment of the party having the difficulty

◆ Prevailing Wage

- It shall be the responsibility of the Vendor to comply, when applicable, with the prevailing wage legislation in effect in the jurisdiction of the purchaser. It shall further be the responsibility of the Vendor to monitor the prevailing wage rates as established by the appropriate department of labor for any increase in rates during the term of this contract and adjust wage rates accordingly.

◆ Termination

- Either party may cancel this contract in whole or in part by providing written notice. The cancellation will take effect 30 business days after the other party receives the notice of cancellation. After the 30th business day all work will cease following completion of final purchase order.

◆ Open Records Policy

- Because Region 14 ESC is a governmental entity responses submitted are subject to release as public information after contracts are executed. If a vendor believes that its response, or parts of its response, may be exempted from disclosure, the vendor must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition,

the respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s).

- The determination of whether information is confidential and not subject to disclosure is the duty of the Office of Attorney General (OAG). Region 14 ESC must provide the OAG sufficient information to render an opinion and therefore, vague and general claims to confidentiality by the respondent are not acceptable. Region 14 ESC must comply with the opinions of the OAG. Region 14 ESC assumes no responsibility for asserting legal arguments on behalf of any vendor. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information.

Process

Region 14 ESC will evaluate proposals in accordance with, and subject to, the relevant statutes, ordinances, rules, and regulations that govern its procurement practices. NCPA will assist Region 14 ESC in evaluating proposals. Award(s) will be made to the prospective vendor whose response is determined to be the most advantageous to Region 14 ESC, NCPA, and its participating agencies. To qualify for evaluation, response must have been submitted on time, and satisfy all mandatory requirements identified in this document.

- ◆ Contract Administration
 - The contract will be administered by Region 14 ESC. The National Program will be administered by NCPA on behalf of Region 14 ESC.
- ◆ Contract Term
 - The contract term will be for three (3) year starting from the date of the award. The contract may be renewed for up to five (5) additional one-year terms or any combination of time equally not more than 5 years.
 - It should be noted that maintenance/service agreements may be issued for up to (5) years under this contract even if the contract only lasts for the initial term of the contract. NCPA will monitor any maintenance agreements for the term of the agreement provided they are signed prior to the termination or expiration of this contract.
- ◆ Contract Waiver
 - Any waiver of any provision of this contract shall be in writing and shall be signed by the duly authorized agent of Region 14 ESC. The waiver by either party of any term or condition of this contract shall not be deemed to constitute waiver thereof nor a waiver of any further or additional right that such party may hold under this contract.
- ◆ Price Increases
 - Should it become necessary, price increase requests may be submitted at any point during the term of the contract by written amendment. Included with the request must be documentation and/or formal cost justification for these changes. Requests will be formally reviewed, and if justified, the amendment will be approved.
- ◆ Products and Services Additions
 - New Products and/or Services may be added to the resulting contract at any time during the term by written amendment, to the extent that those products and/or services are within the scope of this RFP.
- ◆ Competitive Range
 - It may be necessary for Region 14 ESC to establish a competitive range. Responses not in the competitive range are unacceptable and do not receive further award consideration.
- ◆ Deviations and Exceptions
 - Deviations or exceptions stipulated in response may result in disqualification. It is the intent of Region 14 ESC to award a vendor's complete line of products and/or services, when possible.
- ◆ Estimated Quantities

- While no minimum volume is guaranteed, the estimated (but not limited to) annual volume for Products and Services purchased under the proposed Master Agreement is \$150 million dollars annually. This estimate is based on the anticipated volume of Region 14 ESC and current sales within the NCPA program.
- ◆ Evaluation
 - Region 14 ESC will review and evaluate all responses in accordance with, and subject to, the relevant statutes, ordinances, rules and regulations that govern its procurement practices. NCPA will assist the lead agency in evaluating proposals. Recommendations for contract awards will be based on multiple factors, each factor being assigned a point value based on its importance.
- ◆ Formation of Contract
 - A response to this solicitation is an offer to contract with Region 14 ESC based upon the terms, conditions, scope of work, and specifications contained in this request. A solicitation does not become a contract until it is accepted by Region 14 ESC. The prospective vendor must submit a signed Signature Form with the response thus, eliminating the need for a formal signing process. Contract award letter issued by Region 14 ESC is the counter-signature document establishing acceptance of the contract.
- ◆ NCPA Administrative Agreement
 - The vendor will be required to enter and execute the National Cooperative Purchasing Alliance Administration Agreement with NCPA upon award with Region 14 ESC. The agreement establishes the requirements of the vendor with respect to a nationwide contract effort.
- ◆ Clarifications / Discussions
 - Region 14 ESC may request additional information or clarification from any of the respondents after review of the proposals received for the sole purpose of elimination minor irregularities, informalities, or apparent clerical mistakes in the proposal. Clarification does not give respondent an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision. After the initial receipt of proposals, Region 14 ESC reserves the right to conduct discussions with those respondent's whose proposals are determined to be reasonably susceptible of being selected for award. Discussions occur when oral or written communications between Region 14 ESC and respondent's are conducted for the purpose clarifications involving information essential for determining the acceptability of a proposal or that provides respondent an opportunity to revise or modify its proposal. Region 14 ESC will not assist respondent bring its proposal up to the level of other proposals through discussions. Region 14 ESC will not indicate to respondent a cost or price that it must meet to neither obtain further consideration nor will it provide any information about other respondents' proposals or prices.
- ◆ Multiple Awards
 - Multiple Contracts may be awarded as a result of the solicitation. Multiple Awards will ensure that any ensuing contracts fulfill current and future requirements of the diverse and large number of participating public agencies.

◆ Past Performance

- Past performance is relevant information regarding a vendor's actions under previously awarded contracts; including the administrative aspects of performance; the vendor's history of reasonable and cooperative behavior and commitment to customer satisfaction; and generally, the vendor's businesslike concern for the interests of the customer.


Evaluation Criteria

- ◆ Pricing (40 points)
 - Electronic Price Lists
 - Products, Services, Warranties, etc. price list
 - Prices listed will be used to establish both the extent of a vendor's product lines, services, warranties, etc. available from a particular bidder and the pricing per item.
- ◆ Ability to Provide and Perform the Required Services for the Contract (25 points)
 - Product Delivery within participating entities specified parameters
 - Number of line items delivered complete within the normal delivery time as a percentage of line items ordered.
 - Vendor's ability to perform towards above requirements and desired specifications.
 - Past Cooperative Program Performance
 - Quantity of line items available that are commonly purchased by the entity.
 - Quality of line items available compared to normal participating entity standards.
- ◆ References and Experience (15 points)
 - A minimum of ten (10) public sector references for product and/or services of similar scope dating within past 3 years
 - Respondent Reputation in marketplace
 - Past Experience working with public sector.
 - Exhibited understanding of cooperative purchasing
- ◆ Value Added Products/Services Description, (10 points)
 - Additional Products/Services related to the scope of RFP
 - Marketing and Training
 - Minority and Women Business Enterprise (MWBE) and (HUB) Participation
 - Customer Service
- ◆ Innovation (10 points)
 - Past Innovation, how it affected sales
 - Future Innovation in the pipeline

Signature Form

The undersigned hereby proposes and agrees to furnish goods and/or services in strict compliance with the terms, specifications and conditions at the prices proposed within response unless noted in writing. The undersigned further certifies that he/she is an officer of the company and has authority to negotiate and bind the company named below and has not prepared this bid in collusion with any other Respondent and that the contents of this proposal as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any person engaged in this type of business prior to the official opening of this proposal.

Prices are guaranteed: **120 days**

Company name	Demco, Inc
Address	4810 Forest Run Rd.
City/State/Zip	Madison, WI 53704
Telephone No.	866-558-9068
Fax No.	888.320.0288
Email address	contracts@demco.com
Printed name	Terry Janes
Position with company	VP of Finance
Authorized signature	

Deviations & Exceptions

- \$75 minimum order after discount for all discounts to apply and free shipping on Stock orders from the Demco Annual Full Line catalog.
- Discounts awarded for Specific Manufacturers will be based on the current MSRP pricing available at the time of the quote/order.
- Discounts awarded for the Demco Full Line Catalog & Demco Proprietary Lines, will apply to list pricing found on www.demco.com. We plan to honor them all year, unless economic conditions force us to pass along price increases. The awarded discounts will not change for the length of the contract.
- Demco will pay regular FedEx Ground Service shipping costs on all stock orders. Express parcel shipping is not included.
- Shipping and Processing will be prepaid and added to all drop ship orders, such as furniture and equipment. This would include Furniture and Equipment items out of our Full line catalog, on demco.com, and from the manufacturers catalog. Demco provides good-faith shipping estimates on all orders.
- Accessorial services are an added charge. See Additional Services page.
- Product exclusions:
 - Library Security Equipment – excluded from FOB Destination
 - Demco Circulation Technology Solutions Equipment & Supplies – excluded from FOB Destination.
 - Subscription program products – excluded from discounts.
- Shipping and processing for orders shipping to Alaska/Hawaii will be prepaid and added to invoice for all items.
- Deliveries will be made 7-10 days after receipt of stock item orders and 2-12 weeks for items shipped directly from the manufacturer such as furniture and equipment. No walk-in locations are available.
- Contract discounts are not available for Security Products, Demco Software, littleBits™ products and Licensed Products (Dr. Seuss™, Eric Carle™, etc.). See the attached list of items excluded from discounts.

Return & Exchange Policy

Demco stands behind our products. If your members are not satisfied with an order, you may return or exchange a qualifying item* within 6 months of your invoice date. Furniture, special orders, custom products, and international orders cannot be returned or exchanged unless you receive them damaged or defective. Anything that has been engraved or imprinted is not returnable.

*Not sure if an item qualifies for a return or exchange? A Demco Customer Service representative can help you. Call 800.962.4463 or email custserv@demco.com

Tab 2 – NCPA Administration Agreement

This Administration Agreement is made as of September 1, 2022, by and between National Cooperative Purchasing Alliance (“NCPA”) and Demco, Inc (“Vendor”).

Recitals

WHEREAS, Region 14 ESC has entered into a certain Master Agreement dated September 1, 2022, referenced as Contract Number 07-85, by and between Region 14 ESC and Vendor, as may be amended from time to time in accordance with the terms thereof (the “Master Agreement”), for the purchase of Furniture;

WHEREAS, said Master Agreement provides that any state, city, special district, local government, school district, private K-12 school, technical or vocational school, higher education institution, other government agency or nonprofit organization (hereinafter referred to as “public agency” or collectively, “public agencies”) may purchase products and services at the prices indicated in the Master Agreement;

WHEREAS, NCPA has the administrative and legal capacity to administer purchases under the Master Agreement to public agencies;

WHEREAS, NCPA serves as the administrative agent for Region 14 ESC in connection with other master agreements offered by NCPA

WHEREAS, Region 14 ESC desires NCPA to proceed with administration of the Master Agreement;

WHEREAS, NCPA and Vendor desire to enter into this Agreement to make available the Master Agreement to public agencies on a national basis;

NOW, THEREFORE, in consideration of the payments to be made hereunder and the mutual covenants contained in this Agreement, NCPA and Vendor hereby agree as follows:

◆ General Terms and Conditions

- The Master Agreement, attached hereto as Tab 1 and incorporated herein by reference as though fully set forth herein, and the terms and conditions contained therein shall apply to this Agreement except as expressly changed or modified by this Agreement.
- NCPA shall be afforded all of the rights, privileges and indemnifications afforded to Region 14 ESC under the Master Agreement, and such rights, privileges and indemnifications shall accrue and apply with equal effect to NCPA under this Agreement including, but not limited to, the Vendor’s obligation to provide appropriate insurance and certain indemnifications to Region 14 ESC.
- Vendor shall perform all duties, responsibilities and obligations required under the Master Agreement in the time and manner specified by the Master Agreement.
- NCPA shall perform all of its duties, responsibilities, and obligations as administrator of purchases under the Master Agreement as set forth herein, and Vendor acknowledges that NCPA shall act in the capacity of administrator of purchases under the Master Agreement.
- With respect to any purchases made by Region 14 ESC or any Public Agency pursuant to the Master Agreement, NCPA (a) shall not be construed as a dealer, re-marketer, representative, partner, or agent of any type of Vendor, Region 14 ESC, or such Public Agency, (b) shall not be obligated, liable or responsible (i) for any orders made by Region

14 ESC, any Public Agency or any employee of Region 14 ESC or Public Agency under the Master Agreement, or (ii) for any payments required to be made with respect to such order, and (c) shall not be obligated, liable or responsible for any failure by the Public Agency to (i) comply with procedures or requirements of applicable law, or (ii) obtain the due authorization and approval necessary to purchase under the Master Agreement. NCPA makes no representations or guaranties with respect to any minimum purchases required to be made by Region 14 ESC, any Public Agency, or any employee of Region 14 ESC or Public Agency under this Agreement or the Master Agreement.

- The Public Agency participating in the NCPA contract and Vendor may enter into a separate supplemental agreement to further define the level of service requirements over and above the minimum defined in this contract i.e. invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement developed as a result of this contract is exclusively between the Public Agency and Vendor. NCPA, its agents, members and employees shall not be made party to any claim for breach of such agreement.

◆ **Term of Agreement**

- This Agreement shall be in effect so long as the Master Agreement remains in effect, provided, however, that the obligation to pay all amounts owed by Vendor to NCPA through the termination of this Agreement and all indemnifications afforded by Vendor to NCPA shall survive the term of this Agreement.

◆ **Fees and Reporting**

- The awarded vendor shall electronically provide NCPA with a detailed quarterly report showing the dollar volume of all sales under the contract for the previous quarter. Reports are due on the fifteenth (15th) day after the close of the previous quarter. It is the responsibility of the awarded vendor to collect and compile all sales under the contract from participating members and submit one (1) report. The report shall include at least the following information as listed in the example below:

Entity Name	Zip Code	State	PO or Job #	Sale Amount

Total _____

- Each quarter NCPA will invoice the vendor based on the total of sale amount(s) reported. From the invoice the vendor shall pay to NCPA an administrative fee based upon the tiered fee schedule below. Vendor's annual sales shall be measured on a calendar year basis. Deadline for term of payment will be included in the invoice NCPA provides.

<u>Annual Sales Through Contract</u>	<u>Administrative Fee</u>
0 - \$30,000,000	2%
\$30,000,001 - \$50,000,000	1.5%
\$50,000,001+	1%

*** Please see attached for alternate admin fee tiers proposal

- Supplier shall maintain an accounting of all purchases made by Public Agencies under the Master Agreement. NCPA and Region 14 ESC reserve the right to audit the accounting for a period of four (4) years from the date NCPA receives the accounting. In the event of such an audit, the requested materials shall be provided at the location designated by Region 14 ESC or NCPA. In the event such audit reveals an under reporting of Contract Sales and a resulting underpayment of administrative fees, Vendor shall promptly pay NCPA the amount of such underpayment, together with interest on such amount and shall be obligated to reimburse NCPA's costs and expenses for such audit.

◆ General Provisions

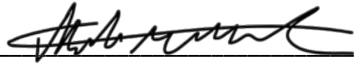
- This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding.
- Awarded vendor agrees to allow NCPA to use their name and logo within website, marketing materials and advertisement. Any use of NCPA name and logo or any form of publicity regarding this contract by awarded vendor must have prior approval from NCPA.
- If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement or to recover any administrative fee and accrued interest, the prevailing party shall be entitled to reasonable attorney's fees and costs in addition to any other relief to which such party may be entitled.
- Neither this Agreement nor any rights or obligations hereunder shall be assignable by Vendor without prior written consent of NCPA, provided, however, that the Vendor may, without such written consent, assign this Agreement and its rights and delegate its obligations hereunder in connection with the transfer or sale of all or substantially all of its assets or business related to this Agreement, or in the event of its merger, consolidation, change in control or similar transaction. Any permitted assignee shall assume all assigned obligations of its assignor under this Agreement.
- This Agreement and NCPA's rights and obligations hereunder may be assigned at NCPA's sole discretion, to an existing or newly established legal entity that has the authority and capacity to perform NCPA's obligations hereunder
- All written communications given hereunder shall be delivered to the addresses as set forth below.

National Cooperative Purchasing Alliance:

Name: Matthew Mackel

Title: Director, Business Development

Address: PO Box 701273
Houston, TX 77270

Signature: 

Date: September 1, 2022

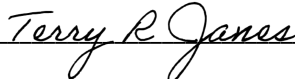
Vendor:

Demco, Inc

Name: Terry Janes

Title: VP of Finance

Address: 4810 Forest Run Rd., PO Box 7488
Madison, WI 53707-7488

Signature: 

Date: July 12th, 2022

Tab 3 – Vendor Questionnaire

Please provide responses to the following questions that address your company's operations, organization, structure, and processes for providing products and services.

◆ States Covered

- Bidder must indicate any and all states where products and services can be offered.
- Please indicate the price co-efficient for each state if it varies.

☐ **50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

<input checked="" type="checkbox"/> Alabama	<input checked="" type="checkbox"/> Maryland	<input checked="" type="checkbox"/> South Carolina
<input type="checkbox"/> Alaska	<input checked="" type="checkbox"/> Massachusetts	<input checked="" type="checkbox"/> South Dakota
<input checked="" type="checkbox"/> Arizona	<input checked="" type="checkbox"/> Michigan	<input checked="" type="checkbox"/> Tennessee
<input checked="" type="checkbox"/> Arkansas	<input checked="" type="checkbox"/> Minnesota	<input checked="" type="checkbox"/> Texas
<input checked="" type="checkbox"/> California	<input checked="" type="checkbox"/> Mississippi	<input checked="" type="checkbox"/> Utah
<input checked="" type="checkbox"/> Colorado	<input checked="" type="checkbox"/> Missouri	<input checked="" type="checkbox"/> Vermont
<input checked="" type="checkbox"/> Connecticut	<input checked="" type="checkbox"/> Montana	<input checked="" type="checkbox"/> Virginia
<input checked="" type="checkbox"/> Delaware	<input checked="" type="checkbox"/> Nebraska	<input checked="" type="checkbox"/> Washington
<input checked="" type="checkbox"/> District of Columbia	<input checked="" type="checkbox"/> Nevada	<input checked="" type="checkbox"/> West Virginia
<input checked="" type="checkbox"/> Florida	<input checked="" type="checkbox"/> New Hampshire	<input checked="" type="checkbox"/> Wisconsin
<input checked="" type="checkbox"/> Georgia	<input checked="" type="checkbox"/> New Jersey	<input checked="" type="checkbox"/> Wyoming
<input type="checkbox"/> Hawaii	<input checked="" type="checkbox"/> New Mexico	
<input checked="" type="checkbox"/> Idaho	<input checked="" type="checkbox"/> New York	
<input checked="" type="checkbox"/> Illinois	<input checked="" type="checkbox"/> North Carolina	
<input checked="" type="checkbox"/> Indiana	<input checked="" type="checkbox"/> North Dakota	
<input checked="" type="checkbox"/> Iowa	<input checked="" type="checkbox"/> Ohio	
<input checked="" type="checkbox"/> Kansas	<input checked="" type="checkbox"/> Oklahoma	
<input checked="" type="checkbox"/> Kentucky	<input checked="" type="checkbox"/> Oregon	
<input checked="" type="checkbox"/> Louisiana	<input checked="" type="checkbox"/> Pennsylvania	
<input checked="" type="checkbox"/> Maine	<input checked="" type="checkbox"/> Rhode Island	

☐ **All US Territories and Outlying Areas** (Selecting this box is equal to checking all boxes below)

- | | |
|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Guam | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Midway Islands | |

◆ **Minority and Women**

Business Enterprise (MWBE) and (HUB) Participation

- It is the policy of some entities participating in NCPA to involve minority and women business enterprises (MWBE) and historically underutilized businesses (HUB) in the purchase of goods and services. Respondents shall indicate below whether or not they are an M/WBE or HUB certified.
 - **Minority / Women Business Enterprise**
 - Respondent Certifies that this firm is a M/WBE ☐
 - **Historically Underutilized Business**
 - Respondent Certifies that this firm is a HUB ☐

◆ **Residency**

- Responding Company's principal place of business is in the city of Madison, State of WI

◆ **Felony Conviction Notice**

- Please Check Applicable Box;
 - ☐ A publically held corporation; therefore, this reporting requirement is not applicable.
 - ☒ Is not owned or operated by anyone who has been convicted of a felony.
 - ☐ Is owned or operated by the following individual(s) who has/have been convicted of a felony
- If the 3rd box is checked, a detailed explanation of the names and convictions must be attached.

◆ **Distribution Channel**

- Which best describes your company's position in the distribution channel:

<input checked="" type="checkbox"/> Manufacturer Direct	<input type="checkbox"/> Certified education/government reseller
<input checked="" type="checkbox"/> Authorized Distributor	<input type="checkbox"/> Manufacturer marketing through reseller
<input checked="" type="checkbox"/> Value-added reseller	<input type="checkbox"/> Other: _____

◆ **Processing Information**

- Provide company contact information for the following:
 - **Sales Reports / Accounts Payable**
Contact Person: Kristopher L Snow
Title: Contracts Facilitator
Company: Demco, Inc
Address: 4810 Forest Run Rd.
City: Madison State: WI Zip: 53704
Phone: 866.558.9068 Email: contracts@demco.com

- Purchase Orders

Contact Person: Order Entry
Title: Order Entry Representative
Company: Demco, Inc
Address: PO Box 7488
City: Madison State: WI Zip: 53707
Phone: 800.356.1200 Email: order@demco.com

- Sales and Marketing

Contact Person: Kristopher L Snow
Title: Contracts Facilitator
Company: Demco, Inc
Address: 4810 Forest Run Rd.
City: Madison, State: WI Zip: 53704
Phone: 866.558.9068 Email: contracts@demco.com

- ◆ Pricing Information

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Contract Pricing.
 - If answer is no, attach a statement detailing how pricing for NCPA participants would be calculated for future product introductions.

☒ Yes ☐ No
- Pricing submitted includes the required NCPA administrative fee. The NCPA fee is calculated based on the invoice price to the customer.

☒ Yes ☐ No

Tab 4 – Vendor Profile

Please provide the following information about your company:

- ◆ Company's official registered name.
- ◆ Brief history of your company, including the year it was established.
- ◆ Company's Dun & Bradstreet (D&B) number.
- ◆ Company's organizational chart of those individuals that would be involved in the contract.
- ◆ Corporate office location.
 - List the number of sales and services offices for states being bid in solicitation.
 - List the names of key contacts at each with title, address, phone and e-mail address.
- ◆ Define your standard terms of payment.
- ◆ Who is your competition in the marketplace?
- ◆ Provide Annual Sales for last 3 years broken out into the following categories:
 - Cities / Counties
 - K-12
 - Higher Education
 - Other government agencies or nonprofit organizations
- ◆ Provide the revenue that your organization anticipates each year for the first three (3) years of this agreement.
 - \$_____ in year one
 - \$_____ in year two
 - \$_____ in year three
- ◆ What differentiates your company from competitors?
- ◆ Describe how your company will market this contract if awarded.
- ◆ Describe how you intend to introduce NCPA to your company.
- ◆ Describe your firm's capabilities and functionality of your on-line catalog / ordering website.
- ◆ Describe your company's Customer Service Department (hours of operation, number of service centers, etc.)

- ◆ Green Initiatives (if applicable)
 - As our business grows, we want to make sure we minimize our impact on the Earth's climate. We are taking every step we can to implement innovative and responsible environmental practices throughout NCPA to reduce our carbon footprint, reduce waste, energy conservation, ensure efficient computing and much more. To that effort we ask respondents to provide their companies environmental policy and/or green initiative.
- ◆ Anti-Discrimination Policy (if applicable)
 - Describe your organizations' anti-discrimination policy.
- ◆ Vendor Certifications (if applicable)
 - Provide a copy of all current licenses, registrations and certifications issued by federal, state and local agencies, and any other licenses, registrations or certifications from any other governmental entity with jurisdiction, allowing respondent to perform the covered services including, but not limited to, licenses, registrations, or certifications. Certifications can include M/WBE, HUB, and manufacturer certifications for sales and service.

Company's Official Registered Name

Demco, Inc

Company History

Since 1905, Demco has served the library and education markets. The key to our longevity is our focus on anticipating the changing needs of schools and libraries and creating and supplying innovative solutions to meet those needs.

1905	The Democrat Printing Company in Madison, Wisconsin, creates a Library Department to serve libraries and promote their mission.
1907	Harry Netherwood and Frank Matthews, coworkers in the Library Department, invent the Book Pocket to hold Date Due Slips. Result: While materials and printing have changed, this enduring design has lasted for over a century.
1925	The company is renamed Demco Library Supplies. Norman Bassett, who will eventually purchase the company in 1931, joins the library department and sets a precedent for working with librarians to understand their needs. Results: The development of how-to books and guides, mending materials, cleaners, and standardized catalog cards.
1944	Demco Library Supplies commissions and publishes the Pictorial Library Primer by Winifred Lemon Davis. Result: A how-to manual to aid untrained librarians.
1951– 1955	Demco Library Supplies develops and introduces Paperfold™ and Durafold™ Book Jacket Covers; Norbond™ Glue; and Fastape to meet librarians' book protection and repair needs. Result: These solutions continue to be staples for extending the life of library collections today.
1965	The Value Center, a production and warehouse facility, arises on 20 acres in DeForest, Wisconsin. With four more additions, this facility now totals 164,000 square feet.
1968	John Wall becomes president of the newly renamed Demco Educational Corp.
1978	John Wall shortens the company name to Demco and becomes its new owner, making it a subsidiary of Wall Family Enterprises.
1988	Demco relocates to a new 42,000 square foot building in Madison.
1997	Demco launches demco.com . Results: A easy-to-use website that now serves thousands every day and features our complete line of products.
2003	Demco acquires Gaylord and adds interior design services. Results: Demco continues to offer popular Gaylord products today. K–12 schools, public and higher education libraries, and architects can now take advantage of a range of interior services found at demcointeriors.com .
2010	Demco acquires Highsmith. Results: Upstart promotions add a collection of exclusive reading incentives to our offering, including bookmarks, decor, and more to help nurture a lifelong love of learning.

2012	Demco launches the Ideas & Inspiration site at ideas.demco.com . Results: Librarians and educators can now access free professional development resources, including webinars, how-to guides, idea galleries, activity calendars, and much more.
2019	Demco launches MakerHub at makerhub.demco.com . Results: Makerspace directors, librarians, and educators now have free access to hundreds of low- and high-tech STEM projects.
2021	Demco introduces the Show & Stow Storage System, FLExplore Furniture Collection, Tidal Stack Chairs, and new ColorScape® Furniture options. Results: Demco offers over 50,000 products while continually listening to educators and librarians and developing new solutions to meet their evolving needs.

COMPANY'S DUN & BRADSTREET (D&B) NUMBER

00-6552483

COMPANY'S ORGANIZATIONAL CHART

See attachment titled "Organizational Chart".

CORPORATE OFFICE LOCATION

See attachment titled "Corporate Office Location" & "Key Contacts".

DEFINE YOUR STANDARD TERMS OF PAYMENT

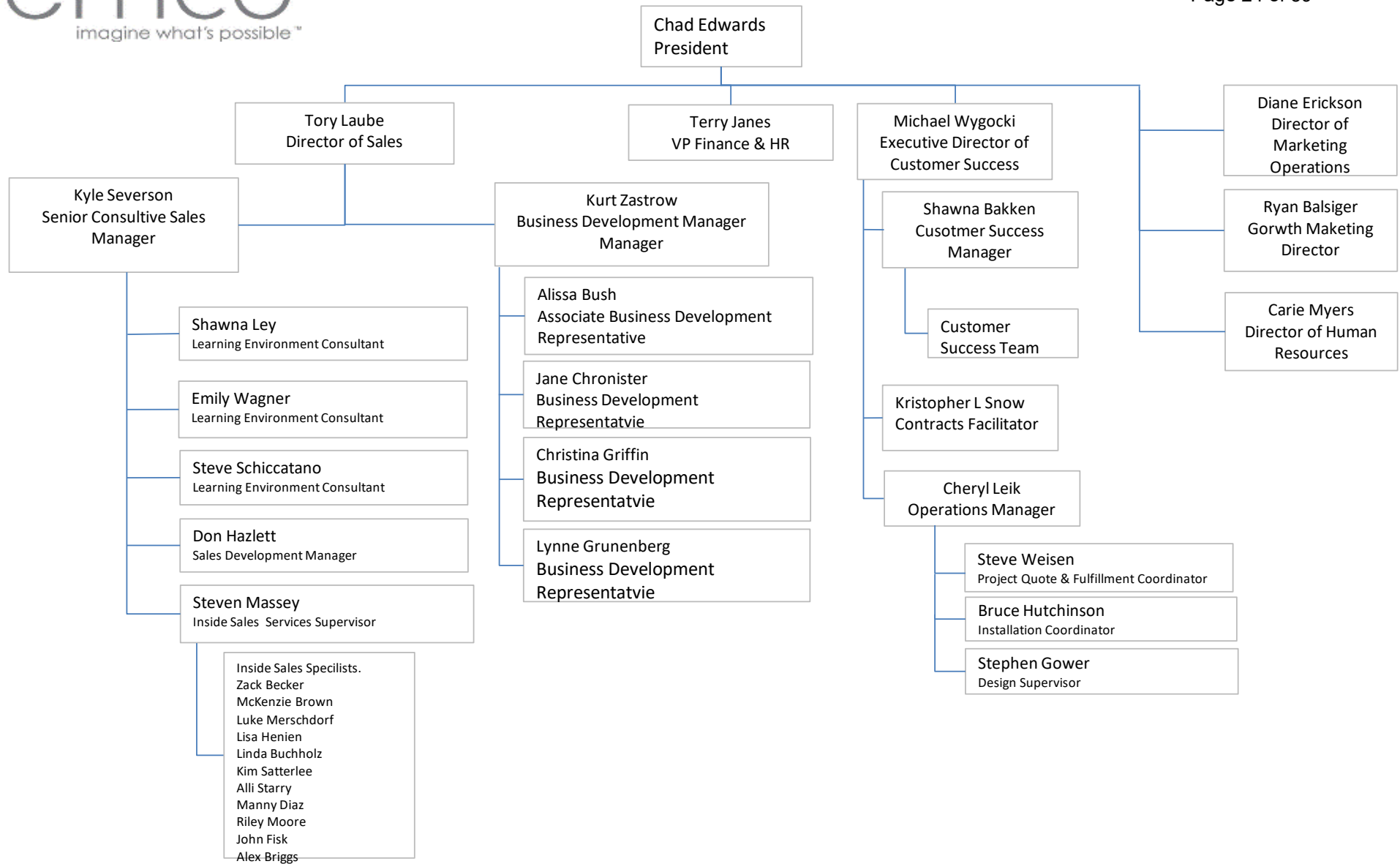
Demco, Inc. has a standard payment term of net 30 days from the date of the invoice. Demco plans to use its standard invoice process for orders placed through our Annual Catalog/Website under the NCPA contract. We have the ability to invoice when the shipment leaves our warehouse. If invoicing by order, we invoice when the last shipment leaves our warehouse. Drop shipped orders are invoiced when we are invoiced by the manufacturer, usually on the ship date.

For project-based orders, invoices are processed upon the completion of the project with a walk-through verifying that everything has met the customer's satisfaction. For Large projects and orders, a 25%-50% prepayment maybe required at the time the order is placed.

If there are any issues with an invoice, please contact us and we can investigate and resolve any issues or discrepancies. No interest or penalty is assessed for delayed payment due to concerns about the invoice.

WHO IS YOUR COMPETITION IN THE MARKETPLACE

The competitive environment for Demco varies based on the business channel and region of the country. For the project bases market, our competitors can range from local to national dealers. Nationally we compete with companies such as Contrax Furnishings or School Specialty and



**STREET ADDRESS**

4810 Forest Run Road
Madison, WI 53704
WEB ADDRESS: demco.com

MAILING ADDRESS

PO Box 7488
Madison, WI 53707-7488

REMITTANCE ADDRESS

PO Box 88623
Milwaukee, WI 53288-8623

DEMCO SOFTWARE

PO Box 8774
Madison, WI 53708-8774
Website: demcosoftware.com

PHONE NUMBERS

Ordering
Customer Success
Accounting
Demco Interiors
Inside Sales
Contracts
Demco Software

Toll-Free

800-356-1200
800-962-4463
800-752-7614
800-747-7561
800-462-8709
866-558-9068
866-434-5098

Fax

800-245-1329
877-800-5917
800-417-7614
800-730-8094
888-329-4728
888-320-0288

Email Address

order@demco.com
custserv@demco.com
billing@demco.com
inquiries@demco.com
quote@demco.com
contracts@demco.com
softwaresales@demco.com

CORPORATE OFFICERS

Chad Edwards	President
Marc Helmer	Vice President, Operations
Terry Janes	Vice President, Finance

OWNER

Wall Family Enterprise, Inc.	4810 Forest Run Road	Madison, WI 53704	608-241-1201
Bill Hess	COO		
Cage Code:	78F25		

BUSINESS CATEGORY

Demco Inc. offers a full range of furniture, equipment, and supplies used in schools and libraries. An annual full-line catalog is published annually and is available in January.

Demco Inc. has been in business under the current ownership since October 1978; we have been serving schools and libraries since 1905.

STATE OF INCORPORATION	Wisconsin	FEDERAL ID#	39-1311089
NUMBER OF EMPLOYEES	200	DUNS	00-6552483

Demco Inc. is not a small business under the U.S. Small Business Administration definition.

TRADE REFERENCES

Allied Plastics Company, Inc.	1-888-342-3718
Gressco, LTD.	1-608-849-6300
Russwood Library Furniture	1-919-779-2273
Smith System	1-972-398-4050

INSIDE SALES DEPARTMENT CONTACT INFORMATION

Zack Becker (IN, KY, MD, ME, MI, NH, PA, VT, WV)	1-800-462-8709, ext. 7221
Linda Buchholz (TX – K12)	1-800-462-8709, ext. 7247
Manuel Diaz (CT, DC, DE, MA, NJ, RI)	1-800-462-8709, ext. 7237
McKenzie Encarnacion (NY, OH)	1-800-462-8709, ext. 7259
John Fisk (HI, KS, MO, ND, NE, OK, SD, TX)	1-800-462-8709, ext. 7143
Lisa Heinen (CA)	1-800-462-8709, ext. 7186
Luke Merschdorf (AL, AR, FL, GA, LA, MS)	1-800-462-8709, ext. 7216
Riley Moore (NC, SC, TN, VA)	1-800-462-8709, ext. 7261
Kim Satterlee (AK, AZ, CO, ID, MT, NM, NV, OR, UT, WA, WY)	1-800-462-8709, ext. 7407
Alli Starry (IA, IL, MN, WI)	1-800-462-8709, ext. 2396

CONTRACT DEPARTMENT CONTACT INFORMATION

Kristopher Snow	1-866-558-9068 ext. 7228
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PAYMENT TERMS: Net 30 days

Warehouse Space: 150,000 Sq Ft

Office Sp: 42,500 Sq Ft

NAICS CODES: 423490; 339999; 454113; 337127; 337211; 337214

NIGP CODES: 420, 525, 125, 425, 615, 785, 832, 880

SIC/UNSPSC CODES: 2531, 2599, 2522

CAGE CODE: 09130

regionally with contract furniture dealers servicing the library and school market such as Arizona Furnishings or Library Interiors, Inc. Our primary catalog/website competitors include Brodart, School Specialty & Library Store.

WHAT DIFFERENTIATES YOUR COMPANY FROM COMPETITORS?

There are several areas that we feel differentiate us from our competitors and allow us to offer our customers turnkey solutions. These include the following:

- **Broad selection** - We offer the most extensive selection of school and library products, resources, and services to meet your members' current and future needs. Our proprietary solutions, supplier network, and product offering are ever-growing. We make and add thousands of new products each year. Plus, our size, industry position, and dedication give us the resources to take on initiatives like new product development based on customer input. So your members have access to custom solutions they can't find anywhere else.
- **Collaborative design process** – our strength is in being able to precisely execute the customer vision, so we work tirelessly with all stakeholders to ensure that the project does just that. Our regional representatives, and knowledgeable internal staff are available every step of the way.
- **World class project services** – the project isn't complete until every step is completed to the customer's satisfaction. Our professional staff works tirelessly to keep projects on track even with last minute changes and adjustments.

DESCRIBE HOW YOUR COMPANY WILL MARKET THIS CONTRACT IF AWARDED

To ensure NCPA members are aware of their contract discounts, Demco will support your communication efforts in the following ways. To ensure members get all communications, they will need to sign-up at demco.com/demco-email-subscribe.

Automatic discounting at demco.com

When members create their demco.com account, contract discounts automatically apply to the items they add to their shopping cart. See the enclosed Website Features document and the highlights below for more details.

- Members will enjoy enhanced imagery that displays products at a glance in their cart
- Members can edit their product selections from their cart, reducing the time it takes to make changes
- The website displays sale and contract pricing in a “was/now” format to highlight great deals for members
- Members’ carts display the status of each
- The “YOU SAVED!” feature highlights the breakdown of savings by contract, sale, or promotional discount
- The “ESTIMATE YOUR SHIPPING” button gives members their expected shipping costs

Customized ads

Want to promote your contract with your website or print marketing? Our design team will work with you to create a customized print or online banner ad to help your members learn more about their contract savings.

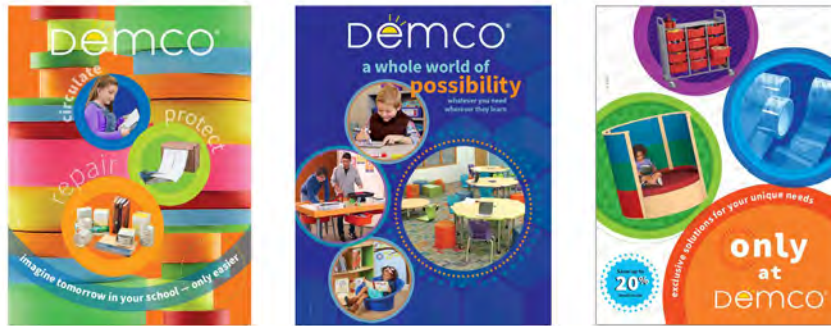
Email savings and more

Members can opt to receive emails and be the first to hear about innovative new products, exciting promotions, free activity calendars, helpful tips, and much more.



Catalog messaging

Members receive a reminder message about their contract savings in the mail panel of each catalog and mailer we send.



Website

Our websites accommodate the placement of the awarded contract with NCPA on our contract page located at <https://www.demco.com/services/contracts-and-cooperative-purchasing>.

Sales Call Flyers

We would have all the pertinent information regarding the NCPA guidelines under the award and our awarded product lines available for each Sales Representative for sales calls. Leave behind collateral would be developed as part of this package.

Our internal staff will also have complete information and will be educated on the details of the NCPA contract through training sessions and periodic updates so that they can support customers and our field representatives appropriately.

DESCRIBE HOW YOU INTEND TO INTRODUCE NCPA TO YOUR COMPANY

NCPA really needs no introduction to the sales team with Demco. NCPA is a contract that we have developed a PDF sell sheet consisting of all the pertinent information on the contract guidelines under the award as well as the product lines for each Sales Representative. At the first sales meeting after an award, we would update our Sales group with the information on a new award. Our internal staff will also have complete information and will be educated on the details of the NCPA contract through training sessions and periodic updates so that they can support customers and our field representatives appropriately.

DESCRIBE YOUR FIRM'S CAPABILITIES AND FUNCTIONALITY OF YOUR ON-LINE CATALOG/ORDERING WEBSITE.

When members create their demco.com account, contract discounts automatically apply to the items they add to their shopping cart. See the enclosed Website Features document and the highlights below for more details.

- Members will enjoy enhanced imagery that displays products at a glance in their cart
- Members can edit their product selections from their cart, reducing the time it takes to make changes
- The website displays sale and contract pricing in a "was/now" format to highlight great deals for members
- Members' carts display the status of each
- The "YOU SAVED!" feature highlights the breakdown of savings by contract, sale, or promotional discount
- The "ESTIMATE YOUR SHIPPING" button gives members their expected shipping costs

For our project-based business, customers can go to <https://www.demco.com/services/project-services> to view our proprietary furniture product lines along with Corporate Information, Services & a Portfolio with examples of the work we have done. With the detailed requirements of these orders and the personal touch required for these customers, we are able to provide this information through personalized contact with each customer through phone and email depending on the customer preferences. At this time, a location in which a customer can order or view the status of an order in real time is not available.

DESCRIBE YOUR COMPANY'S CUSTOMER SERVICE DEPARTMENT (HOURS OF OPERATION, MUNBER OF SERVICE CENTERS, ETC.)

Customers who have a project needing services such as design or installation or product not available through the Demco Annual Catalog/Website are encouraged to contact us at 877-448-7780. One of our helpful representatives would work with you to understand your needs and then involve the most appropriate staff for your needs. Field Representatives are generally available between 8:00 am – 5:00 pm Monday through Friday in their respective time zones. Inside Sales/Project Specialist and Project Support Staff are available from 7:30 am – 5:00 pm CT Monday through Friday. We are closed major holidays.

For assistance with items from our Annual Catalog or Website, NCPA Members are always welcome to contact our Customer Service Department at 800-962-4463. We have Customer Service Representatives ready to help from 8:00 am- 4:30 pm CT Monday through Friday. If a member is interested in placing an order, they may reach out Order line at 800-356-1200 from 8:00 am – 4:30 pm CT Monday through Friday. Again, we are closed major holidays.

GREEN INITIATIVES

Environmental stewardship

Doing the right thing is ingrained in Demco's DNA. We recognize that business success goes hand-in-hand with ethical practices, eco-consciousness, and community citizenship. We believe that our business is dependent on meeting the needs of customers without endangering employees or compromising the natural environment. As a result, we aim to minimize our impact on communities, natural habitats, and resources.

Recycling

Demco has an aggressive recycling plan covering all corrugated products, paper, plastic, and metals within our office and manufacturing and distribution facilities. We donate computer components to organizations that rebuild and distribute them to individuals and agencies. Monitors are stripped down and properly disposed of following local regulations.

Energy efficiency

- Lighting in our manufacturing and distribution facility comes from energy-efficient T5 fluorescent bulbs. These bulbs provide better light, enhancing employee safety and productivity.
- Our office lighting comes from energy-saving T8 bulbs to reduce energy consumption. All conference rooms, restrooms, storage, and dock areas are outfitted with motion or audio sensors so that bulbs only illuminate these areas when people are present.
- Programmable thermostats allow better control of heating and cooling energy use. For example, in the winter, we lower our buildings' operating temperature after business hours and on weekends when no one occupies the premises. We do the reverse in summer. We maintain computer servers in a temperature-controlled environment regardless of the season.
- All windows in our manufacturing and distribution facilities are double-paned and energy-efficient.

Printing

- Our conventional, offset, and flexo printing processes use environmentally friendly plant-based inks and plating processes.
- We have taken on an aggressive paper reduction initiative, including eliminating hard copy forms and depending more on the electronic distribution of common reports and other business data. These efforts have resulted in significant reductions in paper consumption.

ANTI-DISCRIMINATION POLICY

We are committed to providing equal employment opportunity for all persons regardless of race, color, sex, religion, sexual orientation, age, marital status, national origin, citizenship status, disability, or veteran status. Equal Opportunity/Affirmative Action extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, terminations, working conditions, compensation, benefits, and other terms and conditions of employment. Please see the attached Federal Approval for our Affirmative Action plan

VENDOR CERTIFICATIONS (if applicable) - None

Tab 5 – Products and Services

- ◆ Respondent shall perform and provide these products and/or services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs.
- ◆ Warranty
 - Proposal should address the following warranty information:
 - Applicable warranty and/or guarantees of equipment and installations including any conditions and response time for repair and/or replacement of any components during the warranty period.
 - Availability of replacement parts
 - Life expectancy of equipment under normal use
 - Detailed information as to proposed return policy on all equipment
 - Products
 - Vendor shall provide equipment, materials and products that are new unless otherwise specified, of good quality and free of defects
 - Construction
 - Vendor shall perform services in a good and workmanlike manner and in accordance with industry standards for the service provided.
- ◆ The following is a list of suggested (but not limited to) Furniture categories. List all categories along with manufacturer that you are responding with:
 - Ancillary Furniture Products
 - Audio / Visual Furniture
 - Auditoriums and Theaters
 - Cafeteria
 - Classroom / Educational / Dormitory
 - Conference or Breakroom / Training
 - Healthcare / Medical / Therapy Practices
 - Highmark
 - Lactation Rooms and Furniture Pods
 - Library
 - Lighting
 - Lounge / Reception
 - Office
 - Outdoor
 - Science Lab
 - Seating / Chairs
 - Tables / Meeting Conference Room
 - Work Stations



Brand	Category	Princ
Allied	Classroom, Tables, Workstations, Science Lab, Ancillary Furniture, Seating/Chairs	
AMTAB	Classroom Furniture & Library Furniture, Confernce Room, training	
BIOFIT	Classroom Furniture & Library Furniture, Caefeteris,	
Copernicus	Classroom Furniture & Library Furniture, Outdoor Furniture	
DEMCO Proprietary Lines	Classroom Furniture & Library, Filing Storage,Workstations, Lounge/ Reception, Seating, Tables, Conference Room, Science Lab, Lighting, Related Products & Support Services	
Demco Full Line Catalog	Classroom Furniture & Library, Filing Storage,Workstations, Lounge/ Reception, Seating, Tables, Conference Room, Science Lab, Lighting, Related Products & Support Services	
ECR4Kids	Classroom, Lounge/reception, Library Furniture	
High Point Furniture	Lounge/Reception, Library, Clkassroom, Office, Tables,	
Jonti-Craft	Classroom Furniture & Library Furniture	
Joy Carpets	Classroom Furniture	
Muzo	Tables/Meeting Conference Room	AI
LESRO	Reception/Lounge	
Mooreco	Classroom Furniture & Library, Filing Storage,Workstations, Lounge/ Reception, Seating, Tables, Conference Room, Science Lab, Outdoor, Related Products & Support Services	
Paragon	Classroom Furniture & Library Furniture, Workstations	
Russwood	Classroom Furniture & Library Furniture, Work stations	
Safco	Filing Storage, Library, Classroom Furniture, Lighting, Hospitality, Gaming, Conference Room,	
Smith Systems	Classroom Furniture & Library Furniture, Science Lab, Studio,	
Spectrum	Audio/Visual Furniture, Filing Storage, Seating/Chairs, Tables, Computer Furniture	
USA Capitol Seating	Seating/Chairs	
Whitney Brothers	Classroom & Library Furniture	
Wisconsin Bench	Seating, Chairs, Workstations, Library, Classroom, Medical, Science Labs	
Wisco Industries	Ancillary Furniture	
Wood Designs	Classroom Furniture & Library Furniture	

3D modeling and floor plans are available.



WARRANTY SUMMARY

Brand	Warranty Offered																				
Allied	30 Year limited warranty on defects of materials, 5 years on moving parts, 2 years on dry erase surfaces																				
AMTAB	15 Years warranty on Defects and Workmanship																				
BIOFIT	13 Years																				
COPERNICUS	Lifetime warranty except Whiteboardsa and iRover2 which carry a 5 Year warranty. Dispensers, UV Tech Tub bulbs and electrical components carry a one-year warranty. Portable sinks and clear panels carry a two-year warranty. Our product warranty is valid when used under proper application in a classroom, daycare or library																				
Demco Proprietary Lines	5 Year Limited Warranty																				
DEMCO Catalog/Website - Furniture	1 Year Limited Warranty, 5 Year Limited Warranty on Thermoplastic coated elements.																				
DEMCO Catalog/Wesite - all other products	Manufacturer Warranty																				
ECR4KIDS	1 Year Limited Warranty																				
High Point Furniture	Limited Lifetime Warranty																				
JONTI-CRAFT	LIFETIME WARRANTY Jonti-Craft® Birch Furniture Rainbow Accents® Furniture MapleWave® Furniture TrueModern® Furniture KYDZ Suite® Furniture 5 YEAR WARRANTY Berries® Tables and Chairs Jonti-Craft® KYDZ Ladderback Chairs 1 YEAR WARRANTY Young Time® Furniture RTA Furniture Jonti-Craft® Glider Rocker Jonti-Craft® Clean Hands Helper Portable Sinks Jonti-Craft® Table Divider and Desktop Shields																				
Joy Carpets	20 Year 10% Fiber Loss Abrasive Wear Warranty - Abrasive wear of surface pile guaranteed not to exceed 10% 20 Year Texture Retention Warranty - Guaranteed to maintain appearance under heavy foot traffic 10 Year Soil and Stains Warranty - Provides total fiber protection against soil and stains Lifetime Antistatic Warranty - Built-in static control fiber 10 Year Tuft Bind Warranty																				
MUZO	Muzo warrants to the original purchaser that its products are free from defects in materials and workmanship for a period of ten (10) years from date of delivery, except as noted below. This warranty applies to single shift (standard 8-hour day, 5 days per week) use, and covers products delivered in the Americas: Canada, the Caribbean, Latin America, Mexico, and the United States. Limited Warranty: 5 Years- Moving seating components including controls and adjustment mechanisms, height adjustment mechanisms and pneumatic cylinders, monitor supports and tablet arm assemblies, wood veneer and low-pressure laminate (LPL) surfaces, urethane, and wood edge treatments, upholstery, and tailoring. 3 Years Electrical components and power supplies, marker board surfaces, glass surfaces, replacement parts. Fabric Muzo offers no warranty, either implied or expressed, on any fabrics or leathers used on our																				
LESRO	All Lesro frames and assemblies are warranted to be free from defects in materials and workmanship under normal use and conditions for the life of the product. Unless otherwise stated by the fabric manufacturer, all Lesro fabric, vinyl, PVC free polyurethane and Crypton coverings are warrantied for a minimum of 2 years from the date of shipment.																				
MOORECO	<table><tr><th>Products</th><th>Warranty</th></tr><tr><td>Chair/Desk/Table Frames and Compass Storage</td><td>Lifetime</td></tr><tr><td>Book Boxes/Book Baskets/Backpack Hooks</td><td>Lifetime</td></tr><tr><td>Porcelain Surface</td><td>Lifetime</td></tr><tr><td>Seating controls, pneumatic cylinders, bushings, folding mechanisms, rocker/wobble bases</td><td>1 Year</td></tr><tr><td>Glides</td><td>6 Years</td></tr><tr><td>Casters</td><td>13 Years</td></tr><tr><td>Chair Shells/Other Injection Molded Products and Table Tops</td><td>13 Years</td></tr><tr><td>Clear Plastic/Acrylic</td><td>1 Year (Does not cover scratching by user – wear and tear)</td></tr><tr><td>PVC and melamine laminate desks, tables, workstations, carts, and other furniture</td><td>1 Year</td></tr></table>	Products	Warranty	Chair/Desk/Table Frames and Compass Storage	Lifetime	Book Boxes/Book Baskets/Backpack Hooks	Lifetime	Porcelain Surface	Lifetime	Seating controls, pneumatic cylinders, bushings, folding mechanisms, rocker/wobble bases	1 Year	Glides	6 Years	Casters	13 Years	Chair Shells/Other Injection Molded Products and Table Tops	13 Years	Clear Plastic/Acrylic	1 Year (Does not cover scratching by user – wear and tear)	PVC and melamine laminate desks, tables, workstations, carts, and other furniture	1 Year
Products	Warranty																				
Chair/Desk/Table Frames and Compass Storage	Lifetime																				
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PVC and melamine laminate desks, tables, workstations, carts, and other furniture	1 Year																				
Paragon	5 Year Limited Warranty, Seating 2 Year Warranty																				
Russwood	5 Year Limited Warranty																				



WARRANTY SUMMARY

Brand	Warranty Offered																																
SAFCO	<p>LIMITED LIFETIME WARRANTY</p> <p>Safco® warranty obligation: We pledge to repair or replace, at Safco’s option, any Safco product or component that is defective in material or workmanship for as long as you, the original purchaser, own it. This warranty is subject to the provisions below.</p> <p>LIABILITY LIMITATIONS</p> <p>The following listed parts, components and supplies are covered under warranty in accordance with the below schedule following the product purchase date.</p> <p>One Year: Mogo Seat</p> <p>Three Years: Outdoor Products (Entourage™, Evos™, Canmeleon™ and CoGo™ Product Lines), High Density 4-Post wire shelving and wire components, electrical components and Dry Erase Surfaces.</p> <p>Five Years: Glides, casters, polymer-based components, seating upholstery (fabrics and leather), foam, armrests, chrome seating components, user-adjustable work surface mechanisms, laminates, veneer finishes and other covering materials, drawer glides, electrical components, e5™ product line, Event Series, cabinets or mobile systems, components that are either moving parts or controls (guides that are in contact with moving parts), and motors on the ML-Series, E-Series, and LT-Series Height-Adjustable Tables.</p> <p>Seven Years: Motor on XR-Series Height-Adjustable Tables.</p> <p>Ten Years: Seating controls and cylinders, Rumba™, Cha-Cha™, Electric Height-Adjustable Table series laminates, and wood seating components. All parts (excluding motor) on the XR, ML, E and LT-Series Height-Adjustable Tables.</p>																																
Smith Systems	<p>Smith System® promises to repair or replace any Smith System® brand product or component that is substantially defective (loss of serviceability) in material or workmanship for twelve years and lifetime for metal frames on chairs and tables for the original purchaser, or at our election give credit up to the invoice price of the product only. This is your sole and exclusive remedy for products found by Smith System® to be defective.</p>																																
Spectrum	<table><tr><th colspan="2">Spectrum Warranties</th></tr><tr><td>Desk, table, cart and lectern chassis</td><td>10 Years</td></tr><tr><td>Electrical</td><td>2 Years</td></tr><tr><td>Flat panel monitor arms - including gas spring cylinders and general parts</td><td>2 Years</td></tr><tr><td>Adjustable crank/electric legs and accessories</td><td>2 Years</td></tr><tr><td>Flat panel desk gas spring cylinders</td><td>2 Years</td></tr><tr><td>Height adjustable columns, lifts and accessories</td><td>2 Years</td></tr><tr><td>Casters & wheels</td><td>2 Years</td></tr><tr><td>Keyboard, mouse, trays</td><td>2 Years</td></tr><tr><td>Locks and keys</td><td>2 Years</td></tr><tr><td>Tubs, totes and other accessories</td><td>1 Year</td></tr><tr><th colspan="2">Chairs</th></tr><tr><td>Structural components, including gas cylinders, wood, metal and plastic parts (i.e., chair frames, bases and control handles)</td><td>7 Years</td></tr><tr><td>Consumable items (i.e., casters, glides, etc.)</td><td>5 Years</td></tr><tr><td>In-stock upholstery</td><td>5 Years</td></tr><tr><td>Arozzi Verona V2 Advanced Gaming and Verona Pro V2 Premium Gaming Chairs</td><td>2 Years</td></tr></table>	Spectrum Warranties		Desk, table, cart and lectern chassis	10 Years	Electrical	2 Years	Flat panel monitor arms - including gas spring cylinders and general parts	2 Years	Adjustable crank/electric legs and accessories	2 Years	Flat panel desk gas spring cylinders	2 Years	Height adjustable columns, lifts and accessories	2 Years	Casters & wheels	2 Years	Keyboard, mouse, trays	2 Years	Locks and keys	2 Years	Tubs, totes and other accessories	1 Year	Chairs		Structural components, including gas cylinders, wood, metal and plastic parts (i.e., chair frames, bases and control handles)	7 Years	Consumable items (i.e., casters, glides, etc.)	5 Years	In-stock upholstery	5 Years	Arozzi Verona V2 Advanced Gaming and Verona Pro V2 Premium Gaming Chairs	2 Years
Spectrum Warranties																																	
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In-stock upholstery	5 Years																																
Arozzi Verona V2 Advanced Gaming and Verona Pro V2 Premium Gaming Chairs	2 Years																																
USA Capitol	<p>USA Capitol warrants that its products shall be free of all substantial defects in original material and workmanship that may become evident within ten years from the date of purchase. USA Capitol warrants the structural integrity of our metal frames for the lifetime of the frame.</p>																																
Whitney Brothers	<p>Limited Lifetime Warranty</p>																																
Wisconsin Bench	<p>Limited Lifetime Warranty — WB Manufacturing warrants that its laminate furniture, Book Nook Products, CaseworkUSA® Storage, REplay® Laminate Lockers & Cubbies, REplay® Storage Cabinets, Rhapsody® Music Storage, Storage Solutions, Synergy Products, World Famous Lockers, and its steel frame products, specifically our desks, tables, chairs, and stools shall be free of substantial defects in original material and workmanship from the date of delivery. This warranty is subject to the limitations and exclusions indicated below. Additionally, WB Manufacturing warrants that all laminate furniture products are to be compliant with Custom Grade or better, as defined in AWI Standards, Eighth Edition, Revision 2, unless contract documents indicate otherwise.</p> <p>12 Year Warranty — WB Manufacturing warrants that its laminate tops, butcher block tops, phenolic tops, epoxy tops, stainless steel tops, high wear, and moveable parts (ie: casters, glides, etc.) shall be free of substantial defects in original material and workmanship for twelve (12) years from the date of delivery.</p> <p>5 Year Warranty — WB Manufacturing warrants that all pneumatic bases and bases with flip mechanisms are free of substantial defects in original materials and workmanship for five (5) years from the date of delivery. Fomcore products are also warranted to be free of defects in material and workmanship under normal use of the product for five (5) years. Product must be properly cared for, maintained and in use by its original owner. Damage in transit or by negligence, abuse, abnormal usage, misuse, accidents, or alterations nullifies the warranty.</p> <p>1 Year Warranty — WB Manufacturing warrants that all electrical components, dry erase markerboard surfaces and HangOut Stools are free of substantial defects in original materials and workmanship for one (1) year from the date of delivery.</p>																																
Wood Design	<p>All Wood Designs™ wood products carry a lifetime warranty to the original purchaser against defects in materials and workmanship.</p> <p>All Wood Designs™ hardwood chairs, tables, cots and block sets carry a 10-year warranty to the original purchaser against defects in materials and workmanship.</p> <p>Wood Designs™ plastic wicker baskets do not hold a warranty due to the nature of the product material.</p>																																

Tab 7 – Pricing

- ◆ Please submit price list electronically via our online Bonfire portal (pricing can be submitted as Discount off MSRP, cost plus, etc). Products, services, warranties, etc. should be included in price list. Prices submitted will be used to establish the extent of a respondent's products and services (Tab 5) that are available and also establish pricing per item.
- ◆ Price lists must contain the following:
 - Product name and part number (include both manufacturer part number and respondent part number if different from manufacturers).
 - Description
 - Vendor's List Price
 - Percent Discount to NCPA participating entities
- ◆ Not To Exceed Pricing
 - NCPA requests pricing be submitted as "not to exceed pricing" for any participating entity.
 - The awarded vendor can adjust submitted pricing lower but cannot exceed original pricing submitted for solicitation.
 - NCPA requests that vendor honor lower pricing for similar size and scope purchases to other members.

Tab 8 – Value Added Products and Services

- ◆ Include any additional products and/or services available that vendor currently performs in their normal course of business that is not included in the scope of the solicitation that you think will enhance and add value to this contract for Region 14 ESC and all NCPA participating entities.



ADDITIONAL SERVICES

Service	Pricing Structure	Additional Comments
Design	\$100/ hour (without product purchase)	
Freight/shipping	<p>\$75 minimum order (after discount)for free shipping on all Stock orders from the Demco Annual Full Line catalog or www.demco.com. Shipping and Processing will be prepaid and added to all drop ship orders, such as furniture and equipment. Demco provides good-faith shipping estimates on all orders.</p> <p>Call ahead appointment: \$10.00 Inside Delivery: \$45.00</p> <p>Lift gate \$75.00</p> <p>Beyond first set of doors: Call for delivery quote</p>	<p>Express parcel shipping and accessorail fees. \$75 min order on all DEMCO Catalog or demco.com orders.</p> <p>Fee is per delivery.</p> <p>Fee is per delivery, inside first set of doors on purchases without Installation.</p> <p>Fee is per delivery, inside first set of doors on purchases without Installation.</p>
Price breaks for size of order	Volume discounts available	Call for Quote
Installation	\$75-100/hour	Call for Quote, additional charges may apply to projects if there is any deviation from the typical project site. See next page.

Date Prepared: 7-15-22

NCPA - Tab 8
Bid #24-22

©Demco Inc.



ADDITIONAL PRODUCTS/SERVICES DISCOUNT SUMMARY

Brand	Category	Pricing Structure	Additional Comments
DEMCO	Circulation Technology Solutions Equipment & Supplies		Additional fees for installation and extended warranty may be required. Excluded from FOB Destination.
DEMCO	Automated Material Handling & Returns		Call 800-697-9473 for a quote. Additional fees for installation and extended warranty may be
DEMCO Full Line Catalog or go to Website www.demco.com/ncpa for complete product listing and for new product additions.	Library Supplies, Book Care & Protection, Learning Materials, Office & School Supplies, Arts & Crafts, Display, Facilities Management Supplies		Product exclusion: 3M Security products, Subscription program products and Licensed products including but not limited to: Garfield, Eric Carle, Arthur, Clifford. \$75 minimum order after discount for all discounts to apply and free shipping on Stock orders from the Demco Annual Full Line catalog. Shipping and Processing will be prepaid and added to all drop ship orders, such as furniture and equipment. Demco provides good-faith shipping estimates on all orders.



Discount pricing agreement

NCPA
National Cooperative
Purchasing Alliance

RFP # 24-22
Furniture - with Added value

Catalog discount code #C20601

Your discount pricing agreement terms

Please enjoy these discounts for RFP 24-22 and use discount code C20601 on all orders.

Your discounts are based on prices listed at demco.com and will remain the same throughout the terms of this agreement.

Discount	<ul style="list-style-type: none"> • \$75 minimum order (after discount) required for contract terms to apply • 15% on library, office, and technology supplies (consumables) • 5% on learning materials • 8% on furniture and equipment under \$2,000* (non-consumable)
Shipping	<ul style="list-style-type: none"> • Demco will pay regular Ground Service shipping costs on all stock orders over the minimum order requirement. Express parcel shipping is not included. • Shipping and Processing will be prepaid and added to all drop ship orders, such as furniture and equipment. Demco provides good-faith shipping estimates on all orders. • Accessorial delivery services are an additional fee.
Exclusions	<ul style="list-style-type: none"> • Security products • Demco Software products • littleBits™ products • Demco exclusive products including but not limited to: Dr. Seuss™, Pete the Cat®, Eric Carle™, and Mo Willems
Expires	3 years from the date of award, with (5) 1-year renewals

*For large quantity orders or purchases over \$2,000, please contact the Demco Inside Sales Team toll-free at 800.462.8709 or email quote@demco.com. You may be eligible for special bid pricing.

Discounts under this agreement cannot be used with bids, sale catalogs, or other promotions. If a sale price is lower than your discounted price, you will receive the best price.

Thank you for considering these terms. On behalf of Demco, I look forward to exceeding your expectations!

Kristopher L. Snow
Contracts Facilitator

Phone: 888.211.3072
Fax: 888.320.0288
Email: contracts@demco.com

How to place an order

Web: demco.com
Phone: 800.356.1200
Email: order@demco.com
Fax: 800.245.1329

Delivery

In-stock items arrive within 7–10 working days after receipt of order. Depending on vendor lead times, furniture and equipment may take 2–12 weeks to arrive.

Payment terms

Net 30 days

Remittance address

billing@demco.com
Demco
P.O. Box 88623
Milwaukee, WI 53288-8623

Mailing address

Demco
4810 Forest Run Rd
P.O. Box 7488
Madison, WI 53707-7488

Returns & warranties

You may return or exchange a qualifying item* within six months of your invoice date. **Furniture, special orders, custom products, and international orders cannot be returned or exchanged unless you receive them damaged or defective.** Engraved or imprinted items are not returnable.

*Not sure if an item qualifies for a return or exchange? A Demco Customer Service Representative can help you. Call 800.962.4463 or email custserv@demco.com.

Note: Terms and conditions may change at any time.

Tab 9 – Innovation

- ◆ Please provide details of your most recent innovation and how it affected sales in the public sector.
 - New categories
 - New fabrics and finishes
 - New ergonomics
 - New safety features
 - New performance enhancement
 - Other
- ◆ Please outline your timeline for future innovation.
 - New categories
 - New fabrics and finishes
 - New ergonomics
 - New safety features
 - New performance enhancement
 - Other

Innovation

With an extensive family of solutions, Demco offers the best selection of leading-edge products, resources, services and supporting technologies to meet NCPA’s current and future needs. Plus, with an ever-growing network of suppliers and over 4,000 new products added in the last year, Demco is well positioned to continue offering the broadest selection of products at great prices.

Our position in the industry, dedication and company size also gives us the resources to undertake initiatives to better serve customers. From proprietary Demco product lines to developing new products based on customer input, you gain access to customized and proven solutions otherwise unavailable to you in the marketplace.

Demco has developed a Ideas and Inspiration page on our website, to help Librarians and teachers find programming, professional development, community engagement tips, space design concepts, and ideas to help transform their libraries

<https://ideas.demco.com/>

Please see the news releases in the following pages for a few examples of Demco’s innovation process and success.

Taking Classroom Organization from Sketch to Storage Solution

It's an undeniable fact that teachers need storage, and classrooms are rarely equipped with ample accessible shelving. This often results in a hodgepodge of hand-me-down bins, open shelving, and visual mess — not exactly a learning haven.

Recent research has also shown that reducing clutter encourages a healthier learning environment, allowing students to focus with less visual distraction. Even if you're lucky enough to have a large closet, you still want your materials accessible to students, and you want to minimize the time you spend putting away learning supplies between lessons. Your time is at a premium!



Physical clutter creates less square footage for learning. And then visual clutter creates less square footage in our brains for learning. So in both of these areas, it's important that our kids have as many square feet as possible.

- Dr. Bob Dillon, Author *The Space: A Guide for Educators*

So what's the solution when your classroom lacks adequate closet space? **Demco's Show & Stow System** is a low-profile, customizable storage solution that was born out of necessity in collaboration with industry experts, practicing teachers, and designers. The system features **open shelving** and **roll-out carts** that are conveniently hidden behind ceramic-coated steel panels that operate as both a **magnetic whiteboard** and an invisibility cloak for classroom supplies.

We spoke with Stephen Gower, Design Supervisor at Demco, to get a behind-the-scenes look at how this exciting solution evolved from a simple sketch to a standout classroom innovation.

What issue with current learning spaces did you aim to solve?

The main problem was really overly cluttered environments and classrooms. Storage is always an issue, and a lot of the time the storage is exposed. It's a mix of miscellaneous items, like mobile carts, shelving, filing cabinets — in some cases five or six different types

of storage and using the perimeter walls to basically create storage areas. This creates a very cluttered environment which can be a challenge for students, and all of us, in terms of focus. So, our goal was to declutter that learning environment and increase productivity.

Tell us about your collaboration process and the steps to creating a functional prototype.

There was a very basic sketch outlining a very high-level concept of what we thought would be a good solution, and then I was tasked with taking this and designing the early stages of a product concept on how this could be made in reality.

We created two concepts, one that was mobile and one that was fixed and would be attached to the wall. Those two ideas were shared out with a focus group and industry experts for feedback, and we arrived at moving forward with the wall-mounted option...

Continue reading...

Why Your School Needs This SEL Solution

Four reasons this dedicated social-emotional learning tool is essential for your school's success

Robin is a new program focused on supporting mental health and social-emotional growth in school communities. Its live coaching and skill-building curriculum are customized to your needs, reflecting the specific ways your educators teach and your students learn. As one pillar of a well-rounded education, this kind of social-emotional learning program builds critical real-world skills, promotes holistic well-being, and prepares students and teachers for a more balanced life in school and beyond. But what makes Robin uniquely effective and easy to adopt?

1. It's CASEL aligned

The Collaborative for Academic, Social, and Emotional Learning (CASEL) is a non-profit that began more than 20 years ago. It's the gold standard in evidence-based SEL strategies and a leader in advocating for SEL as a part of every child's education.

The CASEL framework identifies five key competencies that can help educators define and articulate age-appropriate milestones for their students' development: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making. Each of these can be applied in all four environments where students grow, from classrooms and schools to families and communities.



Robin's coaching, curriculum, gamification, and assessments align closely with the CASEL framework. As a result, its customized and human-centered approach helps to build authentic school-family-community partnerships, support equitable learning environments, and provide resources that make a meaningful impact on your community.

2. It's easy to fund

Robin programming is eligible for Titles I, II, IV and ESSER funding. This funding allows schools across the country to provide well-rounded support to their students and teachers.

The COVID-19 pandemic deeply impacted the mental health of entire school communities. Because ESSER funding is set aside to aid in COVID-related recovery and development, Robin can be an excellent way to use some of your available ESSER funds. It can help rebuild the connectedness that's critical to a healthy school ecosystem, and its flexible virtual and in-person options make it easy to implement in ever-changing settings.

Titles I, II, and IV provide over \$1 billion in funding for programs that support student health, technology improvements, teacher quality, at-risk youth, and students from low-income families.

Work with one of our Robin experts to schedule a demo, create a custom solution, or learn more.

Let's connect



Continue reading...

Tab 10 – Required Documents

- ◆ Federal Funds Certifications
- ◆ Clean Air and Water Act & Debarment Notice
- ◆ Contractors Requirements
- ◆ Antitrust Certification Statements
- ◆ Required Clauses for Federal Assistance by FTA
- ◆ State Notice Addendum

Federal Funds Certifications

Participating Agencies may elect to use federal funds to purchase under the Master Agreement. The following certifications and provisions may be required and apply when a Participating Agency expends federal funds for any purchase resulting from this procurement process. Pursuant to 2 C.F.R. § 200.326, all contracts, including small purchases, awarded by the Participating Agency and the Participating Agency's subcontractors shall contain the procurement provisions of Appendix II to Part 200, as applicable.

APPENDIX II TO 2 CFR PART 200

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

- Pursuant to Federal Rule (A) above, when a Participating Agency expends federal funds, the Participating Agency and Offeror reserves all rights and privileges under the applicable laws and regulations with respect to this procurement in the event of breach of contract by either party.

(B) Termination for cause and for convenience by the grantee or subgrantee including the manner by which it will be effected and the basis for settlement. (All contracts in excess of \$10,000)

- Pursuant to Federal Rule (B) above, when a Participating Agency expends federal funds, the Participating Agency reserves the right to terminate any agreement in excess of \$10,000 resulting from this procurement process in the event of a breach or default of the agreement by Offeror as detailed in the terms of the contract

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 CFR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

- Pursuant to Federal Rule (C) above, when a Participating Agency expends federal funds on any federally assisted construction contract, the equal opportunity clause is incorporated by reference herein.

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

- Pursuant to Federal Rule (D) above, when a Participating Agency expends federal funds during the term of an award for all contracts and subgrants for construction or repair, offeror will be in compliance with all applicable Davis-Bacon Act provisions
- Any Participating Agency will include any current and applicable prevailing wage determination in each issued solicitation and provide Offeror with any required documentation and/or forms that must be completed by Offeror to remain in compliance the applicable Davis-Bacon Act provisions.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- Pursuant to Federal Rule (E) above, when a Participating Agency expends federal funds, offeror certifies that offeror will be in compliance with all applicable provisions of the Contract Work Hours and Safety Standards Act during the term of an award for all contracts by Participating Agency resulting from this procurement process.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants,

Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

- Pursuant to Federal Rule (F) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (F) above

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non- Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

- Pursuant to Federal Rule (G) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency member resulting from this procurement process, the offeror agrees to comply with all applicable requirements as referenced in Federal Rule (G) above

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

- Pursuant to Federal Rule (H) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency. If at any time during the term of an award the offeror or its principals becomes debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency, the offeror will notify the Participating Agency

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

- Pursuant to Federal Rule (I) above, when federal funds are expended by Participating Agency, the offeror certifies that during the term and after the awarded term of an award for all contracts by Participating Agency resulting from this procurement process, the offeror certifies that it is in

compliance with all applicable provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352). The undersigned further certifies that:

- No Federal appropriated funds have been paid or will be paid for on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and all subrecipients shall certify and disclose accordingly.

RECORD RETENTION REQUIREMENTS FOR CONTRACTS INVOLVING FEDERAL FUNDS

When federal funds are expended by Participating Agency for any contract resulting from this procurement process, offeror certifies that it will comply with the record retention requirements detailed in 2 CFR § 200.334. The offeror further certifies that offeror will retain all records as required by 2 CFR § 200.334 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

CERTIFICATION OF COMPLIANCE WITH THE ENERGY POLICY AND CONSERVATION ACT

When Participating Agency expends federal funds for any contract resulting from this procurement process, offeror certifies that it will comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6321 et seq.; 49 C.F.R. Part 18).

CERTIFICATION OF COMPLIANCE WITH BUY AMERICA PROVISIONS

To the extent purchases are made with Federal Highway Administration, Federal Railroad Administration, or Federal Transit Administration funds, offeror certifies that its products comply with all applicable provisions of the Buy America Act and agrees to provide such certification or applicable waiver with respect to specific products to any Participating Agency upon request. Participating Agencies will clearly identify whether Buy America Provisions apply in any issued solicitation. Purchases made in accordance with the Buy America Act must still follow the applicable procurement rules calling for free and open competition.

CERTIFICATION OF ACCESS TO RECORDS

Offeror agrees that the Inspector General of the Agency or any of their duly authorized representatives shall have access to any non-financial documents, papers, or other records of offeror that are pertinent to offeror's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to offeror's personnel for the purpose of interview and discussion relating to such documents. This right of access will last only as long as the records are retained.

CERTIFICATION OF APPLICABILITY TO SUBCONTRACTORS

Offeror agrees that all contracts it awards pursuant to the Contract shall be bound by the foregoing terms and conditions.

Offeror certifies compliance with all provisions, laws, acts, regulations, etc. as specifically noted in the pages above. It is further acknowledged that offeror agrees to comply with all federal, state, and local laws, rules, regulations and ordinances as applicable.

Offeror: Demco, Inc

Address: 4810 Forest Run Rd.

City, State, Zip: Madison, WI 53704


Authorized Signature: *Terry R Jones*

Date: 7/19/2022

Clean Air and Water Act & Debarment Notice

I, the Vendor, am in compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act of 1970, as Amended (42 U.S. C. 1857 (h), Section 508 of the Clean Water Act, as amended (33 U.S.C. 1368), Executive Order 117389 and Environmental Protection Agency Regulation, 40 CFR Part 15 as required under OMB Circular A-102, Attachment O, Paragraph 14 (1) regarding reporting violations to the grantor agency and to the United States Environment Protection Agency Assistant Administrator for the Enforcement.

I hereby further certify that my company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations

Potential Vendor	Demco, Inc
Print Name	Terry Janes, VP Finance
Address	4810 Forest Run Rd.
City, Sate, Zip	Madison, WI 53704
Authorized signature	
Date	7/19/2022

Contractor Requirements

Contractor Certification Contractor's Employment Eligibility

By entering the contract, Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA), and all other federal and state immigration laws and regulations. The Contractor further warrants that it is in compliance with the various state statutes of the states it is will operate this contract in.

Participating Government Entities including School Districts may request verification of compliance from any Contractor or subcontractor performing work under this Contract. These Entities reserve the right to confirm compliance in accordance with applicable laws.

Should the Participating Entities suspect or find that the Contractor or any of its subcontractors are not in compliance, they may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

The offeror complies and maintains compliance with the appropriate statutes which requires compliance with federal immigration laws by State employers, State contractors and State subcontractors in accordance with the E-Verify Employee Eligibility Verification Program.

Contractor shall comply with governing board policy of the NCPA Participating entities in which work is being performed

Fingerprint & Background Checks

If required to provide services on school district property at least five (5) times during a month, contractor shall submit a full set of fingerprints to the school district if requested of each person or employee who may provide such service. Alternately, the school district may fingerprint those persons or employees. An exception to this requirement may be made as authorized in Governing Board policy. The district shall conduct a fingerprint check in accordance with the appropriate state and federal laws of all contractors, subcontractors or vendors and their employees for which fingerprints are submitted to the district. Contractor, subcontractors, vendors and their employees shall not provide services on school district properties until authorized by the District.

The offeror shall comply with fingerprinting requirements in accordance with appropriate statutes in the state in which the work is being performed unless otherwise exempted.

Contractor shall comply with governing board policy in the school district or Participating Entity in which work is being performed

Business Operations in Sudan, Iran

In accordance with A.R.S. 35-391 and A.R.S. 35-393, the Contractor hereby certifies that the contractor does not have scrutinized business operations in Sudan and/or Iran.

Authorized signature


Date

Terry R. Jones
7/19/2022

Antitrust Certification Statements (Tex. Government Code § 2155.005)

I affirm under penalty of perjury of the laws of the State of Texas that:

- (1) I am duly authorized to execute this contract on my own behalf or on behalf of the company, corporation, firm, partnership or individual (Company) listed below;
- (2) In connection with this bid, neither I nor any representative of the Company has violated any provision of the Texas Free Enterprise and Antitrust Act, Tex. Bus. & Comm. Code Chapter 15;
- (3) In connection with this bid, neither I nor any representative of the Company has violated any federal antitrust law; and
- (4) Neither I nor any representative of the Company has directly or indirectly communicated any of the contents of this bid to a competitor of the Company or any other company, corporation, firm, partnership or individual engaged in the same line of business as the Company.

Company name	Demco, Inc
Address	4810 Forest Run Rd.
City/State/Zip	Madison, WI 53704
Telephone No.	866.558.9068
Fax No.	888.320.0288
Email address	contracts@demco.com
Printed name	Terry R Janes
Position with company	Vice President - Finance
Authorized signature	

Required Clauses for Federal Assistance provided by FTA

ACCESS TO RECORDS AND REPORTS

Contractor agrees to:

- a) Maintain all non-financial books, records, accounts and reports required under this Contract for a period of not less than two (2) years after the date of termination or expiration of this Contract or any extensions thereof except in the event of litigation or settlement of claims arising from the performance of this Contract, in which case Contractor agrees to maintain same until the FTA Administrator, the U.S. DOT Office of the Inspector General, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto.
- b) Permit any of the foregoing parties to inspect all non-financial work, materials, and other data and records that pertain to the Project, and to audit the non-financial books, records, and accounts that pertain to the Project and to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed for the purpose of audit and examination. The right of access detailed in this section continues only as long as the records are retained.

FTA does not require the inclusion of these requirements of Article 1.01 in subcontracts.

CIVIL RIGHTS / TITLE VI REQUIREMENTS

- 1) Non-discrimination. In accordance with Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, Section 202 of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132, and Federal Transit Law at 49 U.S.C. § 5332, Contractor or subcontractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, marital status age, or disability. In addition, Contractor agrees to comply with applicable Federal implementing regulations and other applicable implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
- 2) Equal Employment Opportunity. The following Equal Employment Opportunity requirements apply to this Contract:
 - a. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal Transit Law at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable Equal Employment Opportunity requirements of U.S. Dept. of Labor regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor, 41 CFR, Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may affect construction activities undertaken in the course of this Project. Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, marital status, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.
 - b. Age. In accordance with the Age Discrimination in Employment Act (ADEA) of 1967, as amended, 29 U.S.C. Sections 621 through 634, and Equal Employment Opportunity Commission (EEOC)

implementing regulations, "Age Discrimination in Employment Act", 29 CFR Part 1625, prohibit employment discrimination by Contractor against individuals on the basis of age, including present and prospective employees. In addition, Contractor agrees to comply with any implementing requirements FTA may issue that are flowed to Contractor from Awarding Participating Agency.

- c. Disabilities. In accordance with Section 102 of the Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 *et seq.*, prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private entities. Contractor agrees that it will comply with the requirements of the Equal Employment Opportunity Commission (EEOC), "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR, Part 1630, pertaining to employment of persons with disabilities and with their responsibilities under Titles I through V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions.
 - d. Segregated Facilities. Contractor certifies that their company does not and will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not and will not permit their employees to perform their services at any location under the Contractor's control where segregated facilities are maintained. As used in this certification the term "segregated facilities" means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion or national origin because of habit, local custom, or otherwise. Contractor agrees that a breach of this certification will be a violation of this Civil Rights clause.
- 3) Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations, either by competitive bidding or negotiation, made by Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by Contractor of Contractor's obligations under this Contract and the regulations relative to non-discrimination on the grounds of race, color, creed, sex, disability, age or national origin.
 - 4) Sanctions of Non-Compliance. In the event of Contractor's non-compliance with the non-discrimination provisions of this Contract, Public Agency shall impose such Contract sanctions as it or the FTA may determine to be appropriate, including, but not limited to: 1) Withholding of payments to Contractor under the Contract until Contractor complies, and/or; 2) Cancellation, termination or suspension of the Contract, in whole or in part.

Contractor agrees to include the requirements of this clause in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

DISADVANTAGED BUSINESS PARTICIPATION

This Contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, "*Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*", therefore, it is the policy of the Department of Transportation (DOT) to ensure that Disadvantaged Business Enterprises (DBEs), as defined in 49 CFR Part 26, have an equal opportunity to receive and participate in the performance of DOT-assisted contracts.

- 1) Non-Discrimination Assurances. Contractor or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Contract. Contractor shall carry out all

applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or other such remedy as public agency deems appropriate. Each subcontract Contractor signs with a subcontractor must include the assurance in this paragraph. (See 49 CFR 26.13(b)).

- 2) **Prompt Payment.** Contractor is required to pay each subcontractor performing Work under this prime Contract for satisfactory performance of that work no later than thirty (30) days after Contractor's receipt of payment for that Work from public agency. In addition, Contractor is required to return any retainage payments to those subcontractors within thirty (30) days after the subcontractor's work related to this Contract is satisfactorily completed and any liens have been secured. Any delay or postponement of payment from the above time frames may occur only for good cause following written approval of public agency. This clause applies to both DBE and non-DBE subcontractors. Contractor must promptly notify public agency whenever a DBE subcontractor performing Work related to this Contract is terminated or fails to complete its Work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. Contractor may not terminate any DBE subcontractor and perform that Work through its own forces, or those of an affiliate, without prior written consent of public agency.
- 3) **DBE Program.** In connection with the performance of this Contract, Contractor will cooperate with public agency in meeting its commitments and goals to ensure that DBEs shall have the maximum practicable opportunity to compete for subcontract work, regardless of whether a contract goal is set for this Contract. Contractor agrees to use good faith efforts to carry out a policy in the award of its subcontracts, agent agreements, and procurement contracts which will, to the fullest extent, utilize DBEs consistent with the efficient performance of the Contract.

ENERGY CONSERVATION REQUIREMENTS

Contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plans issued under the Energy Policy and Conservation Act, as amended, 42 U.S.C. Sections 6321 *et seq.* and 41 CFR Part 301-10.

FEDERAL CHANGES

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, listed directly or by reference in the Contract between Public Agency and the FTA, and those applicable regulatory and procedural updates that are communicated to Contractor by Public Agency, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

INCORPORATION OF FEDERAL TRANSIT ADMINISTRATION (FTA) TERMS

The provisions include, in part, certain Standard Terms and Conditions required by the U.S. Department of Transportation (DOT), whether or not expressly set forth in the preceding Contract provisions. All contractual provisions required by the DOT and applicable to the scope of a particular Contract awarded to Contractor by a Public Agency as a result of solicitation, as set forth in the most current FTA Circular 4220.1F, published February 8th, 2016, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Contract. Contractor agrees not to knowingly perform any act, knowingly fail to perform any act, or refuse to comply with any reasonable public agency requests that would directly cause public agency to be in violation of the FTA terms and conditions.

NO FEDERAL GOVERNMENT OBLIGATIONS TO THIRD PARTIES

Agency and Contractor acknowledge and agree that, absent the Federal Government's express written consent and notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to agency, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying Contract.

Contractor agrees to include the above clause in each subcontract financed in whole or in part with federal assistance provided by the FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §§ 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this Contract. Upon execution of the underlying Contract, Contractor certifies or affirms, to the best of its knowledge, the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract Work is being performed.

In addition to other penalties that may be applicable, Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on Contractor to the extent the Federal Government deems appropriate.

Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307 (n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

Contractor agrees to include the above clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

State Notice Addendum

The National Cooperative Purchasing Alliance (NCPA), on behalf of NCPA and its current and potential participants to include all county, city, special district, local government, school district, private K-12 school, higher education institution, state, tribal government, other government agency, healthcare organization, nonprofit organization and all other Public Agencies located nationally in all fifty states, issues this Request for Proposal (RFP) to result in a national contract.

For your reference, the links below include some, but not all, of the entities included in this proposal:

http://www.usa.gov/Agencies/State_and_Territories.shtml

<https://www.usa.gov/local-governments>

Leon County
Board of County Commissioners
Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Bid Award for Construction of the Baum Road Box Culvert Replacement Project

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff / Project Team:	Chris Muehlemann, Chief of Engineering Design Melanie Hooley, Director, Division of Purchasing Tim Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board approval to award the bid for the Baum Road Box Culvert Replacement Project to Pyramid Excavation, Inc., the lowest responsible and responsive bidder, in the amount of \$620,200.

Fiscal Impact:

This item has a fiscal impact. The project has been budgeted and adequate funding is available in the Baum Road Drainage Improvement Capital Improvement Program budget.

Staff Recommendation:

Option #1: Approve the bid award to Pyramid Excavation, Inc., in the amount of \$620,200 for construction of Baum Road Box Culvert Replacement Project, and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval to award the bid for the Baum Road Box Culvert Replacement Project to Pyramid Excavation, Inc., the lowest responsible and responsive bidder, in the amount of \$620,200.

This project will replace the existing Baum Road stormwater cross drain (a 7'x 4' Box Culvert) located approximately 0.5 miles north of Buck Lake Road (Attachment #2). The existing cross drain lower flowthrough capacity has caused roadway overtopping, which renders Baum Road impassable during severe storm events. The new construction will include an enlarged box culvert (10'x 5'), with a larger flowthrough capacity to address these flooding conditions. This project is adequately funded in the Baum Road Drainage Improvement Capital Improvement Project (CIP).

Analysis:

The Invitation to Bid (ITB) for the Baum Road Improvements (BC-2024-039) was advertised through the automated procurement platform OpenGov Procurement and in the legal notices of the Tallahassee Democrat on August 6, 2024. A total of 8,602 vendors were notified through the automated procurement system. A total of 41 bid packages were requested, and the County received two responsive bids on September 5, 2024. Based on the itemized price sheets, the lowest responsible and responsive bidder was Pyramid Excavation, Inc., in the amount of \$620,200 (Attachment #3). This is a unit price contract, and the Contractor will be paid based on the actual completion of the individual pay items (Attachment #4).

The Office of Economic Vitality's (OEV) Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plans of the responsive bid to determine if the 5% aggregate MWBE Aspiration Goal for Construction Subcontracting was achieved. Pyramid Excavation, Inc., met the ascribed goals (Attachment #5).

This item recommends Board approval of the bid award to Pyramid Excavation, Inc., in the amount of \$620,200, and authorization for the County Administrator to execute the Agreement. The Project is anticipated to begin construction in November 2024 and be completed in May 2025.

Options:

1. Approve the bid award to Pyramid Excavation, Inc., in the amount of \$620,200 for construction of Baum Road Box Culvert Replacement Project, and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney.
2. Do not approve the bid award to Pyramid Excavation, Inc., in the amount of \$620,000, for the Baum Road Box Culvert Replacement Project.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Agreement
2. Location Map
3. Bid Tabulation Sheet
4. Bid Pricing Sheet
5. MWSBE Analysis

AGREEMENT

THIS AGREEMENT, by and between **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the ("County"), and **PYRAMID EXCAVATION, INC.**, hereinafter referred to as the ("Contractor"), (each a "Party" or together the "Parties") is entered into as of the date of last signature below ("Effective Date"). For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor agrees to provide its services to the County to perform the Work related to Baum Road Improvements set forth in: 1) Bid# BC-2024-039, attached hereto and incorporated herein as Exhibit A; and 2) the Contractor's bid submission, attached hereto and incorporated herein as Exhibit B (collectively "Work"). If any provision contained in this Agreement conflicts with any provision in Exhibit A or Exhibit B, the provision contained in this Agreement shall govern and control.

2. WORK

Contractor understands that no amount of Work is guaranteed to it nor is the County under any obligation to utilize the services of the Contractor in those instances where the Work to be performed can be done by County personnel or under separate contract. Any Work to be performed shall be upon the written request of the County Administrator or his designee, which request shall set forth the commencement date of such Work and the time within which such Work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TIME AND LIQUIDATED DAMAGES

The Work to be performed under this Agreement shall be commenced within fifteen (15) days of the Notice to Proceed. All Work to be performed under this Agreement shall be completed within one hundred and eighty (180) consecutive days of the Notice to Proceed. If the Work to be performed under this Agreement is not completed within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, an amount Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, July 2022 Edition.

Permitting the Contractor to continue and finish the Work or any part of it after the expiration of the time allowed under this Agreement, including extensions, if any, shall in no way act as a waiver on the part of the County of the liquidated damages due under this Agreement.

4. TIME OF THE ESSENCE

Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

The term "Business Day" as it applies to a notice requirement or other such deadline in this Agreement, means any day occurring Monday through Friday, except when such day is deemed to be a Holiday. The term "Holiday" means any day observed as a holiday by the Leon County Board of County Commissioners pursuant BCC Policy 03-16, as may be amended, which, as of the Effective Date of this Agreement, are the following days: New Year's Day, Martin Luther King Jr. Day, Florida Emancipation Day (May 20), Memorial Day, Independence Day, Labor Day, Election Day (first Tuesday after the first Monday in November in even-numbered years), Veteran's Day, Thanksgiving Day, Friday After Thanksgiving Day, and Christmas Day; provided, however, that when any of these observed holidays fall on a Saturday, the preceding Friday shall be the day observed as a holiday, and when any of these observed holidays falls on a Sunday, the following Monday shall

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be the day observed as a holiday. In addition, when New Year's Day and Christmas Day fall on a Thursday, the Friday following those days shall also be observed as a holiday, and when New Year's Day and Christmas Day fall on a Tuesday, the Monday preceding those days shall also be observed as a holiday.

5. CONTRACT SUM

The Contractor agrees that for the performance of the Work 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 (Contract Sum).

6. PAYMENTS TO THE CONTRACTOR

- A. Pay Requests - The Contractor shall submit to the County via the Architect an AIA G702 – Application and Certificate for Payment accompanied by an AIA G703 – Continuation Sheet or approved equivalent documents. Pay requests shall be sworn statements based upon the progress made and submitted to the County via the Project architect on a monthly basis. Payment by the County to the Contractor of the statement amount shall be made within twenty (20) days of approval by the Project architect and submittal to the County. Five percent (5%) retainage shall be held at the discretion of the County until completion of the Work.
- B. Final Payment - Final payment constituting the unpaid balance of the cost of the Project and the Contractor's fee, shall be due and payable within forty-five (45) days after the Project is delivered to the County, finished and ready for beneficial occupancy, or when the County occupies the Project, whichever event first occurs provided that the Project be then substantially completed, and this Agreement substantially performed. However, if there should remain Work to be completed, the Contractor and the Architect-Engineer shall list those items prior to receiving final payment and the County may retain a sum equal to 150% of the estimated cost of completing any unfinished Work and the applicable portion of the Contractor's retainage, provided that said unfinished items are listed separately and estimated cost of completing any unfinished items along with the basis of said costs are likewise listed separately. Thereafter, County shall pay to Contractor, monthly, the amount retained from each incomplete item after each of said items is completed.
- C. Payments to Subcontractors - The Contractor shall promptly, but not later than ten (10) days after receipt of payment from the County, pay all the amount due subcontractors less a retainage of five percent (5%). If there should remain items to be completed, the Contractor shall list those items required for completion and the Contractor shall require the retain age of a sum equal to 150% of the estimated cost of completing any unfinished items, provided that said unfinished items are listed separately and the estimated cost of completing any unfinished items likewise listed separately. Thereafter, the Contractor shall pay to the subcontractors, monthly, the amount retained for each incomplete item after each of said items is completed. Before issuance of final payment without any retain age, the subcontractor shall submit satisfactory evidence that all payrolls, material bills and other indebtedness connected with the Project have been paid or otherwise satisfied, warranty information is complete, as-built markups have been submitted and instruction for the County 's operating and maintenance personnel is complete. Final payment may be made to certain select subcontractors who work is satisfactorily completed prior to the total completion of the Project but only upon approval of the County.
- D. Delayed Payments by County - If the County shall fail to pay the Contractor within twenty (20) days after the receipt of an approved payment request from the Contractor, then the Contractor may, upon fourteen (14) additional days advance written notice to the County, stop the Project until payment of the Amount owing has been received, provided that the payment request has been submitted in sufficient detail to comply with the guidelines of the Office of the Clerk of the Circuit Court for Leon County. In the event that there is a dispute in the amount of the pay request, then only the disputed amount shall be held until resolved and the undisputed amount shall be paid within the time limits as stated within this paragraph. If undisputed amounts are timely paid, then the Contractor shall not stop the Project in any fashion and the progress of the project shall not be interrupted. Both Parties agree that best efforts will be made to resolve the disputed amount.

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- E. Payment for Materials and Equipment - Payments will be made for material and equipment not incorporated in the work but delivered and suitably stored at the site (or another location, subject to prior approval and acceptance by the County on each occasion).
- F. Notice of Commencement not Required. The Parties acknowledge and agree that the County, as a government owner of real property, is not subject to the Construction Lien Law of Chapter 713, Florida Statutes. Accordingly, the County shall not be required to sign and record the Notice of Commencement as referenced therein. Instead, as found by Florida courts, the protections afforded to materialmen and laborers under Chapter 713, Florida Statutes, relating to privately owned property, are adequately provided by either the contractor's execution and recording of a payment and performance bond as required by Section 255.05, Florida Statutes, relating to publicly owned property or by the requirement of a retainage amount, as the case may be.

7. PROMPT PAYMENT INFORMATION REQUIREMENTS AND NOTICES

- A. The County Project Manager is:

Chris Muehlemann
2280 Miccosukee Road
Tallahassee, FL 32308
850-606-1536
muehlemannc@leoncountyfl.gov

- B. The Contractor's Project Manager is:

Timothy Loughmiller Jr.
8440 Florida Georgia Highway
Havana, FL 32333
850-539-8100
timjr@pyramidexcavation.net

- C. Notices to the Contractor are to be submitted to:

Timothy Loughmiller Jr.
8440 Florida Georgia Highway
Havana, FL 32333
850-539-8100
timjr@pyramidexcavation.net

- D. Payment requests are to be submitted to:

Chris Muehlemann
2280 Miccosukee Road
Tallahassee, FL 32308
850-606-1536
muehlemannc@leoncountyfl.gov

- E. Proper form for a payment request for this Agreement is:

The Contractor's Application for Payment, EJCDC document No. C-620 (2007 Edition). The invoice must be properly addressed to the Engineer listed above. Delivery to another address will void the invoice, and it shall be of no force and effect.

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F. Substantial Completion

For the purposes of this section, the term "Agent" shall refer to the Engineer when the County (Owner) has engaged their professional services and to serve as an Agent for a project. In those instances when no Agent has been retained for the project, the County shall provide services as Agent with its own staff.

When the Contractor considers that the Work, or a portion thereof which the Owner agrees to accept separately, is substantially complete, the Contractor shall prepare and submit to the Agent/Owner a comprehensive list of items to be completed or corrected prior to final payment. For contracts less than \$10 million in value, the list must be developed within 30 calendar days of substantial completion. For contracts more than \$10 million in value, the list must be developed within 30 calendar days of substantial completion unless the parties agree in writing to extend it up to 45 days. Failure to include an item on such list does not alter the responsibility of the contractor to complete all Work in accordance with the Agreement Documents.

Upon receipt of the Contractor's list, the Agent/Owner will make an inspection to determine whether the Work or designated portion is substantially complete. The County, at its sole discretion, shall determine whether the Project is substantially complete. If the Agent/Owner's inspection discloses any item, whether or not included on the Contractor's list, which is not sufficiently complete in accordance with the Agreement Documents so that the Owner can occupy or utilize the Work or designated portion thereof for its intended use, it shall be added to the list and the Contractor shall, before the issuance of the Certificate of Substantial Completion, complete or correct such item upon notification by the Agent/Owner. In such case, the Contractor shall then submit a request for another inspection by the Agent/Owner to determine Substantial Completion. Upon completion or correction of all the items on the list, the Contractor may submit a payment request for all remaining retainage. The County may withhold up to 150% of the cost of any incomplete items.

- G. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under the Agreement.

8. DISPUTES/REMEDIES

- A. All disputes arising under or relating to this Agreement shall be resolved in accordance with this Section, except for disputes related to payments and payment disputes, which shall be addressed and resolved in accordance with Leon County Policy 96-1, as amended.
- B. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with the following procedure:
- 1) The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.
 - 2) Representatives of both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, they shall report their decision to the Parties in writing.
 - 3) If those representatives are unable to reconcile the dispute, they shall report their impasse to the appropriate County Director and the Contractor's designee, who, at their earliest opportunity, shall meet and attempt to reconcile the dispute.
 - 4) Should the Director and the Contractor's designee fail to resolve the dispute, they shall report their impasse to the County Administrator, or authorized representative, and the Contractor's designee, who, at their earliest opportunity, shall review and attempt to resolve the dispute.
 - 5) If the County Administrator and the Contractor's designee are not able to amicably resolve the dispute within fifteen (15) Business Days after the impasse is reported to them, then either Party can pursue whatever forms of relief that may be available to it under this Agreement, at law, or in equity.

9. STATUS

The Contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the

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Contractor nor any employees or subcontractors under it be considered to be employees of the County.

10. INSURANCE

Contractor shall, at its sole expense, procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

- 1) General Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage per occurrence with a \$3,000,000 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) Umbrella: \$5,000,000 combined single limit for bodily injury and property damage combined per occurrence and annual aggregate. The coverage shall provide excess coverage for employer's liability, general liability, including completed operations and auto liability.
- 5) Installation Floater: In the amount of the estimated cost of materials necessary to complete the contract. Should include temporary location, job site, and in transit coverage.

B. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

- 1) General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
 - a. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
 - b. The Contractor's insurance coverage shall be primary insurance as respects the County, it

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officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.

2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.
- 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 the requirements stated herein.

11. PERMITS

The Contractor shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement.

12. LICENSES & REGISTRATIONS

The Contractor shall be responsible for obtaining and maintaining any licenses, certifications, and/or registrations required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida, or any other applicable state or Federal law. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain its license, certification, and/or registration necessary to operate, the Contractor shall be in default of this Agreement as of the date such license, certification, and/or registration is lost.

The Contractor shall be registered to do business with the Florida Department of State prior to execution of this Agreement unless Contractor provides written verification of its exempt status (See applicable sections of Title XXXVI, Chapters 605 through 623, Florida Statutes).

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13. WARRANTY OF PERFORMANCE

A. Warranty

The Contractor represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all Work under this Agreement and that each person and entity that will perform the Work is duly qualified to perform such Work by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will perform such Work. The Contractor represents and warrants that the Work shall be performed in a skillful and respectful manner, and that the quality of all such Work shall equal or exceed prevailing industry standards for the performance of such Work.

B. Breach of Warranty

In entering into this Agreement, the Contractor acknowledges that the County is materially relying on the warranties stated in this paragraph. The County shall be entitled to recover any damages it incurs to the extent any such warranty is untrue. In addition, if any such warranty is untrue, the County shall have the right, at its sole discretion, to terminate this Agreement without any further liability to the County, to deduct from any amounts due Contractor under this Agreement the full amount of any value paid in violation of a warranty, and to recover all sums paid to Contractor under this Agreement.

14. ASSIGNMENTS

This Agreement shall not be assigned or sublet in whole or in part without the written consent of the County nor shall the Contractor assign any monies due or to become due to it hereunder without the previous written consent of the County.

15. PAYMENT AND PERFORMANCE BOND

A Combination Payment and Performance Bond in the amount of 100% of the estimated Contract Sum shall be supplied by the Contractor at the time of Agreement execution.

Payment and Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida.

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

16. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all claims, liabilities, damages, losses, costs, including, but not limited to, reasonable attorneys' fees, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents arising out of or under this Agreement

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the Contract Sum paid to the Contractor, and the promises and covenants herein, constitute sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractor's responsibility to indemnify and defend the County, its officials, officers and employees is limited to the Contractor's proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents, or employees.

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17. MINORITY BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Contractor shall meet or exceed the M/WBE participation levels stated in the Contractor's M/WBE Participation Statement included as part of the Contractor's response for this project, see Exhibit B, attached hereto and made a part hereof.

The Contractor shall provide a monthly report to the Leon County Minority, Women and Small Business Enterprise Division in a format and manner prescribed by the Division. The report shall, at a minimum, indicate the business name of each certified Minority Business Enterprise or Women Business Enterprise sub-contractor utilized, the amount paid, the type of work performed, the appropriate invoice date, and the payment date to the Division.

Should Contractor's sub-contractor utilization fall below the level required in this Agreement or should Contractor substitute MWBE sub-contractors without prior written approval of the Division, the Contractor may be in breach of the Agreement. Contractors found in breach of the Agreement with the County may be suspended which may lead to debarment and prohibit the Contractor from bidding on and/or participating in any future County projects for up to three (3) years as provided in Section 15 of the Purchasing Policy 96-1, as may be amended.

Any change in the subcontractor utilization as listed on the participation plan (Exhibit B), must be approved by the MWSBE Division. Should the Contractor determine that the MWBE named in their participation plan submittal is unavailable or cannot perform the Work, the Contractor shall request a change order. Such change order must be submitted to the MWSBE Division in writing at 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301 or by email to Darryl Jones, Deputy Director at DJones@oevforbusiness.org, LaTanya Raffington at lraffington@oevforbusiness.org, or Shanea Wilks at swilks@oevforbusiness.org.

18. AUDITS, RECORDS, AND RECORDS RETENTION

By entering into this Agreement, Contractor acknowledges and agrees that any records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of Section 119.071, Florida Statutes. 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 this 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 Subsection B 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. That persons duly authorized by the County and Federal auditors, pursuant to 45 CFR 75.364 shall have full access to and the right to examine this 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. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion or termination of the Agreement if Contractor does not transfer the records to the County.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND PYRAMID EXCAVATION, INC.
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- G. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

Contractor acknowledges that failure to provide the public records to the County within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. Contractor further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the County. Contractor shall indemnify, defend, and hold the County harmless for and against any and all claims, damage awards, and causes of action arising from Contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third-party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes County to seek declaratory, injunctive, or other appropriate relief against Contractor from a Circuit Court in Leon County on an expedited basis to enforce the requirements of this section.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**LEON COUNTY PURCHASING DIVISION
ATTN: MELANIE HOOLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: HOOLEYM@LEONCOUNTYFL.GOV**

19. MONITORING

The Agreement will require the Contractor to permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and Work of the Contractor 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 Contractor a written report of its findings and will include written recommendations with regard to the Contractor's performance of the terms and conditions of this Agreement. The Contractor will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Contractor'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 Contractor being deemed in breach or default of this Agreement; (2) the withholding of payments to the Contractor by the County; and (3) the termination of this Agreement for cause.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND PYRAMID EXCAVATION, INC.
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20. TERMINATION

Leon County may terminate this Agreement without cause by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder or, in the County's opinion, the Work being performed is not satisfactory. In such case, the County may immediately terminate the Agreement effective upon notice of termination to the Contractor.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.135(2)(a), Florida Statutes, been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

21. RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of the Contractor or any subcontractor which is related to the performance of this Agreement. The right expressed herein shall also be included in all contracts or subcontracts that involve the performance of any work or service involving the County.

22. PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein. This Agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or Work independently.

23. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of its knowledge and belief neither Contractor nor its affiliates has been convicted of a public entity crime. Contractor and its 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 termination of this Agreement by the County.

24. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. 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 grounds for termination of this Agreement by the County.

25. EMPLOYMENT ELIGIBILITY VERIFICATION

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

26. 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

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND PYRAMID EXCAVATION, INC.
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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.

27. 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 this Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

28. 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 this Agreement, Contractor shall obtain the prior written consent of the County.

29. FORCE MAJEURE

If either of the Parties is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or Federal government (collectively "Force Majeure"), then the affected party shall be excused from performance hereunder during the period of inability to perform. The party claiming Force Majeure shall promptly notify the other party in writing when upon learning of the existence of a Force Majeure condition, and when the Force Majeure condition has terminated. Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events related to increased costs associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

30. SOVEREIGN IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement. The County is included within the definition of "state agencies or subdivisions" in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

31. THIRD PARTY BENEFICIARIES

Neither the County nor the Contractor intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and no third party shall be entitled to assert a right or claim against either of the Parties based upon this Agreement.

32. LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for all actions arising from, related to, or in connection with this Agreement shall be in the state courts of the Second Judicial Circuit in and for Leon County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in Federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND PYRAMID EXCAVATION, INC.
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United States Bankruptcy Court for the Northern District of Florida. By entering into this Agreement, the County and Contractor hereby expressly waive any rights either Party may have to a trial by jury of any civil litigation related to this Agreement.

33. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

34. SEVERABILITY

It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

35. AMENDMENTS

No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of the County and Contractor.

36. 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.

37. INTERPRETATION

This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

38. COUNTERPARTS AND MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals and in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

39. AUTHORITY TO SIGN

Each signatory to this Agreement who signs on behalf of a party expressly represents and warrants that he or she has the authority to sign on behalf of that party.

41. ENTIRE AGREEMENT

This Agreement, including the terms and conditions shown above contains the complete and final agreement between the County and Contractor and no other agreement in any way modifying any of said terms and conditions will be binding upon the County unless made in conformance with this Agreement. Contractor may not unilaterally modify the terms of the Agreement (e.g., attachment or inclusion of standard preprinted forms, product literature, or terms accompanying or affixed to a product or purchase order, whether written or electronic) or by incorporating such terms onto Contractor's invoice or other documents forwarded by Contractor for payment. The County's acceptance of product or processing of documentation on forms furnished by Contractor for approval or payment shall not constitute acceptance of any proposed modification to terms and conditions and any additional or conflicting, terms proposed by Contractor. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the Parties after the date hereof.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND PYRAMID EXCAVATION, INC.
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ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – Solicitation Document #BC-2024-039
Exhibit B – Contractor’s Response to Solicitation #BC-2024-039

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AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND PYRAMID EXCAVATION, INC.
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WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

PYRAMID EXCAVATION, INC.

By: _____

By: _____

Vincent S. Long
County Administrator

Printed
Name

Date: _____

Title: _____

Date: _____

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

BY: _____

DATE: _____

APPROVED AS TO LEGAL SUFFICIENCY:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

Daniel R. Krumbholz
Assistant County Attorney

Date: _____

ADDENDA REPORT
ITB No. BC-2024-039
Baum Road Improvements

RESPONSE DEADLINE: September 5, 2024 at 2:00 pm

Wednesday, September 4, 2024

Addenda Issued:

Addendum #1

Aug 14, 2024 9:01 AM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

Addenda Acknowledgements:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
Network Craze			
Patterson Veterinary			
MURRAY FORD OF STARKE			
Helena Agri-Enterises, LLC			
Fisher Scientific			
Big Bend Rebar Inc			
Pyramid Excavation	X	Sep 4, 2024 12:44 PM	Timothy Loughmiller

QUESTION & ANSWER REPORT

ITB No. BC-2024-039

Baum Road Improvements

RESPONSE DEADLINE: September 5, 2024 at 2:00 pm

Wednesday, September 4, 2024

Approved, Unanswered Questions

Approved, Answers Provided

1. Estimated Budget

Aug 6, 2024 4:26 PM

Question: What's the estimated budget?

Aug 6, 2024 4:26 PM

Answered by Chris Muehlemann: \$730,000

Aug 7, 2024 8:38 AM

2. Road Closure

Aug 15, 2024 9:22 AM

Question: Will we be able to close the road during the construction of this project?

Aug 15, 2024 9:22 AM

Answered by Chris Muehlemann: Yes, the contractor will have to develop an MOT Plan for County's review and approval.

Aug 26, 2024 12:21 PM



INVITATION TO BID

FOR

BAUM ROAD IMPROVEMENTS

BID NUMBER BC-2024-039

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

RELEASE DATE: August 6, 2024

Baum Road Improvements

- I. Introduction
- II. Bidding Process
- III. Contractor Qualifications
- IV. Award and Contracting Process
- V. Minority, Women, Small Business (MWSBE) Enterprise
- VI. Required Certifications
- VII. Insurance Requirements
- VIII. Terms and Conditions
- IX. Specifications
- X. Vendor Questionnaire

Attachments:

- A - Bid Response Cover Sheet
- B - Forms for Solicitation (without Team Summary) 2024
- C - MWSBE Forms
- D - Agreement
- E - Baum Road Box Culvert Replacement - Plans
- F - Baum Road Culverts Wing Walls - Plans
- G - Leon County Supplemental Specifications to FDOT 2022 Edition
- H - DSEM Permit Card - LEM23-032
- I - DSEM LEM23-032 Permit Conditions
- J - FDEP Permit - File No. 0441128-001-SFG-37, Leon County
- K - NFWFMD General Environmental Resource Permit - GEN-073-314416-1
- L - Subsurface Soil Exploration & Geotechnical Engineering Evaluation
- M - Baum Road Improvements - Bid Pricing Sheet

I. Introduction

A. Summary

Leon County is seeking the services of a qualified vendor for removal of existing box culvert and associated headwalls, construction of a new box culvert and associated amenities, guardrail construction, side drain construction, roadway construction, roadway resurfacing, and all other construction indicated on the plans.

The proposed project is located in Section 23 & 24, Township 1 North, Range 2 East, in Leon County, Florida. The project limits are within the Baum Road right of way located 2,500 feet north of Buck Lake Road as indicated in the construction plans.

Prime Contractor shall possess current and valid FDOT pre-qualifications in the Drainage and Flexible Paving work class. The pre-qualifications shall be current and valid at the time of the bid submittal. This project is anticipated to take 180 calendar days to perform. The complete documents include a series of attachments which are listed in the Specifications of the solicitation.

Any Prime Contractor who submits a bid with the intent to use a Sub-Contractor who possesses the work class pre-qualifications MUST identify the Sub-Contractor and submit the Sub-Contractors current and valid FDOT pre-qualifications in the Drainage and Flexible Paving work class by the Proposal Submission Deadline to be considered responsive to this bid solicitation.

Mandatory On-Site Pre-Bid Meeting will be held on Wednesday, **August 21, 2024 at 9:00am** at the **Purchasing Division** at 1800-3 North Blair Stone Road, Tallahassee, FL 32308. **Attendance is mandatory to be eligible for award.**

B. Contact Information

Kelly Boyd

Contract Compliance Specialist

1800-3 N. Blair Stone Road

Tallahassee, FL 32308

Email: boydke@leoncountyfl.gov

Phone: (850) 606-1611

Department:

Procurement

Department Head:

Melanie Hooley

Purchasing Director

C. Timeline

Below is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interests of the public. If any changes to the Schedule of Events are made, the County will post the changes on the County website either as a public meeting notice, or as an addendum, as applicable. It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled. The website address is: <https://procurement.opengov.com/portal/leoncounty>.

Release Project Date	August 6, 2024
Pre-Bid Meeting (Mandatory)	August 21, 2024, 9:00am Purchasing Division Conference Room 1800-3 North Blair Stone Rd Tallahassee, FL 32308
Question Submission Deadline	August 26, 2024, 4:00pm
Proposal Submission Deadline	September 5, 2024, 2:00pm

II. Bidding Process

A. BIDDER INSTRUCTIONS

Bidders are expected to examine the specifications, delivery schedule, freight requirements, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern. Bids must be submitted electronically via OpenGov.

B. SPECIAL ACCOMMODATION

Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability must call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the Leon County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955 8771 (TDD).

C. PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

- A. Any person or person's representative seeking an award from such competitive solicitation; and
- B. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

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

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, communications with the County Attorney or communications with the Purchasing Director.

Violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

D. REGISTRATION

Bidders which obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. In order to

register, you must create an account on the County's eProcurement Portal (<https://procurement.opengov.com/portal/leoncounty>), browse to the bid, and then click the "Follow" button.

Failure to register through the Purchasing Division (<https://procurement.opengov.com/portal/leoncounty>) may cause your submittal to be rejected as non-responsive.

E. ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <https://procurement.opengov.com/portal/leoncounty>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make them available for pick up at the Purchasing Division. It is the responsibility of the Bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

F. QUESTIONS AND CLARIFICATIONS

Questions may be submitted directly through the County's e-Procurement Portal located at <https://procurement.opengov.com/portal/leoncounty>. Alternatively, if using email, questions pertaining to bid procedures or regarding the specifications should be addressed to both Melanie Hooley and Kelly Boyd, telephone (850) 606-1600; E-mail: hooleym@leoncountyfl.gov and boydke@leoncountyfl.gov.

If using email, bidders are requested to send such requests to both representatives of the Purchasing Division. Electronic inquiries are preferred over phone.

Each Bidder shall examine the solicitation documents carefully, including the forms and draft agreement; and, no later than the last day for questions listed in schedule of events, shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which the bidder may discover in the solicitation, including the agreement. The County will prepare a written response to each written question, comment, and recommendation that is delivered to the County prior to the deadline listed in the schedule of events. The County's written responses will be issued in an addendum to this solicitation. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in a written addendum from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing will be recognized by the Board as duly authorized expressions on behalf of bidders. Each bidder shall be deemed to have waived all questions that are not submitted to the County in compliance with this section.

G. PREPARATION AND SUBMISSION OF BID

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. The County's only method of submission is electronically via OpenGov. Bids containing any conditions or irregularities of any kind may be rejected by the County.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages,

judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

H. WITHDRAWAL OF BIDS

Bids may be electronically withdrawn from OpenGov by the vendor prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

I. RECEIPT AND OPENING OF BIDS

Bids will be opened publicly at the time and place stated in the Invitation to Bid. When the specified time has arrived no bids received thereafter will be considered. At the time fixed for the opening of bids, the bid tabulation will be made public and will be posted on the Purchasing Division website at: <https://procurement.opengov.com/portal/leoncounty>.

Sealed bids or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier. If the County rejects all Bids submitted in response to this ITB, the rejected Bids remain exempt from public records disclosure until the County posts an intended decision or until the County withdraws the reissued Bid. Bids received by the County pursuant to this ITB will not remain exempt for longer than twelve (12) months after the County rejects such Bids.

J. BID GUARANTEE

Bids shall be accompanied by a 5% bid guarantee which shall be a Bid Bond, Certified or Cashier's Check or Bank Draft (no cash, company, or personal checks will be accepted), made payable to the Board of County Commissioners, Leon County, Florida. Such check, bank draft, or bond shall be submitted with the understanding that the bonds will be held until award of bid.

The County reserves the right to hold the Bid Guarantee until after a contract has been entered into or a purchase order has been executed. The accepted Bidders bid bond will be held until execution of the agreement and may be forfeited due to non- performance.

The check or bond shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw his bid for a period of 90 days after the scheduled closing time for the receipt of bids. It shall also guarantee that the successful bidder will enter into a contract within ten (10) days after he has received notice of acceptance of his bid. In the event of withdrawal of bid, or failure to enter into and fully execute the contract within ten (10) days the contractor may be deemed in to be in default. In such an event, the contractor shall be liable to the County for the full amount of the default.

K. PLANHOLDERS

As a convenience to bidders, the County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at: <https://procurement.opengov.com/portal/leoncounty> by clicking the "Followers" tab on the the advertisement of the respective solicitation. A listing of the registered planholders with their email address is designed to assist bidders in preparation of their responses.

L. REJECTION OF BIDS

The County reserves the right to reject all bids when such rejection is in the best interest of the County.

M. ERRORS AND OMISSIONS

The County and its representatives shall not be responsible for any errors or omission in the ITB. Due care and diligence has been exercised in the preparation of this ITB, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful respondent.

III. Contractor Qualifications

The primary contractor shall possess current and valid FDOT pre-qualifications in the Drainage and Flexible Paving, work classes. The pre-qualifications shall be current and valid at the time of the bid submittal. Pursuant to Section 489.105(3) F.S., any prime contractor who submits a bid with the intent to use sub-contractor who possesses the work class pre-qualifications MUST identify the sub-contractor and submit the sub-contractors current and valid FDOT pre-qualifications in Drainage and Flexible Paving, work classes by the proposal submission deadline to be considered responsive to this bid.

Failure to provide proof of current and valid FDOT pre-qualifications in the Drainage and Flexible Paving, work classes will result in the bid being determined as non-responsive.

Contractors shall be licensed in the State of Florida as required by Chapter 489, Florida Statutes. Specific license type for this project shall be as indicated in Sections 489.105(3)(a)-(g) Florida Statutes, as applicable to the scope of work of the project.

Proposed sub-contractors and/or if self-performing, the employee that is performing the work, must hold a license for any specialty work, based on the work required to complete this project.

IV. Award and Contracting Process

A. AWARD OF BIDS

The bid will be awarded to the lowest responsive, responsible bidder. In accordance with Section 287.05701(3), Florida Statutes, in determining whether a bidder is responsible, the County will not request documentation of or consider a bidder's social, political, or ideological interests, nor give preference to a bidder based on such interests. The County reserves the right to waive any minor irregularity in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at:

<https://procurement.opengov.com/portal/leoncounty> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No. 96-1, Purchasing Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, bidders are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Bidders are not to contact departments or divisions regarding the bidder complaint.

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 hours after receipt of the intended recommendation of award and the 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. The notice of protest shall contain at minimum: the name of the Protestor; the Protestor's address and phone number; the name of the Protestor's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section.

B. Agreement

Every procurement for contractual services shall be evidenced by a written agreement. The awarded Bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement. The performance of Leon County of any of its obligations under the agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the agreement for the current and any future periods provided for within the bid specifications.

C. Payment and Performance Bond

A Combination Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution.

Payment and Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

V. Minority, Women, Small Business (MWSBE) Enterprise

A. MWSBE Overview

The Minority Women Small Business Enterprise (MWSBE) Policy of the City of Tallahassee, Leon County Government, and Blueprint Intergovernmental Agency applies to this solicitation. This solicitation has a project specific goal for the participation of Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by the Office of Economic Vitality (OEV) MWSBE Division.

- Certified MBE/WBE Participation Project Specific Goal: 5% Aggregate

All respondents, including MBE firms, and WBE firms will meet the project specific goal(s) or demonstrate in their response that a good faith effort was made to meet the project specific goal(s). When an MBE or WBE firm is the prime contractor or consultant, the goal is fulfilled for their certification designation and the other portion of the goal, if present, must be fulfilled. For example, if a certified MBE firm responds to a solicitation as a prime contractor, the goal for MBE participation is fulfilled. The MBE prime contractor remains responsible for meeting the goal for WBE participation.

Certified MBE and WBE firms may participate by providing goods or services in support of the project as subcontractors or subconsultants identified on the Respondent and Team Summary Form.

B. MWSBE Responsive Responses

The MWSBE Division will deem responses responsive to the MWBE Section of the solicitation if they include a completed MWBE Participation Plan and/or Good Faith Effort documentation.

Please complete an MWBE Participation Plan Form, include the MBE and WBE firms on your Respondent and Team Summary Form, and, if you are unable to meet the project specific goal, complete a Good Faith Effort Form. **Failure to provide all MWBE Section Forms in bid submission will result in the bid being deemed nonresponsive.**

If you are unable to meet the project specific goal for MBE and WBE participation, you must submit a Good Faith Effort Form documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

C. MWSBE Contact Information

Respondents needing assistance or guidance with these requirements should contact LaTanya Raffington of the MWSBE Division at Lraffington@oevforbusiness.org OR Shanea Wilks of the MWSBE Division at Swilks@oevforbusiness.org. A directory of certified MBE and WBE firms is available on the OEV website: <https://oevforbusiness.mwsbe.com>.

VI. Required Certifications

A. Licenses and Registrations

The contractor shall be responsible for obtaining and maintaining throughout the contract period any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

B. Local Preference in Purchasing and Contracting (with Local Trades Contractor Work)

- A. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:
 1. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth below, shall be given a preference in the amount of five percent of the bid price.
 2. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth below, shall be given a preference in the amount of three percent of the bid price.
 3. The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.
 4. For the purposes of this section, "home office" shall mean a business's principal office or headquarters constituting the center for administration and policymaking.
- B. Local Trades Contractor Work. All contractual awards issued in accordance with the provisions of this subsection (paragraph 2) shall contain aspirational trade contractor work targets, based on market and economic factors, of 85 percent as follows: The successful individuals or firms shall agree to engage not less than 85 percent of the dollar value of trade contractor work with local businesses unless the successful individuals or firms prove to the County's satisfaction, that the trade contractor work is not available locally with the Leon, Gadsden, Wakulla or Jefferson County area. The term "trade contractor" shall mean a subcontractor who contracts with the prime contractor and whose primary activity is performing specific activities (e.g., pouring concrete, masonry, site preparation, framing, carpentry, dry wall installation, electrical, plumbing, painting) in a construction project but is not responsible for the entire project.
- C. Local business definition. For purposes of this section, "local business" shall mean a business which:

1. Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 2. Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
 3. Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
- D. Certification. Any bidder claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

C. 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 the agreement by the County. As part of the bid response to this solicitation, please complete and submit the attached form AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.

D. Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

E. Identical Tie Bids

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

F. Employment Eligibility Verification

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

G. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

H. Scrutinized Company Certification

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

VII. Insurance Requirements

A. Overview

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder will be disqualified from award of the contract.

The awarded 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.

VIII. Terms and Conditions

A. Standard Terms and Conditions

The terms and conditions associated with this solicitation are as set forth in the Agreement contained in the "Attachments" section of this solicitation. After the award of the solicitation, the County will finalize the preparation of the Agreement and forward it to the Firm awarded the bid, after which the Firm will have five days to execute the Agreement and return it to the County.

B. Manufacturers' Name and Approved Equivalents

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

C. Conflicting Terms and Conditions

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

D. Penalties

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

- A. Failure to perform according to agreement provisions.
- B. Conviction in a court of law of any criminal offense in connection with the conduct of business
- C. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
- D. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
- E. Other reasons deemed appropriate by the Board of County Commissioners.

IX. Specifications

A. Summary of Work

The proposed Baum Road Box Culvert Replacement Project is located in Section 23 & 24, Township 1 North, Range 2 East, in Leon County, Florida. The project limits are within the Baum Road right of way located 2,500 feet north of Buck Lake Road as indicated in the construction plans. The scope of work to be performed under this bid will include Removal of existing box culvert and associated headwalls, construction of a new box culvert and associated amenities, guardrail construction, side drain construction, roadway construction, roadway resurfacing, and all other construction indicated on the plans.

B. General Requirements

The construction sequence and design notes are shown on the construction plans. The contract administration, construction procedure, materials, and equipments, shall be in accordance with the following specifications and contract documents:

- 9.2.1 All Standards and specifications called out on the Construction Plans.
- 9.2.2 Leon County Technical Specifications included herein
- 9.2.3 Manual on Uniform Traffic Control Devices (MUTCD), U.S. Department of Transportation Federal Highway Administration, Latest Edition.
- 9.2.4 Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, July 2022 Edition and all supplemental documents thereto.
- 9.2.5 FDOT Standard Plans for Road and Bridge Construction, FY 2022-23 Edition and all supplemental documents thereto.

In the event of any conflict between the Florida Department of Transportation's standard specifications and the specifications of this contract, the specifications of this contract shall govern. The governing order of these specifications is to follow the sequence in the aforementioned specifications and standards.

C. Pre-Bid Conference

Contractors are required to attend the mandatory Pre-Bid conference to be qualified for bidding.

D. Special Provisions

An allowance of 180 calendar days has been set for the completion of this Contract, including any utility coordination and relocation.

The construction approach and sequence are laid out in the General Notes section of the Construction Plans.

The Contractor shall conduct bi-weekly coordination meetings with County, Utility and Designer representatives.

9.4.2 The Contractor or sub-contractor must be prequalified by the Florida Department of Transportation (FDOT) for the work they are performing. The FDOT Prequalification Work Classes for this Project are Drainage & Flexible Paving. All materials used on this project shall be on the FDOT's Approved Product List or shall be from a plant certified by a program accepted by FDOT, as applicable.

9.4.3 Any material substitutions or other changes to the Contract Documents shall be made according to all governmental requirements and with prior approval from the Engineer of Record and the County's Engineer.

9.4.4 A National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Construction Activities may apply to this Contract. It is the Contractor's responsibility to secure the NPDES permit prior to commencement of construction. A copy of the NPDES permit application form can be obtained through the Florida Department of Environmental Protection's (FDEP) web site at

http://www.dep.state.fl.us/water/stormwater/npdes/permits_forms.htm.

If a NPDES permit is obtained, a copy of the permit shall be provided to Leon County Public Works Department.

Sediment and Erosion Control measures are the responsibility of the Contractor. Sediment and Erosion Control shown on the plans are provided as a convenience to the Contractor. Erosion Control measures SHALL be designed and implemented by the contractor as per FDEP requirements and satisfaction of all requirements of the NPDES Permit.

9.4.5 Within 15 calendar days after the contract has been awarded, Contractor shall submit to the County's Engineer a project construction schedule showing in detail the working days on which the project is expected to begin and complete for each of the various major items.

9.4.6 Contractor shall conduct a pre-construction conference at the project site and confirm the construction sequence. Contractor shall invite the County's Engineer and the Engineer of Record, along with all affected utilities, regulatory agencies, and subcontractors to the pre-construction conference. Contractor shall confirm all work schedules with subcontractors and other affected parties prior to or during the pre-construction conference.

9.4.7 Contractor shall not start work until all required permits have been received and a "Notice to Proceed" from Leon County has been issued. The Contractor shall post all applicable permits in a manner compliant with each permit.

9.4.8 The liquidated damages will be set based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, July 2022 Edition.

9.4.9 It is the Contractor's responsibility to verify the survey control points for construction stakeouts as well as the wetland limits.

9.4.10 It is Contractor's responsibility to verify and locate all the utilities to avoid damages.

9.4.11 If the staging area is outside County's right-of-way or properties, the Contractor is required to obtain separate permits from Leon County – Development Services and Environmental Management. All expenses associated with the additional permits will be paid by the Contractor.

9.4.12 The Clearing and Grubbing pay items include but are not limited to all works within the construction area as described in Section 110 of FDOT's Standard Specifications for Roadway and Bridge Construction, July 2022 Edition. The vegetation and tree removal are also included in the clearing and grubbing cost.

9.4.13 The Contractor is also responsible to ensure all construction activities in compliance with the permit requirements.

9.4.14 Contractor provided dewatering design requirements, schedule and maintenance:

a. The Contractor shall provide all dewatering necessary to keep the construction and work areas dry. The Contractor shall design, install, operate, and maintain an adequate system. The system shall be of sufficient size and capacity to maintain a dry condition without delays to construction operations.

b. The Contractor shall submit a proposed dewatering plan for approval by Leon County Public Works prior to the pre-construction meeting of any construction or excavation operations. The plan shall show all proposed best management practices (I.E., filter bags, sediment sumps, etc.) for complying with all local, state, and national water quality regulations. Discharge points shall be clearly indicated.

c. The Contractor shall monitor and provide testing at the discharge points during dewatering operations. Contractor shall ensure the discharge turbidity is within the limits set forth in chapter 62-302 F.A.C. (less than 29 NTU + Natural Background). Testing records shall be maintained onsite by the contractor and provided to the County upon request. If dewatering operations exceed the turbidity requirements, the Contractor shall stop work until the best management practices are in place to ensure water quality criteria are reached.

d. The Contractor shall maintain a regularly scheduled maintenance program which shall conform to the equipment manufacturer's recommendations and include all other work necessary to maintain all components fully operational.

e. The Dewatering Plan and implementation shall be incidental to the construction cost.

9.4.15 Erosion controls shown on the plans are to be considered minimum and additional protection shall be accounted for in this project.

9.4.16 The Contractor shall visit the project site prior to submitting the bids so a complete understanding of the site conditions and construction details can be achieved.

9.4.17 If the construction works causes any damages to adjacent properties, Contractor will be responsible for compensation unless it is proved otherwise.

9.4.18 OSHA required minimum clearances must be maintained from the overhead electric neutral and primary conductors for any construction work.

9.4.19 The Contractor shall provide a minimum one-year warranty on the materials and workmanship for the work performed under this contract. Specific warranties for certain items are detailed in plans and will be provided by the contractor. The warranty shall commence upon completion of construction and issuance of Final Acceptance by the County.

9.4.20 Contractor shall guarantee all plant material for a period of one year from the date of final acceptance.

9.4.21 (a) All quality control testing costs are incidental and included in the total contract price.

(b) Leon County shall reserve the right to sample any or all materials to determine whether materials meet the required specifications. Failure to meet specifications shall be cause for cancellation of delivery and rejection of materials provided for partial or full payment deduction as determined by the County representative.

9.4.22 Contractor shall remove all equipment from the roadway and the shoulder during non-working hours to ensure the least practicable interference with traffic and pedestrians.

9.4.23 Any monument within the limits of disturbance is to be protected. If a monument is in danger of damage, Contractor shall notify the Engineer of Record and the County's Engineer.

9.4.24 As-built Survey and Record Drawings will be required for this project.

9.4.25 (a) It is Contractor's responsibility to verify survey control points for construction stakeouts. Before the final walkthrough, Contractor shall furnish the Engineer of Record with an as-built survey showing all project improvements. Costs for construction stakeouts and as-built survey are included in the total contract price.

(b) Any monument within the limits of disturbance is to be protected. If a monument is in danger of damage, Contractor shall notify the Engineer of Record and the County's Engineer.

9.4.26 The exact location of all utilities in the vicinity of construction activities shall be determined by Contractor prior to construction. Contractor shall contact all utility companies through Sunshine State One Call of Florida, Inc. (1-800-432-4770) two business days in advance of beginning construction.

9.4.27 This construction site is in a remote area and contractor is responsible for safety of the construction site and shall prohibit public access (vehicular and pedestrian) to the site during construction. The associated costs such as temporary fencing, video surveillance, signage leading to site from south trails and other necessary measures shall be considered incidental and included in the total contract price.

9.4.28 The Contractor shall be aware and abide by the requirements listed with the approved project Permits.

E. Attachments

Attachment E- Baum Road Box Culvert Replacement - Plans

Attachment F - Baum Road Culverts Wing Walls - Plans

Attachment G - Leon County Supplemental Specifications to FDOT 2022 Edition

Attachment H - DSEM Permit Card - LEM23-032

Attachment I - DSEM LEM23-032 Permit Conditions

Attachment J - FDEP Permit -File No. 0441128-001-SFG-37, Leon County

Attachment K - NFWFMD General Environmental Resource Permit -GEN-073-314416-1

Attachment L - Subsurface Soil Exploration & Geotechnical Engineering

Evaluation

Bid Pricing Sheet

Attachment M - Baum Road Improvements -

X. Vendor Questionnaire

Bids must be submitted electronically via OpenGov.

A. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

☐ Please confirm

*Response required

B. Human Trafficked Labor*

I certify that this firm does not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

☐ Please confirm

*Response required

C. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Section 287.087, Florida Statutes. See section titled Drug-Free Workplace Requirements for details.

☐ Please confirm

*Response required

D. Scrutinized Company Certification*

As required by Section 287.135(5), Florida Statutes, I certify that the firm is not participating in a boycott of Israel.

☐ Please confirm

*Response required

E. FDOT Prequalification*

The FDOT Prequalification Work Classes for this Project are Drainage, Flexible Paving.

Failure to provide proof of current and valid FDOT pre-qualifications in the Drainage and Flexible Paving work classes will result in the bid being determined as non-responsive.

*Response required

F. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

I certify that this firm has coverage is in place at the required levels or, if awarded, coverage will be in place at the required levels.

☐ Please confirm
*Response required

G. Bid Guarantee*

A Bid Bond is required for this project. Please upload your Bid Bond here.

If submitting a Cashier's Check in lieu of a Bid Bond, please scan a copy of the cashier's check, upload here, and also mail the original cashier's check to:

Leon County Government - Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

The mailing must have the Project ID (BC-2024-039), the Project Title (Baum Road Improvements), and the Company Name printed clearly on the front of the envelope.

This must be postmarked no later than the date of the bid opening or your bid will be considered non-responsive.

*Response required

H. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

☐ Please confirm
*Response required

I. Bid Response Cover Sheet with Signature*

*Response required

J. Florida Trench Safety Act**

Bidders shall complete Certificate of Compliance with Florida Trench Safety Act, in accordance with the requirements of Chapter 553, Florida Statutes. Contractor shall be responsible for compliance with all trenching shoring safety requirements.

Please download the below document, complete, and upload.

- [Trench Safety Act Form.pdf](#)

*Response required

K. Bid Pricing Form*

Please refer to Attachments for the Bid Pricing Form. Download, complete, and upload your response here.

*Response required

L. MWBE Information / Good Faith Effort*

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

If you are unable to meet the project specific goal for MBE and WBE participation, in addition to the MWBE Participation Plan Form, you must also submit all Good Faith Effort Forms documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

To reiterate, regardless of whether you can meet the Goals or not, you must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

*Response required

M. Additional Forms to Fill Out and Submit*

Please submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see the Attachments section for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Affidavit Immigration Laws
- Equal Opportunity and Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information & Applicable Licenses/Registrations
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)

*Response required

N. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If necessary, please upload a redacted copy of your submittal.

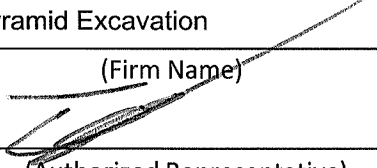
BID RESPONSE COVER SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Melanie Hooley
Purchasing Director

Carolyn Cummings, Chair
Leon County Government

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

	Pyramid Excavation
	(Firm Name)
BY	
	(Authorized Representative)
	Timothy Loughmiller JR
	(Printed or Typed Name)
ADDRESS	8440 FI GA HWY Havana FL 32333
EMAIL ADDRESS	timjr@pyramidexcavation.net
TELEPHONE	8505398100
FAX	8505394703

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated 8/19 Initials TcJ

Addendum #2 dated _____ Initials _____

Addendum #3 dated _____ Initials _____

[PYRAMID EXCAVATION] RESPONSE DOCUMENT REPORT

ITB No. BC-2024-039

Baum Road Improvements

RESPONSE DEADLINE: September 5, 2024 at 2:00 pm

Report Generated: Thursday, September 5, 2024

Pyramid Excavation Response

CONTACT INFORMATION

Company:

Pyramid Excavation

Email:

timjr@pyramidexcavation.net

Contact:

Timothy Loughmiller

Address:

8440 FI GA HWY
Havana, FL 32333

Phone:

(850) 933-1688

Website:

N/A

Submission Date:

Sep 5, 2024 12:58 PM (Eastern Time)

ADDENDA CONFIRMATION

Addendum #1

Confirmed Sep 4, 2024 12:44 PM by Timothy Loughmiller

QUESTIONNAIRE

1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

Confirmed

2. Human Trafficked Labor*

I certify that this firm does not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

Confirmed

3. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Section 287.087, Florida Statutes. See section titled Drug-Free Workplace Requirements for details.

Confirmed

4. Scrutinized Company Certification*

As required by Section 287.135(5), Florida Statutes, I certify that the firm is not participating in a boycott of Israel.

Confirmed

5. FDOT Prequalification*

The FDOT Prequalification Work Classes for this Project are Drainage, Flexible Paving.

Failure to provide proof of current and valid FDOT pre-qualifications in the Drainage and Flexible Paving work classes will result in the bid being determined as non-responsive.

PrequalifiedVendorSearchPrintView.pdf

6. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

I certify that this firm has coverage is in place at the required levels or, if awarded, coverage will be in place at the required levels.

Confirmed

7. Bid Guarantee*

A Bid Bond is required for this project. Please upload your Bid Bond here.

If submitting a Cashier's Check in lieu of a Bid Bond, please scan a copy of the cashier's check, upload here, and also mail the original cashier's check to:

Leon County Government - Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

The mailing must have the Project ID (BC-2024-039), the Project Title (Baum Road Improvements), and the Company Name printed clearly on the front of the envelope.

This must be postmarked no later than the date of the bid opening or your bid will be considered non-responsive.

BAUM_BID.pdf

8. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

Confirmed

9. Bid Response Cover Sheet with Signature*

BAUM_COVER.pdf

10. Florida Trench Safety Act**

Bidders shall complete Certificate of Compliance with Florida Trench Safety Act, in accordance with the requirements of Chapter 553, Florida Statutes. Contractor shall be responsible for compliance with all trenching shoring safety requirements.

Please download the below document, complete, and upload.

- [Trench Safety Act Form.pdf](#)

COUNTY_TRENCH.pdf

11. Bid Pricing Form*

Please refer to Attachments for the Bid Pricing Form. Download, complete, and upload your response here.

Copy_of_Baum_Road_Improvements_-Bid_Pricing_Sheet.xlsx

12. MWBE Information / Good Faith Effort*

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

If you are unable to meet the project specific goal for MBE and WBE participation, in addition to the MWBE Participation Plan Form, you must also submit all Good Faith Effort Forms documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

To reiterate, regardless of whether you can meet the Goals or not, you must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

COUNTY_MBEWWBE.pdf

13. Additional Forms to Fill Out and Submit*

Please submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see the Attachments section for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Affidavit Immigration Laws
- Equal Opportunity and Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information & Applicable Licenses/Registrations
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)

BAUM_Additional_Forms.pdf

PYRAMID_CERT.pdf

14. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If necessary, please upload a redacted copy of your submittal.

No response submitted

BAUM ROAD CULVERT REPLACEMENT PROJECT

	Description	Unit	Quantity	Unit Price	Cost
101 1	MOBILIZATION	LS	1.00	\$ 30,000.00	\$ 30,000.00
102 1	MAINTENANCE OF TRAFFIC	LS	1.00	\$ 25,000.00	\$ 25,000.00
110 1 1	CLEARING AND GRUBBING	AC	0.50	\$ 20,000.00	\$ 10,000.00
160 4	TYPE B STABILIZATION	SY	150.00	\$ 65.00	\$ 9,750.00
285704	OPTIONAL BASE, BASE GROUP 04	SY	150.00	\$ 60.00	\$ 9,000.00
327 70 6	MILLING EXISTING ASPHALT PAVEMENT, 1 1/2" AVG DEPTH	SY	150.00	\$ 100.00	\$ 15,000.00
334-1-12	1-1/2" SP12.5 ASPHALT STRUCTURAL BASE COURSE	TN	15.00	\$ 450.00	\$ 6,750.00
334-1-12	1-1/4" SP9.5 ASPHALT STRUCTURAL TOP COURSE	TN	15.00	\$ 450.00	\$ 6,750.00
334-1-12	1-1/2" SP9.5 ASPHALT STRUCTURAL TOP COURSE (OVERLAY)	TN	15.00	\$ 450.00	\$ 6,750.00
430175118	PIPE CULVERT, OPTIONAL MATERIAL, ROUND, 18"S/CD	LF	30.00	\$ 120.00	\$ 3,600.00
430984125	MITERED END SECTION, OPTIONAL ROUND, 18" SD	EA	2.00	\$ 1,500.00	\$ 3,000.00
530 3 3	RIPRAP - RUBBLE, BANK AND SHORE	TN	300.00	\$ 175.00	\$ 52,500.00
536 1 0	GUARDRAIL -ROADWAY, GENERAL/LOW SPEED TL-2 (Some require shop bent)	LF	300.00	\$ 50.00	\$ 15,000.00
536 85 24	GUARDRAIL END TREATMENT- PARALLEL APPROACH TERMINAL	EA	6.00	\$ 1,500.00	\$ 9,000.00
570 1 2	PERFORMANCE TURF, SOD	SY	700.00	\$ 8.00	\$ 5,600.00
LC1	5'X10' BOX CULVERT (INCLUDES ALL STEEL, CONCRETE, ETC AS PER FDOT STANDARD PLANS AND	CY	53.00	\$ 3,750.00	\$ 198,750.00
LC2	CONCRETE ENDWALL (INCLUDES ALL STEEL, CONCRETE, ETC. AS PER INCLUDED PLAN)	CY	24.00	\$ 3,500.00	\$ 84,000.00
LC3	FALL PROTECTION	LF	75.00	\$ 150.00	\$ 11,250.00
LC4	GRAVEL PAD BENEATH CULVERT (18" DEEP) (REFER TO INCLUDED SOIL REPORT)	CF	750.00	\$ 10.00	\$ 7,500.00
LC5	EARTHWORK	LS	1.00	\$ 20,000.00	\$ 20,000.00
LC6	HAUL IN SELECT MATERIAL / HAUL OFF	LS	1.00	\$ 25,000.00	\$ 25,000.00
LC7	STRIPING (INCLUDES REFLECTIVE PAVEMENT MARKERS)	LF	120.00	\$ 50.00	\$ 6,000.00
LC8	EROSION CONTROL & TREE PROTECTION	LS	1.00	\$ 5,000.00	\$ 5,000.00
LC9	DEMOLITION AND REMOVAL OF EXISTING CULVERT	LS	1.00	\$ 25,000.00	\$ 25,000.00
LC10	DEWATERING	LS	1.00	\$ 15,000.00	\$ 15,000.00
LC11	AS-BUILT SURVEYS	LS	1.00	\$ 15,000.00	\$ 15,000.00
				TOTAL	\$ 620,200.00

EXHIBIT B - VENDOR RESPONSE
PAGE 8 OF 29
Listing of Prequalified Contractors

Contractor with Name PYRAMID EXCAVATION, INC
1-1 of 1 contractors

VENDOR NAME	HOME OFFICE ADDRESS	BIDDING OFFICE ADDRESS	
PYRAMID EXCAVATION, INC F593715775003 EXPIRES: 6/30/2025	8440 FLA GA HIGHWAY HAVANA, FL 32333 (850)539-8100	8440 FLA GA HIGHWAY HAVANA, FL 32333 (850)539-8100	
WORK CLASSES			
DRAINAGE			
GRADING			
SIDEWALK			
* Bedding Stone, Rip Rap, Underground Utilities (Water and Sewer)			

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Pyramid Excavation, Inc.
8440 Fla/Ga Highway
Havana, FL 32333

SURETY:

(Name, legal status and principal place of business)

Merchants National Bonding, Inc.
PO Box 14498
Des Moines, IA 50306

Mailing Address for Notices

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

OWNER:

(Name, legal status and address)

Leon County Board of County Commissioners
1800-3 Blair Stone Rd
Tallahassee, FL 32308

BOND AMOUNT: \$ 5% Five Percent of Amount Bid

PROJECT:

(Name, location or address, and Project number, if any)


Baum Road Improvements
Bid Number: BC-2024-039
Removal of Existing Box Culvert and Associated Headwalls
Construction of New Box Culver and Associated Amenities


The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this **5th** day of **September, 2024**


(Witness)


(Witness) **Melissa Beckworth, Account Executive**

Pyramid Excavation, Inc.

(Principal)

(Seal)

By: 

(Title)

President

Merchants National Bonding, Inc.

(Surety)

(Seal)

By: 

(Title)

James N. Congello, Attorney-in-Fact

Surety Phone No. **813-498-1183**



S-0054/AS 8/10

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa, d/b/a Merchants National Indemnity Company (in California only) (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Anderson L Glenn; James C Congelio; James N Congelio

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

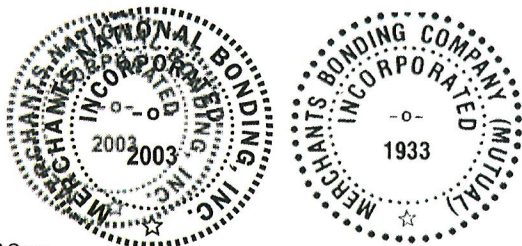
"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 3rd day of February, 2024.



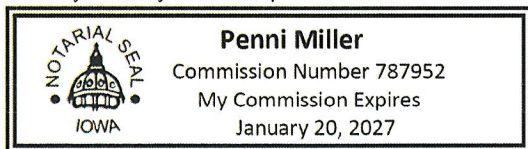
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.
d/b/a MERCHANTS NATIONAL INDEMNITY COMPANY

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 3rd day of February 2024, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.

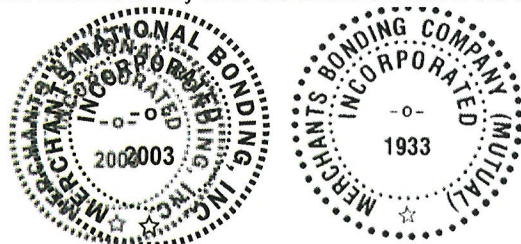


(Expiration of notary's commission does not invalidate this instrument)

Penni Miller
Notary Public

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 5th day of September, 2024



William Warner Jr.
Secretary



MERCHANTS NATIONAL BONDING, INC. • P.O. BOX 14498 • DES MOINES, IOWA 50306-3498
PHONE: (800) 678-8171 • FAX: (515) 243-3854

ADDENDUM TO BOND

This Addendum is in reference to the bond(s) to which it is attached.

Merchants National Bonding, Inc. ("Merchants") deems the digital or electronic image of Merchants' corporate seal below affixed to the bond(s) to the same extent as if a raised corporate seal was physically stamped or impressed upon the bond(s). The digital or electronic seal below shall have the same force and effect as though manually fixed to the bond(s).

All terms of the bond(s) remain the same.

Signed and effective March 23, 2020.

MERCHANTS NATIONAL BONDING, INC.



By: _____

Larry Taylor, President

TRENCH SAFETY ACT COMPLIANCE FORM

1. The bidder understands that Section 553.60, Florida Statutes through Section 553.64, Florida Statutes (The Florida Trench Safety Act hereinafter called the "Act") requires compliance with the Occupational Safety and Health Administration's excavation safety standards, 29 C.F.R. s. 1926.650 Subpart P.
2. The bidder will comply with all applicable trench safety standards, during all phases of the work, if awarded the contract, and will ensure that all subcontractors will also comply with the Act.
3. The bidder will consider the geotechnical information available from the County, from its own sources and all other relevant information in its design of the trench safety system it will employ on the subject project. The bidder acknowledges that the County is not obligated to provide such information, that bidder is not to rely solely on such information if provided, and that bidder is solely responsible for the selection of the data on which he relies in designing said safety system, as well as for the system itself.
4. The bidder acknowledges that included in the Total Price in the Bid Form are costs for complying with the Florida Trench Safety Act. The undersigned further identifies the costs to be \$ \$100 per linear foot.
5. The amount in Item 5 herein includes the following Trench Safety Compliance Methods and the units of each safety measure. The unit costs and the unit prices are shown solely for the purpose of compliance with the procedural requirements of the Act.

Trench Safety Compliance Method	Unit (LF, SY)	Quantity	Unit Cost	Extended Cost
A. <u>8' steel trench box</u>	<u>20</u>	<u>1</u>	\$ <u>100</u>	\$ <u>2000</u>
B. _____	_____	_____	\$ _____	\$ _____
C. _____	_____	_____	\$ _____	\$ _____
D. _____	_____	_____	\$ _____	\$ _____
E. _____	_____	_____	\$ _____	\$ _____
TOTAL:				\$ <u>2000</u>

Use additional blank sheets to further itemize if more room is required.

7. Acceptance of the bid to which this certification and disclosure applies in no way represents that the County or its representatives have evaluated or determined that the above costs are adequate to comply with the applicable trench safety requirements, nor does it in anyway relieve bidder of its sole responsibility to comply with all applicable safety requirements.

Company: Pyramid Excavation

By:  9/4/24
Signature of Authorized Representative Date

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN

RESPONDENT: Pyramid Excavation

SOLICITATION NUMBER: BC-2024-039

DATE: 9/4/2024

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit this MWBE Participation Plan with their responses to be deemed responsive to the MWBE Section of this solicitation.

For MWBE participation in Leon County Government, City of Tallahassee, and Blueprint Intergovernmental Agency projects, certified MBE and WBE firms are certified by the Office of Economic Vitality Minority, Women, and Small Business Enterprise (MWSBE) Division. MBE and WBE firms that have their primary business location in Leon, Gadsden, Wakulla, or Jefferson County and that are certified by the Florida Department of Management Services Office of Supplier Diversity also qualify for MWBE participation.

To remain responsive, Respondents must utilize certified MBE and/or WBE firms to fulfill the project specific goal(s). The project specific goal(s) for this solicitation are specified in **Section 1.4** (City of Tallahassee and Blueprint solicitations) or in the **Minority, Women, and Small Business Enterprise (MWSBE) Overview** (Leon County Government solicitations). Respondents that do not meet or exceed the project specific goals must complete the Good Faith Effort Documentation Form to remain responsive, even if they meet a portion of the project specific goal(s).

All necessary MWBE information should be included on the MWBE Forms.

SECTION 1 – MWBE Participation

Complete the following tables for the base bid and any alternates, if applicable. Corresponding Respondent and Team Summary Tables should support the totals in the base bid/alternates. The Total Percentage is calculated by dividing the Total Dollar Amount of Certified Firm Participation by the Total Project Amount. The Certified MBE Firm Participation Total Dollar Amount will correspond to the sum of all dollars spent with Certified MBE Firms listed in the corresponding Respondent and Team Summary Table. The Certified WBE Firm Participation Total Dollar Amount will correspond to the sum of all dollars spent with Certified WBE Firms listed in the corresponding Respondent and Team Summary Table. Round to the nearest whole dollar.

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN

Base Bid

BASE BID		
	Total Dollar Amount	Total Percentage (Firm Participation + Total Project Amount)
Total Project Amount	\$ 620200	100%
Certified MBE Firm Participation	\$ 15505	2.5 %
Certified WBE Firm Participation	\$ 15505	2.5 %

BASE BID RESPONDENT AND TEAM SUMMARY																	
Firm Name (Prime and Subcontractor(s) or Subconsultant(s))	Vendor Phone & Email	Potential Scope of Work	Estimated Percentage of Services	Estimated Dollar Amount of Participation	Indicate the Category that Best Describes Each Firm Listed												
					Non-MWBE		Certified MWBE				Non-Certified MWBE						
					Non-Minority	Certified Small Business	African American	Asian American	Hispanic American	Native American	Non-Minority Female	African American	Asian American	Hispanic American	Native American	Non-Minority Female	
Willie Gaines and Sons	8509333427	striping/MOT	2.5	15505				●									
Rippee Construction	8506686805	Concrete	1.25	7752.5													●
Delacy Farm Sod	8505395008	Sodding	1.25	7752.5													●
TOTAL			5%	\$31010													

MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN

ACKNOWLEDGEMENT

I hereby certify, as Respondent to this Solicitation, that the information provided herein is true and correct. I affirm that I have authority to bind Respondent to contractual agreements.

Respondent has communicated with the subcontractors and subconsultants identified herein, and those subcontractors and subconsultants understand that Respondent intends to utilize them on this project, if awarded. Respondent agrees that bad faith or dishonesty in the information provided on this MWBE Participation Plan Form is a violation of [MWSBE Policy](#) Section VIII.G. If awarded, Respondent agrees to utilize the firms identified herein, to endeavor to pay those firms the amounts identified herein to meet the project specific goals for this solicitation, to monitor the work of the firms, to provide subcontractor or subconsultant payment information to the MWSBE Division, and to abide by the [MWSBE Policy](#).

Pyramid Excavation

PM

Name of Respondent

Title of Signatory

Signature

9/4/2024

Date

Timothy Loughmiller

Print Name

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Pyramid Excavation

Signature: _____

Title: PM

STATE OF _____
COUNTY OF _____

Florida
Goodman

Sworn to and subscribed before me this 4th day of Sept, 2024

Personally known ✓

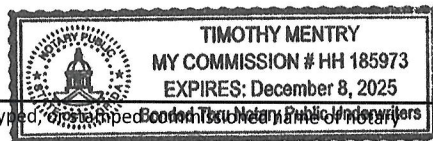
Timothy Mentry
NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of FL

(Type of
identification)

My commission expires: 12-8-2025



Printed, typed, or stamped name of Notary Public

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed:



Title:

PM

Firm:

Pyramid Excavation

Address:

8440 FL GA HWY HAVANA FL 32333

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the

following: (Check one and sign in the space provided.)

☒ This firm complies fully with the above requirements.

☐ This firm does not have a drug free work place program at this time.



Bidder's Signature

PM

Title

9/4/2024
Date

CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name: Pyramid Excavation	
Street Address: 8440 FL GA HWY	
City, State, Zip: Havana Florida 32333	
Taxpayer ID Number: 59-3715775	
Telephone: 8505398100	Fax:
Trade Style Name: Pyramid Excavation	

TYPE OF BUSINESS ORGANIZATION (check one)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Trust
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Other (specify)
<input checked="" type="checkbox"/>	Sub-chapter S Corporation		

State of Incorporation: FL Date Established: 1994

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder will be duly bound:

Name	Title	Telephone	E-Mail
Timothy Loughmiller	PM	8509331688	timjr@pyramidexcavation.net

Present Amount of Bonding Coverage (\$): 3500000	Has your application for surety bond ever been declined? <input type="checkbox"/> Yes <input checked="" type="radio"/> No <i>(If yes, please provide detailed information on reverse)</i>	During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors or suppliers? <input type="checkbox"/> Yes <input checked="" type="radio"/> No <i>(If yes, please provide detailed information on reverse)</i>
---	---	--

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE


THIS 4th DAY OF September, 2024.

By:  Title: PM

Printed Name and Title: Timothy Loughmiller PM

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, And OTHER
RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature

PM

Title

Pyramid Excavation

Contractor/Firm

8440 FL GA HWY HAVANA FL 32333

Address

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification.

Failure to provide the information requested will result in denial of certification as a local business.

Business Name: Pyramid Excavation	
Current Local Address: 8440 FL GA HWY HAVANA FL 32333	Phone: 8505398100 Fax:
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address: See Above	Phone: Fax:

Signature of Authorized Representative

Date

STATE OF

COUNTY OF

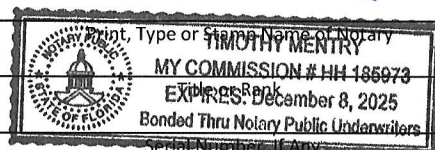
The foregoing instrument was acknowledged before me this
By Timothy Longmiller Sr.
(Name of officer or agent, title of officer or agent)

4th day of September, 2024
of Pyramid Excavation
(Name of corporation acknowledging)

a Florida Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)

or has produced as identification.

Signature of Notary



EMPLOYMENT ELIGIBILITY VERIFICATION

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

A handwritten signature in black ink, consisting of stylized, overlapping loops and a long diagonal stroke extending upwards and to the right.

Signature

9/4/2024

Date

NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with Leon County Government, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.
2. The undersigned is authorized to make this Affidavit on behalf of,
Pyramid Excavation
(Name of Corporation, Partnership, Individual, etc.)
a S Corp, formed under the laws of Florida
(Type of Business) (State or Province)
of which he/she is President
(Sole Owner, partner, president, etc.)
3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.
4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

[Signature]
AFFIANT'S NAME

President
AFFIANT'S TITLE

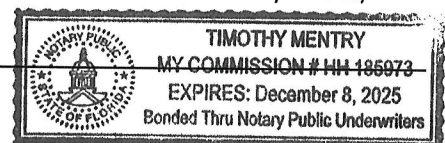
TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this 4th Day of Sept, 2024.

Personally Known [Signature] Or Produced Identification

Type of Identification

[Signature]
NOTARY PUBLIC
(Print, Type or Stamp Commissioned Name of Notary Public)

My Commission Expires: _____



BOARD OF COUNTY COMMISSIONERS LEON COUNTY
EXHIBIT B - VENDOR RESPONSE
SUBSTITUTION FORM W-9

ATTACHMENT #1
PAGE 64 OF 88



REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

MAIL COMPLETED FORM AND DOCUMENTS TO:

CLERK OF CIRCUIT COURT & COMPTROLLER LEON COUNTY 301 S. Monroe Street #100 Tallahassee FL32301

PLEASE REFER TO FORM W9 INSTRUCTIONS FOR MORE INFORMATION

PART I: VENDOR INFORMATION

1. Legal Business Name: (As it appears on the IRS Income Tax return IRS EIN records, CP575, 147C - or - Social Security Administration records, Social Security Card, certified Form SSA7028) <u>Pyramid Excavation, Inc.</u>		2. If you use a DBA/Trade Name, please list below:	
3. Entity Type (Check only one),			
<input type="checkbox"/> Individual / Sole Proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		<input type="checkbox"/> Government (Local, State, Federal) <input type="checkbox"/> Tax-Exempt organization under IRC Section 501 C _____ <input type="checkbox"/> Limited liability company. Enter tax classification (C=Corporation, S=S corporation, P=partnership) 	
4. 1099 Reporting: Services provided to the Board of County Commissioners Leon County by vendor, if not applicable skip:			
<input type="checkbox"/> Health care or medical service <input type="checkbox"/> Legal or attorney services <input type="checkbox"/> Rental of Real Property		<input type="checkbox"/> Royalties <input type="checkbox"/> Other _____	

PART II: TAXPAYER IDENTIFICATION NUMBER (TIN) & TAXPAYER IDENTIFICATION TYPE

1. Enter your TIN here (DO NOT USE DASHES)			
2. Taxpayer Identification Type (check appropriate box):		<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <div style="border: 1px solid black; padding: 2px; display: inline-block;">5</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">9</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">3</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">7</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">1</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">5</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">7</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">7</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">5</div> </div>	
<input type="checkbox"/> Employer ID No. (EIN)		<input type="checkbox"/> Social Security No. (SSN)	
<input type="checkbox"/> N/A (Non United States Business Entity)			

PART III: ADDRESS

1. Address:		2. Remittance Address, IF DIFFERENT:	
Address Line #1 <u>8440 FI-6A Hwy</u>		Address Line #1	
Address Line #2		Address Line #2	
Address Line #3		Address Line #3	
City <u>Havana</u>	State <u>FL</u>	City	State
Zip + 4 Code <u>32333</u>		Zip + 4 Code	

PART IV: CERTIFICATION

Under penalties of perjury, I certify that:

- The number shown on this form is my correct tax payer identification number (or I am waiting for a number to be issued to me), AND
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, AND
- I am a U.S. Citizen or other U.S. person.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding

Printed Name <u>Tim Loughmiller</u>	Printed Title <u>President</u>	Telephone Number <u>8505398100</u>
Signature <u>[Signature]</u>	Email <u>tim@pyramidexcavation.com</u>	Date (mm/dd/yyyy) <u>9-4-24</u>

PART V: DIRECT DEPOSIT (ACH) This is the County's preferred payment method

Warning: The Board of County Commissioners Leon County will not process International ACH Transactions (IAT). If any payment to you from the County will ever result in an IAT under National Automated Clearing House Association (NACHA) operating rules or if you are not sure if the rules apply to you DO NOT FILL OUT THIS SECTION OF THE FORM. Please provide a copy of a voided check or letter from bank confirming information indicated above.

Include a voided check or letter from financial institution if requesting ACH payments	Type of Account
<u>[Signature]</u>	<input checked="" type="radio"/> Checking <input type="radio"/> Savings
I acknowledge the IAT warning and authorize the Board of County Commissioners Leon County to initiate direct deposit of funds to the account and financial institution indicated, and to recover funds deposited in error if necessary in compliance with NACHA regulations.	
Signature <u>[Signature]</u>	Printed Name <u>Tim Loughmiller</u>

PART VI: OFFICE USE ONLY

OFFICIAL / POC USE ONLY		CLERK OF COURT FINANCE DEPARTMENT USE ONLY	
BUSINESS UNIT	DATE (mm/dd/yyyy)	PHONE NO.	
POC (Print name)		POC Initials	

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
2 Business name/disregarded entity name, if different from above. Pyramid Excavation Inc	
3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
5 Address (number, street, and apt. or suite no.). See instructions. 8440 Florida Georgia Hwy	Requester's name and address (optional)
6 City, state, and ZIP code Havana, FI 32333	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

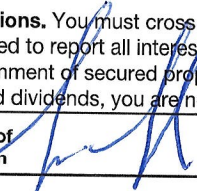
Social security number									
			-				-		
or									
Employer identification number									
5	9	-	3	7	1	5	7	7	5

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date 9.4.24
------------------	--	--------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Instructions for Completing this Form

This form substitutes for the IRS W-9 form. Complete this form if you will receive payment from the Board of County Commissioners Leon County for goods and services. To comply with the Internal Revenue Service (IRS) regulations regarding 1099 reporting, the Board of County Commissioners Leon County is required to collect the following information to be completed on the Substitute W-9 form. The information collected on this form will allow the Board of County Commissioners Leon County to confirm that our records contain the official name of your business, the Tax Identification Number (TIN) that the IRS has on file for your business and business type.

Check the appropriate box(s) that this form is to be utilized and fill in the corresponding section(s) indicated next to the box(s) checked.

PART I: VENDOR INFORMATION

1. **Legal Business Name** Enter the legal name as registered with the IRS or Social Security Administration.
2. **DBA/Trade Name** Individuals leave blank. Sole Proprietorships: Enter DBA (doing business as) name. All Others: Complete only if business name is different than Legal Name.
3. **Entity Type** Check ONE box which describes business entity.
4. **1099 Reporting** Check the appropriate box that applies to the type of services being provided to the Board of County Commissioners Leon County. If the type of service is not specifically stated, then leave blank.

PART II: TAXPAYER IDENTIFICATION NUMBER (TIN) & TAXPAYER IDENTIFICATION TYPE

1. **Taxpayer Identification Number** Enter TIN with no dashes in the boxes provided
 - a. TIN is always a 9-digit number. Provide the Social Security Number (SSN) assigned by the Social Security Administration (SSA) or the Federal Employer Identification Number (FEIN) assigned to the business or other entity by the Internal Revenue Service (IRS).
2. **TIN Identification Type** Mark the appropriate box for the TIN provided above.

PART III: ADDRESS

1. **Address** Where correspondence, payment(s), purchase order(s) or 1099s should be sent.
2. **Remittance Address** If different than Address
3. **Zip Code and Phone Number** The 5 + 4 code will be required to be entered for all zip codes. If the last 4 digits are unknown, then 4 zeros (0) can be entered. Do not enter the "-" as part of the zip code. When entering the phone number, only enter the 10 digit number. Do not enter the "(" or "-" as part of the phone number.

PART IV: CERTIFICATION

By signing this document you are certifying that all information provided is accurate and complete. The person signing this document should be the partner in the partnership, an officer of the corporation, the individual or sole proprietor noted under legal name above, or the government official for which the vendor account is established.

Identifying information is required of the person signing the form.

PART V: DIRECT DEPOSIT (ACH) We request that you elect to receive payments from the Board of County Commissioners Leon County through Automated Clearing House (ACH) direct deposit. Please provide a copy of a voided check or letter from financial institution with the banking information. Without one of the two items, ACH information WILL NOT be entered and you will need to resend the requested documents. Select the type of account being provided.

I Acknowledge Print name and sign to acknowledge the IAT warning and to authorize the Board of County Commissioners Leon County to initiate direct deposit of funds to your financial institution provided.

Privacy Act Notice Section 6109 of the Internal Revenue Code requires you to furnish your correct TIN to persons who must file information returns with the Internal Revenue Service.



CERTIFICATE OF LIABILITY INSURANCE

ATTACHMENT #1
DATE 10/06/2024
PAGE 67 OF 68
09/04/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
FEDERATED MUTUAL INSURANCE COMPANY
HOME OFFICE: P.O. BOX 328
OWATONNA, MN 55060

CONTACT NAME: CLIENT CONTACT CENTER
PHONE (A/C, No, Ext): 888-333-4949 FAX (A/C, No): 507-446-4664
E-MAIL ADDRESS: CLIENTCONTACTCENTER@FEDINS.COM

INSURED
PYRAMID EXCAVATION, INC.
PO BOX 2307
HAVANA, FL 32333-2307

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: FEDERATED MUTUAL INSURANCE COMPANY	13935
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 0

REVISION NUMBER: 4

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	N	N	6125944	08/30/2024	08/30/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) EXCLUDED PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS & COMP/OP ACC \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS OWNLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	6125944	08/30/2024	08/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per Person) BODILY INJURY (Per Accident) PROPERTY DAMAGE (Per Accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION	N	N	6125946	08/30/2024	08/30/2025	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	1806768	08/30/2024	08/30/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L EACH ACCIDENT \$1,000,000 E.L DISEASE EA EMPLOYEE \$1,000,000 E.L DISEASE POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

THIS COPY IS NOT TO BE REPRODUCED FOR ISSUANCE OF CERTIFICATES.

CERTIFICATE HOLDER

A CERTIFICATE HAS BEEN FILED WITH EACH OF YOUR CERTIFICATE HOLDERS.

04

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Nicholas R. Zaver



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE UNDERGROUND UTILITY & EXCAVATION CO HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

LOUGHMILLER, TIMOTHY LEE JR

PYRAMID EXCAVATION, INC.
8440 FLORIDA-GEORGIA HIGHWAY
HAVANA FL 32333

LICENSE NUMBER: CUC1225919

EXPIRATION DATE: AUGUST 31, 2026

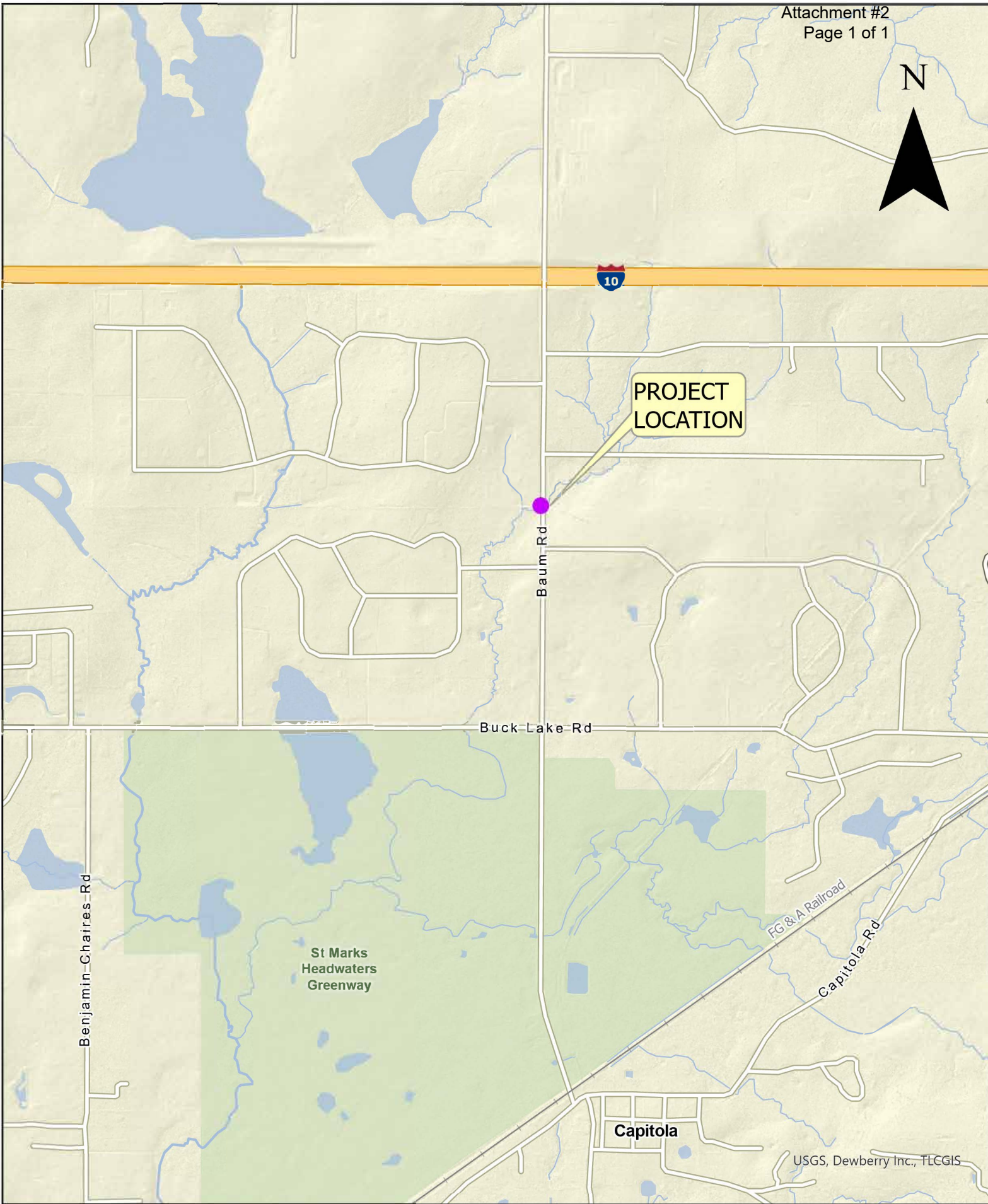
Always verify licenses online at MyFloridaLicense.com

ISSUED: 08/21/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





BAUM ROAD BOX CULVERT REPLACEMENT PROJECT

LEON COUNTY PURCHASING DIVISION
BID TABULATION SHEET
BC-2024-039

Bid Title: Baum Road Improvements

Opening Date: Thursday, September 5, 2024, at 2:00 PM

Vendor	Sandco LLC	Pyramid Excavation		
Pre-Bid Attendance	✓	✓		
Response Sheet with Manual Signature	✓	✓		
MWSBE Forms	✓	✓		
Affidavit Immigration	✓	✓		
Equal Opportunity and Affirmative Action	✓	✓		
Identical Tie Bids	✓	✓		
Contractor's Business Information/Applicable Licenses/Registrations	✓	✓		
Non-Collusion Affidavit	✓	✓		
Certification/Debarment	✓	✓		
Local Vendor Certification	✓	✓		
E-Verify	✓	✓		
Trench Safety Act	✓	✓		
FDOT Prequalification	✓	✓		
Bid Bond	✓	✓		
Total Bid Price	\$995,329.50	\$620,200.00		

Tabulated By:





BAUM ROAD CULVERT REPLACEMENT PROJECT

	Description	Unit	Quantity	Unit Price	Cost
101 1	MOBILIZATION	LS	1.00	\$ 30,000.00	\$ 30,000.00
102 1	MAINTENANCE OF TRAFFIC	LS	1.00	\$ 25,000.00	\$ 25,000.00
110 1 1	CLEARING AND GRUBBING	AC	0.50	\$ 20,000.00	\$ 10,000.00
160 4	TYPE B STABILIZATION	SY	150.00	\$ 65.00	\$ 9,750.00
285704	OPTIONAL BASE, BASE GROUP 04	SY	150.00	\$ 60.00	\$ 9,000.00
327 70 6	MILLING EXISTING ASPHALT PAVEMENT, 1 1/2" AVG DEPTH	SY	150.00	\$ 100.00	\$ 15,000.00
334-1-12	1-1/2" SP12.5 ASPHALT STRUCTURAL BASE COURSE	TN	15.00	\$ 450.00	\$ 6,750.00
334-1-12	1-1/4" SP9.5 ASPHALT STRUCTURAL TOP COURSE	TN	15.00	\$ 450.00	\$ 6,750.00
334-1-12	1-1/2" SP9.5 ASPHALT STRUCTURAL TOP COURSE (OVERLAY)	TN	15.00	\$ 450.00	\$ 6,750.00
430175118	PIPE CULVERT, OPTIONAL MATERIAL, ROUND, 18"S/CD	LF	30.00	\$ 120.00	\$ 3,600.00
430984125	MITERED END SECTION, OPTIONAL ROUND, 18" SD	EA	2.00	\$ 1,500.00	\$ 3,000.00
530 3 3	RIPRAP - RUBBLE, BANK AND SHORE	TN	300.00	\$ 175.00	\$ 52,500.00
536 1 0	GUARDRAIL -ROADWAY, GENERAL/LOW SPEED TL-2 (Some require shop bent)	LF	300.00	\$ 50.00	\$ 15,000.00
536 85 24	GUARDRAIL END TREATMENT- PARALLEL APPROACH TERMINAL	EA	6.00	\$ 1,500.00	\$ 9,000.00
570 1 2	PERFORMANCE TURF, SOD	SY	700.00	\$ 8.00	\$ 5,600.00
LC1	5'X10' BOX CULVERT (INCLUDES ALL STEEL, CONCRETE, ETC AS PER FDOT STANDARD PLANS AND	CY	53.00	\$ 3,750.00	\$ 198,750.00
LC2	CONCRETE ENDWALL (INCLUDES ALL STEEL, CONCRETE, ETC. AS PER INCLUDED PLAN)	CY	24.00	\$ 3,500.00	\$ 84,000.00
LC3	FALL PROTECTION	LF	75.00	\$ 150.00	\$ 11,250.00
LC4	GRAVEL PAD BENEATH CULVERT (18" DEEP) (REFER TO INCLUDED SOIL REPORT)	CF	750.00	\$ 10.00	\$ 7,500.00
LC5	EARTHWORK	LS	1.00	\$ 20,000.00	\$ 20,000.00
LC6	HAUL IN SELECT MATERIAL / HAUL OFF	LS	1.00	\$ 25,000.00	\$ 25,000.00
LC7	STRIPING (INCLUDES REFLECTIVE PAVEMENT MARKERS)	LF	120.00	\$ 50.00	\$ 6,000.00
LC8	EROSION CONTROL & TREE PROTECTION	LS	1.00	\$ 5,000.00	\$ 5,000.00
LC9	DEMOLITION AND REMOVAL OF EXISTING CULVERT	LS	1.00	\$ 25,000.00	\$ 25,000.00
LC10	DEWATERING	LS	1.00	\$ 15,000.00	\$ 15,000.00
LC11	AS-BUILT SURVEYS	LS	1.00	\$ 15,000.00	\$ 15,000.00
				TOTAL	\$ 620,200.00



Inter-Office Memorandum

Date: September 10, 2024

To: Kelly Boyd, Contract Compliance Specialist
Financial Stewardship/ Purchasing Division

From: Darryl Jones, Deputy Director
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: Baum Road Improvements- BC-2024-039

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plan of two bid respondents provided by the Purchasing Division to determine if the 5% Aggregate Aspirational Goal for Construction Subcontracting was achieved for the Baum Road Improvements project. Our review is conducted per the MWSBE Consolidated Policy, Leon County Purchasing Policy, and the bid requirements for this procurement as described in the MWSBE Overview (Section V, Sub A) in the solicitation.

The two bid responses provided to our office by County Purchasing and, therefore, considered by the MWSBE Division (as detailed in the following analysis section and tables) were responsive and met the Aspirational Goal for Construction Subcontracting. Being determined responsive means that this firm has provided a bid that conforms in all material aspects to the **Invitation To Bid** and or the **Requests For Proposal**, per County Purchasing Policy (Policy#96-1).

Pyramid Excavation- met the Aggregate MWBE Aspirational Goals for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and Pyramid Excavation is deemed responsive to the MWBE section of the bid.

Sandco, LLC- met the Aggregate MWBE Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and Sandco, LLC is deemed responsive to the MWBE section of the bid.

Analysis for the submitted MWBE Participation Plan for the two bid respondents is presented as follows, and in order from the lowest total bid amount to the highest (beginning on the next page of the memo):

Pyramid Excavation– met the Aggregate MWBE Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and Pyramid Excavation is deemed responsive to the MWBE section of the bid.

Total Bid Amount	\$620,200				
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
Willie Gaines and Sons	African-American Male	Tallahassee-Leon County OEV	Striping/MOT	\$15,505	2.5%
Rippee Construction	Non-Minority Female	Tallahassee-Leon County OEV	Concrete	\$7,752.5	1.25%
Delacy Farm Sod	Non-Minority Female	Tallahassee-Leon County OEV	Doors	\$7,752.5	1.25%
Total MBE Utilization Percentage					2.5%
Total WBE Utilization Percentage					2.5%
Total MWBE Utilization Percentage					5%
Total MWBE Dollars					\$31,010
Satisfied Good Faith Effort					**N/A

** Good Faith documentation was not required by the respondent because the aspirational goal was met or exceeded.

Sandco, LLC– met the Aggregate MWBE Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and Sandco, LLC is deemed responsive to the MWBE section of the bid.

Total Bid Amount	\$995,329.50				
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
Poole Engineering & Surveying, Inc.	Non-Minority Female	Tallahassee-Leon County OEV	Layout As-builts	\$12,000	1.2%
Persica Landscape Nursery Co.	Non-Minority Female	Tallahassee-Leon County OEV	Sod Clearing	\$38,000	3.8%
Total MBE Utilization Percentage					0%
Total WBE Utilization Percentage					5%
Total MWBE Utilization Percentage					5%
Total MWBE Dollars					\$50,000
Satisfied Good Faith Effort					**N/A

** Good Faith documentation was not required by the respondent because the aspirational goal was met or exceeded.

**Leon County
Board of County Commissioners
Notes for Agenda Item #13**

Leon County Board of County Commissioners

Agenda Item #13

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Bid Award for Construction of the Old Plank Road at Chicken Branch Culvert Replacement Project

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff / Project Team:	Chris Muehlemann, Chief of Engineering Services Samuel Ijeoma, Senior Design Engineer Melanie Hooley, Director, Division of Purchasing Tim Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board approval to award the bid for construction of the Old Plank Road at Chicken Branch Culvert Replacement Project to Sandco LLC, the lowest responsible and responsive bidder, in the amount of \$1,546,127.

Fiscal Impact:

This item has a fiscal impact. This item has been budgeted and adequate funding is available in the Stormwater Infrastructure Preventative Maintenance Capital Improvement Project (CIP) budget.

Staff Recommendation:

Option #1: Approve the bid award to Sandco LLC, in the amount of \$1,546,127, for the construction of the Old Plank Road at Chicken Branch Culvert Replacement Project, and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval to award the bid for construction of the Old Plank Road at Chicken Branch Culvert Replacement Project to Sandco LLC, the lowest responsible and responsive bidder, in the amount of \$1,546,127 (Attachment #1).

Construction of the Old Plank Road at Chicken Branch Project aligns with the Board's Quality of Life Strategic Priority:

- *(Q3) Provide essential public safety infrastructure and services while supporting early intervention and prevention strategies.*

This culvert replacement project is located on Old Plank Road, approximately 3.3 miles south of the intersection of Tram Road (CR 259) / WW Kelly Road (Attachment #2). The Old Plank Road at Chicken Branch Culvert Replacement Project consists of the removal of existing stormwater cross drains (10 -38" x 60" elliptical corrugated metal pipe) and construction of concrete box culverts with two 11-foot travel lanes, 10-foot unpaved shoulder, concrete headwall, and the associated work. The existing cross drains are in poor condition causing roadway overtopping, which renders Old Plank Road impassable during severe storm events creating public health and safety concerns. Funding for this project is available in the Stormwater Infrastructure Preventative Maintenance Capital Improvement Project (CIP) budget.

Analysis:

The Invitation to Bid (ITB) for the Old Plank Road at Chicken Branch Culvert Replacement Project (BC-2024-035) was advertised through the automated procurement system OpenGov Procurement and in the legal notices of the Tallahassee Democrat on July 11, 2024. A total of 8,505 vendors were notified through the automated procurement system. A total of 41 bid packages were requested, and 10 contractors attended the mandatory pre-bid and site visit. The County received one responsive bid on August 13, 2024, from Sandco LLC, in the amount of \$1,908,320. However, this bid price exceeded the budget for project by approximately \$560,000.

Since the sole bid submitted was significantly above the anticipated cost and available budget for this project, it was determined to be in the best interest of the County to reject all bids and negotiate with the interested contractor. Pursuant to Purchasing Policy No 96-1, Section 5.08, subsection L., if less than two responsive proposals are received, or all the bids received exceed the available budget identified, the Purchasing Director or designee may negotiate on the best terms and conditions. Further, the Purchasing Policy, Section 5.08, subsection J, allows for any or all bids to be rejected in whole or in part when it is in the best interest of the County.

In accordance with the County Purchasing Policy, a notice of intent to negotiate was posted on the County website on August 20, 2024. Staff negotiated the itemized bid prices with Sandco LLC, successfully lowering the overall bid price to \$1,546,127 for a cost savings of \$362,193 (Attachment #4). As part of the negotiation, Sandco LLC committed to meeting the 5% Minority Business Enterprise and 3% Women Business Enterprise Aspiration Goals for Construction Subcontracting.

This item recommends Board approval of the bid award to Sandco LLC, and authorization for the County Administrator to execute the Agreement, and any amendments thereto, subject to legal review by the County Attorney. The project is anticipated to begin construction in November of 2024 and be completed in April of 2025.

Options:

1. Approve the bid award to Sandco LLC, in the amount of \$1,546,127, for the construction of the Old Plank Road at Chicken Branch Culvert Replacement Project, and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney.
2. Do not approve the bid award for the Old Plank Road at Chicken Branch Culvert Replacement Project to Sandco LLC, in the amount of \$1,546,127.
3. Board direction.

Recommendation:

Options #1

Attachments:

1. Draft Agreement
2. Project Location Map
3. Bid Tabulation Sheet
4. Bid Pricing Sheet

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 **SANDCO LLC** hereinafter referred to as the ("Contractor"), both collectively referred to as (the "Parties") is entered into as of the date of last signature below ("Effective Date"). For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor agrees to provide its services to the County to perform the Work related to Old Plank Road at Chicken Branch Culvert Replacement Project set forth in: 1) Specification Plans, attached hereto and incorporated herein as Exhibit A; and 2) the Contractor's Bid Pricing Sheet, attached hereto and incorporated herein as Exhibit B (collectively "Work"). If any provision contained in this Agreement conflicts with any provision in Exhibit A or Exhibit B, the provision contained in this Agreement shall govern and control.

2. WORK

Contractor understands that no amount of Work is guaranteed to it nor is the County under any obligation to utilize the services of the Contractor in those instances where the Work to be performed can be done by County personnel or under separate contract. Any Work to be performed shall be upon the written request of the County Administrator or his designee, which request shall set forth the commencement date of such Work and the time within which such Work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TIME AND LIQUIDATED DAMAGES

The Work to be performed under this Agreement shall be commenced within fifteen (15) days of the Notice to Proceed. All Work to be performed under this Agreement shall be completed to final completion within two hundred seventy (270) consecutive days of the Notice to Proceed. If the Work to be performed under this Agreement is not completed within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, an amount based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, 2021 Edition.

Permitting the Contractor to continue and finish the Work or any part of it after the expiration of this Agreement time allowed, including extensions, if any, shall in no way act as a waiver on the part of the County of the liquidated damages due under this Agreement.

4. TIME OF THE ESSENCE

Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

The term "Business Day" as it applies to a notice requirement or other such deadline in this Agreement, means any day occurring Monday through Friday, except when such day is deemed to be a Holiday. The term "Holiday" means any day observed as a holiday by the Leon County Board of County Commissioners pursuant BCC Policy 03-16, as may be amended, which, as of the Effective Date of this Agreement, are the following days: New Year's Day, Martin Luther King Jr. Day, Florida Emancipation Day (May 20), Memorial Day, Independence Day, Labor Day, Election Day (first Tuesday after the first Monday in November in even-numbered years), Veteran's Day, Thanksgiving Day, Friday After Thanksgiving

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC

Day, and Christmas Day; provided, however, that when any of these observed holidays fall on a Saturday, the preceding Friday shall be the day observed as a holiday, and when any of these observed holidays falls on a Sunday, the following Monday shall be the day observed as a holiday. In addition, when New Year's Day and Christmas Day fall on a Thursday, the Friday following those days shall also be observed as a holiday, and when New Year's Day and Christmas Day fall on a Tuesday, the Monday preceding those days shall also be observed as a holiday.

5. CONTRACT SUM

The Contractor agrees that for the performance of the Work 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 (Contract Sum).

6. PAYMENTS TO THE CONTRACTOR

- A. The Contractor shall submit to the County a schedule of values for the project. Pay requests shall be sworn statements based upon the progress made and submitted to the County on a monthly basis. Payment by the County to the Contractor of the statement amount shall be made within twenty (20) days after approval of the Architect-Engineer and submitted to the County. Five percent (5%) retainage shall be held at the discretion of the County until completion of the Work.
- B. Final Payment - Final payment constituting the unpaid balance of the cost of the Project and the Contractor's fee, shall be due and payable within forty-five (45) days after the Project is delivered to the County, finished and ready for beneficial occupancy, or when the County occupies the Project, whichever event first occurs provided that the Project be then substantially completed and this Agreement substantially performed. However, if there should remain Work to be completed, the Contractor and the Architect-Engineer shall list those items prior to receiving final payment and the County may retain a sum equal to 150% of the estimated cost of completing any unfinished Work and the applicable portion of the Contractor's retainage, provided that said unfinished items are listed separately and estimated cost of completing any unfinished items along with the basis of said costs are likewise listed separately. Thereafter, County shall pay to Contractor, monthly, the amount retained from each incomplete item after each of said items is completed.
- C. Payments to Subcontractors - The Contractor shall promptly, but not later than ten (10) days after receipt of payment from the County, pay all the amount due subcontractors less a retainage of five percent (5%). If there should remain items to be completed, the Contractor shall list those items required for completion and the Contractor shall require the retain age of a sum equal to 150% of the estimated cost of completing any unfinished items, provided that said unfinished items are listed separately and the estimated cost of completing any unfinished items likewise listed separately. Thereafter, the Contractor shall pay to the subcontractors, monthly, the amount retained for each incomplete item after each of said items is completed. Before issuance of final payment without any retain age, the subcontractor shall submit satisfactory evidence that all payrolls, material bills and other indebtedness connected with the Project have been paid or otherwise satisfied, warranty information is complete, as-built markups have been submitted and instruction for the County 's operating and maintenance personnel is complete. Final payment may be made to certain select subcontractors who work is satisfactorily completed prior to the total completion of the Project but only upon approval of the County.
- D. Delayed Payments by County - If the County shall fail to pay the Contractor within twenty (20) days after the receipt of an approved payment request from the Contractor, then the Contractor may, upon fourteen (14) additional days advance written notice to the County, stop the Project until payment of the Amount owing has been received, provided that the payment request has been submitted in sufficient detail to comply with the guidelines of the Office of the Clerk of the Circuit Court for Leon County. In the event that there is a dispute in the amount of the pay request, then only the disputed amount shall be held until resolved and the undisputed amount shall be paid within the time limits as stated within this paragraph. If undisputed amounts are timely paid, then the Contractor shall not stop the Project in any fashion and the progress of the project shall not be interrupted. Both Parties agree that best efforts will be made to resolve the disputed amount.

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- E. Payment for Materials and Equipment - Payments will be made for material and equipment not incorporated in the work but delivered and suitably stored at the site (or another location, subject to prior approval and acceptance by the County on each occasion).
- F. Notice of Commencement not Required. The Parties acknowledge and agree that the County, as a government owner of real property, is not subject to the Construction Lien Law of Chapter 713, Florida Statutes. Accordingly, the County shall not be required to sign and record the Notice of Commencement as referenced therein. Instead, as found by Florida courts, the protections afforded to materialmen and laborers under Chapter 713, Florida Statutes, relating to privately owned property, are adequately provided by either the contractor's execution and recording of a payment and performance bond as required by Section 255.05, Florida Statutes, relating to publicly-owned property or by the requirement of a retainage amount, as the case may be.

7. PROMPT PAYMENT INFORMATION REQUIREMENTS AND NOTICES

A. The County Project Manager is:

Name: Sam Ijeoma
Street Address: 2280 Miccosukee Road
City, State, Zip Code: Tallahassee, FL 32308
Telephone: 850-606-1563
E-mail: ljeomaS@leoncountyfl.gov

B. The Contractor's Project Manager is:

Name: Abraham Aviles
Street Address: 4708 Capital Circle NW
City, State, Zip Code: Tallahassee, FL 32303
Telephone: 850-519-2937
E-mail: aaviles@sandcofl.com

C. Notices to the Contractor are to be submitted to:

Name: Abraham Aviles
Street Address: 4708 Capital Circle NW
City, State, Zip Code: Tallahassee, FL 32303
Telephone: 850-519-2937
E-mail: aaviles@sandcofl.com

D. Invoices are to be submitted to:

Name: Sam Ijeoma
Street Address: 2280 Miccosukee Road
City, State, Zip Code: Tallahassee, FL 32308
Telephone: 850-519-2937
E-mail: ljeomaS@leoncountyfl.gov

E. Proper form for an invoice is:

A numbered document with date of invoice; reference to the County purchase order number; itemized listing of all goods and Work 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, and it shall be of no force and effect.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC

- F. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under this Agreement.

8. DISPUTES/REMEDIES

- A. All disputes arising under or relating to this Agreement shall be resolved in accordance with this Section, except for disputes related to payments and payment disputes, which shall be addressed and resolved in accordance with Leon County Policy 96-1, as amended.
- B. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with the following procedure:
- 1) The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.
 - 2) Representatives of both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, they shall report their decision to the Parties in writing.
 - 3) If those representatives are unable to reconcile the dispute, they shall report their impasse to the appropriate County Director and the Contractor's designee, who, at their earliest opportunity, shall meet and attempt to reconcile the dispute.
 - 4) Should the Director and the Contractor's designee fail to resolve the dispute, they shall report their impasse to the County Administrator, or authorized representative, and the Contractor's designee, who, at their earliest opportunity, shall review and attempt to resolve the dispute.
 - 5) If the County Administrator and the Contractor's designee are not able to amicably resolve the dispute within fifteen (15) Business Days after the impasse is reported to them, then either Party can pursue whatever forms of relief that may be available to it under this Agreement, at law, or in equity.

9. 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 subcontractors under it be considered to be employees of the County.

10. INSURANCE

Contractor shall, at its sole expense, procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

- A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
- 1) General Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage per occurrence with a \$3,000,000 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.

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- 4) Umbrella: \$5,000,000 combined single limit for bodily injury and property damage combined per occurrence and annual aggregate. The coverage shall provide excess coverage for employer's liability, general liability, including completed operations and auto liability.
- 5) Mobile Equipment (Contractors Equipment) coverage should be in place while job is in process. Equipment should be covered whether owned, leased, borrowed, or rented by contractor or by employees of the contractor.
- 6) Pollution Liability Insurance, and/or Environmental Impairment Liability Insurance: \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The coverage shall provide protection for the site owners and operators against third-party liability for bodily injury, property damage and cleanup cost as a result of a pollution event on, at, under or coming from the insured's covered location and/or which may arise from, or in connection with, the performance by the insured, its agents, representatives, employees and/or members (**County is to be named as Additional Insured**).
- 7) Builder's Risk: If this Contract includes: (1) construction of a new above-ground structure or structures, (2) any addition, improvement, alteration, or repair to an existing structure or structures, or (3) the installation of machinery or equipment into an existing structure or structures, the Contractor shall maintain builders' risk insurance providing coverage to equally protect the interests of Leon County, the Contractor and subcontractors of any tier. Coverage shall be written on a completed value form in an amount at least equal to 100% of the estimated completed value of the project plus any subsequent modifications of that sum. The coverage shall be written on an "all-risk" basis and shall, at a minimum, cover the perils insured under the Insurance Services Office CP 10 30 Special Causes of Loss Form and shall include property in transit and property stored on or off premises that shall become part of the project.

The Contractor agrees not to maintain a wind or flood sub-limit less than 25% of the estimated completed value of the project. The Contractor agrees any flat deductible(s) shall not exceed \$25,000, and any windstorm percentage deductible (when applicable) shall not exceed five-percent (5%). The coverage shall not be subject to automatic termination of coverage in the event the project/building is occupied in whole or in part, or put to its intended use, or partially accepted by Leon County. If such restriction exists the Contractor shall request that the carrier endorse the policy to amend the automatic termination clause to only terminate coverage if the policy expires, is cancelled, Leon County's interest in the project ceases, or the project is accepted and insured by Leon County. Fidelity/Dishonesty and/or Commercial Crime: Coverage must be afforded in an amount not less than \$1,000,000 per loss for dishonest acts of the Contractor's employees, including but not limited to theft of money, personal property, vehicles, materials, supplies, equipment, tools, etc. Third-party coverage must be included under the policy.

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;

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC

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 or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.

2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.
- 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 the requirements stated herein.

11. PERMITS

The Contractor shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement.

12. LICENSES & REGISTRATIONS

The Contractor shall be responsible for obtaining and maintaining any licenses, certifications, and/or registrations required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida, or any other applicable state or Federal law. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain its license, certification, and/or registration necessary to operate, the Contractor shall be in default of this Agreement as of the date such license, certification, and/or registration is lost.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC

The Contractor shall be registered to do business with the Florida Department of State prior to execution of this Agreement unless Contractor provides written verification of its exempt status (See applicable sections of Title XXXVI, Chapters 605 through 623, Florida Statutes).

13. WARRANTY OF PERFORMANCE

A. Warranty

The Contractor represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all Work under this Agreement and that each person and entity that will perform the Work is duly qualified to perform such Work by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will perform such Work. The Contractor represents and warrants that the Work shall be performed in a skillful and respectful manner, and that the quality of all such Work shall equal or exceed prevailing industry standards for the performance of such Work.

B. Breach of Warranty

In entering into this Agreement, the Contractor acknowledges that the County is materially relying on the warranties stated in this paragraph. The County shall be entitled to recover any damages it incurs to the extent any such warranty is untrue. In addition, if any such warranty is untrue, the County shall have the right, at its sole discretion, to terminate this Agreement without any further liability to the County, to deduct from any amounts due Contractor under this Agreement the full amount of any value paid in violation of a warranty, and to recover all sums paid to Contractor under this Agreement.

14. ASSIGNMENTS

This Agreement shall not be assigned or sublet in whole or in part without the written consent of the County nor shall the Contractor assign any monies due or to become due to it hereunder without the previous written consent of the County.

15. PAYMENT AND PERFORMANCE BOND

A Combination Payment and Performance Bond in the amount of 100% of the estimated Contract Sum shall be supplied by the Contractor at the time of Agreement execution.

Payment and Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida.

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

16. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all claims, liabilities, damages, losses, costs, including, but not limited to, reasonable attorneys' fees, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents arising out of or under this Agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the Contract Sum paid to the Contractor, and the promises and covenants herein, constitute sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC

It is understood that the Contractor's responsibility to indemnify and defend the County, its officials, officers and employees is limited to the Contractor's proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents, or employees.

17. MINORITY BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Contractor shall meet or exceed the M/WBE participation levels stated in the Contractor's M/WBE Participation Statement included as part of the Contractor's response for this project, see Exhibit B, attached hereto and made a part hereof.

The Contractor shall provide a monthly report to the Leon County Minority, Women and Small Business Enterprise Division in a format and manner prescribed by the Division. The report shall, at a minimum, indicate the business name of each certified Minority Business Enterprise or Women Business Enterprise sub-contractor utilized, the amount paid, the type of work performed, the appropriate invoice date, and the payment date to the Division.

Should Contractor's sub-contractor utilization fall below the level required in this Agreement or should Contractor substitute MWBE sub-contractors without prior written approval of the Division, the Contractor may be in breach of the Agreement. Contractors found in breach of the Agreement with the County may be suspended which may lead to debarment and prohibit the Contractor from bidding on and/or participating in any future County projects for up to three (3) years as provided in Section 15 of the Purchasing Policy 96-1, as may be amended.

Any change in the subcontractor utilization as listed on the participation plan (Exhibit B), must be approved by the MWSBE Division. Should the Contractor determine that the MWBE named in their participation plan submittal is unavailable or cannot perform the Work, the Contractor shall request a change order. Such change order must be submitted to the MWSBE Division in writing at 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301 or by email to Darryl Jones, Deputy Director at DJones@oevforbusiness.org, LaTanya Raffington at lraffington@oevforbusiness.org, or Shanea Wilks at swilks@oevforbusiness.org.

18. AUDITS, RECORDS, AND RECORDS RETENTION

By entering into this Agreement, Contractor acknowledges and agrees that any records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of Section 119.071, Florida Statutes. 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 this 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 Subsection B 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. That persons duly authorized by the County and Federal auditors, pursuant to 45 CFR 75.364 shall have full access to and the right to examine this Agreement and related records and documents, regardless of the form in which

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC

kept, at all reasonable times for as long as records are retained.

- F. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion or termination of the Agreement if Contractor does not transfer the records to the County.
- G. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

Contractor acknowledges that failure to provide the public records to the County within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. Contractor further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the County. Contractor shall indemnify, defend, and hold the County harmless for and against any and all claims, damage awards, and causes of action arising from Contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes County to seek declaratory, injunctive, or other appropriate relief against Contractor from a Circuit Court in Leon County on an expedited basis to enforce the requirements of this section.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**LEON COUNTY PURCHASING DIVISION
ATTN: MELANIE HOOLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: HOOLEYM@LEONCOUNTYFL.GOV**

19. MONITORING

The Agreement will require the Contractor to permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and Work of the Contractor 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 Contractor a written report of its findings and will include written

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC

recommendations with regard to the Contractor's performance of the terms and conditions of this Agreement. The Contractor will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Contractor'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 Contractor being deemed in breach or default of this Agreement; (2) the withholding of payments to the Contractor by the County; and (3) the termination of this Agreement for cause.

20. TERMINATION

Leon County may terminate this Agreement without cause by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder or, in the County's opinion, the Work being performed is not satisfactory. In such case, the County may immediately terminate the Agreement effective upon notice of termination to the Contractor.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.135(2)(a), Florida Statutes, been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.132(2)(b) Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria.

21. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of its knowledge and belief neither Contractor nor its affiliates has been convicted of a public entity crime.

22. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. 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 grounds for termination of this Agreement by the County.

23. EMPLOYMENT ELIGIBILITY VERIFICATION

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

24. 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.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC

25. 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 this Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

26. 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 this Agreement, Contractor shall obtain the prior written consent of the County.

27. FORCE MAJEURE

If either of the Parties is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or Federal government (collectively "Force Majeure"), then the affected party shall be excused from performance hereunder during the period of inability to perform. The party claiming Force Majeure shall promptly notify the other party in writing when upon learning of the existence of a Force Majeure condition, and when the Force Majeure condition has terminated. Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events related to increased costs associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

28. SOVEREIGN IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement. The County is included within the definition of "state agencies or subdivisions" in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

29. THIRD PARTY BENEFICIARIES

Neither the County nor the Contractor intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and no third party shall be entitled to assert a right or claim against either of the Parties based upon this Agreement.

30. LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for all actions arising from, related to, or in connection with this Agreement shall be in the state courts of the Second Judicial Circuit in and for Leon County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in Federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Northern District of Florida. By entering into this Agreement, the

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC

County and Contractor hereby expressly waive any rights either Party may have to a trial by jury of any civil litigation related to this Agreement.

31. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

32. SEVERABILITY

It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

33. AMENDMENTS

No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of the County and Contractor.

34. 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.

35. INTERPRETATION

This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

36. COUNTERPARTS AND MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals and in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

37. AUTHORITY TO SIGN

Each signatory to this Agreement who signs on behalf of a party expressly represents and warrants that he or she has the authority to sign on behalf of that party.

41. ENTIRE AGREEMENT

This Agreement, including the terms and conditions shown above contains the complete and final agreement between the County and Contractor and no other agreement in any way modifying any of said terms and conditions will be binding upon the County unless made in conformance with this Agreement. Contractor may not unilaterally modify the terms of the Agreement (e.g., attachment or inclusion of standard preprinted forms, product literature, or terms accompanying or affixed to a product or purchase order, whether written or electronic) or by incorporating such terms onto Contractor's invoice or other documents forwarded by Contractor for payment. The County's acceptance of product or processing of documentation on forms furnished by Contractor for approval or payment shall not constitute acceptance of any proposed modification to terms and conditions and any additional or conflicting, terms proposed by Contractor. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the Parties after the date hereof.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – Bid Specifications

Exhibit B – Contractor's Bid Price Sheet

The remainder of this page intentionally left blank.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND SANDCO LLC

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

Date: _____

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

BY: _____

DATE: _____

APPROVED AS TO LEGAL SUFFICIENCY:
Chasity H. O’Steen, County Attorney
Leon County Attorney’s Office

By: _____

Date: _____

SANDCO LLC

By: _____

Printed
Name _____

Title: _____

Date: _____

Old Plank Road at Chicken Branch Culvert Replacement Project

- I. Introduction
- II. Bidding Process
- III. Contractor Qualifications
- IV. Award and Contracting Process
- V. Minority, Women, Small Business (MWSBE) Enterprise
- VI. Required Certifications
- VII. Insurance Requirements
- VIII. Terms and Conditions
- IX. Specifications
- X. Vendor Questionnaire

Attachments:

- A - Bid Response Cover Sheet
- B - Forms for Solicitation (without Team Summary) 2024
- C - MWSBE Forms
- D - Agreement
- E - Old Plank Rd at Chicken Branch Culvert Replacement - Construction Contract Plans
- F - Leon County Supplemental Specs to FDOT 2022 Specs
- G - Leon County Permit LEM23-054
- H - FDEP General Permit - File No. 0163044-003-SFG/37
- I - NFWFMD Exemption Permit
- J - USACE Permit
- K - Ardaman & Associates, Inc., January 23, 2019 Geotech Report
- L - Bid Price Sheet

I. Specifications

A. Summary of Work

The proposed Old Plank Road at Chicken Branch Culvert Replacements project is located within Section 25, Township 1 South, Range 2 East, in Leon County, Florida and approximately 3.3 miles south of Tram Road (CR 259) intersection.

The scope of works to be performed includes demolition and removal of existing stormwater cross drains (10-38"x 60" elliptical CMP) and construction of concrete box culverts, concrete headwalls, temporary sheet pile walls, guardrails and all works called out on the construction plans (Attachment E) and in the bid documents.

Bid Price Sheet: Respondents shall provide pricing for the items identified on the Bid Price Sheet - Attachment L.

B. General Requirements

The construction sequence and design notes are shown on the construction plans. The construction procedures, materials, equipment, and the technical specifications listed herein, shall be in accordance with the following specifications and contract documents:

9.2.1. Special Provisions of the Technical Specifications.

9.2.2. Leon County Supplemental Specifications to Florida Department of Transportation's (FDOT's) Standard Specifications for Road and Bridge Construction, January 2022 Edition (Attachment F).

9.2.3 Florida Department of Transportation (FDOT) Standard Specifications for Road and Bridge Construction, January 2023 Edition and all supplemental documents thereto.

9.2.4 FDOT 2023-24 Standard Plans for Road and Bridge Construction and Interim Revisions.

9.2.5 Manual on Uniform Traffic Control Devices (MUTCD), U.S. Department of Transportation Federal Highway Administration, 2009 Edition (2nd Revision).

In the event of any conflict between the specifications, this contract shall be governed in the above specifications order.

C. Special Provisions

9.4.1 (a) An allowance of 270 calendar days has been set for completion of this project, including utility coordination and road closure.

(b) The liquidated damages will be set based on the bid price and according to Section 8-10 of the FDOT's Standard Specifications for Road and Bridge Construction, January 2023-24 Edition.

(c) A general CONSTRUCTION SEQUENCE is provided for reference on Sheet 9 of Contract Plans (Attachment E).

Bid Title: OLD PLANK ROAD AT CHICKEN BRANCH CULVERT REPLACEMENT PROJECT

Bid Number BC-2024-035

Opening Date: August 13, 2024, 2:00 pm

9.4.2 The primary contractor shall be prequalified by FDOT in the Drainage, Grading, or Concrete Work Class.

9.4.3 (a) All materials used for this project shall be on the FDOT's Approved Product List (APL) or from a plant with certified Quality Control (QC) Program by FDOT on the Production Facility Listing.

(b) Leon County shall reserve the right to sample any or all materials to determine whether materials meet the required specifications or not.

(c) Failure to meet specifications shall be cause for cancellation of delivery and rejection of materials provided for partial or full payment deduction as determined by the County representative.

(d) All quality control testing costs shall be considered as incidental and included as part of the total bid.

(e) Contractor is responsible to contact the Engineer of Record for confirmation on the shop drawing submittal requirements.

9.4.4 (a) Contractor shall conduct a pre-construction meeting, inviting all involved agencies and utilities. Contractor shall not start work until all permits have been received and the "Notice to Proceed" from Leon County is issued.

(b) The Contractor shall post all applicable permits and provide advanced notice flyers to adjacent property owners before construction.

(c) Contractor shall deliver the Construction Schedule to the County Project Manager for review and approval prior to the pre-construction meeting.

(d) See Attachments G, H, I, & J for the project related permit requirements.

9.4.5 A National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges from Construction Activities may apply to this Contract. It is Contractor's responsibility to secure the NPDES permit prior to commencement of construction. A copy of the NPDES permit application form can be obtained through the Florida Department of Environmental Protection's (FDEP) web site at http://www.dep.state.fl.us/water/stormwater/npdes/permits_forms.htm.

If a NPDES permit is obtained, a copy of the permit shall be provided to the Leon County Public Works Department.

9.4.6 (a) Contractor is responsible to verify the survey control points for construction stakeouts.

(b) Before the final walkthrough, Contractor shall provide the as-built survey to Engineer of Record and Project Owner to close the project.

(c) The construction stakeouts and as-built survey costs are included in the total bid price.

9.4.7 The exact location of all utilities in vicinity of the construction activities shall be determined by Contractor prior to construction. Contractor shall contact all utility companies through Sunshine State One Call of Florida, Inc. (1-800-432-4770) two business days in advance of beginning construction. See Sheet 25 of Contract Plans, (Attachment E) for the verified Utilities.

9.4.8 (a) Working hours shall be from 8:00 a.m. to 6:00 p.m., Monday through Friday. However, upon the request of Contractor, County Engineer or his/her designee, may consider an alternative to these working hours based on the time of the year, site, weather, and traffic conditions.

(b) There should be no works on holidays: New Year, Martin Luther King, Jr. Day, Memorial Day, Labor Day, Veterans Day, Thanksgiving, Friday after Thanksgiving, and Christmas.

(c) No night work shall be performed unless approved by County Engineer.

9.4.9 Contractor is required to provide one-year warranty to cover the materials and craftsmanship for the constructed facilities after the County's final acceptance.

9.4.10 (a) Contractor is responsible to obtain a qualified professional, with FDOT Advanced Maintenance of Traffic certificate, to prepare and submit the Maintenance of Traffic (MOT) Plan to Leon County and FDOT for approval. A conceptual MOT Plan and General Notes are provided for reference on Sheets 9, 10, 11 & 12 of Contract Plans.

(b) Two-week advanced notice is required by Leon County.

(c) Coordinate with Mr. Greg Ouzts at 850-606-1522, the Leon County Chief of Construction Management, to implement the approved MOT plan.

(d) MOT Plan shall use traffic control devices listed in the Manual for Uniform Traffic Control Devices and follow FDOT Standard Plans Indices.

(e) Contractor shall furnish, erect, and maintain all necessary barricades, warning, and detour signs with suitable and adequate lighting while providing flagmen where necessary to direct traffic, and take all other precautions to protect the workers and the public.

(f) Obstructions and barricades shall be lighted at night and such lights shall be steady burning from sunset to sunrise. All such signage and traffic control within the limits of the project shall be done in accordance with the County Engineer or his/her designee, applicable OSHA regulations and MUTCD, Part 6.

9.4.11 (a) Contractor shall verify and clearly mark all property lines and easement limits prior to construction in the project area.

(b) Contractor is required to take photos of the project site and adjacent properties before starting the construction to prevent disputes or complaints from the adjacent property owners.

(c) Any public or private property damaged outside the project limits caused by the construction activities shall be restored and/or repaired at the Contractor's expense.

9.4.12 Prior to the commencement of construction, Contractor is responsible to establish a staging area with County Engineer's review approval. If the proposed staging area is outside the County easements, right-of-way, or properties, Contractor is required to obtain a Temporary Construction Staging Area Permit from the Leon County Development Support and Environmental Management Department (DSEM). Contractor is also responsible to obtain all necessary permits if required by any other agencies.

9.4.13 Construction Phasing Plan: Per Sheet 10 of Contract Plans (Attachment E), Contractor is required to submit a Construction Phasing Plan for review approval by Leon County and the Engineer of Record. See notes on Sheet 10 for detailed requirements.

9.4.14 Dewatering Requirements:

(a) Contractor is responsible to submit the proposed dewatering plan for review approval by Leon County and the Engineer of Record.

(b) The proposed dewatering plan shall provide a dry environment for proper construction and inspection.

(c) Rip-rap shall be wet grouted for the ditch lining pay item, accommodated by the dewatering plan.

(d) The dewatering related costs shall be included as a part of the bid price for the Maintenance of Traffic Plan.

9.4.15 Contractor shall comprehend the General Notes on Sheet 5 of Contract Plans (Attachment #1) and review the recommendations of Ardaman & Associates, Inc. - January 23, 2019 Report (Attachment K) before finalizing the total bid price.

9.4.16 Additional engineering design information is also provided in Attachment K for Contractor to review and understand the construction related issues.

D. Attachments

The following documentations are provided to Contractor to comply with construction related requirements.

Attachment E - Plank Road at Chicken Branch Culvert Replacements - Contract Plans

Attachment F - Leon County Supplemental Specifications to Florida Department of Transportation's (FDOT's) Standard Specifications for Road and Bridge Construction, January 2022 Edition

Attachment G - Leon County Permit LEM23-054

Attachment H - FDEP General Permit - File No. 0163044-003-SFG/37

Attachment I - NFWFMD Exemption Permit - PDEX-073-291890-1

Attachment J - US Army Corp of Engineers Permit - SAJ-2020-01164 (NW-LSL)

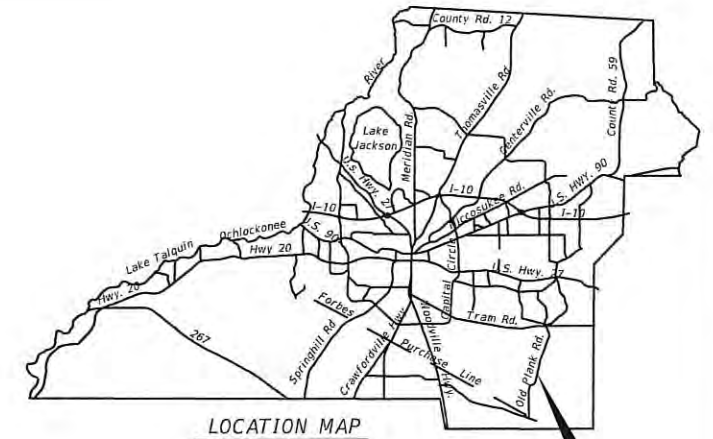
Attachment K - Ardaman & Associates, Inc., January 23, 2019 – Report of Subsurface Soil Exploration and Geotechnical Engineering Evaluation for Culverts Replacement on Tram Road at the St. Marks River Crossing, Leon County Florida.

Commissioners:

Bill Proctor
District 1Christian Caban
District 2Rick Minor
District 3Brian Welch
District 4David O'Keefe
District 5Carolyn Cummings
At-LargeNick Maddox
At-LargeVincent S. Long
County AdministratorChastity H. O'Steen
County AttorneyBrent Pell
Director of Public Works

OLD PLANK ROAD AT CHICKEN BRANCH CULVERT REPLACEMENT

LEON COUNTY DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING SERVICES

Public Works Center
2280 Miccosukee Road Tallahassee, FL 32308-5367
Phone: (850) 606-1500 * Fax: (850) 606-1501

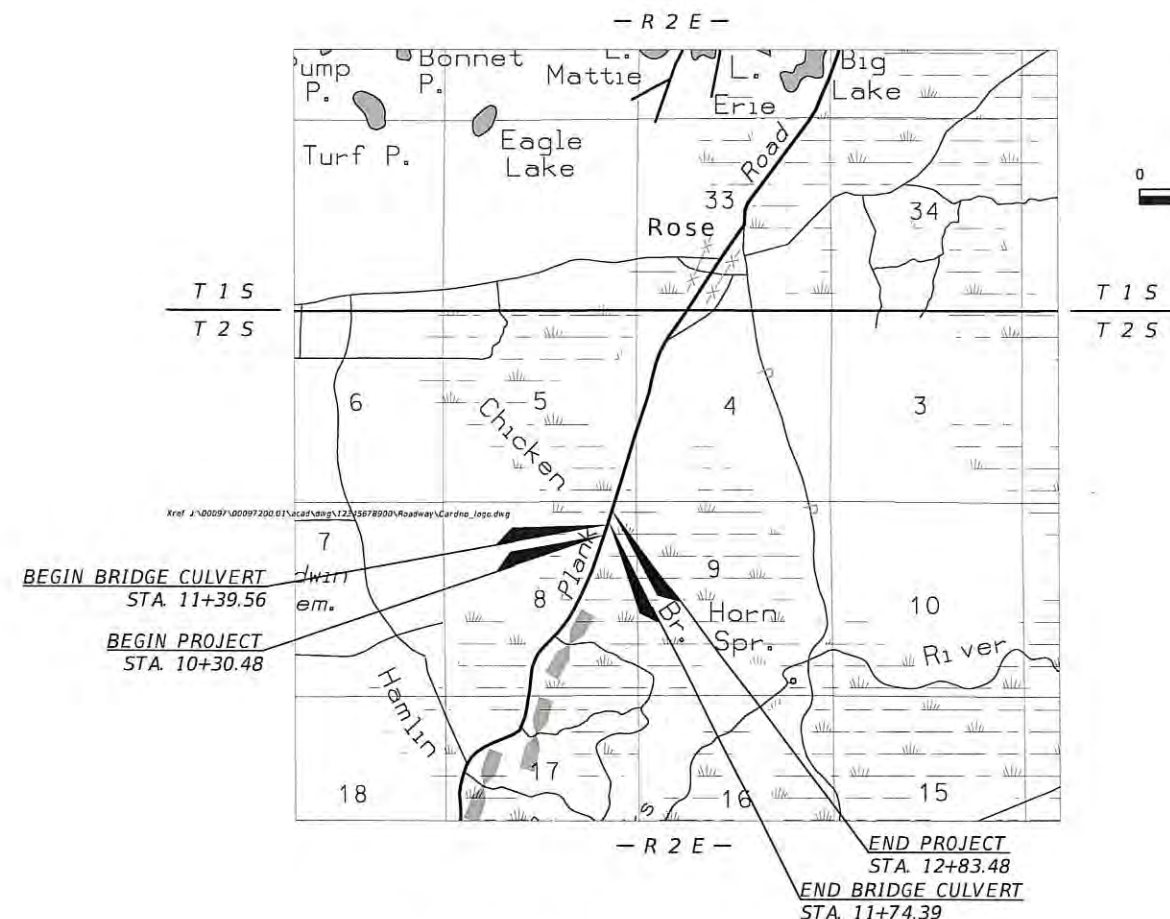
LOCATION MAP

PROJECT LOCATION

INDEX OF PLANS

SHEET NO.	SHEET DESCRIPTION
1	KEY SHEET
2	(NOT USED)
3	SUMMARY OF PAY ITEMS
4	TYPICAL SECTIONS
5	GENERAL NOTES
6	ROADWAY PLAN - PROFILE
7-8	CROSS SECTIONS
9-12	TEMPORARY TRAFFIC CONTROL PLANS
13	BRIDGE CULVERT GENERAL NOTES
14	BRIDGE CULVERT GENERAL PLAN
15-16	SOIL BORINGS
17	BOX CULVERT DATA TABLE
18	GUARDRAIL & TRANSITION PLAN
19-20	REINFORCING BAR LIST
21	LOAD RATING SUMMARY TABLE
22	TEMPORARY CRITICAL WALL
23	EXISTING SURVEY CONDITIONS
24	WETLAND DELINEATION
25	VERIFIED UTILITIES

CONTRACT PLANS



GOVERNING STANDARD PLANS:

Florida Department of Transportation (FDOT) Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook) (2018 Edition), and FDOT FY2023-24 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (Irs).

Standard Plans for Road Construction and associated Irs are available at the following website:

<http://www.fdot.gov/design/Standardplans.shtm>

GOVERNING STANDARD SPECIFICATIONS:

FDOT Standard Specifications for Road and Bridge Construction, January 2023, at the following website:

<http://www.fdot.gov/programmanagement/Implemented/SpecBooks>PROJECT LENGTH IS BASED ON $\frac{1}{2}$ OF CONSTRUCTION

LENGTH OF PROJECT		
	LINEAR FEET	MILES
ROADWAY	218.17	0.041
BRIDGES	34.83	0.007
NET LENGTH OF PROJECT	253.00	0.048
EXCEPTIONS	-	-
GROSS LENGTH OF PROJECT	253.00	0.048

ROADWAY PLANS
ENGINEER OF RECORD:JEREMY FIORE RUNKLE, P.E.
P.E. NO.: 73855
STANTEC, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL, 33759
727-531-3505STRUCTURES PLANS
ENGINEER OF RECORD:ANANDA BERGERON, P.E.
P.E. NO.: 65632
STANTEC, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL, 33759
727-531-3505

COUNTY PROJECT MANAGER:

CHRIS MUEHLEMANN, P.E.

FISCAL YEAR	SHEET NO.
24	1

Posted on September 30, 2024

SUMMARY OF PAY ITEMS			
PAY ITEM NO.	PAY ITEM DESCRIPTION	UNIT	QUANTITY
101-1	MOBILIZATION	LS	1
102-1	MAINTENANCE OF TRAFFIC	LS	1
104-10-3	SEDIMENT BARRIER	LF	578
104-11	FLOATING TURBIDITY BARRIER	LF	236
110-1-1	CLEARING AND GRUBBING (0.51 AC)	LS	1
120-1	REGULAR EXCAVATION	LS	1
121-70	FLOWABLE FILL	CY	50.6
120-6	EMBANKMENT	LS	1
125-1	EXCAVATION FOR STRUCTURES (OVEREXCAVATION IF MUCK ENCOUNTERED)	CY	65.3
125-3	SELECT BEDDING MATERIAL	CY	33.2
145-71	REINFORCEMENT GRID (STRUCTURAL GEOSYNTHETIC)	SY	188
160-4	TYPE B STABILIZATION	SY	1054
285-706	OPTIONAL BASE, BASE GROUP 06	SY	253
327-70-5	MILLING EXISTING ASPH PAVEMENT, 2" AVERAGE DEPTH	SY	376
334-1-13	SUPERPAVE ASPHALTIC CONCRETE, TRAFFIC C	TN	68.4
339-1	MISCELLANEOUS ASPHALT PAVEMENT	TN	12.2
400-2-1	CONCRETE CLASS II, CULVERTS	CY	159.2
415-1-1	REINFORCING STEEL - ROADWAY	LB	31916
455-35	TEMPORARY CRITICAL WALL	LS	1
460-71-1	METAL TRAFFIC RAILING, THRIE-BEAM RETROFIT	LF	79
530-3-4	RIPRAP, RUBBLE, F&I, DITCH LINING	TN	85.8
530-74	BEDDING STONE	TN	94.5
536-1-1	GUARDRAIL - ROADWAY, GENERAL, TL-3	LF	175
536-1-11	GUARDRAIL - ROADWAY, MODIFIED THRIE BEAM	LF	125
536-7-2	SPECIAL GUARDRAIL POST - SPECIAL STEEL POST FOR CONCRETE STRUCTURE MOUNT	EA	10
536-7-3	SPECIAL GUARDRAIL POST - ENCASED POST FOR SHALLOW MOUNT	EA	6
536-8-13	APPROACH TRANSITION CONNECTION TO RIGID BARRIER, FURNISH AND INSTALL, TL-3	EA	4
536-85-20	GUARDRAIL END TREATMENT - TRAILING ANCHORAGE	EA	2
536-85-24	GUARDRAIL END TREATMENT - PARALLEL APPROACH TERMINAL	EA	2
570-1-2	PERFORMANCE TURF, SOD	SY	1856
571-1-12	PLASTIC EROSION MAT, TURF REINFORCED MAT, TYPE 2	SY	246
706-1-1	RAISED PAVEMENT MARKER, TYPE B WITHOUT FINAL SURFACE MARKINGS (YELLOW/YELLOW RPM)	EA	16
711-16-101	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, WHITE, SOLID, 6"	GM	0.096
711-16-201	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, YELLOW, SOLID, 6"	GM	0.048
711-16-231	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, YELLOW, SKIP, 6"	GM	0.048

PAY ITEM NOTES

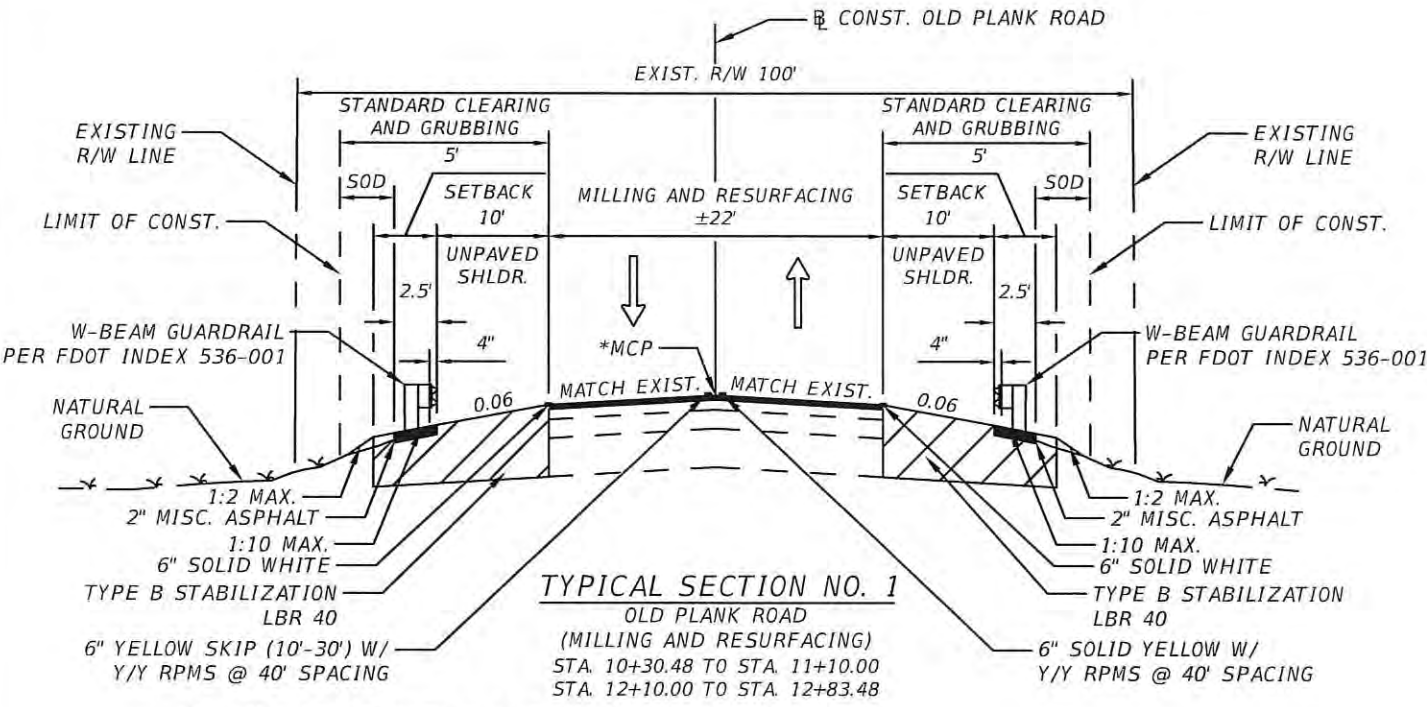
102-1:
INCLUDES COSTS OF TEMPORARY ASPHALT PAVEMENT AND TEMPORARY OPTIONAL BASE GROUP, COST OF MAINTAINING CONTINUOUS FLOW OF CROSS DRAIN DURING CONSTRUCTION, AND ALL OTHER INCIDENTAL NOT ITEMS SHOWN IN THE PLANS, INCLUDING TEMPORARY SIGNALIZATION, BARRIER, REMOVAL OR FILLING WITH FLOWABLE FILL OF PIPES NOT IN DIRECT CONFLICT WITH PROPOSED STRUCTURE, CRASH CUSHIONS, SIGNAGE AND PAVEMENT MARKINGS.

110-1-1:
INCLUDES COSTS OF EXISTING PIPE REMOVAL & TREE REMOVAL.

460-71-1:
THRIE BEAM GUARDRAIL ACROSS CULVERT TO BE PAID FOR AS METAL TRAFFIC RAILING, THRIE-BEAM RETROFIT.

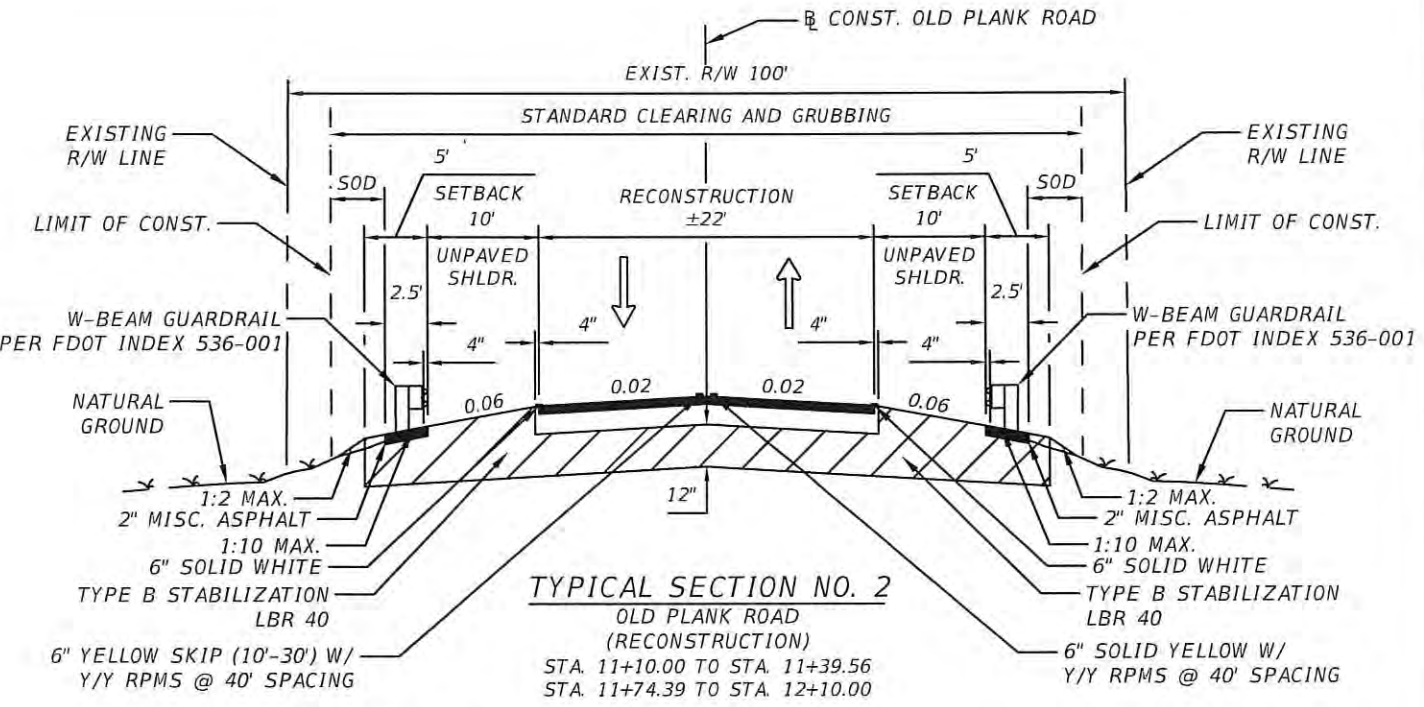
530-3-4:
COST OF PLASTIC FILTER FABRIC TO BE INCLUDED IN THE CONTRACT UNIT PRICE FOR RIPRAP (DITCH LINING).



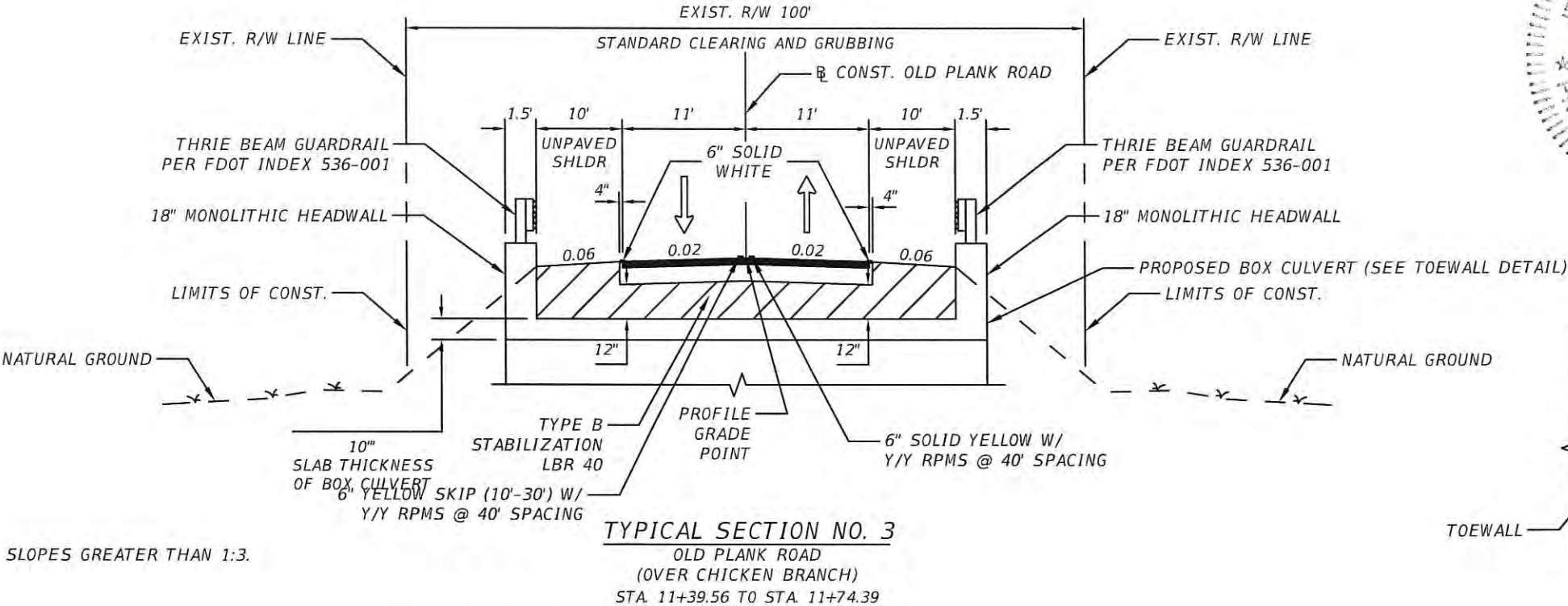


EXISTING TRAVEL LANES
MILL EXIST. ASPHALT PAVEMENT (2" DEPTH)
TYPE SP-9.5 STRUCTURAL COURSE (TRAFFIC C) (2")

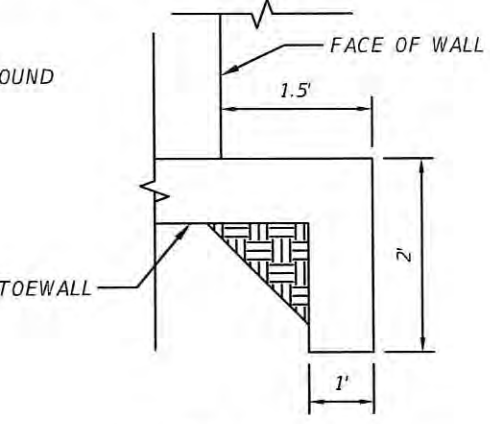
* = MILLING CONTROL POINT



TRAVEL LANES
OPTIONAL BASE GROUP 6 (8") WITH
TYPE SP-9.5 STRUCTURAL COURSE (TRAFFIC C) (2")
AND TYPE B STABILIZATION (12")



TRAVEL LANES
OPTIONAL BASE GROUP 6 (8") WITH
TYPE SP-9.5 STRUCTURAL COURSE (TRAFFIC C) (2")
AND TYPE B STABILIZATION (12")



TOEWALL DETAIL
PER FDOT INDEX 400-289

NOTES
1. INSTALL PLASTIC EROSION MATS ON ALL SLOPES GREATER THAN 1:3.

DESIGN SPEED = 60 MPH

REVISIONS				DATE	DESCRIPTION	DATE	DESCRIPTION	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION					
								4

JEREMY FIORE RUNKLE, P.E.
P.E. LICENSE NUMBER 73855
STANTEC CONSULTING SERVICES, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759

LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

TYPICAL SECTIONS

Posted on September 30, 2024

GENERAL CONSTRUCTION NOTES AND SPECIFICATIONS:

- 1. IF DURING CONSTRUCTION OR OPERATION OF THE PROJECT, A STRUCTURE FAILURE IS OBSERVED THAT HAS THE POTENTIAL TO CAUSE THE DIRECT DISCHARGE OF SURFACE WATER INTO THE FLORIDA AQUIFER SYSTEM, CORRECTIVE ACTIONS DESIGNED OR APPROVED BY A REGISTERED GEOTECHNICAL ENGINEER SHALL BE TAKEN AS SOON AS PRACTICAL TO CORRECT THE FAILURE. A REPORT PREPARED BY A REGISTERED GEOTECHNICAL ENGINEER MUST BE PROVIDED AS SOON AS POSSIBLE TO LEON COUNTY FOR REVIEW AND APPROVAL THAT PROVIDES REASONABLE ASSURANCE THAT THE BREACH WILL BE PERMANENTLY CORRECTED.
- 2. ALL EXISTING SURFACE FEATURES WITHIN THE LIMITS OF CONSTRUCTION MUST REMAIN UNLESS OTHERWISE NOTED.
- 3. FIELD VERIFY LOCATIONS AND SIZES OF ALL SURFACE FEATURES AND UNDERGROUND UTILITIES PRIOR TO DEMOLITION ACTIVITIES. CONTACT THE COUNTY ENGINEER WITH ANY DISCREPANCIES PRIOR TO COMMENCING.
- 4. EXISTING ACCESS TO PRIVATE PROPERTY MUST BE MAINTAINED AT ALL TIMES.
- 5. CONSTRUCTION STAGING AND STOCK PILE LOCATIONS THAT ARE OUTSIDE COUNTY OWNED RIGHT OF WAY MUST BE PRE-APPROVED IN WRITING BY LEON COUNTY PUBLIC WORKS. IF THE PLANNED STAGING AREA IS OUTSIDE OF LEON COUNTY RIGHT-OF-WAY, THE CONTRACTOR SHALL APPLY FOR A COUNTY STAGING AREA PERMIT FROM LEON COUNTY DEPARTMENT OF DEVELOPMENTAL SUPPORT AND ENVIRONMENTAL MANAGEMENT (DESM).
- 6. AS-BUILT SURVEYS ARE REQUIRED FOR THIS PROJECT AND INCIDENTAL TO COST OF BOX CULVERT.
- 7. TAKE ALL REASONABLE PRECAUTIONS TO PREVENT UNAUTHORIZED MATERIALS FROM ENTERING WETLANDS, WATERWAYS, OTHER SURFACE WATERS OR WATERS OF THE U.S.
- 8. SEDIMENT BARRIERS SHOULD BE USED ALONG THE LENGTH OF THE PROJECT WHERE THERE IS POTENTIAL FOR SEDIMENT TO BE DIRECTED OFF-SITE. PARTICULAR CARE SHOULD BE USED WHEN THERE ARE WETLANDS INVOLVED. SEDIMENT BARRIERS SHOULD BE USED AROUND THE PERIMETER OF STOCKPILE AREAS.

PROTECTION OF EXISTING TREES TO REMAIN AND PENALTIES

- 1. IT IS IMPORTANT FOR THE EQUIPMENT OPERATORS, CONTRACTOR'S PERSONNEL, AND SUBCONTRACTORS TO UNDERSTAND THAT DAMAGE TO TREES IS PROHIBITED. EXTREME CARE MUST BE TAKEN TO PROTECT THE EXPOSED ROOT COLLARS AND ADJACENT ROOT SYSTEMS FROM VEHICULAR DAMAGE AND FALLING DEBRIS. PLACEMENT OR STORAGE OF CONSTRUCTION MATERIALS OR EQUIPMENT IS NOT PERMITTED WITHIN THE TREE PROTECTION ZONE FOR ANY LENGTH OF TIME.
- 2. ALL TREES NOT INDICATED FOR REMOVAL AND ALL TREES INDICATED FOR MITIGATION IN THE PLANS OR AS DIRECTED BY THE ENGINEER SHALL BE PROTECTED BY A TREE PROTECTION BARRICADE. TREE PROTECTION BARRIERS MUST BE INSTALLED AT THE PERIMETER OF THE CRITICAL PROTECTION ZONE (CPZ) OF EACH PROTECTED TREE PRIOR TO THE INITIATION OF DEVELOPMENT ACTIVITY TO PREVENT ROOT AND SOIL COMPACTION, RESULTING FROM VEHICULAR TRAFFIC, EQUIPMENT STORAGE OR MATERIAL STOCKPILING. THE BARRIERS SHALL REMAIN IN PLACE THROUGHOUT ALL CONSTRUCTION AND COMPLETION OF THE PROJECT. BARRIERS CAN BE TEMPORARILY MOVED FOR MITIGATION PURPOSES ONLY AND MUST BE RESTORED ONCE THE CONTRACTOR'S CERTIFIED ARBORIST HAS COMPLETED THE MITIGATION. PERMITEE SHALL CAUSE CONTRACTOR'S CERTIFIED ARBORIST TO PROVIDE A LANDSCAPING AND URBAN FOREST COMPLIANCE REPORT PREPARED IN ACCORDANCE WITH TLDC SECTION 5-64 AT LEAST SEVEN DAYS PRIOR TO REQUESTING A FINAL ENVIRONMENTAL INSPECTION. THE REPORT SHALL INCLUDE DOCUMENTATION DETAILING THE MITIGATION EFFORTS IMPOSED ON EACH IMPACTED TREE. RECONCILIATION OF THE DEFERRED IMPACTED TREE REPLACEMENT REQUIREMENTS SHALL OCCUR AT TIME OF SUBMITTAL OF THE COMPLIANCE REPORT IN ACCORDANCE WITH TLDC SECTION 8-83(J).
- 3. ALL FINES AND MITIGATION ASSOCIATED WITH ANY VIOLATION NOT ADHERING TO THE TREE PROTECTION PLAN MUST BE THE RESPONSIBILITY OF THE CONTRACTOR. (CONTRACTOR TO VERIFY IF A TREE REMOVAL PERMIT IS REQUIRED.)
- 4. IF PROTECTED TREES ARE REMOVED WITHOUT A PERMIT OR OTHERWISE IN VIOLATION, THE NUMBER OF REPLACEMENT TREES SHALL BE UP TO FIVE TIMES THE AMOUNT WHICH WOULD HAVE BEEN REQUIRED FOR REMOVAL, AND THE CONTRACTOR SHALL BE CHARGED TWICE THE NORMAL APPLICATION FEE.
- 5. ALL OTHER INFORMATION REGARDING TREE PROTECTION AND REMOVAL STANDARDS CAN BE SEEN IN THE CITY OF TALLAHASSEE LAND DEVELOPMENT CODE. CONTRACTOR SHALL CONTACT LEON COUNTY AND ENGINEER IF UNSURE OF THE REQUIREMENTS.

UTILITIES:

- 1. THE LOCATION(S) OF THE UTILITIES SHOWN IN THE PLANS ARE BASED ON LIMITED INVESTIGATION TECHNIQUES AND SHOULD BE CONSIDERED APPROXIMATE ONLY. THE CONTRACTOR SHALL FIELD VERIFY.
- 2. UTILITY/AGENCY OWNERS:

COMPANY	CONTACT	TELEPHONE NUMBERS
TALQUIN ELECTRIC COOPERATIVE	JONATHAN TEMPLES	850-743-8186
TECO PEOPLES GAS	PHYLLIS BRIDGES	813-228-4025
- 3. COORDINATE WITH UTILITY COMPANIES FOR THE BURIED GAS MAINS AND ANY OTHER RELOCATIONS NEEDED.

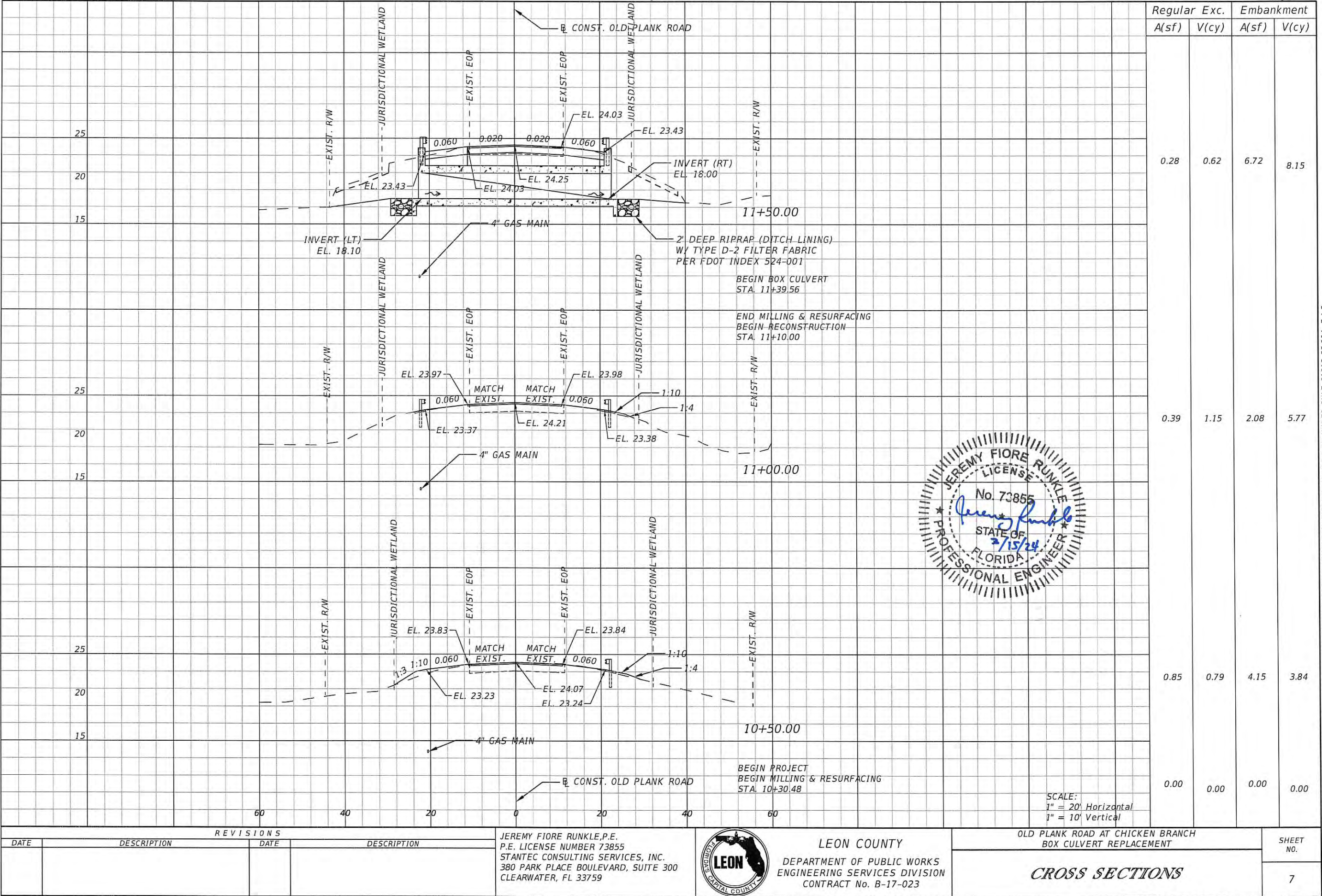
SURVEY NOTES:

- 1. BENCHMARK ELEVATIONS SHOWN ON THE PLANS ARE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
- 2. BEARINGS ARE GRID BASED ON NORTH AMERICAN DATUM 1983 (2011) STATE PLANE COORDINATES, FLORIDA NORTH ZONE.



REVISIONS				JEREMY FIORE RUNKLE,P.E. P.E. LICENSE NUMBER 73855 STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759	 <div>LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</div>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			<i>GENERAL NOTES</i>		5
				Page 583 of 1632	Posted on September 30, 2024			





Regular	Exc.	Embankment	Page 12 of 170
A(sf)	V(cy)	A(sf)	V(cy)

CONST. OLD PLANK ROAD

END PROJECT
END MILLING & RESURFACING
STA 12+83.48



0.00 1.16 0.00 2.01

1.25 1.17 2.17 11.63

0.01 0.27 10.39 15.84

END RECONSTRUCTION
BEGIN MILLING & RESURFACING
STA 12+10.00

END BOX CULVERT
BEGIN RECONSTRUCTION
STA 11+74.39

SCALE:
1" = 20' Horizontal
1" = 10' Vertical

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

JEREMY FIORE RUNKLE, P.E.
P.E. LICENSE NUMBER 73855
STANTEC CONSULTING SERVICES, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

CROSS SECTIONS

SHEET NO.

8

Posted on September 30, 2024

SEQUENCE OF CONSTRUCTION:

- 1. SCHEDULE A PRE-CONSTRUCTION CONFERENCE WITH LEON COUNTY PUBLIC WORKS AND THE ENGINEER PRIOR TO COMMENCEMENT OF ANY PROJECT RELATED ACTIVITIES.
- 2. CONSTRUCT SEDIMENT/EROSION CONTROLS. CLEARLY "FLAG" THE LIMITS OF CLEARING. CONSTRUCTION ACTIVITY SHALL NOT COMMENCE UNTIL THE SEDIMENTATION CONTROLS HAVE BEEN INSPECTED. IF NECESSARY STORMWATER WILL BE DIRECTED AROUND THE IMPROVEMENT OR THE CONVEYANCE SYSTEM SHALL REMOVE EXCESS SOILS AND DISPOSE OF IT PROPERLY AT THE CONTRACTORS EXPENSE.
- 3. CLEAR AND GRUB ALL AREAS TO BE DISTURBED FOR CONSTRUCTION OF MODIFICATIONS. CONTRACTOR SHALL REMOVE EXCESS SOILS AND DISPOSE OF IT PROPERLY AT THE CONTRACTORS EXPENSE.
- 4. SEE PHASING NOTES FOR CONSTRUCTION OF BOX CULVERT COMPONENTS AND ROADWAY IMPROVEMENTS.
- 5. DEWATERING WILL BE NECESSARY FOR THE CONSTRUCTION OF BOX CULVERT, CONTRACTOR SHALL BECOME FAMILIAR WITH THE GEOTECHNICAL CONDITIONS IDENTIFIED DURING GEOTECHNICAL INVESTIGATIONS AND AVAILABLE IN REPORTS FROM LEON COUNTY PUBLIC WORKS. CONTRACTOR SHALL BE HELD RESPONSIBLE FOR PROVIDING DEWATERING AS NECESSARY TO COMPLETE THE PROPOSED CONSTRUCTION ACTIVITIES.
- 6. PREPARE A DEWATERING PLAN AND OBTAIN THE PERMITS AS NEEDED TO ACCOMPLISH THE DEWATERING IN A MANNER CONSISTENT WITH ALL APPLICABLE REGULATIONS AND THE CONTRACTOR'S METHOD OF APPROACH.
- 7. PLACE SOD OR GRASS AND MULCH IN ALL DISTURBED AREAS OF THE IMPROVEMENTS.
- 8. PROVIDE THE ENGINEER OF RECORD AND LEON COUNTY PUBLIC WORKS WITH TWO (2) COPIES OF A SIGNED AND SEALED AS-BUILT SURVEY TO VERIFY THE INSTALLATION OF THE BOX CULVERT AND ROADWAY IMPROVEMENTS.
- 9. REQUEST A FINAL INSPECTION FROM LEON COUNTY AFTER COMPLETION.
- 10. REMOVE ALL SEDIMENT/EROSION CONTROL DEVICES. REMOVE AND DISTRIBUTE ANY REMAINING SEDIMENT. ASSURE THAT DISTRIBUTED SEDIMENT WILL NOT BE REDISTRIBUTED.

MAINTENANCE AND INSPECTION SCHEDULE:

- 1. EROSION CONTROL MEASURES MUST BE INSPECTED AT LEAST ONCE A WEEK AND AFTER EVERY 1/2" RAINFALL EVENT. ANY REQUIRED REPAIRS OR REPLACEMENT SHALL BE MADE IMMEDIATELY. SEDIMENT DEPOSITS SHALL BE REMOVED WHEN THEY REACH APPROXIMATELY ONE-HALF THE HEIGHT OF THE BARRIER.
- 2. MULCH AND SOD THAT HAS BEEN WASHED OUT SHALL BE REPLACED IMMEDIATELY.
- 3. MAINTAIN ALL OTHER AREAS OF THE IMPROVEMENTS WITH PROPER CONTROLS AS NECESSARY.
- 4. THE CONTRACTOR SHALL PROVIDE AND INSTALL ALL NECESSARY STORM WATER, EROSION, AND SEDIMENTATION CONTROL MEASURES IN ACCORDANCE WITH THE FDOT & FDEP "STATE OF FLORIDA EROSION AND SEDIMENT CONTROL DESIGNER AND REVIEWER MANUAL" IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTROL AND PREVENT EROSION AND TRANSPORT OF SEDIMENT TO SURFACE DRAINS AND TO DITCHES DURING CONSTRUCTION.

TEMPORARY TRAFFIC SIGNALIZATION NOTES:

NORTHBOUND (PHASE 1) PREEMPTION PHASE

NOTE: ACTUATION OF THE NORTHBOUND PREEMPTION PLAN SHALL BE POSSIBLE ONLY DURING PHASE 1 OPERATION. THE NB PREEMPTION WILL INCLUDE A 20 SECOND GREEN FOLLOWED BY THE 5 SECOND YELLOW AND 14 SECOND ALL RED. NO NB PREEMPTION IS POSSIBLE DURING PHASE 2 OPERATION AS IT WILL BE NECESSARY TO CLEAR SOUTHBOUND TRAFFIC BEFORE MOVING TO PHASE 1.

SOUTHBOUND (PHASE 2) PREEMPTION PHASE

NOTE: ACTUATION OF THE SOUTHBOUND PREEMPTION PLAN SHALL BE POSSIBLE ONLY DURING PHASE 2 OPERATION. THE SB PREEMPTION WILL INCLUDE A 20 SECOND GREEN FOLLOWED BY THE 5 SECOND YELLOW AND 14 SECOND ALL RED. NO SB PREEMPTION IS POSSIBLE DURING PHASE 1 OPERATION AS IT WILL BE NECESSARY TO CLEAR SOUTHBOUND TRAFFIC BEFORE MOVING TO PHASE 2.

MAINTENANCE OF TRAFFIC GENERAL NOTES:

- 1. TRAFFIC SHALL BE MAINTAINED IN ACCORDANCE WITH THE FDOT DESIGN STANDARDS, INDEX 102 SERIES AND THE FHWA "MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES".
- 2. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO MAINTAIN CLEAR ZONE REQUIREMENTS FOR EQUIPMENT AND MATERIALS STORAGE AND WORK ZONE PROTECTION AS SPECIFIED IN FDOT DESIGN STANDARDS INDEX 102.
- 3. PROVIDE TEMPORARY DRAINAGE WHEN HISTORICAL DRAINAGE PATTERNS ARE IMPEDED IN AN ACTIVE WORK ZONE. ANY ADDITIONAL COST ASSOCIATED WITH DRAINAGE (INSTALLATION AND REMOVAL OF TEMPORARY STRUCTURES, DESILTING OF EXISTING PIPES) SHALL BE INCIDENTAL TO PAY ITEM 102-1 MAINTENANCE OF TRAFFIC.
- 4. A REGULATORY SPEED OF 45 MPH WILL BE MAINTAINED THROUGH THE WORK ZONE DURING ALL PHASES OF CONSTRUCTION.
- 5. PROVIDE A QUALIFIED MAINTENANCE OF TRAFFIC SUPERVISOR TO BE ON SITE WHEN WORK IS TAKING PLACE AND SHALL BE ON CALL FOR EMERGENCIES WHEN THE CONTRACTOR IS NOT AVAILABLE. THE SUPERVISOR IS RESPONSIBLE FOR OVERSIGHT OF THE TRAFFIC CONTROL PLAN AND WILL BE REQUIRED TO SUBMIT WRITTEN INSPECTION REPORTS VERIFYING COMPLIANCE WITH THE TRAFFIC CONTROL PLAN. THE CONTRACTOR SHALL PROVIDE THE OWNER A 24-HOUR ON-CALL TELEPHONE NUMBER FOR THE SUPERVISOR.
- 6. THE OWNER RESERVES THE RIGHT TO REQUIRE ADDITIONAL DEVICES AND/OR CHANGES TO THE TRAFFIC CONTROL PLAN BASED UPON CHANGING TRAFFIC SAFETY ISSUES.
- 7. PROVIDE A TRAFFIC CONTROL OFFICER DURING NIGHT TIME OPERATIONS, AND DURING IMPLEMENTATION OF CHANGE IN THE TRAFFIC PATTERN (REROUTING OR SHIFTING TRAFFIC), AND PROVIDE 72 HOURS NOTICE PRIOR TO BEGINNING THOSE OPERATIONS.
- 8. THE CONTRACTOR HAS THE OPTION TO SUBMIT ALTERNATE TRAFFIC CONTROL PLANS. SUBJECT PLAN MUST BE SIGNED AND SEALED BY A FLORIDA PROFESSIONAL ENGINEER WITH FDOT ADVANCED TRAFFIC CONTROL CERTIFICATION, AND BE SUBJECT TO APPROVAL BY LEON COUNTY PUBLIC WORKS.
- 9. DEVICES SHALL BE PLACED SUCH THAT THE SAFETY OF THE PUBLIC AND CONSTRUCTION PERSONNEL ARE PROTECTED AT ALL TIMES.
- 10. DELIVER MOT REQUESTS, INCLUDING LANE CLOSURES, TO THE COUNTY TWO (2) WEEKS PRIOR TO TAKING EFFECT.
- 11. INSTALL PCMS AT EACH END OF THE PROJECT TWO WEEKS PRIOR TO CONSTRUCTION.
PCMS MESSAGE ONE: ROAD CONST.
PCMS MESSAGE TWO: TO BEGIN XX/XX/XX
- 12. INSTALL PCMS AT EACH END OF THE PROJECT THROUGHOUT THE DURATION OF THE LANE CLOSURE.
PCMS MESSAGE ONE: SIGNAL AHEAD
PCMS MESSAGE TWO: PREPARE TO STOP



CONTROLLER TIMINGS								
MOVEMENT NO.	1	2	3	4	5	6	7	8
DIRECTION		NB		SB				
MIN GREEN		20		20				
MAX GREEN		20		20				
EXTENSION		0		0				
YELLOW		5		5				
ALL RED		14		14				

THIS REFLECTS A 78 SECOND CYCLE

PRE-PHASE I

1. MAINTAIN EXISTING TRAFFIC PATTERNS ALONG OLD PLANK ROAD.
2. INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX 102-602, FOR TWO-LANE, TWO-WAY, WORK ON SHOULDER.
3. INSTALL TEMPORARY PAVEMENT ALONG THE WEST SIDE OF OLD PLANK ROAD. TEMPORARY PAVEMENT DESIGN SHALL CONSIST OF OPTIONAL BASE GROUP 4 (6" LIMEROCK BASE) WITH TYPE SP-9.5 STRUCTURAL COURSE (TRAFFIC LEVEL C) (2").

PHASE I

1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102, AND TEMPORARY TRAFFIC CONTROL PLANS, PHASE I, AS SHOWN.
2. INSTALL TEMPORARY SIGNALIZATION, TEMPORARY CRITICAL WALL, TEMPORARY PAVEMENT MARKINGS, TEMPORARY BARRIER (TYPE K, ANCHORED), AND TEMPORARY CRASH CUSHIONS FOR THE BI-DIRECTIONAL TRAVEL LANE ALONG OLD PLANK ROAD.
3. SHIFT ONE-WAY TRAFFIC CONTROLLED BY TEMPORARY SIGNAL TO THE WEST AS SHOWN IN PHASE I.
4. REMOVE THE INNER SIX EXISTING CROSS DRAIN PIPES AND CONFLICTING PORTIONS OF THE FOUR OUTER PIPES IN DIRECT CONFLICT ON THE NORTH AND SOUTH. CONSTRUCT HALF OF THE BOX CULVERT WITH RIPRAP ON THE EAST SIDE WITHIN THE WORK ZONE.
5. MILL AND RESURFACE AND RECONSTRUCT THE EAST PORTION OF OLD PLANK ROAD, AND INSTALL THE PROPOSED SHOULDER AND GUARDRAIL. INSTALL THE TEMPORARY PAVEMENT AT EACH END OF THE MILLING LIMITS TO BE UTILIZED DURING PHASE II.

PHASE II

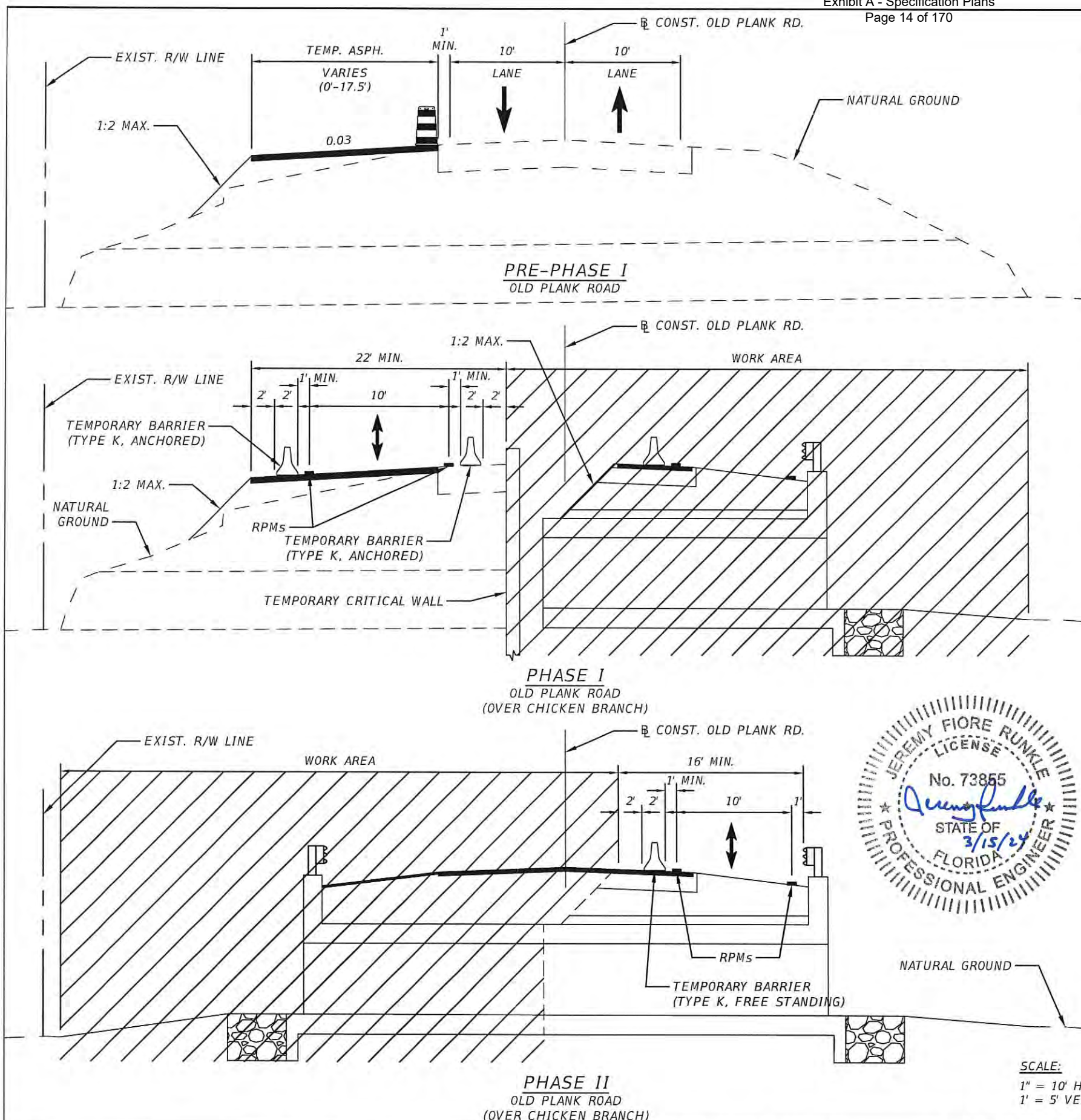
1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102, AND TEMPORARY TRAFFIC CONTROL PLANS, PHASE II, AS SHOWN.
2. RE-INSTALL TEMPORARY SIGNALIZATION, TEMPORARY PAVEMENT MARKINGS, TEMPORARY BARRIER (TYPE K, FREE-STANDING), AND TEMPORARY CRASH CUSHIONS FOR THE BI-DIRECTIONAL TRAVEL LANE ALONG OLD PLANK ROAD. ADJUST TEMPORARY CRITICAL WALL AS NECESSARY.
3. SHIFT ONE-WAY TRAFFIC CONTROLLED BY TEMPORARY SIGNAL TO THE EAST AS SHOWN IN PHASE II.
4. REMOVE REMAINING PORTIONS OF THE EXISTING INNER SIX CROSS DRAIN PIPES. CONSTRUCT REMAINING PORTION OF THE BOX CULVERT WITH RIPRAP ON THE WEST SIDE WITHIN THE WORK ZONE. INSTALL FLOWABLE FILL IN REMAINING PORTIONS OF FOUR OUTER CROSS DRAIN PIPES TO REMAIN IN PLACE.
5. MILL AND RESURFACE AND RECONSTRUCT THE REMAINING WEST PORTION OF OLD PLANK ROAD, AND INSTALL THE PROPOSED SHOULDER AND GUARDRAIL.
6. REMOVE TEMPORARY CRITICAL WALL FOLLOWING WORK PERFORMED DURING PHASE II.


PHASE III

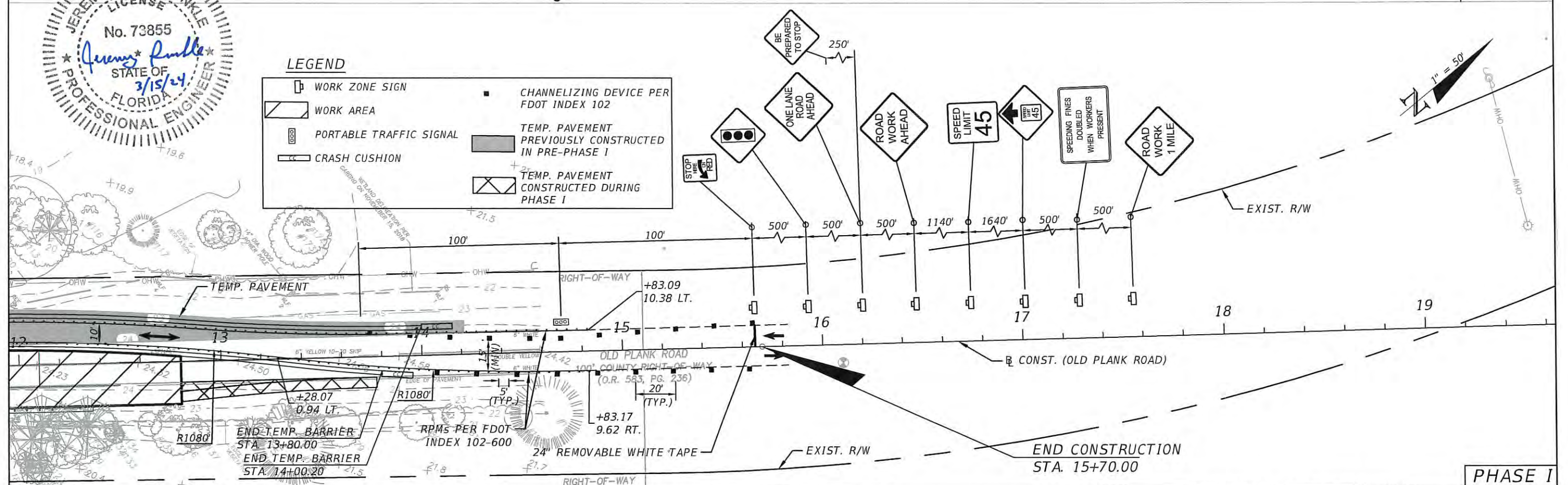
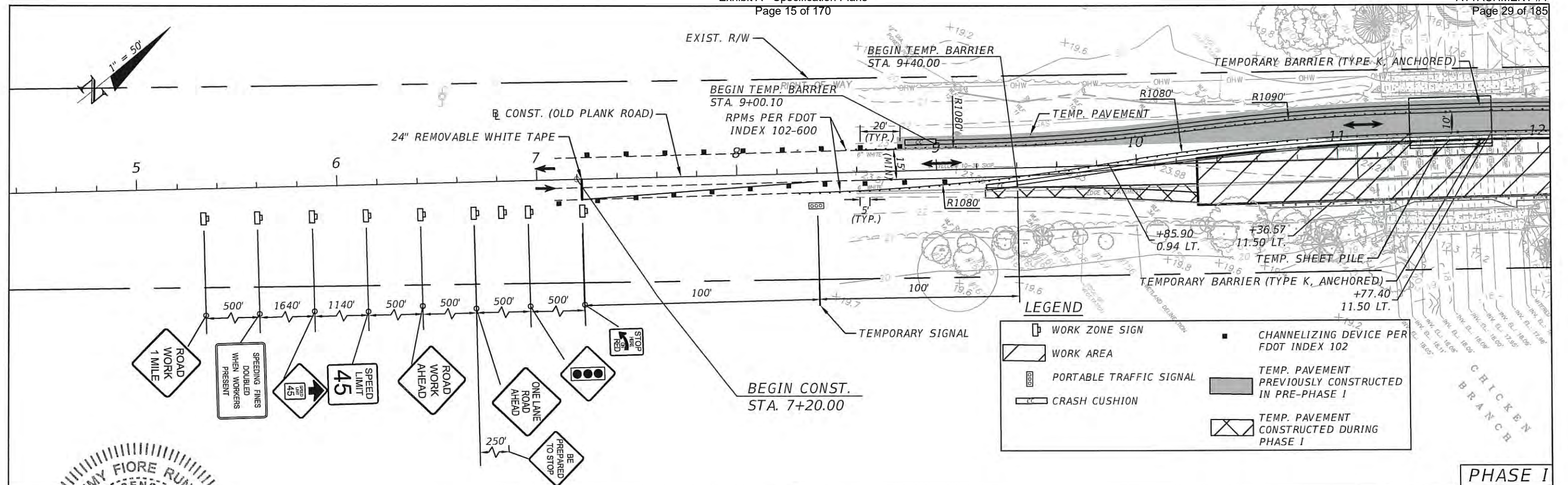
1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102.
2. OPEN TRAVEL LANES TO EXISTING TRAFFIC PATTERNS ALONG OLD PLANK ROAD.
3. INSTALL FINAL PAVEMENT MARKINGS UTILIZING TEMPORARY LANE CLOSURES AS NECESSARY.
4. REMOVE TEMPORARY PAVEMENT AND REMAINING CROSS DRAIN PIPES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX 102-602, FOR TWO-LANE, TWO-WAY, WORK ON SHOULDER.
5. REMOVE ALL TEMPORARY SIGNAGE AND TRAFFIC CONTROL DEVICES TO CONCLUDE CONSTRUCTION.

SCALE:

1" = 10' HORIZONTAL
1' = 5' VERTICAL



REVISIONS				JEREMY FIORE RUNKLE,P.E. P.E. LICENSE NUMBER 73855 STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759		LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO. 10
DATE	DESCRIPTION	DATE	DESCRIPTION				TEMPORARY TRAFFIC CONTROL PLAN (2)		
							Posted on September 30, 2024		




REVISIONS				DATE	DESCRIPTION
DATE	#	DESCRIPTION	DATE		
#	#		#	#	
#	#		#	#	
#	#		#	#	
#	#		#	#	

JEREMY FIORE RUNKLE, P.E. P.E. LICENSE NUMBER 73855 STANTEC, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759		LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023		OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	
Page 589 of 1632		Morales, Alirio		3/14/2024 6:20:24 PM	

TEMPORARY TRAFFIC CONTROL PLAN (3)		SHEET NO. 11	
Posted on September 30, 2024		U:\238200289\acad\dwg\OLD_PLANK_RD\Roadway\TCPLRD01.dwg	



R E V I S I O N S				 <p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</p>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		TEMPORARY TRAFFIC CONTROL PLAN (A)		12
							Posted on September 30, 2024

DESIGN SPECIFICATIONS:

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) STRUCTURES MANUAL 2023 AND SUBSEQUENT STRUCTURES TEMPORARY DESIGN BULLETINS.

AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, 9TH EDITION.

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) MANUAL OF UNIFORM MINIMUM STANDARDS FOR DESIGN, CONSTRUCTION AND MAINTENANCE FOR STREETS AND HIGHWAYS (FLORIDA GREENBOOK) (2018 EDITION).

GOVERNING STANDARDS:

FDOT STANDARD PLANS FOR ROAD AND BRIDGE CONSTRUCTION FY2023-24 AS APPENDED HEREIN.

CONSTRUCTION SPECIFICATIONS:

FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (JANUARY 2020 EDITION), WITH SUPPLEMENTS THERETO.

DESIGN METHOD:

LOAD AND RESISTANCE FACTOR DESIGN METHOD (LRFD) FOR ALL ELEMENTS.

DESIGN LOADING:

DEAD LOADS:

UNIT WEIGHT OF REINFORCED CONCRETE 150 PCF
(INCLUDING REINFORCEMENT)

LIVE LOADS:

HL-93 LOADING WITH IMPACT.

ENVIRONMENTAL CLASSIFICATION:

SLIGHTLY AGGRESSIVE.

CONCRETE COVER:

CONCRETE COVER SHOWN IN PLANS DOES NOT INCLUDE PLACEMENT AND FABRICATION TOLERANCES UNLESS SHOWN AS "MINIMUM COVER". SEE FDOT STANDARD SPECIFICATIONS FOR ALLOWABLE TOLERANCES. ALL DIMENSIONS PERTAINING TO LOCATIONS OF REINFORCING ARE TO CENTERLINE OF BARS EXCEPT WHERE THE CLEAR DIMENSION IS SHOWN TO FACE OF CONCRETE.

C.I.P. SUBSTRUCTURE: 3" FOR EXTERNAL FORMED SURFACES.
4" FOR EXTERNAL SURFACES CAST AGAINST EARTH.
2" FOR BOX CULVERTS

REINFORCING STEEL:

REINFORCEMENT SHALL BE IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS SECTION 931. REINFORCEMENT BARS SHALL BE GRADE 60.

UTILITIES:

LOCATION OF UTILITIES SHOWN IN THE PLANS ARE APPROXIMATE.

TURBIDITY CONTROL:

PROVIDE AND MAINTAIN FLOATING TURBIDITY BARRIERS AS REQUIRED TO CONTROL TURBIDITY CAUSED BY CONSTRUCTION OPERATIONS IN ACCORDANCE WITH PERMIT REQUIREMENTS.

JOINTS IN CONCRETE:

CONSTRUCTION JOINTS WILL BE PERMITTED ONLY AT LOCATIONS INDICATED IN THE PLANS. ADDITIONAL CONSTRUCTION JOINTS OR ALTERATIONS TO THOSE SHOWN SHALL REQUIRE APPROVAL OF THE ENGINEER.

PLAN DIMENSIONS:

ALL DIMENSIONS IN THESE PLANS ARE MEASURED IN FEET EITHER HORIZONTALLY OR VERTICALLY UNLESS OTHERWISE NOTED.

BRIDGE NAME AND NUMBER:

PLACE THE FOLLOWING BRIDGE NAME AND NUMBER ON THE TRAFFIC RAILINGS IN ACCORDANCE WITH THE TRAFFIC RAILING DESIGN STANDARD.

NAME NUMBER
OLD PLANK RD AT CHICKEN BRANCH 554177

EXISTING PIPE REMOVAL, DISPOSAL AND GROUTING:

ALL MATERIAL IN THE SIX (6) INTERIOR PIPES OF THE EXISTING CULVERT SHALL BE REMOVED IN ACCORDANCE WITH FDOT STANDARD SPECIFICATION SECTION 110. THE ENDS OF THE EXTERIOR PIPES AS SPECIFIED ON THE BRIDGE CULVERT GENERAL PLAN SHEET SHALL ALSO BE REMOVED IN ACCORDANCE WITH SECTION 110. THE REMAINING PORTION OF THE TWO EXTERIOR PIPES SHALL BE GROUTED IN ACCORDANCE WITH THE SECTION 430 AFTER THEY ARE NO LONGER NEEDED FOR CONVEYANCE PURPOSES.

BID ITEMS NOTES:

1. PAYMENT FOR INCIDENTAL ITEMS NOT SPECIFICALLY COVERED IN THE INDIVIDUAL PAY ITEMS SHALL BE INCLUDED IN THE CONTRACT UNIT PRICE FOR THE BID ITEMS.
2. NO SEPARATE PAYMENT WILL BE MADE FOR EXCAVATIONS FOR CONSTRUCTION OF STRUCTURES. ALL COSTS FOR EXCAVATION SHALL BE INCIDENTAL TO THE ELEMENT REQUIRING SUCH WORK.
3. ALL COSTS ASSOCIATED WITH MAINTAINING THE CHANNEL CONVEYANCE, INCLUDING SHORING, COFFERDAMS, PIPES, PUMPING, SEDIMENT BASINS, ETC. SHALL BE INCLUDED IN THE COST OF MOBILIZATION.
4. GROUT SHALL BE PAID FOR UNDER ITEM 121-70.

SITE PREPARATION:

1. EXCAVATE TO AT LEAST 6 INCHES BELOW THE PROPOSED BOX CULVERT BEARING ELEVATION TO PROVIDE FOR PROPER BEDDING. PROVIDE DEWATERING DEVICES CAPABLE OF MAINTAINING A STABLE AND DRY SURFACE TRENCH BOTTOM. THE EXCAVATION WIDTH SHOULD EXTEND A MINIMUM OF 12 INCHES OUTSIDE OF THE EXTERIOR WALLS AND CULVERT.

ALTHOUGH "MUCK" WAS NOT ENCOUNTERED IN THE TEST BORINGS, SOME OF THE TEST BORINGS DID ENCOUNTER SOMEWHAT ELEVATED ORGANIC CONTENTS. IF EXCESSIVELY ORGANIC SOILS (E.G. MORE THAN 5 PERCENT ORGANICS) ARE ENCOUNTERED DURING THE EXCAVATION FOR THE BOX CULVERTS, OVER-EXCAVATE THE EXCESSIVELY ORGANIC SOILS BENEATH THE CULVERT AND WITHIN A 1V:1H PROJECTION BELOW THE CULVERT AND END WALLS AND REPLACE WITH AASHTO SOIL CLASS A-3 PER FDOT STANDARD SPECIFICATIONS SECTION 125-8. IF ACCEPTABLE MATERIAL IS NOT AVAILABLE FROM THE EXCAVATION FOR THE CULVERT AS AUTHORIZED BY THE ENGINEER, SELECT BEDDING MATERIAL MAY BE USED.

2. COMPACT THE EXPOSED BEARING SURFACE TO 100% OF THE STANDARD PROCTOR MAXIMUM DRY DENSITY. GROUNDWATER WITHIN THE STREAM WILL NEED TO BE MAINTAINED TO APPROXIMATELY 2 FEET BELOW CUT GRADE TO ACHIEVE COMPACTION.

IN THE EVENT GROUNDWATER IS NOT MAINTAINED APPROPRIATELY AND COMPACTION IS NOT ACHIEVED, OVER-EXCAVATE AN ADDITIONAL 12 INCHES AND BACKFILL BY PLACING 6-INCH LIFTS OF THOROUGHLY TAMPED OPEN-GRADED GRAVEL SUCH AS NO. 57 OR 89 SIZE GRAVEL. SELECT SOILS MAY BE UTILIZED ATOP INITIAL GRAVEL LAYERS PROVIDED THAT THE SOILS ARE SEPARATED FROM THE GRAVEL BY A LAYER OF FILTER FABRIC. BACKFILLING SHOULD CONTINUE UNTIL THE BOTTOM OF THE CULVERT BEDDING ELEVATION IS ACHIEVED. ENCAPSULATE BACKFILL IN TYPE D-1 GEOTEXTILE. NO ADDITIONAL PAYMENT FOR OVER-EXCAVATION AND FILL WILL BE MADE.

3. PROVIDE AT LEAST 6 INCHES OF BEDDING BELOW THE BOTTOM OF THE BOX CULVERT WITH A COARSE OPEN-GRADED AGGREGATE SUCH AS NO. 4 OR 57 GRAVEL, COMPLETELY ENCAPSULATED IN TYPE D-1 GEOTEXTILE.
4. BACKFILL IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS SECTION 125.
5. PLACE LAYER OF STRUCTURAL GEOSYNTHETIC TYPE R-2 ACROSS THE FULL WIDTH OF THE PLACE LAYER OF STRUCTURAL GEOSYNTHETIC TYPE R-2 ACROSS THE FULL WIDTH OF THE ROADWAY IMMEDIATELY BELOW THE BOTTOM OF THE ROADWAY BASE IN ACCORDANCE WITH FDOT STANDARD SPECIFICATION NO. 145 AND NO. 985. THE MATERIAL SHALL EXTEND FROM 1 FT BEYOND THE LIMIT OF EXCAVATION TO 2 FT BEYOND THE EDGE OF THE CULVERT. SEE SHEET 14 FOR LONGITUDINAL LIMITS.

CONCRETE NOTES:

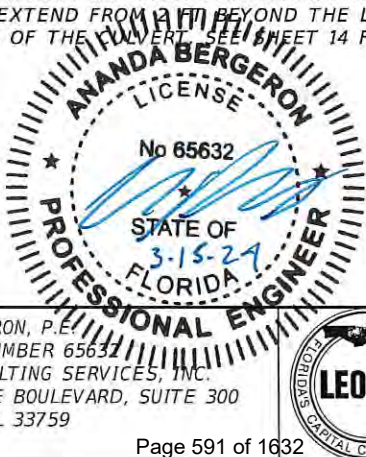
CLASS	MINIMUM 28-DAY COMPRESSIVE STRENGTH (PSI)	LOCATION OF CONCRETE IN STRUCTURE
II	f'c = 3,400	BRIDGE CULVERT (CAST-IN PLACE WINGWALLS, GUARDRAIL TRANSITION)
III	f'c = 5,000	BRIDGE CULVERT (PRECAST)

FDOT STANDARD PLANS FOR BRIDGE CONSTRUCTION:

- 400-289 CONCRETE BOX CULVERT DETAILS
400-291 PRECAST CONCRETE BOX CULVERTS SUPPLEMENTAL DETAIL
400-292 STANDARD PRECAST CONCRETE BOX CULVERTS
415-001 BAR BENDING DETAILS (STEEL)
460-470 TRAFFIC RAILING (THRIE BEAM RETROFIT) TYPICAL DETAILS AND NOTES
460-474 TRAFFIC RAILING - (THRIE BEAM RETROFIT) INTERMEDIATE CURB

TEMPORARY DRAINAGE AND DEWATERING:

1. PROVIDE THE MEANS AND METHODS NECESSARY TO EFFECTIVELY PROVIDE POSITIVE DRAINAGE DURING CONSTRUCTION. UPSTREAM WATER LEVELS AT THE CULVERT SITE SHALL NOT BE IMPEDED TO LEVELS THAT WILL ADVERSELY IMPACT UPSTREAM PROPERTIES AND / OR THE PROJECT SITE. THE ASSOCIATED COSTS SHALL BE INCLUDED IN PAY ITEM 101-1 MOBILIZATION.
2. DESIGN AND PROVIDE DEWATERING SYSTEMS AS NECESSARY TO CONSTRUCT THE PROJECT WITHIN THE RIGHT-OF-WAY AND IN ACCORDANCE WITH THE DESIGN CRITERIA AND SPECIFICATIONS. THE ASSOCIATED COSTS SHALL BE INCLUDED IN PAY ITEM 101-1 MOBILIZATION.
3. TEMPORARY RETAINING WALLS (COFFERDAMS) OR SAND BAGS MAY BE NECESSARY TO CONSTRUCT THE PROJECT WITHIN THE RIGHT-OF-WAY AND PERMITTED WETLAND IMPACT AREA LIMITS.
4. PROVIDE A CONSTRUCTION PHASING PLAN TO THE LEON COUNTY PROJECT MANAGER FOR APPROVAL PRIOR TO INITIATING WORK. THE PHASING PLAN SHALL DEMONSTRATE THE PLAN FOR 1) PROVIDING POSITIVE DRAINAGE DURING CONSTRUCTION 2) DEWATERING THE CULVERT AND HEADWALL EXCAVATIONS, AND 3) MAINTAINING THE LIMITS OF CONSTRUCTION WITHIN THE RIGHT-OF-WAY AND ALLOWABLE WETLAND IMPACT AREAS.
5. OBTAIN ANY REQUIRED DEWATERING PERMITS AND ANY ADDITIONAL PERMITS WHICH MAY BE NECESSARY BASED ON THEIR MEANS AND METHODS. AN NPDES PERMIT IS REQUIRED AND THE COST SHALL BE INCIDENTAL TO THE PROJECT.



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

BRIDGE No. 554177

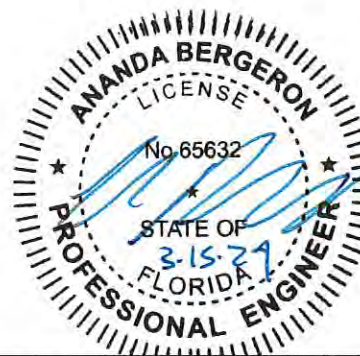
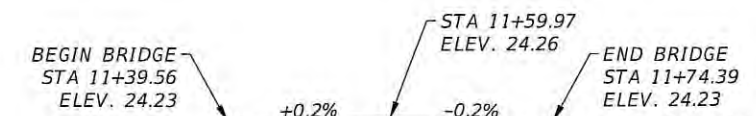
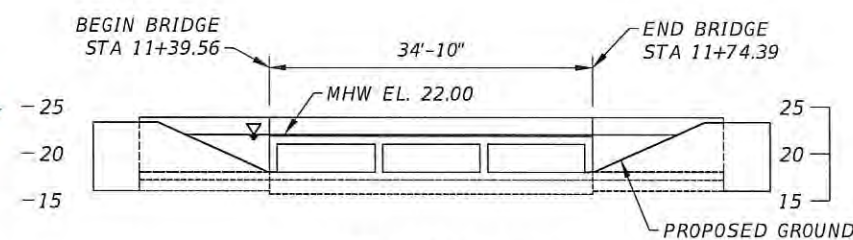
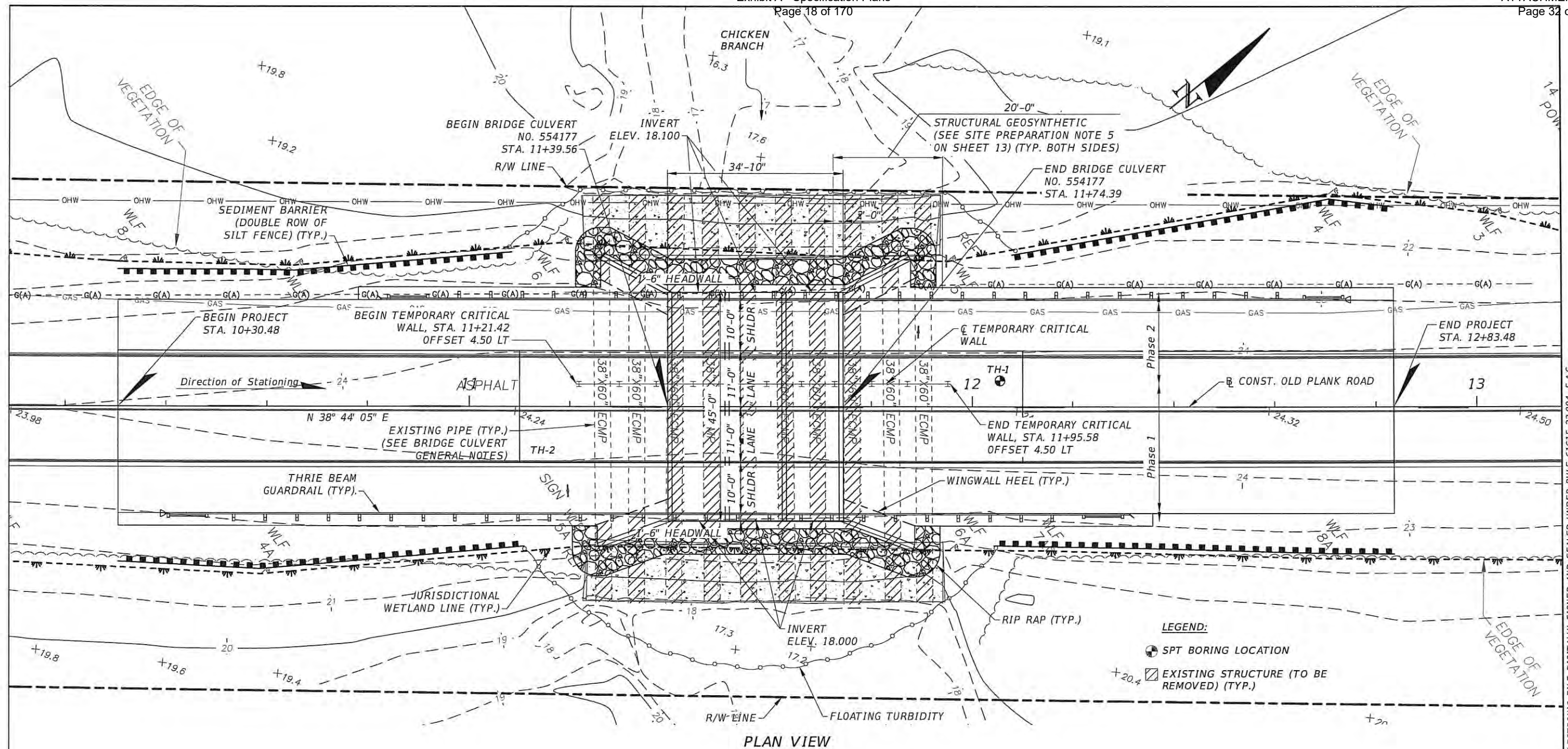
OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

BRIDGE CULVERT
GENERAL NOTES

Posted on September 30, 2024

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

ANANDA BERGERON, P.E.
P.E. LICENSE NUMBER 65632
STANTEC CONSULTING SERVICES, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759



REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

ANANDA BERGERON, P.E.
P.E. LICENSE NUMBER 65632
STANTEC, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

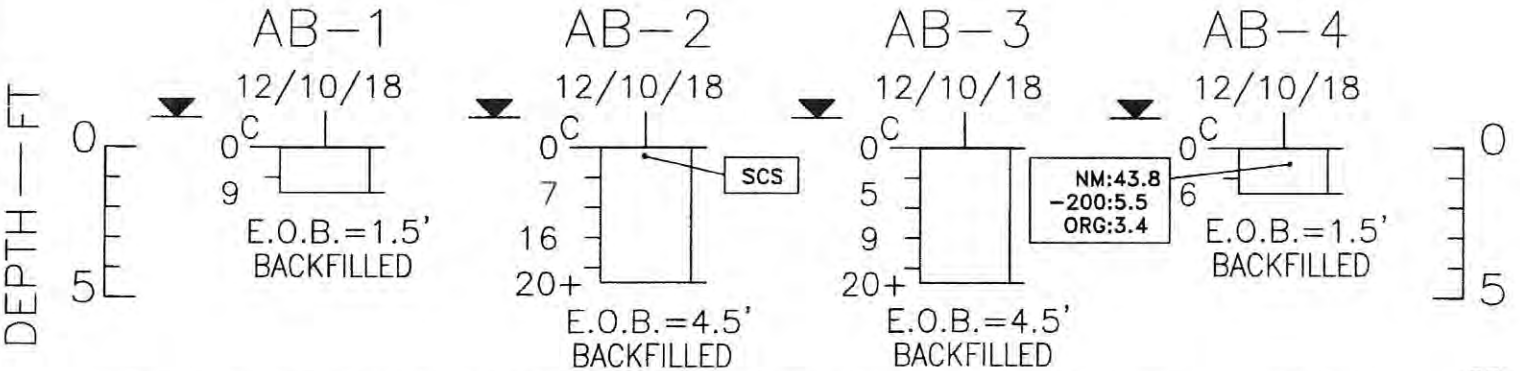
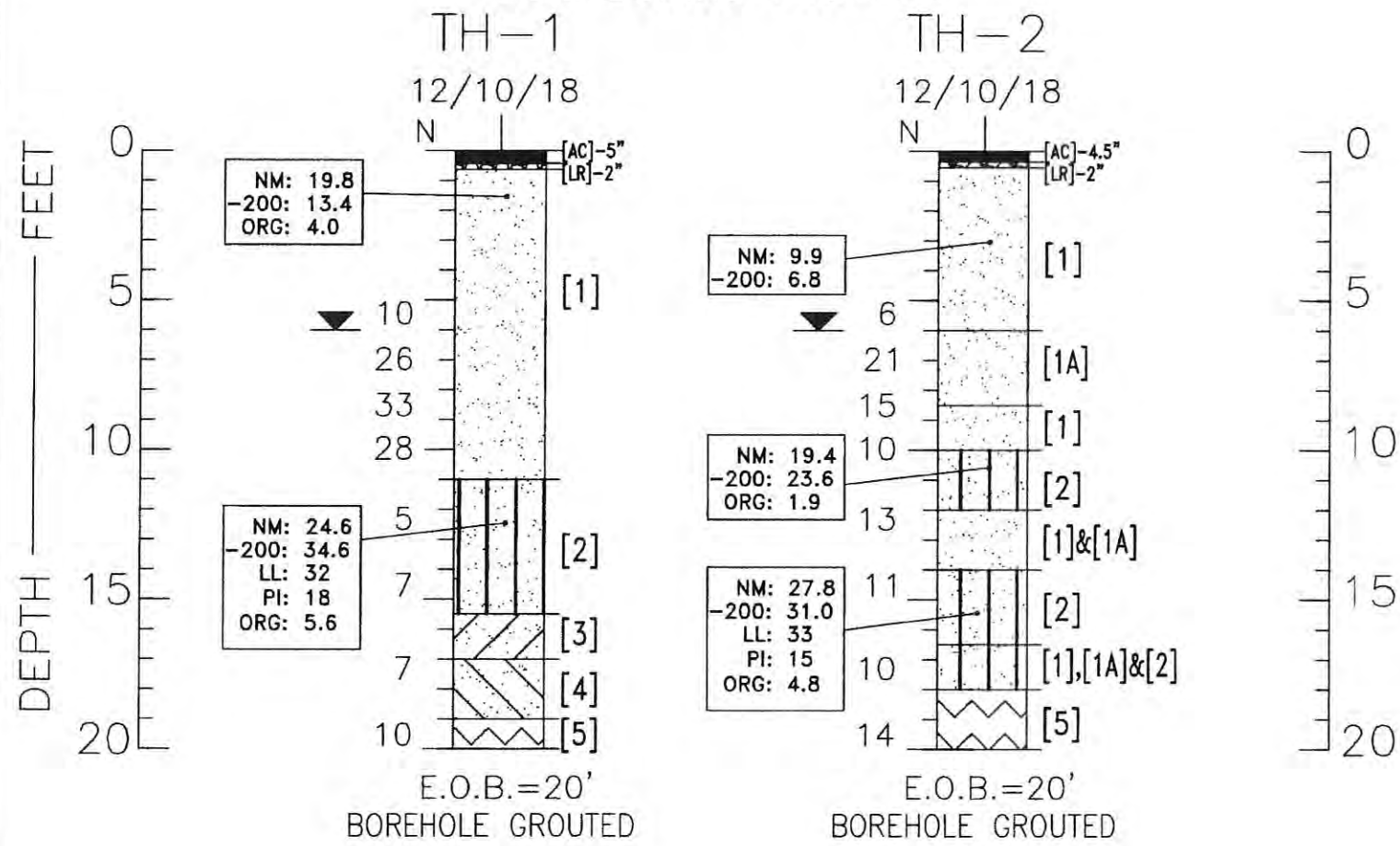
**BRIDGE CULVERT
GENERAL PLAN**

SHEET
NO.

14

SOIL BORING PROFILES

SOIL LEGEND



- [AC] ASPHALTIC CONCRETE
- [LR] LIMEROCK BASE
- [1] DARK TO LIGHT GRAY MEDIUM TO FINE SAND TO SILTY FINE SAND, SOMETIMES MOTTLED W/TAN SAND & SOMETIMES W/ORGANICS (SP-SM TO SM W/OL; A-3 TO A-2-4 W/A-8)
- [1A] TAN SILTY FINE SAND (SM; A-2-4)
- [2] GRAY SILTY, SLIGHTLY CLAYEY FINE SAND W/LAYERS OF VERY SANDY FAT CLAY AND ORGANICS (ROOTS) (SM W/CH & OL; A-2-4 W/A-7 & A-8)
- [3] LIGHT GRAY VERY CLAYEY FINE SAND (SC; A-6)
- [4] MOTTLED LIGHT BROWN & GRAYISH BROWN VERY SANDY LEAN CLAY (CL; A-6)
- [5] TAN HIGHLY WEATHERED LIMESTONE

LEGEND

- TH STANDARD PENETRATION TEST (SPT) BORING LOCATION
- AB AUGER BORING LOCATION
- N STANDARD PENETRATION RESISTANCE IN BLOWS PER FOOT (ASTM D-1586)
- C DYNAMIC CONE PENETRATION RESISTANCE OF SOILS (ASTM STP #399)
- GROUNDWATER DEPTH MEASURED ON DATE DRILLED
- NM NATURAL MOISTURE CONTENT IN PERCENT (ASTM D-2216)
- 200 PERCENT PASSING NO. 200 SIEVE SIZE (PERCENT FINES)(ASTM D-1140)
- LL LIQUID LIMIT (ASTM D-4318)
- PI PLASTICITY INDEX (ASTM D-4318)
- ORG. ORGANIC CONTENT IN PERCENT (ASTM D-2974)
- SCS SOIL CORROSION SERIES TEST
- SP-SM,SM,SC UNIFIED SOIL CLASSIFICATION SYSTEM
- A-3,A-2-4 AASHTO SOIL CLASSIFICATION SYSTEM
- DRILLERS: SH, JK

SOIL SAMPLES NOT COLLECTED FROM AUGER BORINGS AB-1 TO AB-4 BECAUSE LOCATIONS WERE UNDERWATER

ENGINEERING CLASSIFICATION

I COHESIONLESS SOILS

DESCRIPTION	"N" ≈ "C"
VERY LOOSE	0 TO 4
LOOSE	4 TO 10
MEDIUM DENSE	10 TO 30
DENSE	30 TO 50
VERY DENSE	>50


II COHESIVE SOILS

DESCRIPTION	UNCONFINED COMPRESSIVE STRENGTH, QU, TSF	"N" ≈ "C"
VERY SOFT	<1/4	0 TO 2
SOFT	1/4 TO 1/2	2 TO 4
MEDIUM STIFF	1/2 TO 1	4 TO 8
STIFF	1 TO 2	8 TO 15
VERY STIFF	2 TO 4	15 TO 30
HARD	>4	>30

WHILE THE BORINGS ARE REPRESENTATIVE OF SUBSURFACE CONDITIONS AT THEIR RESPECTIVE LOCATIONS AND FOR THEIR RESPECTIVE VERTICAL REACHES, LOCAL VARIATIONS CHARACTERISTIC OF THE SUBSURFACE MATERIALS OF THE REGION ARE ANTICIPATED AND MAY BE ENCOUNTERED. THE BORING LOGS AND RELATED INFORMATION ARE BASED ON THE DRILLER'S LOGS AND VISUAL EXAMINATION OF SELECTED SAMPLES IN THE LABORATORY. THE DELINEATION BETWEEN SOIL TYPES SHOWN ON THE LOGS IS APPROXIMATE AND THE DESCRIPTION REPRESENTS OUR INTERPRETATION OF SUBSURFACE CONDITIONS AT THE DESIGNATED BORING LOCATIONS ON THE PARTICULAR DATE DRILLED.

GROUNDWATER ELEVATIONS SHOWN ON THE BORING LOGS REPRESENT GROUNDWATER SURFACES ENCOUNTERED ON THE DATES SHOWN. FLUCTUATIONS IN WATER TABLE LEVELS SHOULD BE ANTICIPATED THROUGHOUT THE YEAR. ABSENCE OF WATER SURFACE DATA ON CERTAIN BORINGS IMPLIES THAT NO GROUNDWATER DATA IS AVAILABLE, BUT DOES NOT NECESSARILY MEAN THAT GROUNDWATER WILL NOT BE ENCOUNTERED AT THESE LOCATIONS OR WITHIN THE VERTICAL REACHES OF THESE BORINGS IN THE FUTURE.



REVISIONS				JEREMY M. CLARK, P.E. P.E. LICENSE NUMBER 77660 ARDAMAN & ASSOCIATES, INC. 3175 W. THARPE STREET TALLAHASSEE, FL 32303 CERTIFICATE OF AUTHORIZATION NO. 5950	 <div>LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</div>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			SOIL BORINGS (2 OF 2)		16

BOX CULVERT DATA TABLES

BOX, HEADWALL AND CUTOFF WALL DATA TABLE (inches unless shown otherwise)																			Table Date 7-01-09	
LOCATION	STRUCTURE /BRIDGE NUMBER	BOX									HEADWALL AND CUTOFF WALL									
		Wc(ft)	Hc(ft)	Tt	Tw	Tb	Ti	#cells	Lc(ft)	Cover	Blhw	Hlhw	Brhw	Hrhw	Blcw	Hlcw	Brcw	Hrcw	SL(deg)	SR(deg)
BEGIN STA. 11+39.56 END STA. 11+74.39	554177	10.5	3	10	10	10	10	3	45	2	18	34	18	35	10	28	10	28	0	0

LEFT SIDE WINGWALLS DATA TABLE (inches unless shown otherwise)																			Table Date 01-01-11
STRUCTURE /BRIDGE NUMBER	LEFT END WINGWALL										LEFT BEGIN WINGWALL								
	Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)	Lw(ft)		Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)	Lw(ft)
554177	30	10	42	12	122	22.5	5.82	5.82	15		30	10	42	12	117	23.7	5.82	5.82	15

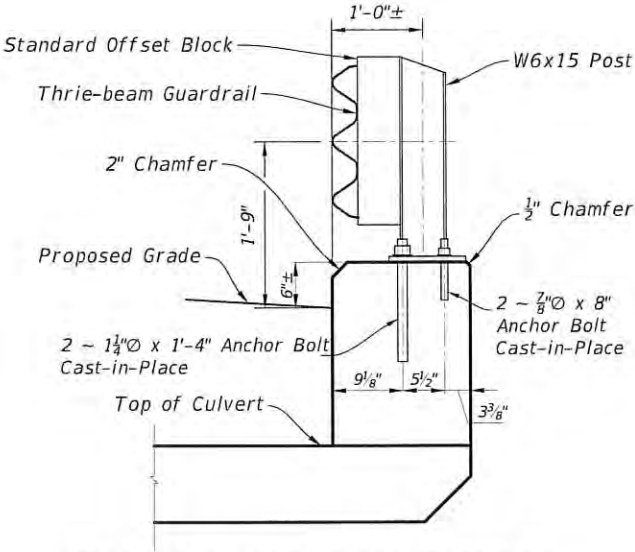
RIGHT SIDE WINGWALLS DATA TABLE (inches unless shown otherwise)																			Table Date 01-01-11
STRUCTURE /BRIDGE NUMBER	RIGHT END WINGWALL										RIGHT BEGIN WINGWALL								
	Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)	Lw(ft)		Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)	Lw(ft)
554177	30	10	42	12	110	25	5.92	5.92	15		30	10	42	12	110	25	5.92	5.92	15

ESTIMATED CONCRETE QUANTITIES (CY)																			Table Date 7-01-13		
STRUCTURE /BRIDGE NUMBER	BOX								LEFT END WINGWALL			LEFT BEGIN WINGWALL			RIGHT END WINGWALL			RIGHT BEGIN WINGWALL			
	Left Cutoff Wall	Right Cutoff Wall	Bottom Slab	Walls	Top Slab	Left Head Wall	Right Head Wall	Sub Total	Footing	Wall	Sub Total	Footing	Wall	Sub Total	Footing	Wall	Sub Total	Footing	Wall	Sub Total	
554177	1.61	1.61	51.6	16.7	48.4	3.87	4.03	128	4.35	2.69	7.05	4.35	2.69	7.05	4.35	2.74	7.09	4.35	2.74	7.09	

MAIN STEEL REINFORCEMENT SPACING (inches)																			Table Date 7-01-09
STRUCTURE /BRIDGE NUMBER	BOX															HEADWALLS		CUTOFF WALLS	
	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115, 116...	803	806	809	812
554177	6	6	6	6	6	6	6	6	12	12	12	12	12	12	12	6	6	12	12

WINGWALL STEEL REINFORCEMENT SPACING (inches)																												Table Date 7-01-09
STRUCTURE /BRIDGE NUMBER	LEFT END WINGWALL							LEFT BEGIN WINGWALL							RIGHT END WINGWALL							RIGHT BEGIN WINGWALL						
	401 407(8)	402 (403)	404 (405)	406	409	410	411	501 507(8)	502 (503)	504 (505)	506	509	510	511	601 607(8)	602 (603)	604 (605)	606	609	610	611	701 707(8)	702 (703)	704 (705)	706	709	710	711
554177	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12

WINGWALL NOTE: Bar designations in "()" are only required for variable height wingwalls.

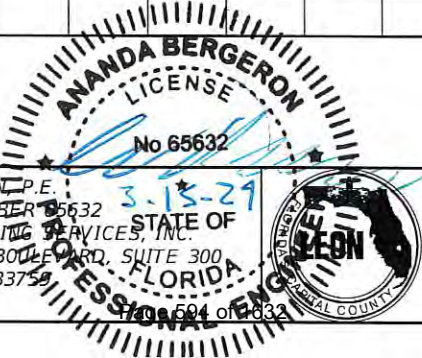


GUARDRAIL ATTACHMENT DETAIL

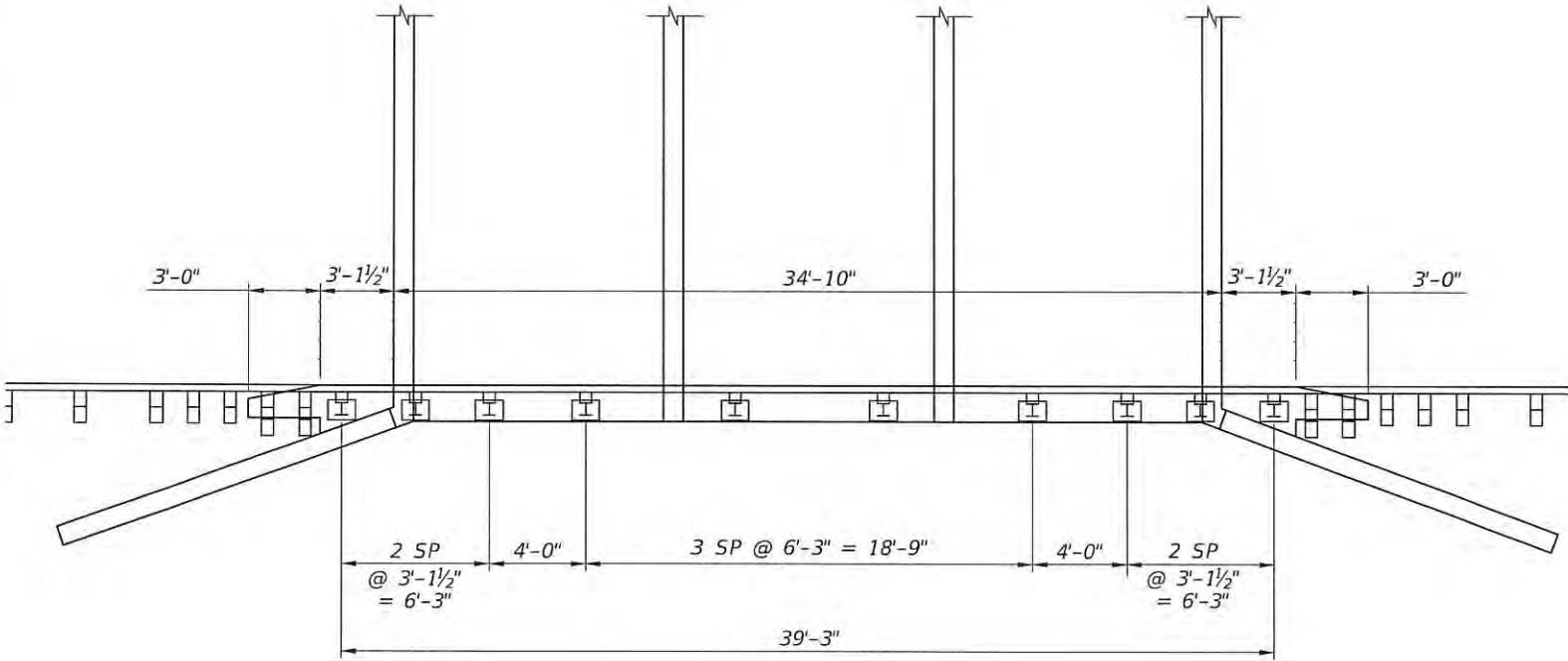
(See FDOT Standard Plans Index 460-470
& 460-474 for more details.)

NOTES [Notes Date 7-01-14]:

- Environmental Class: Slightly Aggressive
- Reinforcing Steel, Grade 60
- Concrete Class:
II (Cast In Place) $f'c = 3400 \text{ psi}$
III (Precast) $f'c = 5000 \text{ psi}$
- Soil Properties:
Friction Angle 30 deg
Modulus of Subgrade Reaction 241920 lbf/ft³
Nominal Bearing Resistance 2025 lbf/ft²
- Work this Drawing with FDOT Standard Plans Index 400-289
- Settlement criteria for Precast Box Culvert option (FDOT Standard Plans Index 400-291):
Long Term Differential Settlement (ΔY) = $\leq 0.5"$
Effective Length for Settlement (L) = 45 ft.

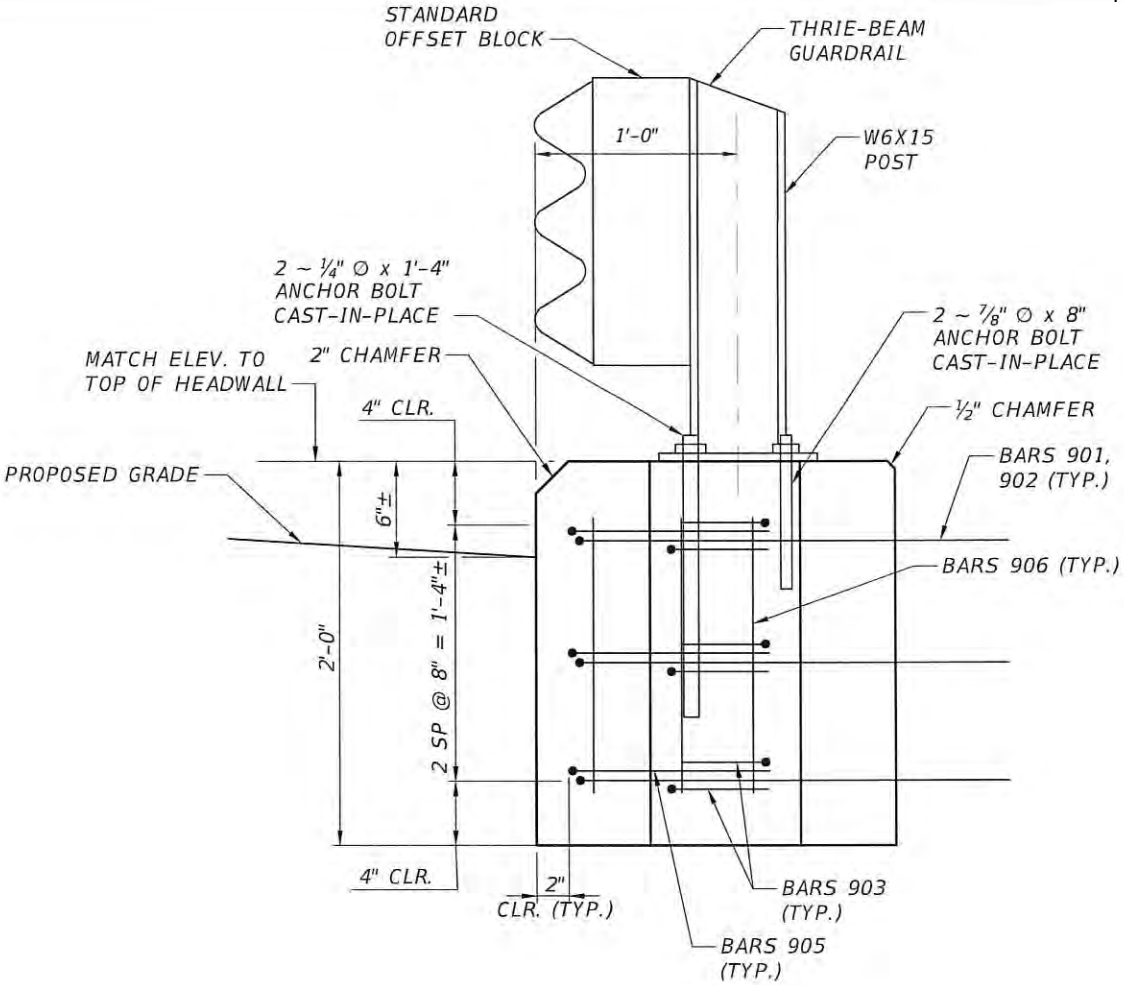


REVISIONS				<p>ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759</p> <p>3.15.29 STATE OF FLORIDA PROFESSIONAL ENGINEER No. 604 of 603</p> 	<p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</p>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			<p><i>BOX CULVERT DATA TABLE</i></p> <p>Posted on September 30, 2024</p>		17



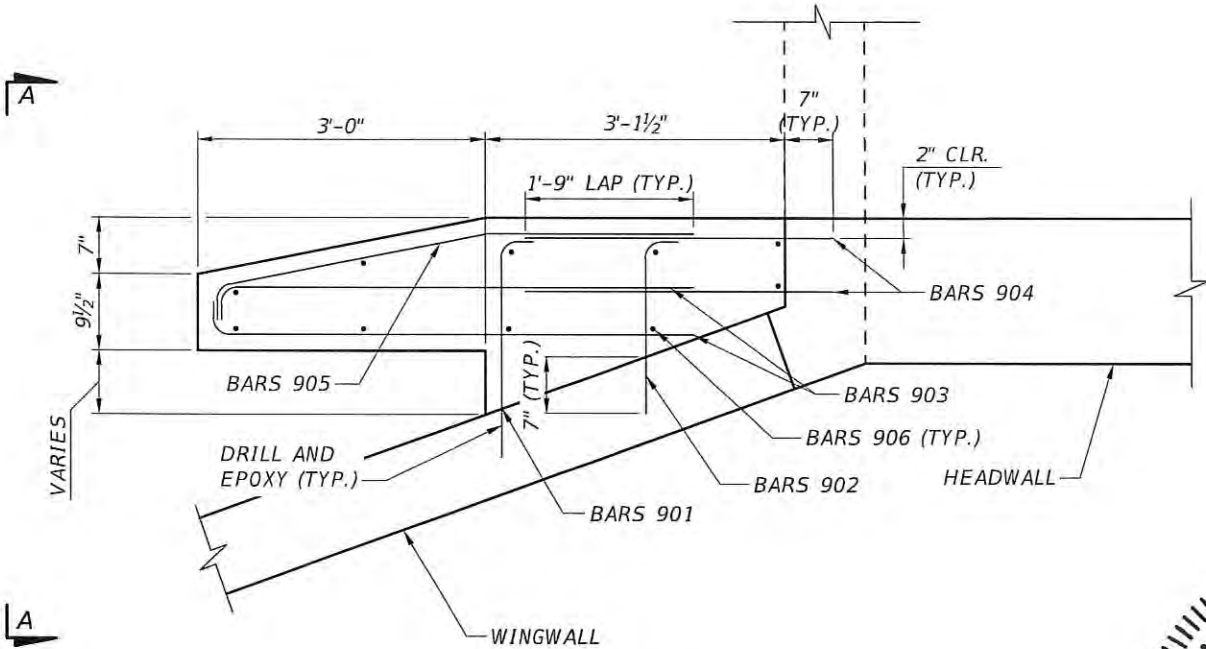
GUARDRAIL PLAN

SOUTH SIDE OF CULVERT SHOWN, NORTH SIDE SIMILAR



VIEW A-A

(SEE FDOT STANDARD PLANS INDEX 460-470 & 460-474)

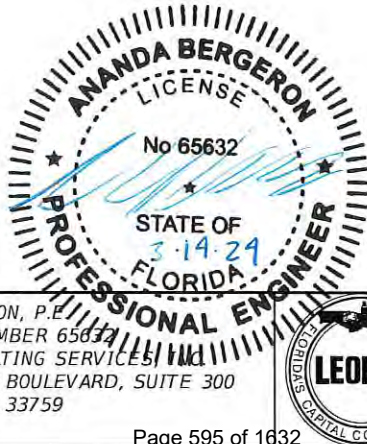


GUARDRAIL TRANSITION

SOUTHWEST CORNER SHOWN, OTHERS SIMILAR
GUARDRAIL NOT SHOWN FOR CLARITY

NOTES:

1. ADHESIVE BONDING MATERIAL FOR DRILLED AND EPOXIED REINFORCEMENT SHALL BE INSTALLED PER FDOT SPECIFICATIONS SECTION 416 AND ADHERE TO FDOT SPECIFICATIONS SECTION 937, TYPE HSHV.
2. THE COST FOR DRILLED AND EPOXIED REINFORCEMENT SHALL BE INCLUDED IN THE COST OF CONCRETE



REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

ANANDA BERGERON, P.E.
P.E. LICENSE NUMBER 65632
STANTEC CONSULTING SERVICES
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

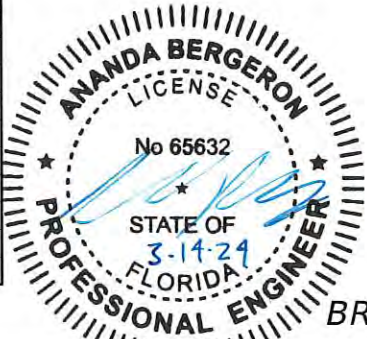
GUARDRAIL & TRANSITION PLAN

SHEET
NO.

18

Posted on September 30, 2024

MARK		LENGTH		NO	TYP	STY	B			C			D			E			F			H			J			K			N	Ø	
SIZE	DES	FT	IN	BARS	BAR	A	G	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	NO	ANG
6	101	34-	6	91	1			34-	6																								
5	102	34-	6	91	1			34-	6																								
5	103	34-	6	97	1			34-	6																								
5	104	34-	6	97	1			34-	6																								
5	105	5-	5	180	10			2-	2		3-	3																					
5	106	5-	5	180	10			2-	2		3-	3																					
5	107	4-	1	720	10			0-	10		3-	3																					
5	108	4-	4	180	1			4-	4																								
4	109	47-	8	36	1			47-	8																								
4	110	44-	8	36	1			44-	8																								
4	111	44-	1	36	1			44-	0 1/4																								
4	112	47-	8	36	1			47-	8																								
4	113	44-	8	8	1			44-	8																								
4	114	44-	8	8	1			44-	8																								
4	115	44-	1	16	1			44-	0 1/4																								
4	115	44-	1	16	1			44-	0 1/4																								
4	116	2-	0	384	33			2-	0																								
LOCATION		LEFT END WINGWALL										NO. REQUIRED = 1																					
4	401	5-	7	16	1			5-	6 3/4																								
4	402	14-	8	7	1			14-	8																								
4	404	14-	8	7	1			14-	8																								
4	406	5-	7	16	1			5-	6 3/4																								
4	407	5-	7	16	10			3-	0		2-	6 3/4																					
4	409	6-	6	16	1			6-	6																								
4	410	6-	6	16	1			6-	6																								
4	411	14-	8	16	1			14-	8																								
5	412	2-	0	10	1			2-	0																								
LOCATION		LEFT BEGIN WINGWALL										NO. REQUIRED = 1																					
4	501	5-	7	16	1			5-	6 3/4																								
4	502	14-	8	7	1			14-	8																								
4	504	14-	8	7	1			14-	8																								
4	506	5-	7	16	1			5-	6 3/4																								
4	507	5-	7	16	10			3-	0		2-	6 3/4																					
4	509	6-	6	16	1			6-	6																								
4	510	6-	6	16	1			6-	6																								
4	511	14-	8	16	1			14-	8																								
5	512	2-	0	10	1			2-	0																								
LOCATION		RIGHT END WINGWALL										NO. REQUIRED = 1																					
4	601	5-	8	16	1			5-	8																								
4	602	14-	8	7	1			14-	8																								
4	604	14-	8	7	1			14-	8																								
4	606	5-	8	16	1			5-	8																								
4	607	5-	7	16	10			3-	0		2-	6 3/4																					
4	609	6-	6	16	1			6-	6																								
4	610	6-	6	16	1			6-	6																								
4	611	14-	8	16	1			14-	8																								
5	612	2-	0	10	1			2-	0																								
LOCATION		RIGHT BEGIN WINGWALL										NO. REQUIRED = 1																					
4	701	5-	8	16	1			5-	8																								
4	702	14-	8	7	1			14-	8																								
4	704	14-	8	7	1			14-	8																								
4	706	5-	8	16	1			5-	8																								
4	707	5-	7	16	10			3-	0		2-	6 3/4																					

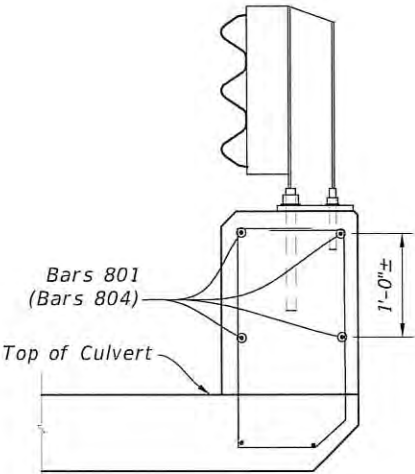


BRIDGE No. 554177

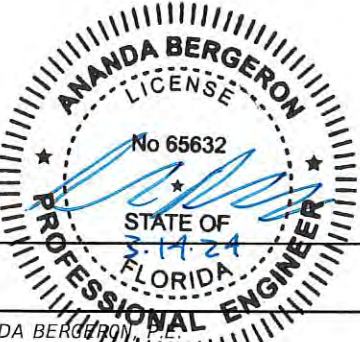
REVISIONS				DATE	DESCRIPTION	DATE	DESCRIPTION	ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759		LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION									
												19

MARK		LENGTH		NO	TYP	STY	B			C			D			E			F			H			J			K			N	Ø	
SIZE	DES	FT	IN	BARS	BAR	A	G	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	NO	ANG
4	709	6	6	16	1			6	6																								
4	710	6	6	16	1			6	6																								
4	711	14	8	16	1			14	8																								
5	712	2	0	10	1			2	0																								
LOCATION		LEFT HEADWALL															NO. REQUIRED = 1																
4	801	34	6	4	1			34	6																								
4	802	34	6	2	1			34	6																								
6	803	7	10	70	27			2	5 1/2	0	6	0	8	0	5	2	0 1/4	1	0	1	0												
LOCATION		RIGHT HEADWALL															NO. REQUIRED = 1																
4	804	34	6	4	1			34	6																								
4	805	34	6	2	1			34	6																								
6	806	8	0	70	27			2	6 1/4	0	6	0	8	0	5	2	1 1/2	1	0	1	0												
LOCATION		LEFT CUTOFF WALL															NO. REQUIRED = 1																
4	807	34	6	2	1			34	6																								
4	808	34	6	2	1			34	6																								
4	809	5	5	35	7			1	11 1/2	0	6	0	6	0	6																		
LOCATION		RIGHT CUTOFF WALL															NO. REQUIRED = 1																
4	810	34	6	2	1			34	6																								
4	811	34	6	2	1			34	6																								
4	812	5	5	35	7			1	11 1/2	0	6	0	6	0	6																		
LOCATION		GUARDRAIL TRANSITION															NO. REQUIRED = 4																
4	901	3	4	3	10			2	8	0	8																						
4	902	2	7	3	10			1	11	0	8																						
4	903	5	6	6	10			5	0	0	5 1/2																						
4	904	3	6	6	1			3	5 1/2																								
4	905	5	7	3	13			2	10 1/2	0	5 1/2	2	2																		12	78.4	
4	906	1	5	40	1			1	5																								

END OF LIST



BARS 801 (BARS 804)
PLACEMENT DETAIL



BRIDGE No. 554177

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

ANANDA BERGERON, P.E.
P.E. LICENSE NUMBER 65632
STANTEC CONSULTING SERVICES, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

REINFORCING BAR LIST (2 OF 2)

SHEET
NO.

20

Posted on September 30, 2024

Load Rating Summary Details for Reinforced Concrete Bridge Culverts (Box and Three-Sided Culvert)																	Table Date 01-01-11
Table 2 - LRFR																	
Level	Limit State	Vehicle	Weight (tons)	Load Factors			Moment (Strength)					Shear (Strength)					Comments: Wheel load distribution method if other than LRFD. Other appropriate comments.
				LL	DC	DW	Unfactored Ratio LL Permanent Loads	Rating Factor	Tons	Location	Dimension	Unfactored Ratio LL Permanent Loads	Rating Factor	Tons	Location	Dimension	
Design Load Rating	Strength I (Inv)	HL-93	36	1.75	1.25	1.50	1.48	1.49	N/A	D	11.17'	2.47	1.30	N/A	C	11.17'	
	Strength I (Op)	HL-93	N/A	1.35	1.25	1.50	1.48	1.93	N/A	D	11.17'	2.46	1.71	N/A	C	11.17'	
Permit Load Rating	Strength II	FL120	60.0	1.35	1.25	1.50	3.80	1.36	81.55	B	6.08'	3.49	1.27	76.17	A	1.00'	

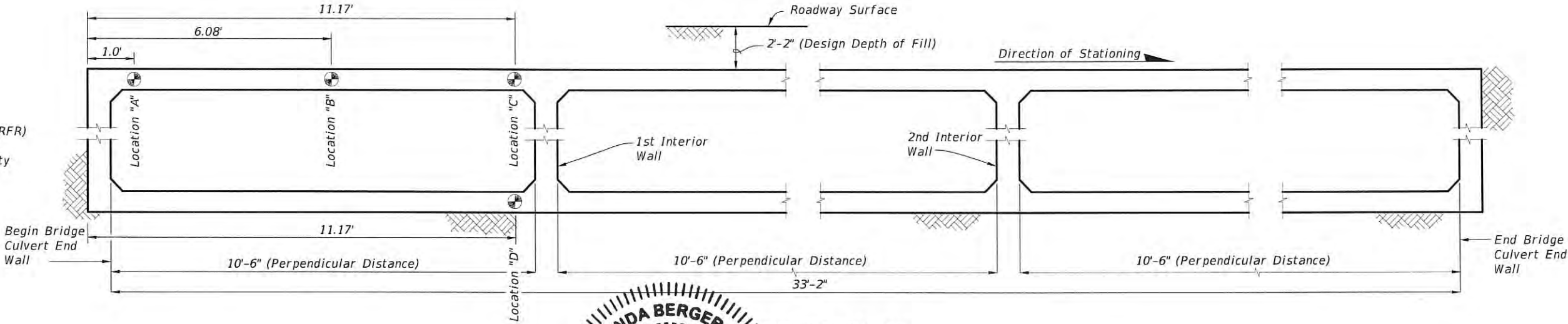
General Notes:
1. This table is based on the requirements established in the January 2023 "Structures Manual".

Table 2 Notes:
1. Permit capacity is determined by using the permit vehicle in all lanes.
2. Does the depth of fill above the top slab exceed the span length between the inside faces of the end walls (Bridge Culvert Total Span Length)? ☐ Yes ☒ No

If Yes then the live load may be neglected per LRFD 3.6.1.2.6.

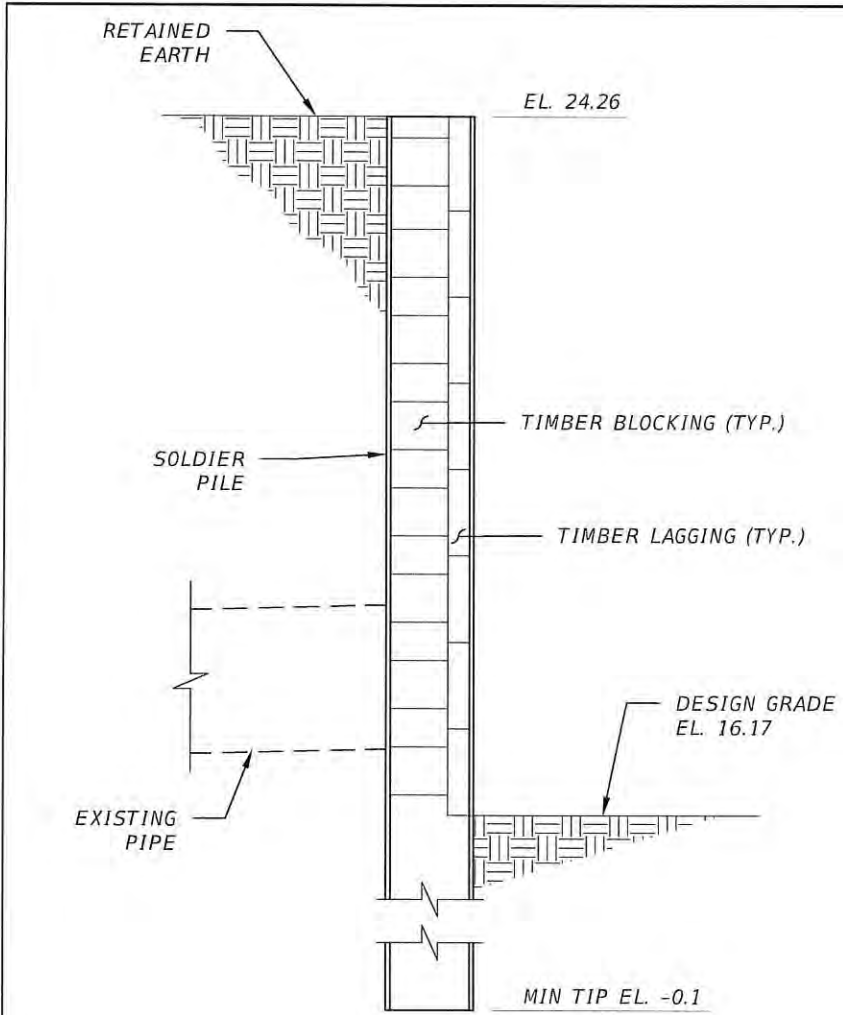
Abbreviations:

- DL - Dead Load (LRFR)
- DC - Component Dead Load (LRFR)
- DW - Wearing Surface & Utility Dead Load (LRFR)
- LL - Live Load
- Inv - Inventory
- Op - Operating

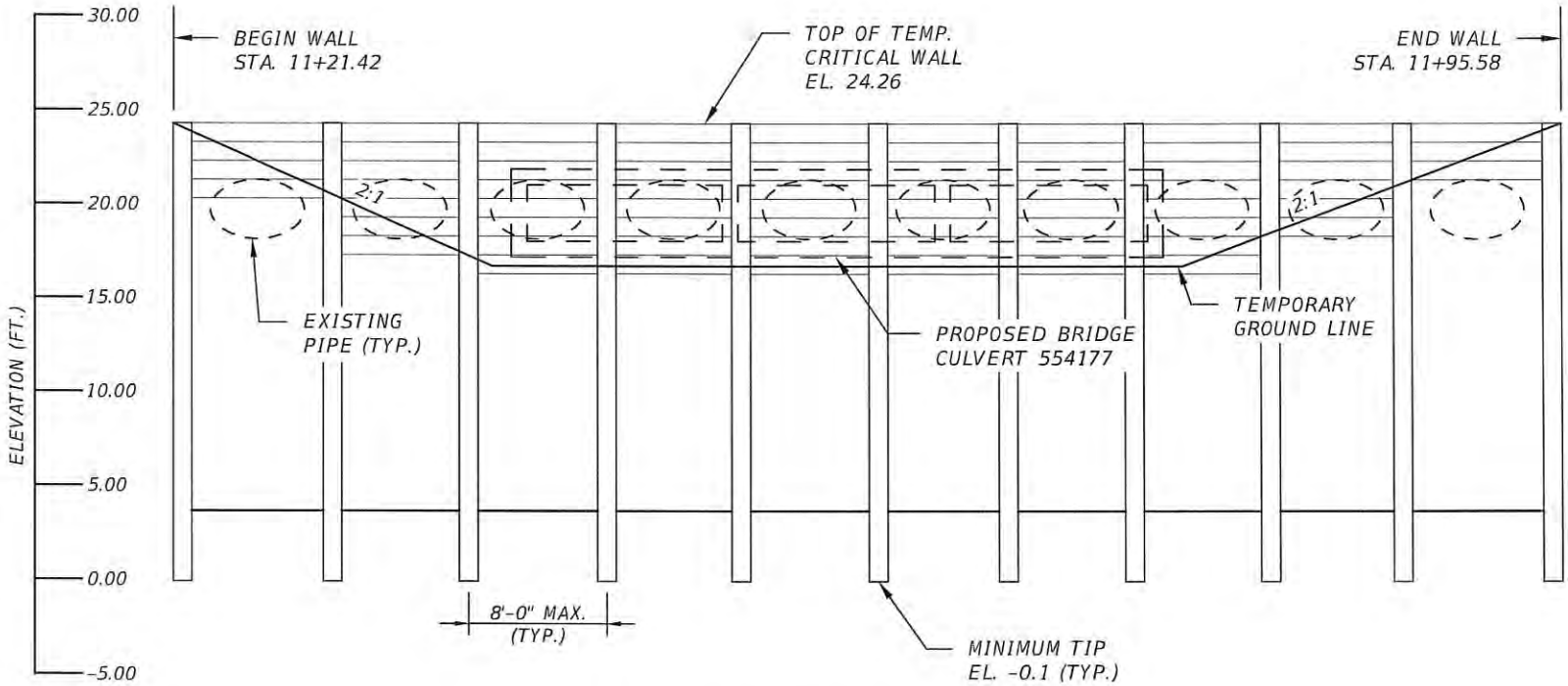


BRIDGE No. 554177

REVISIONS				ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 200 CLEARWATER, FL 33769 Page 50 of 1832	LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	SHEET NO. 21
DATE	DESCRIPTION	DATE	DESCRIPTION				
						LOAD RATING SUMMARY TABLE	



WALL TYPICAL SECTION



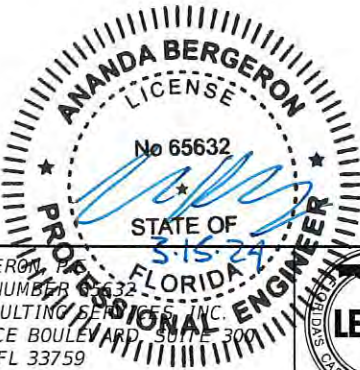
WALL ELEVATION

NOTES:

1. Wall deflections will cause distress of adjacent pavement during construction. Maintain pavement conditions behind the pile and lagging walls during construction. The cost of maintaining adjacent pavement shall be included in the cost of the Temporary Critical Wall.
2. Provide steel soldier piles with a minimum yield strength of 50 ksi, a minimum section modulus of 69 in³, and a minimum moment of inertia of 509 in⁴.
3. Provide rough sawn lumber lagging with a minimum thickness of 3". Dressed lumber may be used in place of rough sawn lumber if the dressed thickness exceeds 3". Timber shall meet requirements of FDOT Standard Specifications Section 952.
4. The Design Parameters indicated on this sheet were used in the wall analysis. If operations are planned which exceed the design parameters shown above, a Specialty Engineer will redesign the wall to resist construction loads at a maximum deflection of 3" inches.
5. Maintain the conveyance of the channel flow during construction. See sheet 14 for details.

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

ANANDA BERGERON
P.E. LICENSE NUMBER 65632
STANTEC CONSULTING ENGINEERS, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

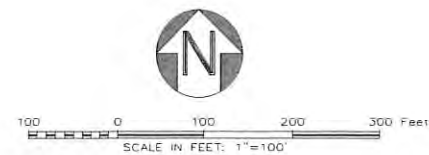
OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT
TEMPORARY CRITICAL WALL

SHEET NO.

22

Posted on September 30, 2024

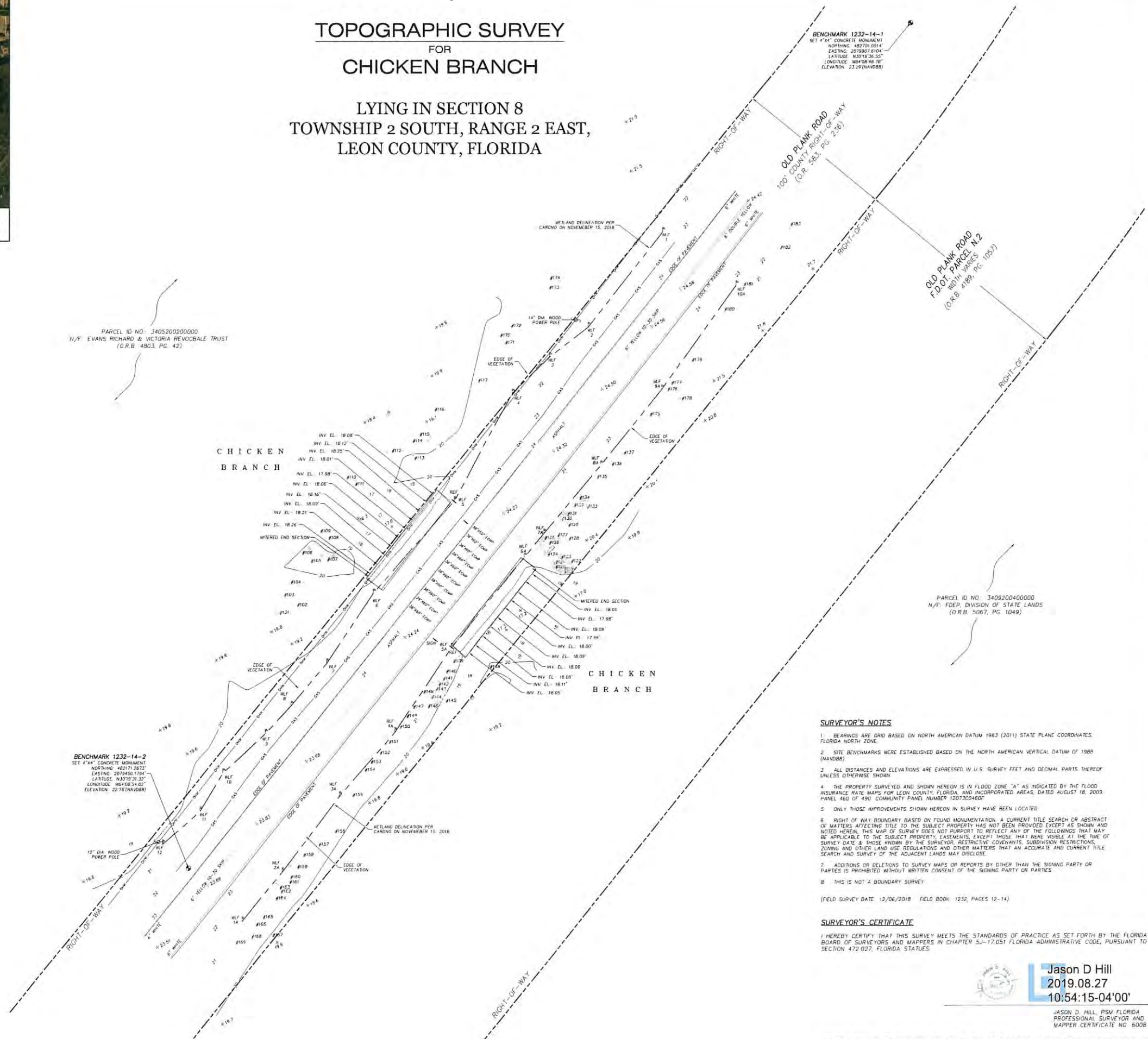
*VICINITY MAP
(NOT TO SCALE)*



APPROX = APPROXIMATELY
(CD) = CALCULATED DEED MEASUREMENT
C = CENTERLINE
CH = CHORD
CHB = CHORD BEARING
C.I.P. = CAST IRON PIPE
CLND = SANITARY SEWER CLEANOUT
CONC = CONCRETE
(D) = DEED MEASUREMENT
D.B. = DEED BOOK
DIA = DIAMETER
EL = ELEVATION
F.F.E. = FINISHED FLOOR ELEVATION
G.F.E. = GARAGE FLOOR ELEVATION
FOU = FOUND IRON CONCRETE MONUMENT
FIRC = FOUND IRON ROD AND CAP
FND = FOUND NAIL AND DISK
ID = IDENTIFICATION
INV = INVERT
L = ARC LENGTH
LB# = LICENSE BUSINESS NUMBER
LSE = SURVEYOR REGISTRATION NUMBER
NAVEB = NORTH AMERICAN VERTICAL DATUM
OP = ORNAMENTAL PLANT
O.R.B. = OFFICIAL RECORD BOOK
(P) = PLAT MEASUREMENT
PG = PAGE
P.B. = PLAT BOOK
P.C. = POINT OF CURVATURE
P.I. = POINT OF INTERSECTION
P.O.T. = POINT ON TANGENT
P.T. = POINT OF TANGENCY
R = RADIUS
REF = REFERENCE
S.D.I. = SECTOR DRAIN INLET
SIRC = SELECT IRON ROD AND CAP LB #3230
TOW = TOP OF WALL
VCP = VERIFIED CLAY PIPE
F.L. = FLOOD LIGHT
B.P.F. = BACKFLOW PREVENTER
B = BENCH MARK
E = ELECTRIC MANHOLE
E = ELECTRIC RISEP
E = ELECTRIC TRANSFORMER
W = WETLAND FLAG
□ = FLOOD LIGHT
F = FIRE HYDRANT
G = GAS METER
G = GAS VALVE COVER
B = HOSE BIB
I = IRRIGATION CONTROL VALVE
L = LIGHT POLE
M = MANHOLE
P = POWER POLE
REF = REFERENCE
S = SANITARY SEWER MANHOLE
S = SINGLE SUPPORT SIGN
S = SPOT ELEVATION
S = STORM DRAIN INLET
S = STORM DRAIN MANHOLE
M = MAJOR CONTOUR
M = MINOR CONTOUR

TOT	DBH	DESCRIPTION
101	7	SWEET GUM
102	16	SWEET GUM
103	16	SWEET GUM
104	10	SWEET GUM
105	27	LAUREL OAK
106	27	LAUREL OAK
107	10	LAUREL OAK
108	10	BAY
109	10	BLACK GUM
110	15	BLACK GUM
111	13	SLASH PINE
112	26	MAPLE
113	26	MAPLE
114	16	LAUREL OAK
115	18	SLASH PINE
116	16	LAUREL OAK
117	16	SLASH PINE
118	8	CYPRESS
119	16	CYPRESS
120	4	CYPRESS
121	14	SWEET GUM
122	14	CYPRESS
123	4	CYPRESS
124	16	CYPRESS
125	16	CYPRESS
126	5	CYPRESS
127	29	MAPLE
128	16	SWEET GUM
129	14	CYPRESS
130	4	CYPRESS
131	10	CYPRESS
132	10	LAUREL OAK
133	4	CYPRESS
134	16	SLASH PINE
135	6	SWEET GUM
136	13	LAUREL OAK
137	13	LAUREL OAK
138	15	LAUREL OAK
139	16	SLASH PINE
140	13	SWEET GUM
141	9	SWEET GUM
142	9	SWEET GUM
143	3	SWEET GUM
144	16	SWEET GUM
145	16	SWEET GUM
146	9	CYPRESS
147	16	CYPRESS
148	3	MAPLE
149	16	SWEET GUM
150	6	SWEET GUM
151	6	SWEET GUM
152	16	SWEET GUM
153	4	LAUREL OAK
154	16	SWEET GUM
155	16	SWEET GUM
156	6	SWEET GUM
157	8	SWEET GUM
158	16	SWEET GUM
159	16	SWEET GUM
160	7	SWEET GUM
161	7	SWEET GUM
162	16	SWEET GUM
163	6	SWEET GUM
164	16	SWEET GUM
165	16	SWEET GUM
166	5	LAUREL OAK
167	7	LAUREL OAK
168	16	SLASH PINE
169	16	SLASH PINE
170	3	MANGROVE
171	3	MANGROVE
172	16	LAUREL OAK
173	16	LAUREL OAK
174	12	LAUREL OAK
175	16	SLASH PINE
176	13	SLASH PINE
177	16	SLASH PINE
178	20	SLASH PINE
179	16	SWEET GUM
180	16	SWEET GUM
181	6	SWEET GUM
182	16	SWEET GUM
183	16	SLASH PINE

* INDICATES POOR CONDITION
DIAMETER BREAST HEIGHT (DBH)
IN INCHES



1. BEARINGS ARE GRID BASED ON NORTH AMERICAN DATUM 1983 (2011) STATE PLANE COORDINATES, FLORIDA NORTH ZONE.

2. SITE BENCHMARKS WERE ESTABLISHED BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).

3. ALL DISTANCES AND ELEVATIONS ARE EXPRESSED IN U.S. SURVEY FEET AND DECIMAL PARTS THEREOF UNLESS OTHERWISE SHOWN.

4. THE PROPERTY SURVEYED AND SHOWN HEREON IS IN FLOOD ZONE "A" AS INDICATED BY THE FLOOD INSURANCE RATE MAPS FOR LEON COUNTY, FLORIDA, AND INCORPORATED AREAS, DATED AUGUST 18, 2009. PANEL 46Q OF 490 COMMUNITY PANEL NUMBER 12073C4046Q.

5. ONLY THOSE IMPROVEMENTS SHOWN HEREON IN SURVEY HAVE BEEN LOCATED.

6. RIGHT OF WAY BOUNDARY BASED ON FOUND MONUMENTATION. A CURRENT TITLE SEARCH OR ABSTRACT OF MATTERS AFFECTING TITLE TO THE SUBJECT PROPERTY HAS NOT BEEN PROVIDED EXCEPT AS SHOWN AND NOTED HEREON. THIS TITLE SEARCH DOES NOT SUPPORT TO REFLECT ANY OF THE FOLLOWINGS THAT MAY BE APPLICABLE TO THE SUBJECT PROPERTY, EASEMENTS, EXCEPT THOSE THAT WERE VISIBLE AT THE TIME OF SURVEY DATE & THOSE KNOWN BY THE SURVEYOR, RESTRICTIVE COVENANTS, SUBDIVISION RESTRICTIONS, EASEMENTS, AND OTHER USES, RIGHTS AND INTERESTS THAT AN ACCURATE AND CURRENT TITLE SEARCH AND SURVEY OF THE ADJACENT LANDS MAY DISCLOSE.

7. ADDITIONS OR DELETIONS TO SURVEY MAPS OR REPORTS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.

8. THIS IS NOT A BOUNDARY SURVEY.

(FIELD SURVEY DATE: 12/06/2018 FIELD BOOK: 1232, PAGES 12-14)

I HEREBY CERTIFY THAT THIS SURVEY MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF SURVEYORS AND MAPPERS IN CHAPTER SJ-17.051 FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

Jason D Hill
2019.08.27
10:54:15-04'00'

JASON D. HILL, PSM FLORIDA
PROFESSIONAL SURVEYOR AND
MAPPER CERTIFICATE NO. 6008

NOT VALID WITHOUT THE SIGNATURE AND DIGITAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. UNDER
RULE 5J-17.062, F.A.C.

PROJECT NAME:
OLD PLANK ROAD AT CHICKEN BRANCH
SECTION 8, TWN-2-S, RNG-2-E
LEON COUNTY, FLORIDA

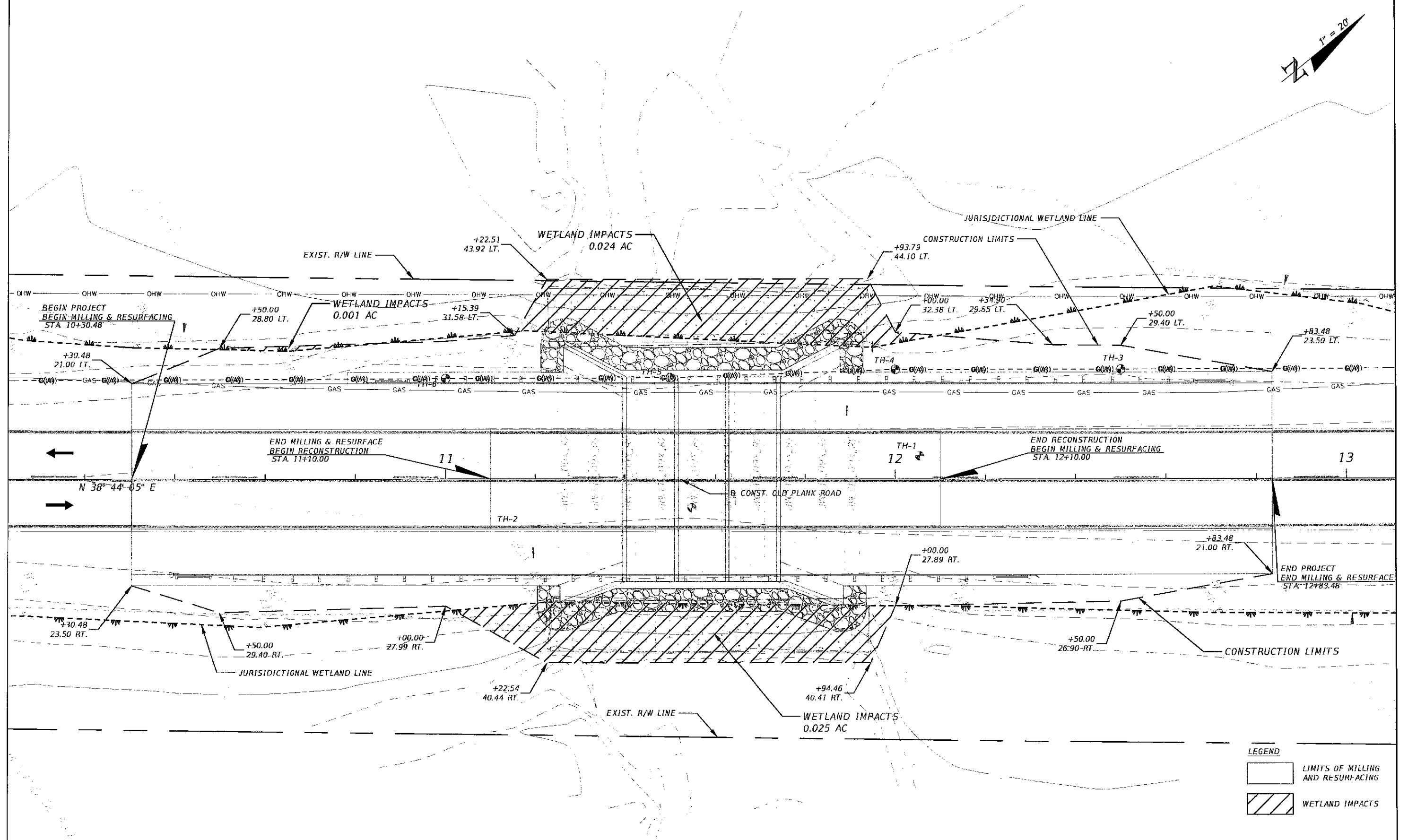
CLIENT NAME:
CARDNO
2420 LAKESHORE DR
TALLAHASSEE, FLORIDA


#	INITIAL ISSUE	REVISIONS	BY	DATE
0			JND	12/14/18
1				
2				
3				
4				
5				
6				

PROJ. NO.: 1018046822
DWG. NO.: 1018046822-TOP0
SCALE: 1"=30'
SURVEY DATE: 12/5/18
FIELDBOOK: 1232
DRAWN BY: JND
CHECKED BY: JDH
ISSUE DATE: 12/14/18
ISSUE: FINAL

SHEET TITLE:
TOPOGRAPHIC
SURVEY

SHEET NO.
23



REVISIONS				STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759	 LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			WETLAND DELINEATION	24	

SUMMARY OF VERIFIED UTILITIES

V _{vh} #	UTILITY DESCRIPTION (Owner, type)	SIZE	MATERIALS	E OF CONSTRUCTION			EXISTING GROUND ELEVATION (FT)	TOP ELEVATION (FT)	COMMENTS
				STATION	OFFSET (FT)	LT/RT			
TH-1	TECO PEOPLES GAS, GAS MAIN	4"	*STEEL PIPE	12+50	24.16	LT	22.85	15.71	UTILITY OWNERS ARE PER SSOCF DIG TICKET: #238901807
TH-2	TECO PEOPLES GAS, GAS MAIN	4"	*STEEL PIPE	12+00	24.14	LT	22.73	15.01	
TH-3	TECO PEOPLES GAS, GAS MAIN	4"	*STEEL PIPE	11+50	22.32	LT	22.80	9.05	
TH-4	TECO PEOPLES GAS, GAS MAIN	4"	*STEEL PIPE	AS	22.10	LT	23.20	14.31	

NOTE: * = UNABLE TO VISUALLY VERIFY, DUE TO DEPTH AND/OR WATER TABLE. AS PER TECO PEOPLES GAS, UTILITY IS A 4" STEEL PIPE GAS MAIN.

SUBSURFACE UTILITY SURVEY NOTES

1. THE TYPE OF SURVEY PERFORMED IS A SPECIFIC PURPOSE SURVEY, AS DEFINED IN CHAPTER SJ-17.050(10-J) TO LOCATE SUBSURFACE UTILITIES FOR LEON COUNTY ALONG NOTED ROADWAYS WITHIN LEON COUNTY, FLORIDA. ALL SUBSURFACE UTILITY INFORMATION WAS DESIGNATED AND LOCATED BY CARDNO'S PROFESSIONAL SUBSURFACE UTILITY ENGINEERING STAFF CONSISTENT WITH THE AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE) STANDARD (CI/ASCE 38-02) ENTITLED "STANDARD GUIDELINE FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
2. THE FIELD SURVEY WAS COMPLETED ON 08/29/19.
3. VERTICAL DATUM USED FOR THIS PROJECT IS IN NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
4. STATION AND OFFSET INFORMATION USED FOR THE SUBSURFACE UTILITY EXCAVATION REPORT TABLE CONTAINED HEREIN IS RELATIVE TO THE BASELINE OF CONSTRUCTION AS DEPICTED IN THE ELECTRONIC FILE ALGNRD01.DWG.
5. SURFACE ELEVATIONS AND MEASURE DOWNS (DEPTH OF COVER) ARE VALID AT THE DATE OF THIS SURVEY ONLY AS SURFACE GRADE CONDITIONS MAY CHANGE OVER TIME.
6. UNDERGROUND UTILITIES DEPICTED HEREON ARE BASED UPON FIELD EVIDENCE FROM A QUALITY LEVEL "B" SUBSURFACE INVESTIGATION THROUGHOUT THE SUBJECT PARCEL. THIS EFFORT INCLUDED THE DETERMINATION OF THE APPROXIMATE HORIZONTAL LOCATION OF THE UNDERGROUND UTILITIES RECORDED IN FIELD; 5/8" IRON ROD WITH CAP STAMPED "CARDNO - TEST HOLE" ALONG WITH A WOODEN LATHE WITH PINK FLAGGING. CARDNO DID NOT PROVIDE SURVEY OF THE LOCATING RESULTS. SWING-TIE FORMS, SHOWING MEASUREMENTS TO FEATURES ON-SITE, WERE PREPARED FOR EACH TEST HOLE LOCATION. UTILITIES WERE MARKED IN ACCORDANCE WITH THE AMERICAN PUBLIC WORKS ASSOCIATION UNIFORM COLOR CODE. ADDITIONALLY, SUNSHINE ONE-CALL OF FLORIDA DIG TICKET, TICKET NUMBER #238901807 WAS SUBMITTED ON 08/26/2019 AND THE UTILITY OWNERS ARE AS FOLLOWS: TECO PEOPLES GAS AS PER SAID DIG TICKET.
7. THE TECHNIQUES DESCRIBED ABOVE, ALTHOUGH HIGHLY RELIABLE, ARE SUBJECT TO OUTSIDE INTERFERENCE WHICH ARE BEYOND THE CONTROL OF CARDNO AND MAY IMPEDE THE EFFECTIVENESS OF THE SUBSURFACE INVESTIGATION. SOIL CONDITIONS, UTILITY MATERIAL, SIZE, DEPTH, AND CONDUCTIVITY MAY PREVENT LOCATION OF SOME SUBSURFACE UTILITIES. NO GUARANTEE IS HEREBY EXPRESSED THAT ALL UTILITIES HAVE BEEN DETECTED AND LOCATED.

REVISIONS				STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759	 LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	SHEET NO. 25
DATE	DESCRIPTION	DATE	DESCRIPTION			VERIFIED UTILITIES	

**Leon County Supplemental Specifications to
Florida Department of Transportation's (FDOT's)
Standard Specifications for Road and Bridge Construction,
January 2022 Edition**

This Project hereby adopts the Florida Department of Transportation Standard Specifications for Road and Bridge Construction July 2022 or latest edition together with all updates in its entirety as part of its guiding standards for construction except as amended by following specifications. If the Standard Specification section is not referenced in this document, it is considered unaltered and remains in force as written except for the general substitution of definitions listed below.

Division 1 General Requirements is modified as follows:

Section 1: Definition and Terms

Construction Clarification, Conflict Resolution and Issue Escalation Procedure -

In the event that construction problems occur, the resolution of those problems will be processed in one of the following two ways unless revised by a Partnering agreement:

If the resolution does not change the original intent of the Contract Documents/Plans, then the Engineer of Record (EOR) will be responsible for developing the design solution to the construction problem and the Leon County Chief of Construction Management will be responsible for review and response within ten (10) working days. The Leon County Chief of Construction Management will either concur with the proposed solution or the issue will be escalated as described in the process below.

If the resolution does alter the original intent of the Contract Documents/Plans then the EOR will develop the proposed solution, copy in the Leon County Chief of Construction Management, and send it to the Leon County Project Manager. The Leon County Project Manager will respond to the proposed solution within ten working days. The Leon County Project Manager will either concur with the proposed solution or the issue will be escalated as described in the process below. Changes to the original intent of the Contract Documents/Plans will require a contract change order.

Leon County has established the issue escalation process for construction questions and conflict resolution that the Contractor shall follow unless revised by the Partnering agreement. All issues are to be directed to the Leon County Project Manager. If the issue cannot be resolved at this level the Leon County Project Manager shall forward the issue to the Chief of Engineering Design, followed by the Director of Engineering Services/County Engineer, and finally to the Director of Public Works. Each level shall have a maximum of three working days to answer, resolve or address the issue. This three-day window is a response time and does not infer resolution. Questions may be expressed verbally and followed up in writing. The Leon County Project Manager will respond in a timely manner but not to exceed three working days. The Contractor shall provide any available supporting documentation.

The Contractor shall provide a similar chain of command for his/her organization with personnel

of similar levels of responsibility

Department – shall be revised to be Leon County throughout the entire Specifications unless specifically noted otherwise in this document.

Department's Approved Product List (APL) – This term remains the Florida Department of Transportation Approved Products List.

Engineer – Engineer shall be revised to mean the Leon County Engineer or designee throughout the Specifications unless noted elsewhere in this document.

Secretary – shall be revised to be Leon County throughout the entire Specifications unless specifically noted otherwise in this document.

Standard Plans – The Florida Department of Transportation's latest Standard Plans for Road and Bridge Construction.

Statewide Disputes Review Board – Leon County does not have access to the Statewide Disputes Review Board as part of Contracts. In the place of the Statewide Disputes Review Board, Leon County establishes the "Construction Clarification, Conflict Resolution and Issue Escalation" procedure.

Section 2: Proposal, Requirements and Conditions

Delete this Section in its entirety with the exception of the retention of Section 2-1 requiring bidders be prequalified with the Florida Department of Transportation and Section 2-4 requiring the contractor to review the plans, site etc. Replace all remaining sections with Leon County Standard Bid procedures included in the front end of all bid documents.

Section 3: Award and Execution of Contract

Delete in its entirety and replace with Leon County Standard award and bond requirements included with every contract.

Section 5: Control of Work

5-4: Modify to add: The County must respond in writing before the contractor proceeds with work associated with the error or omission.

5-7.1: Revise The Engineer of Record will provide centerline control points ...

5-7.3: Revise the sentence: Utilizing the control points furnished by the Engineer of Record

5-12.2.1: This section is revised to reduce the time frame for claims for extra work for projects with an original contract amount of \$1,000,000 or less from 90 to 30 calendar days after final acceptance and for projects with an original contract amount greater than \$1,000,000 from 180 to 60 calendar days. The same reduced time frames shall apply to claims pertaining to final estimate of quantities.

5-12.2.2: This section is revised to limit the time frame for projects with an original contract amount of \$1,000,000 or less from 90 to 30 calendar days after final acceptance and for projects with an original contract amount greater than \$1,000,000 from 180 to 60 calendar days.

5-12.4: This section is revised to reduce the time for County action on a claim for projects with an original contract amount of \$1,000,000 or less from 90 to 60 calendar days and for projects with an original contract amount greater than \$1,000,000 from 120 to 90 calendar days.

5-12.5: Delete this section in its entirety. The County does not pay interest on claims

Section 6-Control of Materials:

Due to the interchanging of the responsibilities of the Florida Department of Transportation

(FDOT) and the County and the need for the FDOT to retain some of its requirements, this section is revised as follows:. The assignments of responsibilities within this section shall be as stated

6-1.2 Sampling and Testing: Use the FDOT's current sampling identification and tracking system to provide related information and attach the information to each sample. Restore immediately any site from which material has been removed for sampling purposes to the pre-sampled condition with materials and construction methods used in the initial construction, at no additional cost to Leon County.

Ensure when a material is delivered to the location as describe in the Contract Documents, there is enough material delivered to take samples, at no expense to Leon County.

6-1.3.1.1 Approved Products List: The Product Evaluation Section in the State Specifications and Estimates Office maintains the APL. This list provides assurances to the Contractors, consultants, designers and County personnel that specific products and materials are approved for use on County facilities. The County will limit the contractor's use of products and materials that require use of APL items listed on the APL effective at the time of placement.

Section 7

7-1.9 Florida Minority Business Loan Mobilization Program: This section is deleted in its entirety.

7-2.2 Work in Navigable Waters of the U.S.: Modify the statement *will procure the necessary permits prior to advertisement for bids* to will obtain the necessary permits prior to authorization of that portion of the work. Whenever a permit has not been obtained prior to advertisement, notification shall be provided in the bid documents pertaining to the anticipated requirements of the required but pending permit.

7-7.5 Contractor's Equipment on Bridge Structures:

4. Asphalt Milling Equipment: a. In excess of 90,000 lbs crossing bridge structures. b. Less than 90,000 lbs crossing bridge structures listed on the overweight routing map CRN-2 located on the Office of Maintenance Over-Weight Dimension Permits website at

<https://www.fdot.gov/maintenance/owod-permit-documents#BlanketAttachments>

7-19 Source of Forest Products: This section is modified to encourage, but not require the use of Florida timber, timber piling or other forest products.

7-24 Disadvantaged Business Enterprise Program: Replace in its entirety with the Leon County Disadvantaged enterprise requirements included in the front-end project specific specifications. If the front end does not address DBE requirements, none shall be required.

7-25 On the Job Training Requirements: With the exception of Federally Aid Contracts, this section shall be deleted in its entirety.

8-5 Qualifications of Contractor's Personnel: This section shall be amended to require that the superintendent or other qualified personnel shall be required to read, speak and understand English in order to communicate effectively with county personnel.

Section 9

9-2.1.1 Fuels: The County will not adjust or track fuel consumption. This section is deleted in its entirety.

9-2.1.2 Bituminous Material: The County will follow this asphalt adjustment procedure for projects meeting the time or volume criteria. The Department is the FDOT and the County will utilize FDOT's calculations of API posted on the Construction Office website.

9-5.1 Partial Payments General: Delete paragraph 3 regarding the retainage amounts and replace with the county shall withhold 10% of the project cost for all pay requests up to 50% completion, then it shall be reduced to 5% for the remaining balance according to the Florida Local Government Prompt Payment Act. County shall follow Section 9-5.4 for the release of retainage.

9-5.5.2 Partial Payment Amounts: Delete subsection (1). The County will make partial payments monthly without restriction to the minimum payment amount.

Division II

102-4 alternative Traffic Control Plan

The Contractor may propose to extend lane closure times up to one hour in advance of the lane closure start times shown in the Plans for the following conditions: 1. Limited Access roadways with a traffic count of less than 1,300 vehicles per hour per lane 2. Arterials and Collector roadways with a traffic count of less than 1,550 vehicles per hour per lane. To determine traffic count, record the number of vehicles in the direction of the closure during a 15-minute period. Multiply the number of vehicles by four and divide by the number of lanes in the direction of the closure.

102-6.2 Construction: The County will not provide any equipment or personnel, the contractor shall be solely responsible for all efforts relating to this item.

102-6.6 Operation of Existing Movable Bridge: Substitute that the contractor shall maintain and operate all movable bridges. The County shall have no responsibility whatsoever for this task.

104-7.1 Maintenance of Erosion Control and Sediment Control Devices: Delete the reference to the State of Florida Department of Environmental Protection Generic Permit for Stormwater Discharge from Large and Small Construction Activities. The contractor shall maintain all erosion control features as shown on the construction plans or as required by permits.

104-9 and 104-10 Method of Measurement and Basis of Payment: If the contract documents are silent, this basis of measurement and payment for erosion control devices governs otherwise bid quantities for erosion control devices will be paid as a lump sum.

105-4.2 & 105-4.4 Producer Quality Control Program Requirements & Compliance with the Materials Manual: In these sections, all references to the Departments Material manual or specifications manual shall remain the Florida Department of Transportation, not Leon County.

105-4.5 & 105-4.6 Producers Quality Control (QC) Plan Review and Acceptance & Producer's Quality Control (QC) Plan: Submittal to and approval of the Quality Control Plan shall be the Leon County Engineer.

105-7 Lab Qualification Program: Any lab meeting the Florida Department of Transportation's qualification is permitted to do testing on Leon County projects.

110-1 Clearing and Grubbing- Description: Add: Trim trees and shrubs within the project right-of-way that are identified in the Contract documents or are needed to safely conduct the work. Trees not identified for trimming shall be brought to the attention of the County inspector

for approval prior to conducting the work. In no case shall trees be trimmed on any canopy road without express designation in writing on the contract documents or by the County Engineer or his designee.

(ISA) Certified Arborist performed in accordance with ANSI A300.

110-6.5 & 120-1.2 Asbestos Containing Materials (ACM) Not Identified Prior to Work & Unidentified Areas of Contamination: These sections are modified to delete the reference to the District Contamination Assessment Coordinator. The County Engineers shall coordinate with the appropriate party and that party shall act as the CAR Contractor outlined in this specification.

120-6.2 Furnishing of Borrow Areas: Delete this section and replace with: Use of an offsite borrow area shall meet all local, state and federal requirements for use of the site as a borrow area.

120-8.4 Reclaimed Asphalt Pavement (RAP) Method: Delete this section. Replace with Reclaimed Asphalt Pavement (RAP) shall be used only if specifically designated on the construction drawings. Requirements and limitations shall also be stated on the construction drawings as applicable.

120-10.1.1 and 120-10.1.2 Initial Equipment Comparison & Initial Production Lot: Delete these sections for initial equipment comparison and initial production lot.

120-10.1.6 Reduced Testing Frequency: delete this methodology. Independent testing is at the sole discretion of the County.

120-10.4 Verification Comparison Criteria and Resolution Procedures: The County reserves the right to follow whatever verification testing schedule the Engineer or his representative deem necessary for the project and is not bound by the frequency suggested by FDOT.

121-3 Mix Design: Modify this section to require submittal of a signed and sealed mix design for the County's files. Supplementary Cementitious Materials

125-8.1.1 General Requirements for Structures and Pipe: Modify the lot definition Lot is defined as one lift of backfill material placement, not to exceed 500 feet for pipe placed *under pavement* or a single run of pipe connecting two successive structures whichever is less. *For pipe installations outside of pavement a lot is defined as one lift of backfill material placement, not to exceed 1000 feet. In both cases, backfill around structures compacted separately from pipes will be considered a separate lot.*

125-8.1.6: Placement and Compaction Modify to indicate performance verification testing may be done by the county.

125-8.3.3.1 Compaction – Lowest Zone: Revise this section to read Compact soil in the lowest zone and bedding to match contiguous in situ density.

125-8.3.4 Backfill under Wet Conditions: Delete the sentence: Leon County will pay for any select material which is not available from the grading as Unforeseeable Work.

125-9.1.1 Reduced Testing Frequency: Delete this section.

125-9.3.1 Frequency: Add that Verification test is at the discretion of the County. Specify that the Quality control frequency is for under pavement. A lesser frequency for work done outside the pavement may be added onto the project specific plans. If no reduction of frequency is included in the project plans, then this testing frequency applies for all project locations.

125-10 Verification Comparison Criteria and Resolution Procedures: Delete the verification and resolution test procedures, the County's independent test lab results govern the acceptance of a work product.

145-7 Verification Comparison Criteria and Resolution Procedures: Delete the comparison and resolution procedures, the County verification tests control the acceptance criteria.

160-3.2 Application and Acceptance of Stabilizing Material: Revise the wording to make the verification tests by the County discretionary.

160-4.1.4.1 Modified Proctor Maximum Density Determination: Delete the reference to the use of Random Number Generator for determination of mixing depth and modified proctor maximum density testing locations. County inspector in most cases will determine the location of the tests.

160-4.4.1 Frequency: Modify the testing frequency for non FDOT Roadways for Stabilization provided by the Contractor. Verification tests shall be at the discretion of Leon County. These values represent in most cases a 50% reduction of contractor provided testing frequency required by FDOT

Test Name	Quality Control	Verification
Modified Proctor Maximum Density	One per four consecutive LOTs	At County discretion
Density	One per two LOTs	At County discretion
Stabilizing Mixing Depth	One per 500 feet	At County discretion
LBR	One per four consecutive LOTs	At County discretion
Gradation, LL/PI & Soil Classification	Not required	At County discretion

160-4.5.2 Modified Proctor Maximum Density Determination and 160-4.5.3 Density Testing: Verification tests are done at the discretion of the County and as is the acceptance of the test results.

160-4.5.7 Mixing Depth: Delete the reference to the use of Random Number Generator for determination of mixing depth and modified proctor maximum density testing locations. County inspector in most cases will determine the location of the tests.

200-5.2 Number of Courses: The County may elect to utilize different verification testing for the determination of the acceptability of base course installation in thicker than 6" lifts.

200-7.2.2 Frequency: Modify the testing frequency for non FDOT Roadways for Base Course installation provided by the Contractor. Verification tests shall be at the discretion of Leon County. These values represent in most cases a 50% reduction of contractor provided testing frequency required by FDOT.

Mainline Pavement Lanes, Turn Lanes, Ramps, Parking Lots, Concrete Culverts and Retaining Wall Systems

Test Name	Quality Control - Contractor	Verification - County
Modified Proctor Maximum Density	One per 16 consecutive LOTs	At County discretion

Density	One per two LOT	At County discretion
Roadway Surface	Five per LOT	At County discretion
Roadway Thickness	2 per LOT	At County discretion

Shoulder - Only, Bike/Shared Use Path and Sidewalk Construction

Test Name	Quality Control- Contractor	Verification – County
Modified Proctor Maximum	One per four LOTs	At County discretion
Density		
Density	One per two LOTs	At County discretion
Surface	Two per 500 feet	At County discretion
Thickness	1 per 1000 consecutive feet	At County discretion

200-7.3.1 Quality Control Testing: Modify this section to require the retention of the samples until the County accepts the test results provided by the contractor.

200-7.3.1.2 Depth and Surface Testing Requirements: Delete the reference to the use of Random Number Generator for determination of depth and surface testing locations. County inspector in most cases will determine the location of the tests. Delete the requirement for entering data into the Department's database.

200-7.3.1.3 Surface & Thickness Reduced Testing Frequency: Delete this section as the testing frequencies have already been reduced.

200-7.3.2 County Verification Tests: This section shall be modified to delete the requirements for verification testing and replace with: All verification testing shall be done at the sole discretion of the County.

234-9 Method of Measurement: Delete the certification of quantities data information that does not pertain to the County pay request format.

327-1 Milling of Existing Pavement Description: Revise to state: unless the County specifically designates the desire to take ownership of the milled material on the project plans, the contractor shall take ownership of milled material.

327-3.2 Quality Control Requirements: The County Inspector will work with the Contractor to assure compliance with milling cross slope and other construction parameters.

334-2.3.1 Reclaimed Asphalt Pavement Material (RAP) General Requirements: The generic substitution of County for Department does not apply to this section. The use of RAP from a FDOT approved stockpile or RAP that has an FDOT furnished Pavement Composition Data Sheet shall remain the Florida Department of Transportation.

334-2.3.4 Pavement Coring Report: The County does not maintain a Pavement Coring Report. This may apply for federal aid roadways.

334-5 Acceptance of the Mixture: Delete all references to adjustment pay factors. The pay factor shall be considered a 1.0 for acceptable work. County shall have the discretion on its independent or verification testing.

334-5.1.1 Sampling and Testing Requirements: The verification testing shall be at the discretion of the County.

337-12 Basis of Payment: Pay factors are 1.0

338 Value Added Asphalt Pavement: This section is deleted in its entirety. (Note if the County wants to have this as an option then a dispute resolution system and pavement evaluation criteria needs to be developed or adopted.)

352-2 Equipment: Identification of equipment to be used in grinding concrete is required.

352-8 Basis of Payment: The County does not adjust the contract unit prices.

355 Value Added Portland Cement Concrete Pavement: Delete this section in its entirety.

400 Concrete Structures: precast products must be from a plant that is currently on the Department's Production Facility Listing.

410 Precast Concrete Box Culvert: Box Culverts shall be obtained from a plant that is currently on the Department's Production Facility Listing. Proof of said approval must be provided to the county with the shop drawings.

413 Sealing Cracks and Concrete Structure Surfaces: In the event that the FDOT specification and manufacturers recommendations conflict, it shall be the County's Engineer decision as to which specification governs.

430 Pipe Culverts: All pipes shall be provided from a producer on the Department's Production Facility Listing. Evidence of the suppliers meeting this standard shall be provided with the shop drawing submittal to the county.

430-3.2 Side Drains: The Department's Drainage Manual and Culvert Service Life Estimator shall remain as the Department's Drainage Manual and Culvert Service Life Estimator

430-11.3 End Treatment: The quantity of all end treatments to be paid for will be the number completed and accepted. For mitered end sections, the measurement will be per each end of pipe. Sod will be paid for in accordance with Section 570.

430-12. 11 Railroad Requirements: Add: The contractor is expected to schedule its work to minimize its time within the railroad right of way for work requiring a flagman or watchman.

431-4.8 Bursting: The County may designate pipe bursting for pipes with minimal laterals if deemed appropriate.

449 Precast Concrete Drainage Products: All precast drainage products shall be provided from a producer on the Department's Production Facility Listing. Evidence of the suppliers meeting this standard shall be provided with the shop drawing submittal to the county.

515 Metal Pedestrian/Bicycle Railings, Guiderails, and Handrails: All products shall be provided from a producer on the Department's Production Facility Listing.

530 Revetment Systems: Add the requirement that the engineer of record must verify the size of riprap needed for the particular application.

603-2.1 General: All products must be on the FDOT list and must meet the current County controller hardware and software for full compatibility and integration with the existing operations

611-2.3.1 Submittal Requirements: The as-built drawings submittal should be signed and sealed paper copies. Drawings in electronic format is also required.

670-2 Traffic Controller Assembly Materials: Modify this section to add Specific Controller assemblies must be compatible with County installations and actual controller selection is based on project specific criteria provided on the project plans.

710-8 Corrections for Deficiencies to Applied Painted Pavement Markings: Revise this section to: Reapply a .25-mile section centered around any deficiency, at no additional cost to the County.

711-2 Materials and 713-2 Materials: The County may take random samples of the material at its discretion.

924-1 Admixtures for Concrete: Add: The County Engineer or his designee must approve the use of admixtures.

949 Miscellaneous Components for Manholes, Inlets and Other Structures: Revise to restrict the use of brick for riser adjustment and repairs, not new structures.

972-1 Recycled Plastic Products: Modify to include: The usage of these products is restricted unless specifically noted on the project plans.

981-1 Turf Materials General: Add: The Contractor must reinstall sod matching the type removed. If a conflict arises between the contractor and the property owner regarding replacement sod, the property owner's claim shall prevail unless the contractor provides evidence of preconstruction sod type.

**Report of Subsurface Soil Exploration
and Geotechnical Engineering Evaluation
for Culverts Replacement on Old Plank Road
at Chicken Branch Crossing,
Leon County, Florida**

File No. 113-18-40-1342
January 23, 2019

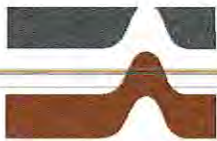


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A.S.F.E.
American Concrete Institute
ASTM International
Florida Institute of Consulting Engineers



Ardaman & Associates, Inc.

Geotechnical, Environmental and
Materials Consultants

January 23, 2019
File No. 113-18-40-1342

Cardno, Inc.
380 Park Place Blvd., Suite 300
Clearwater, Florida 33759

Attention: Ms. Ananda Kelley, P.E.

Subject: Report of Subsurface Soil Exploration and Geotechnical Engineering Evaluation
for Culverts Replacement on Old Plank Road at Chicken Branch Crossing, Leon
County, Florida

Dear Ms. Kelley:

As authorized, Ardaman and Associates, Inc. (Ardaman) has completed the subsurface soil exploration and geotechnical engineering evaluation for the subject project. The purposes were to evaluate subsurface conditions encountered in test borings performed at the site, and to provide geotechnical recommendations regarding: allowable bearing pressures; soil design parameters; and earthwork preparation for the proposed box culverts.

This report has been prepared for the exclusive use of Cardno for specific application to the subject project.

We recommend that Ardaman and Associates, Inc. be retained to perform recommended site and laboratory testing throughout construction, to confirm compliance with the recommendations presented in this report.

We are pleased to be of assistance to you on this phase of your project. When we may be of further service to you or should you have any questions, please do not hesitate to contact us.

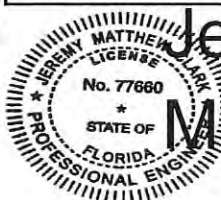
Sincerely,

ARDAMAN & ASSOCIATES, INC.
Florida Certificate of Authorization No. 5950

Michael S. Wilson, P.E.
Tallahassee Branch Manager
FL Eng. License No. 46088

JMC/MSW

This item has been digitally signed and sealed by Jeremy M. Clark, P.E. (FL Eng. License No.: 77660) using a Digital Signature.
Printed copies of this document are not considered signed and sealed and the authentication code must be verified on any electronic copies.



Jeremy M. Clark

Clark
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US O = ARDAMAN AND
ASSOCIATES OU =
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Jeremy M. Clark, P.E.
Project Engineer
FL Eng. License No. 77660

1.0 PROJECT DESCRIPTION AND SCOPE OF SERVICES

The existing culvert crossing is located along Old Plank Road, about 3.4 miles south of the intersection with Tram Road in eastern Leon County. The culvert has ten (10) corrugated metal drainage pipes. These pipes will be replaced with box culverts with head walls that extend beyond the clear zone. We assume that the proposed culverts will have similar invert elevations as the current drainage pipes, typically around elevation 18 feet.

Geotechnical services were based on the authorized proposal for the project, as follows:

1. Ardaman mobilized a drill rig and crew to the site and performed a total of six (6) test borings; two of which consisted of Standard Penetration Test (SPT- ASTM D1586) borings, and the remaining four were Dynamic Cone Penetration (DCP- ASTM STP#399) test borings. Since DCP borings were performed within the stream bed and the water table was above the ground surface, auger borings could not be performed, rather the DCP rod was extended into the subsurface as far as practical. The two SPT borings were performed in the roadway and were extended to 20 feet below grade.
2. Ardaman's Drill Crew Chief prepared a field log for each boring, recorded SPT "N" or DCP "C"-values, visually classified the soils, and containerized/transported portions of the samples to our office for further classification by our engineers. The Drill Crew Chief also estimated the depths to groundwater in the borings.

Our drill crew chief also obtained a water sample and a bulk soil sample and packaged and shipped these samples to our Ft. Myers laboratory for soil and water corrosion series testing.

3. An Ardaman engineer visually classified recovered soil samples and developed a soil profile for each boring. Laboratory tests of selected soil samples were directed to further assess engineering, environmental classification, and index properties of the encountered soils.
4. We analyzed and evaluated the soil conditions encountered, and developed recommendations regarding: foundation support; soil design parameters; and earthwork fill quality and compaction for the culverts. Recommendations are presented in this report.

2.0 FIELD SUBSURFACE EXPLORATION-LOCATIONS AND METHODS

The approximate locations of the test borings are shown on the attached **Figure 1 Test Boring Location Plan**. The SPT borings were advanced by rotary drilling with 4-inch diameter flight augers, using a Model CME-55 drill rig mounted on a flat-bed truck. The SPT borings were sampled at 18-inch intervals continuously to 10.5 feet below grade, and at 2.5-foot intervals thereafter.

Groundwater levels were estimated at the time of drilling each respective test hole. Then each of the borings were backfilled with Portland cement grout and the pavement were patched with asphaltic concrete (black patch-cold mix) upon completion.

3.0 LABORATORY TESTING OF SOILS

Laboratory testing was directed by our engineers on selected soil samples from the test borings, to aid classification and to further define the engineering and index properties of the soils. The laboratory tests include Nature Moisture Content (ASTM D2216), Percent Finer than the U.S. No. 200 Sieve (ASTM D1140, silt and clay); Atterberg Limits determinations (ASTM D4318, plasticity); Percent Organic Content (ASTM D2974); Sieve Analysis; and corrosion series testing of soil and water (pH: FM 5-550; Resistivity: FM 5-551; Chlorides: FM 5-552; and Sulfates: FM 5-553).

The results of the index tests are presented adjacent to the *Soil Boring Profiles* on the attached Figure 2, at the respective depths from which the tested samples were recovered. The depths where the soil corrosion series tests were performed are indicated adjacent to the test borings by "SCS". Results of the soil and water corrosion series testing are presented in Appendix A. Results of the sieve analyses are presented in Appendix B.

4.0 SUBSURFACE SOIL AND GROUNDWATER CONDITIONS

4.1 General

Ardaman's interpretations of subsurface conditions encountered are depicted in the *Soil Boring Profiles* on the attached Figure 2. The soil descriptions shown in the **Soil Legend** are based upon visual classification procedures in general accordance with ASTM D2488, AASHTO M145, and upon the laboratory index tests in accordance with ASTM D2487.

The stratification lines on the *Soil Boring Profiles* represent the approximate boundaries between the soil types, but the actual transitions may be more gradual than implied. This report does not address variations which occur between or away from the borings. The nature and extent of such variations may not become evident until during the course of construction. If any variations become evident, Ardaman should be contacted and authorized to provide additional testing and evaluations concerning the projects geotechnical evaluations and recommendations.

4.2 Site and Soil Conditions-Generalized

The SPT borings were performed in the pavement and initially encountered about 4.5 to 5 inches of asphaltic concrete underlain by about 2 inches of limerock base. Underlying limerock base was dark to light gray medium to fine sand to silty fine sand sometimes mottled with tan sand (Stratum 1). Stratum 1 was encountered to about 6 to 11 feet below existing grade and was underlain by gray silty, slightly clayey fine sand with layers of sandy fat clay and organics (Stratum 2). Soil boring TH-2 encountered about 2.5 feet thick layer of tan silty fine sand (Stratum 1A) sandwiched between Stratum 1.

Stratum 2 was underlain either by light gray very clayey fine sand (Stratum 3) or by Strata 1 and 1A. In soil boring TH-1, about 2.5 feet thick layer of mottled light brown and grayish brown very sandy lean clay (Stratum 4) was encountered underlying Stratum 3 which in turn was underlain by tan highly weathered limestone (Stratum 5).

Based on our drill crew chief's commentary on hand augering and probing the initial 5 feet of the SPT borings, the initial 5 feet was typically loose. Based on the SPT "N" values below 5 feet,

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the soils became denser, transitioning to medium dense. Based on the DCP "C" values, the DCP borings encountered very loose conditions in the initial 1 to 1.5 feet and then transitioned into medium dense conditions thereafter.

4.3 Soil and Water Corrosion Series Test Results

The results for the soil and water corrosion series tests are provided in Appendix A. Based on the soil and water corrosion series testing, the sampled soil and the water sample indicate a "slightly aggressive" environment for concrete.

4.4 Groundwater Conditions

Groundwater was encountered at the SPT boring locations approximately at elevation 18 feet, which equates to the stream bed elevation. Management of stream water and groundwater will be required during construction. Fluctuations in water elevations should be anticipated due to seasonal variations in rainfall.

5.0 ENGINEERING EVALUATION AND RECOMMENDATIONS

5.1 General

Based on our understanding of site elevations and box culvert dimensions, we judge that the culverts will bear within the loose to medium dense sands. Based on our understanding of the box culverts bearing elevations, the bearing soils should provide adequate support for the proposed box culverts, but bedding is still recommended. If site preparation and box culvert bedding is provided, as recommended below, an allowable soil contact pressure of 2,000 psf may be used in design. The culverts should be designed for varying hydrostatic stream pressures due to fluctuations in water levels.

The allowable soil contact pressure provided above is also suitable for use in design of the wing wall foundations. Minimum embedment of the wing wall foundations should be 18-inches and should have a minimum width of 18 inches.

The provided allowable soil contact pressure is a settlement-controlled value, which will yield a minimum factor of safety in excess of two against bearing capacity failure. Total estimated settlement is approximately 1-inch or less.

5.2 Site Preparation

Culvert design and construction should be performed in accordance with appropriate sections of the latest edition of "*FDOT Standard Specifications for Road and Bridge Construction*", specifically Section 410, and in accordance with the relevant indices of "*FDOT Design Standards*" (latest edition), specifically, but not limited to, Section 125 of the FDOT Standards. The following recommendations for foundation soil preparation should also apply during the construction phase:

1. Provide sheet-piling to a minimum embedment to be stable based upon soil parameters presented in Section 5.3, below, or cut stable slopes. Considering the soil and groundwater conditions, stable slopes should be no steeper than 1V:2H.

2. Excavate to at least 6 inches below the proposed box culvert bearing elevation to provide for proper bedding. Provide dewatering devices capable of maintaining a stable and dry surface trench bottom. The excavation width should extend minimum 12 inches outside the exterior walls and culvert.

Although "muck" was not encountered in the test borings, some of the test borings did encounter somewhat elevated organic contents. We do not anticipate the need for over-excavation of organic soils based on the boring profiles but if excessively organic soils (e.g. more than 5 percent organics) are encountered during the excavation for the box culverts, over-excavate the excessively organic soils beneath the culvert and within a 1V:1H projection below the culvert and end walls and replace with "Select Fill", as defined in Item 5, below, placed in 6-inch lifts with each lift compacted to 100% of the Standard Proctor maximum dry density (ASTM D698).

3. Next, compact the exposed bearing surface to 100% of the Standard Proctor maximum dry density. Groundwater within the stream will need to be maintained to approximately 2 feet below cut grade to achieve compaction.

In the event groundwater is not maintained appropriately and compaction is not achieved, over-excavate an additional 12 inches and backfill by placing 6-inch lifts of thoroughly tamped open-graded gravel such as No. 57 or 89 size gravel. Select soils may be utilized atop initial gravel layers provided that the soils are separated from the gravel by a layer of filter fabric. Backfilling should continue until the bottom of the culvert bedding elevation is achieved.

If over-excavation is performed, stabilize the disturbed bearing surface and encapsulate gravel backfill with Type D-1 filter geotextile, as specified in Section 985 of FDOT Standard Specifications for Road and Bridge Construction (2018).

Ardaman & Associates, Inc. should be contacted to perform laboratory Proctor tests and field density tests in the backfill select soils (if selected) and/or to observe tamping of the gravel lifts, if selected. Additional tamping may be directed.

4. Provide at least 6 inches of bedding below the bottom of the box culvert. We recommend using a coarse open graded aggregate such as No. 4 or 57 gravel, completely encapsulated in Type D-1 geotextile.
5. Fill used either beneath or along the sides of the culverts should consist of Select Fill, defined as A-1-a and/or A-3 (AASHTO Classification) or GW, SP, SP-SM (Unified Soil Classification). Select Fill materials should exhibit no more than 10% passing the U.S. No. 200 sieve and should classify as "Non-Plastic". The select soils should be free of organics, plastic soils and other deleterious materials.
6. Backfill around the culverts should be placed in 8-inch maximum loose lifts, with each lift compacted to at least 100% of Standard Proctor maximum dry density. Over-compaction of the backfill could damage the box culverts. Use of hand-operated tampers may be advisable. Backfilling and compacting should be performed at an equal height on both sides of the culvert and should occur simultaneously. Continue the backfilling to design grades.

7. A layer of geogrid, such as Tensar BX1200 or equivalent, should be placed below the bottom of the roadway base between the culvert and undisturbed subgrade along the roadway. It should extend at least 12 feet beyond the edge of the culvert (i.e. near edge of 6 feet deep excavation with 2H:1V cut slope). This layer of geogrid is intended to dampen the potentially abrupt settlement that may occur at the backfill/culvert interface. Overlap the culvert and undisturbed subgrade at least 2 feet.

5.3 Engineering Soil Parameters

The following engineering soil parameters may be used in the design of the proposed box culverts and end walls:

- **Compacted Backfill Soils***
 - Total Soil Moist Unit Weight (γ_t) = 120 pcf (above water table)
 - Buoyant Soil Unit Weight (γ_b) = 60 pcf (below water table)
 - Angle of internal friction (Φ) = 30 degrees
 - Undrained Cohesion " C_u " = 0 (zero)
 - Lateral coefficient of soil pressure at rest (K_0) = 0.6 (for non-displacement walls)
 - Lateral active coefficient of soil pressure (K_a) = 0.33 (for displacement walls)
 - Lateral passive coefficient of soil pressure (K_p) = 3.0 (for displacement walls)
- **Subgrade Bearing Soils***
 - Total Soil Moist Unit Weight (γ_t) = 110 pcf
 - Buoyant Soil Unit Weight (γ_b) = 50 pcf
 - Undrained Cohesion " C_u " = 0 (zero)
 - Angle of internal friction- well tamped fill below culvert (Φ) = 30 degrees
 - Angle of internal friction- natural ground below fill (Φ) = 28 degrees
 - Coefficient of friction of foundation on soil = 0.38 times normal stress

*No factor of safety is included in any of these values.

6.0 CLOSURE

The recommendations submitted in this report are based upon the data obtained from the soil borings presented on the attached Figure 2. This report does not reflect any variations which may occur between the borings. The nature and extent of variations between the borings may not become evident until construction. If site or soil variations appear evident, it will be necessary to reevaluate the recommendations of this report after performing further on-site observations during the construction period and noting the characteristics of such variations.

In the event any changes occur in the design, nature, location of the culverts, Ardaman and Associates, Inc. should be contacted to review the applicability of the conclusions and recommendations in this report. Ardaman and Associates, Inc. should also perform a general review of final design drawings and specifications to determine if earthwork and foundation recommendations have been properly interpreted and implemented in the design specifications.

This study does not address the possibility of eventual sinkhole development at the site. This exploration and analysis covers the near surface soil deposits. It is not intended to include deep soil or rock strata where cavities and caverns may exist.

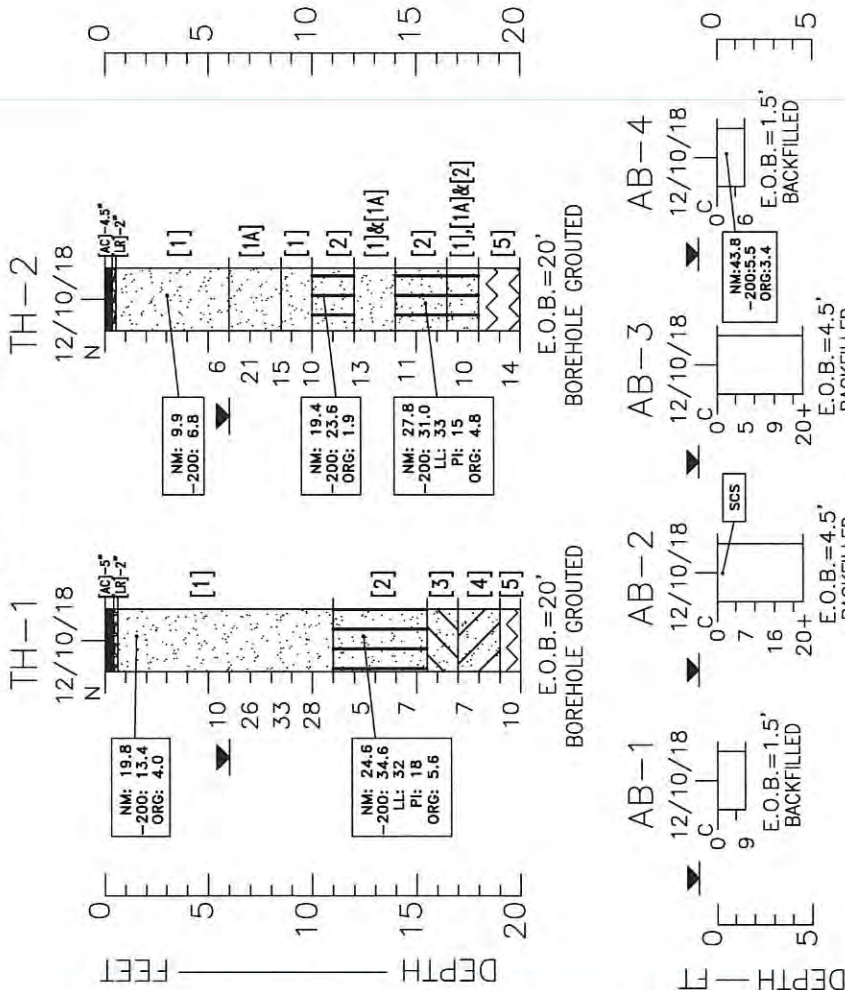
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This report has been prepared in accordance with generally accepted geotechnical engineering practices. No other warranty, expressed or implied, is made.

End of Report

SOIL BORING PROFILES



SOIL SAMPLES NOT COLLECTED FROM AUGER BORINGS AB-1 TO AB-4 BECAUSE LOCATIONS WERE UNDERWATER

ENGINEERING CLASSIFICATION

DESCRIPTION	UNSATURATED	WATER CONTENT (%)	WATER RATIO	WATER RATIO
VERY LOOSE	0 TO 4	0 TO 4	0 TO 4	0 TO 4
LOOSE	4 TO 10	10 TO 20	10 TO 20	10 TO 20
MEDIUM DENSE	10 TO 20	20 TO 30	20 TO 30	20 TO 30
DENSE	20 TO 30	30 TO 40	30 TO 40	30 TO 40
VERY DENSE	30 TO 40	40 TO 50	40 TO 50	40 TO 50

DESCRIPTION	UNSATURATED	WATER CONTENT (%)	WATER RATIO	WATER RATIO
VERY STIFF	0 TO 4	0 TO 4	0 TO 4	0 TO 4
STIFF	4 TO 10	10 TO 20	10 TO 20	10 TO 20
MEDIUM STIFF	10 TO 20	20 TO 30	20 TO 30	20 TO 30
STIFF	20 TO 30	30 TO 40	30 TO 40	30 TO 40
HARD	30 TO 40	40 TO 50	40 TO 50	40 TO 50

LEGEND

- TH STANDARD PENETRATION TEST (SPT) BORING LOCATION
- AB AUGER BORING LOCATION
- N STANDARD PENETRATION RESISTANCE IN BLOWS PER FOOT (ASTM D-1586)
- C DYNAMIC CONE PENETRATION RESISTANCE OF SOILS (ASTM STP #399)
- GROUNDWATER DEPTH MEASURED ON DATE DRILLED
- NM NATURAL MOISTURE CONTENT IN PERCENT (ASTM D-2216)
- 200 PERCENT PASSING NO. 200 SIEVE SIZE (PERCENT FINES)(ASTM D-1140)
- LL LIQUID LIMIT (ASTM D-4318)
- PI PLASTICITY INDEX (ASTM D-4318)
- ORG. ORGANIC CONTENT IN PERCENT (ASTM D-2974)
- SCS SOIL CORROSION SERIES TEST
- SP-SM,SM,SC UNIFIED SOIL CLASSIFICATION SYSTEM
- A-3,A-2-4 AASHTO SOIL CLASSIFICATION SYSTEM
- DRILLERS: SH, JK

SOIL LEGEND

- [AC] ASPHALTIC CONCRETE
- [LR] LIMEROCK BASE
- [1] DARK TO LIGHT GRAY MEDIUM TO FINE SAND TO SILTY FINE SAND, SOMETIMES MOTTLED W/TAN SAND & SOMETIMES W/ORGANICS (SP-SM TO SM W/OL; A-3 TO A-2-4 W/A-8)
- [1A] TAN SILTY FINE SAND (SM; A-2-4)
- [2] GRAY SILTY, SLIGHTLY CLAYEY FINE SAND W/LAYERS OF VERY SANDY FAT CLAY AND ORGANICS (ROOTS) (SM W/CH & OL; A-2-4 W/A-7 & A-8)
- [3] LIGHT GRAY VERY CLAYEY FINE SAND (SC; A-6)
- [4] MOTTLED LIGHT BROWN & GRAYISH BROWN VERY SANDY LEAN CLAY (CL; A-6)
- [5] TAN HIGHLY WEATHERED LIMESTONE

WHILE THE BORINGS ARE REPRESENTATIVE OF SUBSURFACE CONDITIONS AT THEIR RESPECTIVE LOCATIONS AND FOR THEIR RESPECTIVE VERTICAL REACHES, LOCAL VARIATIONS CHARACTERISTIC OF THE SUBSURFACE MATERIALS OF THE REGION ARE ANTICIPATED AND ARE NOT TO BE CONSIDERED. THE BORINGS ARE NOT TO BE USED FOR THE DETERMINATION OF THE DRILLER'S LOGS AND VISUAL EXAMINATION OF SELECTED SAMPLES IN THE LABORATORY. THE DELINEATION BETWEEN SOIL TYPES SHOWN ON THE LOGS IS APPROXIMATE, AND THE DESCRIPTION REPRESENTS OUR INTERPRETATION OF SUBSURFACE CONDITIONS AT THE BORING LOCATIONS. THE BORINGS ARE NOT TO BE USED FOR THE DETERMINATION OF GROUNDWATER ELEVATIONS SHOWN ON THE BORING LOGS REPRESENT GROUNDWATER SURFACES ENCOUNTERED ON THE DATES SHOWN. FLUCTUATIONS IN WATER TABLE LEVELS SHOULD BE ANTICIPATED THROUGHOUT THE YEAR. ABSENCE OF WATER SURFACE DATA ON BORINGS AB-1 TO AB-4 IS DUE TO THE LOCATIONS BEING UNDERWATER. IT IS NECESSARY TO MEAN THAT GROUNDWATER WILL NOT BE ENCOUNTERED AT THESE LOCATIONS OR WITHIN THE VERTICAL REACHES OF THESE BORINGS IN THE FUTURE.

Aradon & Associates, Inc.
3175 W. Magna Street
Tomball, TX 77375
(281) 578-8131

SUBSURFACE SOIL EXPLORATION FOR
OLD PLANK ROAD AT CHICKEN BRANCH
LEON COUNTY, FLORIDA

DATE: 1/4/2019
DRAWN: J. CLARK, P.E.
CHECKED: J. CLARK, P.E.

Appendix A

Soil and Water Corrosion Series Test Results

Sample Type	Sample Location	Date Tested	Sulfates (as SO ₄) (mg/l)	pH	Resistivity (ohm-cm)	Chlorides (as Cl) (mg/l)
Water	Upstream	12/7/2018	9	7.27	3,490	45
GRAY SAND	AB-2 @ 0.5'	12/10/2018	33	6.66	9,880	30
Standards: FM 5-550/E-70, Determining pH of Soil and Water; FM 5-551, Resistivity of Soil and Water; FM 5-552, Chloride in Soil and Water; and FM 5-553, Sulfate in Soil and Water.						

Appendix B

Sieve Analyses



LEON COUNTY

DEPARTMENT OF DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT

ENVIRONMENTAL MANAGEMENT PERMIT

TO SPEAK TO AN ENVIRONMENTAL INSPECTOR, CALL (850) 606-1300.

PERMIT EXPIRES THIRTY-SIX (36) MONTHS FROM ISSUANCE PER ARTICLE 5, SECTION 7-41(4)(A)(1), ENVIRONMENTAL MANAGEMENT ACT

PERMIT EXPIRES:

PERMIT #: LEM23054
PROJECT NAME: Old Plank Road at Chicken Branch Culvert
Replacement

LOCATION:

PERMITTEE: Joshua Hofkes
DATE ISSUED: 05/13/2024
PARCEL TAX ID: 3405200200000

FEE INFORMATION

Stormwater SF B Low 741.97

TOTAL FEES: 741.97
TOTAL PAYMENTS 741.97
BALANCE: 0.00



Approved By: Deji Ajoye-Adeogun - 05/13/2024

FOR

Nawfal R. Ezzagaghi, P.E.
Director, Environmental Services Division
County Administrator's Designee

ACCEPTANCE OF THIS PERMIT ACKNOWLEDGES PERMISSIONS FOR LEON COUNTY PERSONNEL TO INSPECT AT REASONABLE TIMES THE PROPERTY AND WORK ASCRIBED IN THIS PERMIT. FAILURE TO POST THE PERMIT PLACARD IN A CONSPICUOUS PLACE ON-SITE OR FAILURE TO HAVE THE APPROVED PERMIT AND PLANS AVAILABLE ON-SITE MAY RESULT IN THE IMMEDIATE ISSUANCE OF A STOP WORK ORDER.



Review Report - Approved
Application Number: LEM23054

Report Date: 05/13/2024
Description : Old Plank Road at Chicken Branch Culvert Replacement
Address : , , ,
Record Type : EMP Short Forms
Document Filename : OSD.pdf

Reviewer Contact Information:

Reviewer Name	Reviewer Email	Reviewer Phone
Deji Ajose-Adeogun	ajoseadeogund@leoncountyfl.gov	

General Comments

Markups for this Approved Document or Plan

Comment ID	Page Ref	Reviewer : Department	Review Comments
3	1	Deji Ajose-Adeogun : Admin-IT	FOR

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY
DEPARTMENT OF DEVELOPMENT SUPPORT AND ENVIRONMENTAL
MANAGEMENT**

**OLD PLAN ROAD CULVERT
REPLACEMENT**

**ENVIRONMENTAL MANAGEMENT PERMIT
LEM23-054**

A Pre-Construction Conference with the County Environmental Inspector is required.
(Contact Ian Ford at 850-606-1358 or 850-544-0828 to schedule a meeting)

This environmental management permit authorizes the construction (within the approved limits of cleaning) of infrastructure (i.e., stormwater management system , etc.) associated with the proposed improvement of Old Plank Road in Leon County, consistent with the attachments and exhibits identified below.

Attachment A: Permit Conditions
Exhibit A: Approved Plans (Permit Plan Set)
Exhibit B: Erosion Certification
Exhibit C: Drainage Memo-011824

The permittee should be familiar with the permit conditions and all other attachments and exhibits included in this permit prior to the commencement of development activity. Failure to conform to this permit may cause appropriate enforcement action to be taken that could include a "Stop Work Order" or a "Notice of Violation".

Approved By:



Approved By: Deji Ajose-Adeogun - 05/13/2024

FOR

Nawfal R. Ezzagaghi, P.E., Director
County Administrator Designee
Environmental Services
DAA

Date

ATTACHMENT "A" PERMIT CONDITIONS: OLD PLAN ROAD CULVERT REPLACEMENT

GENERAL CONDITIONS:

1. The permittee shall conduct all development activity consistent with the "Environmental Management Act," Article IV, Chapter 10 of the Leon County Land Development Code. **Reference Section 10-4.105.**
2. *Posting of placards.* A placard indicating issuance of a valid permit shall be posted in a conspicuous place on site at all times during the development activity. **Reference Section 10-4.203(c)(1).**
3. *Permit and plans on-site.* A copy of the approved permit and plans (Exhibit "A" and subsequent approved contractor "Shop Drawings") shall be available on site at all times when any development activity is occurring on the site. **Reference Section 10-4.203(c)(2).**
4. *Notice of intent to proceed.* A notice of intent to proceed shall be filed with the County Administrator or designee at least three working days prior to initiation of any physical development activity on any site, except for development activity limited to that which has been permitted in relation to construction of a detached single-family residence, which shall require filing of a notice of intent to proceed within 24 hours prior to initiation of development activity. The notice shall specify the site location and the permit number applicable to the activity and shall specify the date and approximate time at which such physical development activity is to commence. **Reference Section 10-4.203(c)(3).**
5. *Environmental Management Officer.* The permittee shall designate, as part of the environmental management permit application, an individual to act as the environmental management officer for the project. Such individual shall be in responsible charge of all on-going work on the site and shall have sufficient familiarity with the project to ensure that all work is proceeding according to the approved plans and permit. The designated environmental management officer is not required to remain on the site at all times during all operations but must ensure that during such time as the officer is not personally present on the site a designated alternate person remains in responsible charge of the project. **Reference Section 10-4.203(c)(6).**
6. *Permit Expiration.* Environmental management permits shall expire 36 months after issuance unless otherwise specified by the County Administrator or designee for master planned subdivisions or phased development projects. **Reference Section 10-4.214(a)(1).**
7. *Extensions.* Permits may be extended, by request of the applicant and approval of the County Administrator or designee, for successive periods of time not to exceed 36 months each, provided the request for extension is made prior to the expiration of the prior approval and provided continuous good faith efforts have been made to complete the development. **Reference Section 10-4.214(a)(2).**
8. *Early expiration for cause.* If no substantial and readily observable site development activity has taken place within 24 months of the issuance of the permit or, once development is started, if no such development activity occurs for any 24 consecutive months, the County Administrator or designee may, after notifying the permittee and providing an opportunity for hearing, determine the permit to be expired and shall so notify the permittee. Such a permit may not thereafter be extended. **Reference Section 10-4.214(a)(3).**

9. *Effect of permit expiration.* Once a permit has expired, no further development activity may proceed on the permitted development site unless and until a new permit application has been submitted and approved for the particular development site and activity. **Reference Section 10-4.214(d).**
10. *Continued responsibility under expired permit.* Permit expiration shall not, however, terminate the obligations of the permittee or property owner to ensure continued compliance with this code, or to complete and maintain the landscaping, trees, or stormwater management systems and facilities which were required for undertaking the development activities on the site. Where a permitted development activity has been commenced under a permit prior to the date of the permit's expiration, but has not received final inspection approval prior to such expiration, the developer, owner, or permittee of the development site may be cited for any violation of this code or of the permit and plans which had been approved for the development activity or site, and may be required to submit, and obtain the County Administrator or designee's approval of, a new environmental management permit application or an application for amendment of the expired permit, or to complete and maintain the landscaping, trees, or stormwater management systems and facilities which were required by the expired permits, as necessary to prevent significant adverse environmental impacts as a result of the development activity which has occurred on the site. **Reference Section 10-4.214(d).**
11. *Notice of transfer of permit.* No later than ten days after the sale or legal transfer of property upon which a stormwater management facility has been, or is approved to be, constructed pursuant to a permit issued by the county, a notice of transfer of permit shall be submitted to the County Administrator or designee. **Reference Section 10-4.214(f)(1).**
12. *Transfer liability.* Until a proper notice of permit transfer is provided to the County Administrator or designee, the permittee and any other person constructing, operating, or maintaining the permitted facility shall be liable for compliance with the terms of the permit. The permittee transferring the permit shall remain liable for corrective actions required as a result of any violations occurring prior to sale unless the new permittee obtains approval of the County Administrator or designee to specifically assume such obligations and provides to the County Administrator or designee written evidence in legal form of such assumption of obligations. For facilities that have received final inspection approval prior to the time of sale or legal transfer, the original permittee shall remain liable for performance of warranty obligations as set forth in section **10-4.209(d)**, absent an express assumption of liability as to such warranty obligations by the subsequent holder of the property. **Reference Section 10-4.214(f)(2).**
13. *Amendments.* Any minor change or deviation from the approved plans shall require an amendment to this permit. Substantial changes, including significant increases in impervious area, changes in intended land use, modification of stormwater management system, new phases of development, or other additions, shall not be treated as amendments, but shall require a new permit application. **Reference Section 10-4.215.**
14. *During development.* All environmental management controls and facilities shall be maintained in a manner which will ensure proper functioning and protection from unnecessary environmental degradation, throughout the development process. **Reference Section 10-4.210(a).**
15. *Post-development.* Upon completion of development activities and construction, the permittee shall ensure that each site is properly stabilized, and that swales and other stormwater management features shown in the permit are in place in a manner consistent with the permit, approved plans and specifications. **Reference Section 10-4.210(b).**

16. *Post-construction inspection.* Prior to requesting a final inspection by the director pursuant to section 10-4.212(b)(3), the permittee shall cause a qualified professional personally to inspect the site and facilities and certify as provided for in Section 10-4.208(b). **Reference Section 10-4.208(a).**

SPECIFIC CONDITIONS:

1. *Permit Scope.* As shown in Exhibit "A" (the permit plan set), this permit authorizes the construction (within the approved limits of cleaning) of infrastructure (i.e., stormwater management system, etc.) associated with the proposed improvement of Old Plank Road in Leon County consistent with the attachments and exhibits accompanying this permit.
2. *Licensed contractors.* All excavation, grading work, and other site work shall be performed under the supervision of a certified or registered general contractor, building contractor, residential contractor, commercial or residential pool/spa contractor, or underground utility contractor, or by an excavation, grading and site contractor duly licensed by the County Contractors Licensing Board. **Reference Section 10-4.203(c)(5).**
3. *Notification of Easements.* A copy of any and all required easements, with proof of executed recording, shall be provided to the county administrator or designee prior to final inspection. Where transfer of title for any affected parcel is proposed, the owner shall provide clear information to each prospective buyer prior to execution of any contracts, about the existence, impacts, and responsibilities associated with any easements on the property. A copy of the applicable easements shall be provided by the owner to each prospective purchaser prior to closing, and the copy shall be initialed by the parties and attached to such closing documents upon execution. **Reference Section 10-4.203(c)(8).**
4. *Stormwater management facility operating permit.* No stormwater management facility shall be utilized until a stormwater management operating permit is obtained. An operating permit is not required for facilities which have as their primary function the conveyance of stormwater, facilities under construction as part of an approved development plan, and temporary facilities which are part of an erosion and sediment control plan. **Reference Section 10-4.209(a).**
5. *Required disclaimers.* Any contract for the conveyance of title to land for which stormwater management is provided by a system or facility not maintained by the County or the City of Tallahassee shall contain the following statement: "Neither Leon County nor the City of Tallahassee is responsible for the maintenance, upkeep or improvement of any stormwater management facility utilized by the land described herein. Title to this property carries with it the requirement that the current and all subsequent owners or their authorized agent obtain a stormwater management facility operating permit from the County. The owner of this property shall be legally responsible, jointly with other owners using the facility and based on pro rata share, for compliance with all stormwater management facility operating permit maintenance and operation requirements, as well as all other permit conditions, unless such maintenance and operation obligations have been specifically assumed by some other entity pursuant to Director approval and appropriate documentation recorded in the public records of Leon County." **Reference Section 10-4.210(d).**
6. *Landscape and tree maintenance, if applicable.* All landscaping, landscaped areas, landscape development, buffer areas, trees, and conservation areas required as part of this permit shall be maintained and used pursuant to **Sections 10-4.348(b), 10-4.355, 10-4.209(f)(1)(h), 10-4.209(g)(7) and 10-4.211** of the Land Development Code and shall be checked for compliance during the operating permit renewal process. An Operating Permit covering the landscape and tree maintenance shall be submitted (**Section 10-4.351(e)(2)i.**). For projects with no Stormwater Management Facility(ies), a Stand-Alone Operating Permit to ensure the perpetual maintenance, shall be submitted. This will ensure compliance with the requirements, purpose, intent, and objectives of the permit (**Section. 10-4.203(c)(9).**

7. *Intergovernmental Transfer.* If at any time, the City of Tallahassee (the "City") annexes the permitted development into its corporate boundary, then this permit shall be transferred to the City with all provisions fully enforceable by the City. The City shall assume the role of the County in each provision of this permit.
8. *System Evaluation & Redesign.* At any time, should the County determine that the stormwater management system, stormwater pollution prevention plan, landscape plan, or any maintenance program is not functioning as designed, the County may request a system evaluation to determine compliance. The Permittee shall have thirty (30) days to evaluate the discrepancy and respond. Should the Permittee verify that a discrepancy exists, then the Permittee shall have sixty (60) days to redesign and implement the appropriate redesign necessary to correct the discrepancy. This process does not apply to any event of noncompliance with the permit and approved plans, in which case the enforcement provisions of the Environmental Management Act shall apply.
9. *Other Permits.* This permit is issued with the condition that the applicant procure and comply with all other necessary federal, state, and local agency permits, including but not limited to the City of Tallahassee (COT) Utilities or Infrastructure, Florida Department of Environmental Protection (FDEP) permits, FDEP 10-2 permit, Northwest Florida Water Management District (NFWFMD) permits, Florida Department of Transportation (FDOT) drainage and/or access connection permits, NPDES permit and Leon County driveway connection permit. These permits must be provided to the environmental inspector prior to the pre-construction. **Reference Section 10-4.201(f).**
10. *Construction or repair of buildings, excavation of streets and highways:* The construction, demolition, alteration or repair of any building or the excavation of streets and highways other than between the hours of 7:00 a.m. and 8:00 p.m. on weekdays and Saturdays and between 9:00 a.m. and 5:00 p.m. on Sundays. This prohibition does not apply to the delivery and installation of concrete and other materials associated with residential slab installation. In cases of emergency, construction or repair noises are exempt from this provision. **Reference Section 12-56(10).**
11. If prehistoric or historic artifacts, such as pottery or ceramics, projectile points, dugout canoes, metal implements, historic building materials, or any other physical remains that could be associated with Native American, early European, or American settlement are encountered at any time with the project site area, the permitted project shall cease all activities involving subsurface disturbance in the vicinity of the discovery. The applicant shall contact the Florida Department of State, Division of Historical Resources, Compliance Review Section at (850) 245-6333. Project activities shall not resume without verbal and/or written authorization. In the event that unmarked human remains are encountered during permitted activities, all work shall stop immediately, and the proper authorities notified in accordance with Section 872.05, Florida Statutes.
12. *Engineering Review Limitations:* The review of this permit was limited to verifying compliance with the minimum standards of the Environmental Management Act (EMA) and other general civil site design standards. Any plans/specifications relating to the structural, water, or sewer component, or the like, were not reviewed in depth for constructability or compliance with other regulatory agencies.

SPECIAL CONDITIONS:

As shown in Exhibit “A” (the permit plan set), this permit authorizes the construction (within the approved limits of cleaning) of infrastructure (i.e., stormwater management system, etc.) associated with the proposed improvement of Old Plank Road in Leon County consistent with the attachments and exhibits accompanying this document.

1. As used herein, the term “permittee” shall refer to the current owner(s) of the parcel. This permit may be transferred to another party in accordance with the General Conditions. Upon the Director’s approval of a Notice of Transfer of Permit, the term “permittee” shall refer to the new property owner(s) identified in this approved notice. The permittee shall ensure that all contractors and other agents authorized by the permittee to conduct the permitted development activities abide by the terms and conditions of this permit.
2. The permittee or permittee’s authorized agent shall arrange a pre-construction conference prior to the commencement of any construction/development activities. The inspector for this project is Mr. Ian Ford who may be contacted at 850-606-1356 or 850-544-0823
3. All required associated permits (NFWFMD, NDPES, FDEP, FDOT, City of Tallahassee, Talquin, etc.) shall be submitted to the Environmental Inspector as part of the request to schedule the pre-construction conference referenced in Special Condition #2 above.
4. Engineer of Record or designated delegate shall complete the Design Professional 7-Day Certification Form for sedimentation & erosion control measures on-site. [See Exhibit C].
5. Project staging activity in areas outside of the areas shown in Exhibit “A” will require a separate Environmental Management Permit from Leon County Development Support and Environmental Management (LCDSEM). LCDSEM should be contacted regarding any proposed staging activity outside of the project area prior to construction commencement.
6. A Right of Way (RoW) Placement Permit from Leon County Public Works (LCPW) is required for any proposed utility work in the County RoW. Any road/lane closure requests must contain a traffic management plan and be submitted to the Public Works Department in advance consistent with Leon County Policy 17-1.
7. Any extension of Talquin or City of Tallahassee Water or Sewer mains will require a Facility Construction Permit from LCPW, instead of a Right of Way Placement Permit.
8. Limits of clearing to be marked and/or staked out prior to pre-construction meeting with the Inspector.
9. The permittee shall acquire all necessary property rights, right-of-way, and easement acquisitions prior to construction commencement. The permittee shall supply copies of legal documents to LCDSEM prior to the pre-construction conference demonstrating that sufficient property rights, right-of-way, and easement acquisition have been obtained to conduct the permitted work.
10. The erosion control measure shall be in accordance with Florida Sediment and Erosion Manual. Items such a stabilization, pinned sod, and matting blankets shall be utilized to prevent and erosion that will leave the site.
 - a. Sediment Control measures shall be sufficient to prevent the tracking or direct flow of mud and sediments onto public or private streets or drainage ditches. Any sediments or mud spilled, dropped, washed, or tracked from any vehicles onto the public or private streets or

- into the public drainage system shall be recovered and cleaned up immediately. Wash water shall be carried away from entrance to a settling area for sediment removal. Dedicated wash area and wash racks will be required if excessive tracking is observed by the inspector. Permittee may be asked to provide additional measures.
- b. Sediment controls which are breached due to development activity, rain or other factors shall be repaired within 24 hours of the breach.
 - c. Additional silt fences or other sediment/erosion control devices and measures may be required, as specified by the inspector. Proposed staging areas shall be discussed with the inspector and explicitly demarcated within the site.
 - d. During discharge of water to offsite areas, water quality must be monitored during dewatering activities to ensure that the discharge does not create adverse impacts. The daily water quality samples shall be analyzed for turbidity using a calibrated field turbidity meter. Turbidity shall not exceed 29 Nephelometric Turbidity Units (NTUs) above background in Class III receiving waters. pH must be within the range of 6.5 to 8.5 SU and must not cause a change in the pH of the receiving water body more than 0.2 SU.
11. All soil excavated as part of this project shall be used on-site or properly disposed of at an approved location. This permit does not include storage of excavated materials on-site.
 12. No protected trees shall be impacted.
 - a. Work within the critical root protection zone (CRPZ) of protected trees shall be minimized to the extent practicable. Any work (including materials or equipment storage) to be performed within the CRPZ of protected trees shall be discussed with and approved by the County Environmental Inspector prior to beginning the work.
 - b. Contractor shall hire an arborist to evaluate any impacted protected trees. A report from the arborist shall be submitted to the County for review
 13. Notwithstanding the general and specific conditions contained in this permit, this project will require submittal of the following items to the Director at least 20 days prior to the permittee/applicant's request for final inspection and ensuing request for final close out:
 - a. Record Drawings
 - i. Record drawings shall mean a complete set of permitted drawings signed and sealed by a qualified professional with final constructed grades, culvert diameters, stormwater facilities dimensions, planted landscape materials, field changes, and marked with "record drawing" on each sheet.
 - ii. The qualified professional shall be responsible for the project's conformance to the Leon County-approved permitted plans.
 - b. Compliance Certification signed/sealed by a Florida licensed Professional Engineer
 - i. As part of the Compliance Certification, the Engineer of Record shall verify and certify that all items under their supervision including drainage, grades, etc. have been met.
 - ii. For all retaining walls and/or berms higher than two feet, provide post-construction certification by a Florida licensed Professional Engineer that such structure is built consistently with the approved design and that any required slope compaction and elevation have been achieved.

In the event that any condition of this permit is subject to multiple interpretations and becomes the source of conflict that cannot be resolved onsite by the contractor and the environmental inspector, the matter shall be forwarded to the Environmental Services Director for clarification/interpretation.



Review Report - Approved

Application Number: LEM23054

Report Date: 05/13/2024
Description : Old Plank Road at Chicken Branch Culvert Replacement
Address : , , ,
Record Type : EMP Short Forms
Document Filename : Exhibit A

Reviewer Contact Information:

Reviewer Name	Reviewer Email	Reviewer Phone
Deji Ajose-Adeogun	ajoseadeogund@leoncountyfl.gov	

General Comments

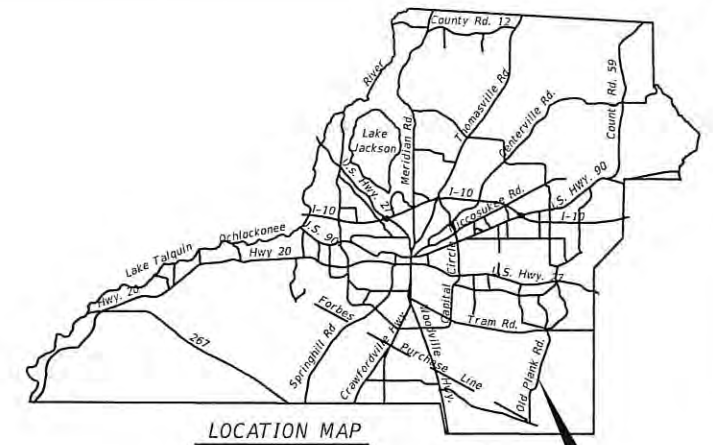
Markups for this Approved Document or Plan

Commissioners:

Bill Proctor
District 1Christian Caban
District 2Rick Minor
District 3Brian Welch
District 4David O'Keefe
District 5Carolyn Cummings
At-LargeNick Maddox
At-LargeVincent S. Long
County AdministratorChastity H. O'Steen
County AttorneyBrent Pell
Director of Public Works

OLD PLANK ROAD AT CHICKEN BRANCH CULVERT REPLACEMENT

LEON COUNTY DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING SERVICES

Public Works Center
2280 Miccosukee Road Tallahassee, FL 32308-5367
Phone: (850) 606-1500 * Fax: (850) 606-1501

LOCATION MAP

PROJECT LOCATION

INDEX OF PLANS

SHEET NO.	SHEET DESCRIPTION
1	KEY SHEET
2	(NOT USED)
3	SUMMARY OF PAY ITEMS
4	TYPICAL SECTIONS
5	GENERAL NOTES
6	ROADWAY PLAN - PROFILE
7-8	CROSS SECTIONS
9-12	TEMPORARY TRAFFIC CONTROL PLANS
13	BRIDGE CULVERT GENERAL NOTES
14	BRIDGE CULVERT GENERAL PLAN
15-16	SOIL BORINGS
17	BOX CULVERT DATA TABLE
18	GUARDRAIL & TRANSITION PLAN
19-20	REINFORCING BAR LIST
21	LOAD RATING SUMMARY TABLE
22	TEMPORARY CRITICAL WALL
23	EXISTING SURVEY CONDITIONS
24	WETLAND DELINEATION
25	VERIFIED UTILITIES

GOVERNING STANDARD PLANS:

Florida Department of Transportation (FDOT) Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook) (2018 Edition), and FDOT FY2023-24 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (Irs).

Standard Plans for Road Construction and associated Irs are available at the following website:

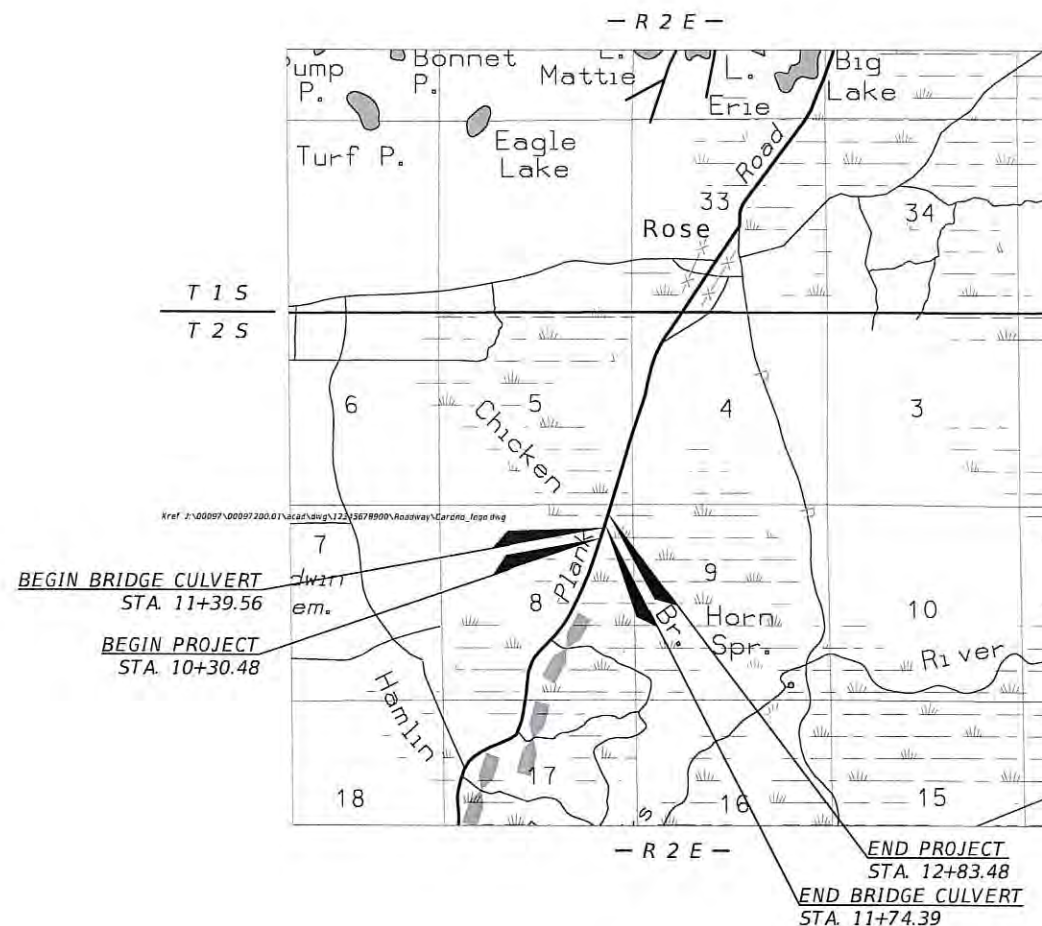
<http://www.fdot.gov/design/Standardplans.shtm>

GOVERNING STANDARD SPECIFICATIONS:

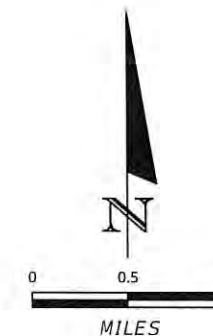
FDOT Standard Specifications for Road and Bridge Construction, January 2023, at the following website:

<http://www.fdot.gov/programmanagement/Implemented/SpecBooks>

CONTRACT PLANS

PROJECT LENGTH IS BASED ON $\frac{1}{2}$ OF CONSTRUCTION

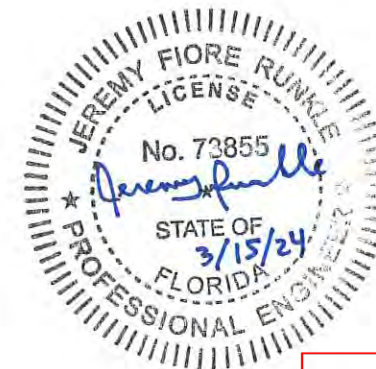
LENGTH OF PROJECT		
	LINEAR FEET	MILES
ROADWAY	218.17	0.041
BRIDGES	34.83	0.007
NET LENGTH OF PROJECT	253.00	0.048
EXCEPTIONS	-	-
GROSS LENGTH OF PROJECT	253.00	0.048



APPROVED

PERMIT NO: LEM23054
DATE: 05/13/2024

Approved By: Deji Ajose-Adeogun - 05/13/2024

ADDITIONAL SEDIMENT CONTROL MAY
BE NEEDED FOR MORE INFORMATION
CALL ENVIRONMENTAL MGT. SECTIONROADWAY PLANS
ENGINEER OF RECORD:

JEREMY FIORE RUNKLE, P.E.

P.E. NO.: 73855

STANTEC, INC.

380 PARK PLACE BOULEVARD, SUITE 300

CLEARWATER, FL, 33759

727-531-3505

STRUCTURES PLANS
ENGINEER OF RECORD:

ANANDA BERGERON, P.E.

P.E. NO.: 65632

STANTEC, INC.

380 PARK PLACE BOULEVARD, SUITE 300

CLEARWATER, FL, 33759

727-531-3505

COUNTY PROJECT MANAGER:

CHRIS MUEHLEMAN, P.E.

FISCAL
YEARSHEET
NO.24
1
Posted on September 30, 2024

SUMMARY OF PAY ITEMS			
PAY ITEM NO.	PAY ITEM DESCRIPTION	UNIT	QUANTITY
101-1	MOBILIZATION	LS	1
102-1	MAINTENANCE OF TRAFFIC	LS	1
104-10-3	SEDIMENT BARRIER	LF	578
104-11	FLOATING TURBIDITY BARRIER	LF	236
110-1-1	CLEARING AND GRUBBING (0.51 AC)	LS	1
120-1	REGULAR EXCAVATION	LS	1
121-70	FLOWABLE FILL	CY	50.6
120-6	EMBANKMENT	LS	1
125-1	EXCAVATION FOR STRUCTURES (OVEREXCAVATION IF MUCK ENCOUNTERED)	CY	65.3
125-3	SELECT BEDDING MATERIAL	CY	33.2
145-71	REINFORCEMENT GRID (STRUCTURAL GEOSYNTHETIC)	SY	188
160-4	TYPE B STABILIZATION	SY	1054
285-706	OPTIONAL BASE, BASE GROUP 06	SY	253
327-70-5	MILLING EXISTING ASPH PAVEMENT, 2" AVERAGE DEPTH	SY	376
334-1-13	SUPERPAVE ASPHALTIC CONCRETE, TRAFFIC C	TN	68.4
339-1	MISCELLANEOUS ASPHALT PAVEMENT	TN	12.2
400-2-1	CONCRETE CLASS II, CULVERTS	CY	159.2
415-1-1	REINFORCING STEEL - ROADWAY	LB	31916
455-35	TEMPORARY CRITICAL WALL	LS	1
460-71-1	METAL TRAFFIC RAILING, THRIE-BEAM RETROFIT	LF	79
530-3-4	RIPRAP, RUBBLE, F&I, DITCH LINING	TN	85.8
530-74	BEDDING STONE	TN	94.5
536-1-1	GUARDRAIL - ROADWAY, GENERAL, TL-3	LF	175
536-1-11	GUARDRAIL - ROADWAY, MODIFIED THRIE BEAM	LF	125
536-7-2	SPECIAL GUARDRAIL POST - SPECIAL STEEL POST FOR CONCRETE STRUCTURE MOUNT	EA	10
536-7-3	SPECIAL GUARDRAIL POST - ENCASED POST FOR SHALLOW MOUNT	EA	6
536-8-13	APPROACH TRANSITION CONNECTION TO RIGID BARRIER, FURNISH AND INSTALL, TL-3	EA	4
536-85-20	GUARDRAIL END TREATMENT - TRAILING ANCHORAGE	EA	2
536-85-24	GUARDRAIL END TREATMENT - PARALLEL APPROACH TERMINAL	EA	2
570-1-2	PERFORMANCE TURF, SOD	SY	1856
571-1-12	PLASTIC EROSION MAT, TURF REINFORCED MAT, TYPE 2	SY	246
706-1-1	RAISED PAVEMENT MARKER, TYPE B WITHOUT FINAL SURFACE MARKINGS (YELLOW/YELLOW RPM)	EA	16
711-16-101	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, WHITE, SOLID, 6"	GM	0.096
711-16-201	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, YELLOW, SOLID, 6"	GM	0.048
711-16-231	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, YELLOW, SKIP, 6"	GM	0.048



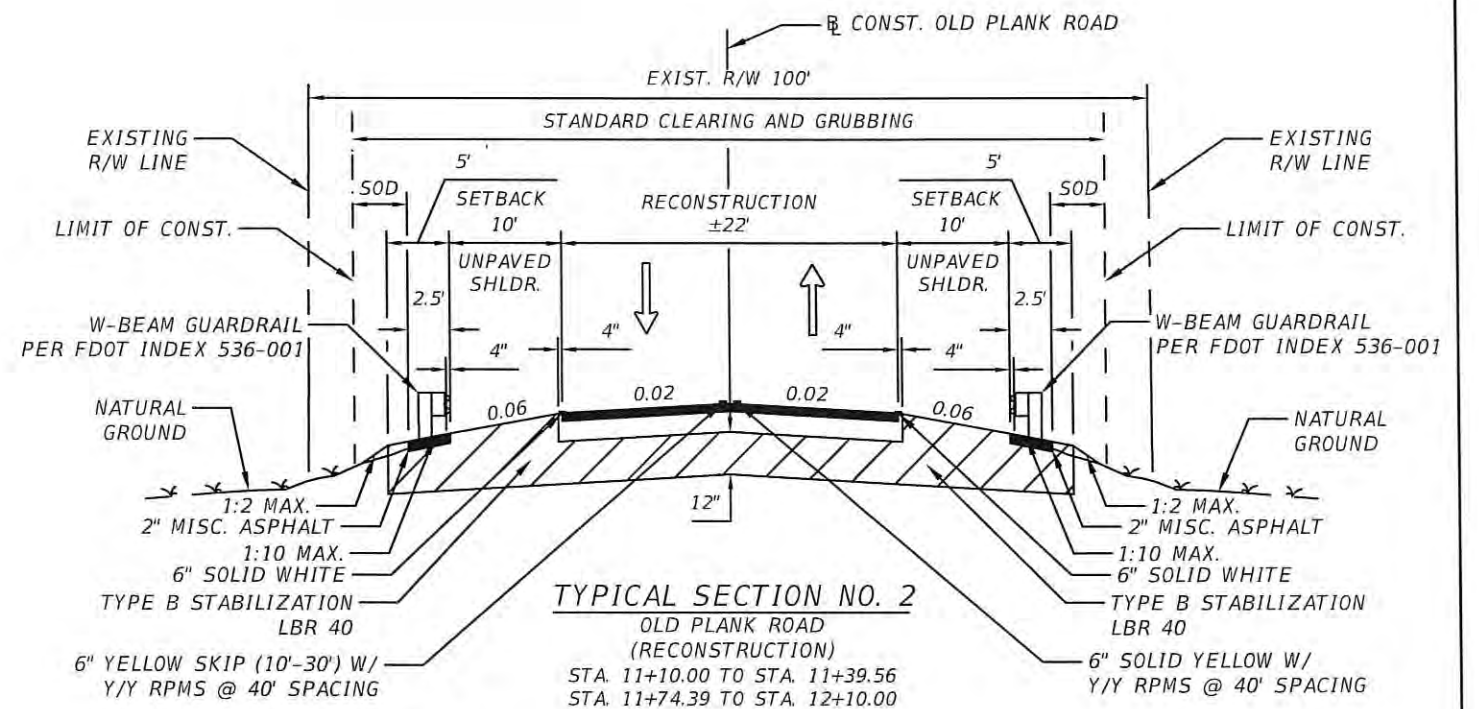
PAY ITEM NOTES

102-1:
INCLUDES COSTS OF TEMPORARY ASPHALT PAVEMENT AND TEMPORARY OPTIONAL BASE GROUP, COST OF MAINTAINING CONTINUOUS FLOW OF CROSS DRAIN DURING CONSTRUCTION, AND ALL OTHER INCIDENTAL MOT ITEMS SHOWN IN THE PLANS, INCLUDING TEMPORARY SIGNALIZATION, BARRIER, REMOVAL OR FILLING WITH FLOWABLE FILL OF PIPES NOT IN DIRECT CONFLICT WITH PROPOSED STRUCTURE, CRASH CUSHIONS, SIGNAGE AND PAVEMENT MARKINGS.

110-1-1:
INCLUDES COSTS OF EXISTING PIPE REMOVAL & TREE REMOVAL.

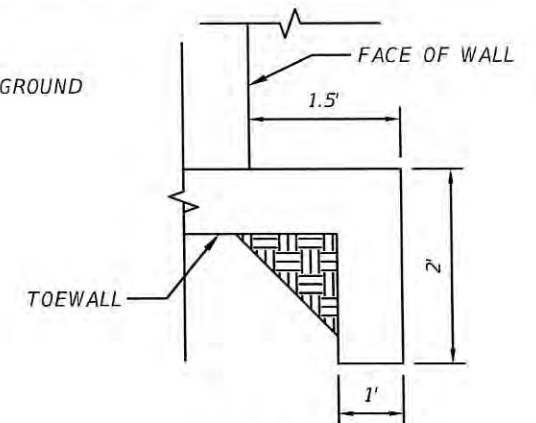
460-71-1:
THRIE BEAM GUARDRAIL ACROSS CULVERT TO BE PAID FOR AS METAL TRAFFIC RAILING, THRIE-BEAM RETROFIT.

530-3-4:
COST OF PLASTIC FILTER FABRIC TO BE INCLUDED IN THE CONTRACT UNIT PRICE FOR RIPRAP (DITCH LINING).



TRAVEL LANES
OPTIONAL BASE GROUP 6 (8") WITH
TYPE SP-9.5 STRUCTURAL COURSE (TRAFFIC C) (2")
AND TYPE B STABILIZATION (12")

A circular professional engineer seal for the State of Florida. The outer ring contains the text "JEREMY FIORE RUNKLE" at the top and "PROFESSIONAL ENGINEER" at the bottom, separated by two stars. Inside the ring, the word "LICENSE" is at the top, "No. 70855" is in the center, and "STATE OF FLORIDA" is at the bottom. A handwritten signature "Jeremy Runkle" is written across the center, and the date "3/15/24" is written below the signature.



TRAVEL LANES
OPTIONAL BASE GROUP 6 (8") WITH
TYPE SP-9.5 STRUCTURAL COURSE (TRAFFIC C) (2")
AND TYPE B STABILIZATION (12")

TOEWALL DETAIL
PER FDOT INDEX 400-289

GENERAL CONSTRUCTION NOTES AND SPECIFICATIONS:

- 1. IF DURING CONSTRUCTION OR OPERATION OF THE PROJECT, A STRUCTURE FAILURE IS OBSERVED THAT HAS THE POTENTIAL TO CAUSE THE DIRECT DISCHARGE OF SURFACE WATER INTO THE FLORIDA AQUIFER SYSTEM, CORRECTIVE ACTIONS DESIGNED OR APPROVED BY A REGISTERED GEOTECHNICAL ENGINEER SHALL BE TAKEN AS SOON AS PRACTICAL TO CORRECT THE FAILURE. A REPORT PREPARED BY A REGISTERED GEOTECHNICAL ENGINEER MUST BE PROVIDED AS SOON AS POSSIBLE TO LEON COUNTY FOR REVIEW AND APPROVAL THAT PROVIDES REASONABLE ASSURANCE THAT THE BREACH WILL BE PERMANENTLY CORRECTED.
- 2. ALL EXISTING SURFACE FEATURES WITHIN THE LIMITS OF CONSTRUCTION MUST REMAIN UNLESS OTHERWISE NOTED.
- 3. FIELD VERIFY LOCATIONS AND SIZES OF ALL SURFACE FEATURES AND UNDERGROUND UTILITIES PRIOR TO DEMOLITION ACTIVITIES. CONTACT THE COUNTY ENGINEER WITH ANY DISCREPANCIES PRIOR TO COMMENCING.
- 4. EXISTING ACCESS TO PRIVATE PROPERTY MUST BE MAINTAINED AT ALL TIMES.
- 5. CONSTRUCTION STAGING AND STOCK PILE LOCATIONS THAT ARE OUTSIDE COUNTY OWNED RIGHT OF WAY MUST BE PRE-APPROVED IN WRITING BY LEON COUNTY PUBLIC WORKS. IF THE PLANNED STAGING AREA IS OUTSIDE OF LEON COUNTY RIGHT-OF-WAY, THE CONTRACTOR SHALL APPLY FOR A COUNTY STAGING AREA PERMIT FROM LEON COUNTY DEPARTMENT OF DEVELOPMENTAL SUPPORT AND ENVIRONMENTAL MANAGEMENT (DESM).
- 6. AS-BUILT SURVEYS ARE REQUIRED FOR THIS PROJECT AND INCIDENTAL TO COST OF BOX CULVERT.
- 7. TAKE ALL REASONABLE PRECAUTIONS TO PREVENT UNAUTHORIZED MATERIALS FROM ENTERING WETLANDS, WATERWAYS, OTHER SURFACE WATERS OR WATERS OF THE U.S.
- 8. SEDIMENT BARRIERS SHOULD BE USED ALONG THE LENGTH OF THE PROJECT WHERE THERE IS POTENTIAL FOR SEDIMENT TO BE DIRECTED OFF-SITE. PARTICULAR CARE SHOULD BE USED WHEN THERE ARE WETLANDS INVOLVED. SEDIMENT BARRIERS SHOULD BE USED AROUND THE PERIMETER OF STOCKPILE AREAS.

PROTECTION OF EXISTING TREES TO REMAIN AND PENALTIES

- 1. IT IS IMPORTANT FOR THE EQUIPMENT OPERATORS, CONTRACTOR'S PERSONNEL, AND SUBCONTRACTORS TO UNDERSTAND THAT DAMAGE TO TREES IS PROHIBITED. EXTREME CARE MUST BE TAKEN TO PROTECT THE EXPOSED ROOT COLLARS AND ADJACENT ROOT SYSTEMS FROM VEHICULAR DAMAGE AND FALLING DEBRIS. PLACEMENT OR STORAGE OF CONSTRUCTION MATERIALS OR EQUIPMENT IS NOT PERMITTED WITHIN THE TREE PROTECTION ZONE FOR ANY LENGTH OF TIME.
- 2. ALL TREES NOT INDICATED FOR REMOVAL AND ALL TREES INDICATED FOR MITIGATION IN THE PLANS OR AS DIRECTED BY THE ENGINEER SHALL BE PROTECTED BY A TREE PROTECTION BARRICADE. TREE PROTECTION BARRIERS MUST BE INSTALLED AT THE PERIMETER OF THE CRITICAL PROTECTION ZONE (CPZ) OF EACH PROTECTED TREE PRIOR TO THE INITIATION OF DEVELOPMENT ACTIVITY TO PREVENT ROOT AND SOIL COMPACTION, RESULTING FROM VEHICULAR TRAFFIC, EQUIPMENT STORAGE OR MATERIAL STOCKPILING. THE BARRIERS SHALL REMAIN IN PLACE THROUGHOUT ALL CONSTRUCTION AND COMPLETION OF THE PROJECT. BARRIERS CAN BE TEMPORARILY MOVED FOR MITIGATION PURPOSES ONLY AND MUST BE RESTORED ONCE THE CONTRACTOR'S CERTIFIED ARBORIST HAS COMPLETED THE MITIGATION. PERMITEE SHALL CAUSE CONTRACTOR'S CERTIFIED ARBORIST TO PROVIDE A LANDSCAPING AND URBAN FOREST COMPLIANCE REPORT PREPARED IN ACCORDANCE WITH TLDC SECTION 5-64 AT LEAST SEVEN DAYS PRIOR TO REQUESTING A FINAL ENVIRONMENTAL INSPECTION. THE REPORT SHALL INCLUDE DOCUMENTATION DETAILING THE MITIGATION EFFORTS IMPOSED ON EACH IMPACTED TREE. RECONCILIATION OF THE DEFERRED IMPACTED TREE REPLACEMENT REQUIREMENTS SHALL OCCUR AT TIME OF SUBMITTAL OF THE COMPLIANCE REPORT IN ACCORDANCE WITH TLDC SECTION 8-83(J).
- 3. ALL FINES AND MITIGATION ASSOCIATED WITH ANY VIOLATION NOT ADHERING TO THE TREE PROTECTION PLAN MUST BE THE RESPONSIBILITY OF THE CONTRACTOR. (CONTRACTOR TO VERIFY IF A TREE REMOVAL PERMIT IS REQUIRED.)
- 4. IF PROTECTED TREES ARE REMOVED WITHOUT A PERMIT OR OTHERWISE IN VIOLATION, THE NUMBER OF REPLACEMENT TREES SHALL BE UP TO FIVE TIMES THE AMOUNT WHICH WOULD HAVE BEEN REQUIRED FOR REMOVAL, AND THE CONTRACTOR SHALL BE CHARGED TWICE THE NORMAL APPLICATION FEE.
- 5. ALL OTHER INFORMATION REGARDING TREE PROTECTION AND REMOVAL STANDARDS CAN BE SEEN IN THE CITY OF TALLAHASSEE LAND DEVELOPMENT CODE. CONTRACTOR SHALL CONTACT LEON COUNTY AND ENGINEER IF UNSURE OF THE REQUIREMENTS.

UTILITIES:

Page 65 of 170


- 1. THE LOCATION(S) OF THE UTILITIES SHOWN IN THE PLANS ARE BASED ON LIMITED INVESTIGATION TECHNIQUES AND SHOULD BE CONSIDERED APPROXIMATE ONLY. THE CONTRACTOR SHALL FIELD VERIFY.
- 2. UTILITY/AGENCY OWNERS:

COMPANY	CONTACT	TELEPHONE NUMBERS
TALQUIN ELECTRIC COOPERATIVE	JONATHAN TEMPLES	850-743-8186
TECO PEOPLES GAS	PHYLLIS BRIDGES	813-228-4025
- 3. COORDINATE WITH UTILITY COMPANIES FOR THE BURIED GAS MAINS AND ANY OTHER RELOCATIONS NEEDED.

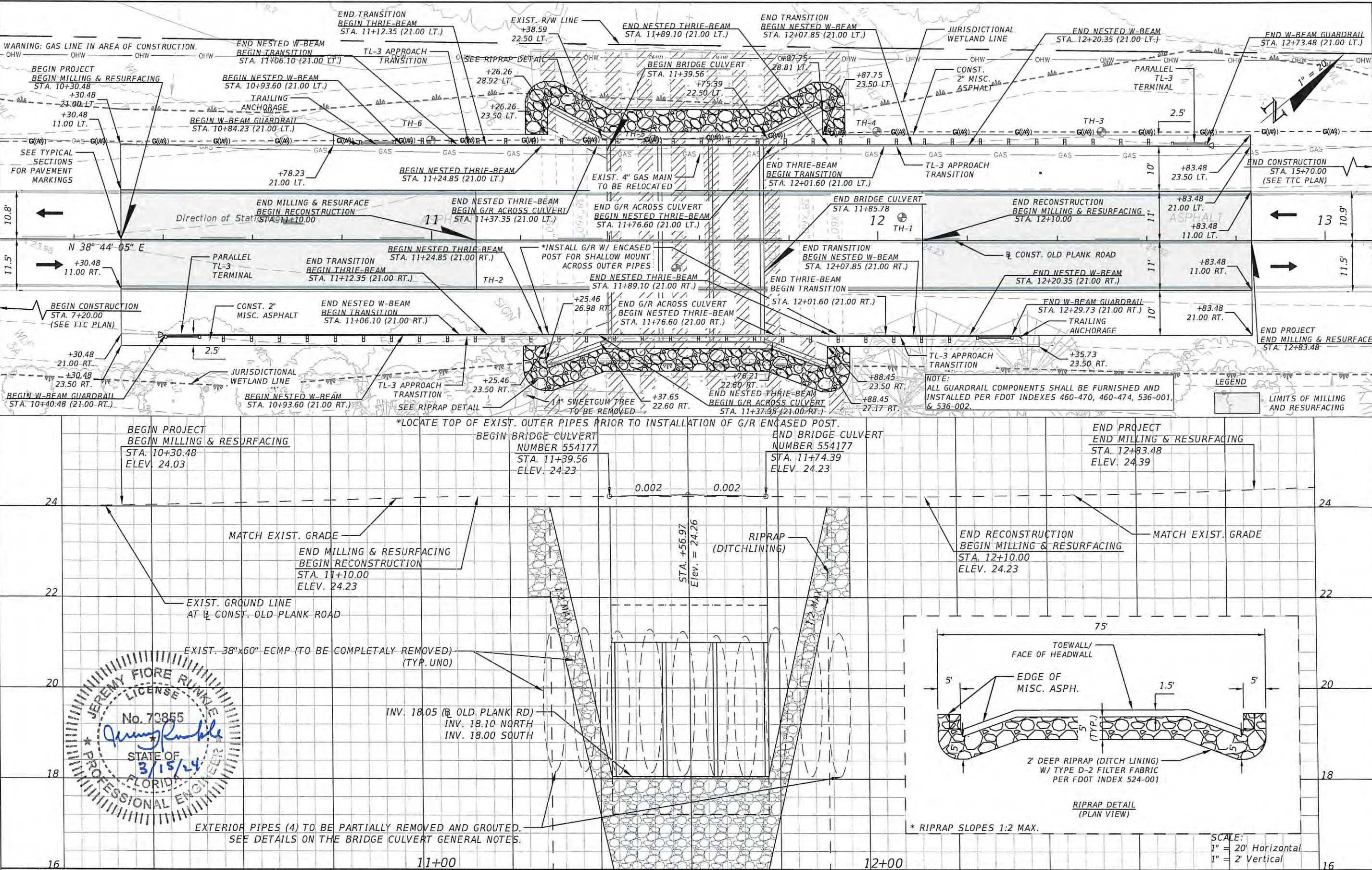
SURVEY NOTES:

- 1. BENCHMARK ELEVATIONS SHOWN ON THE PLANS ARE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
- 2. BEARINGS ARE GRID BASED ON NORTH AMERICAN DATUM 1983 (2011) STATE PLANE COORDINATES, FLORIDA NORTH ZONE.



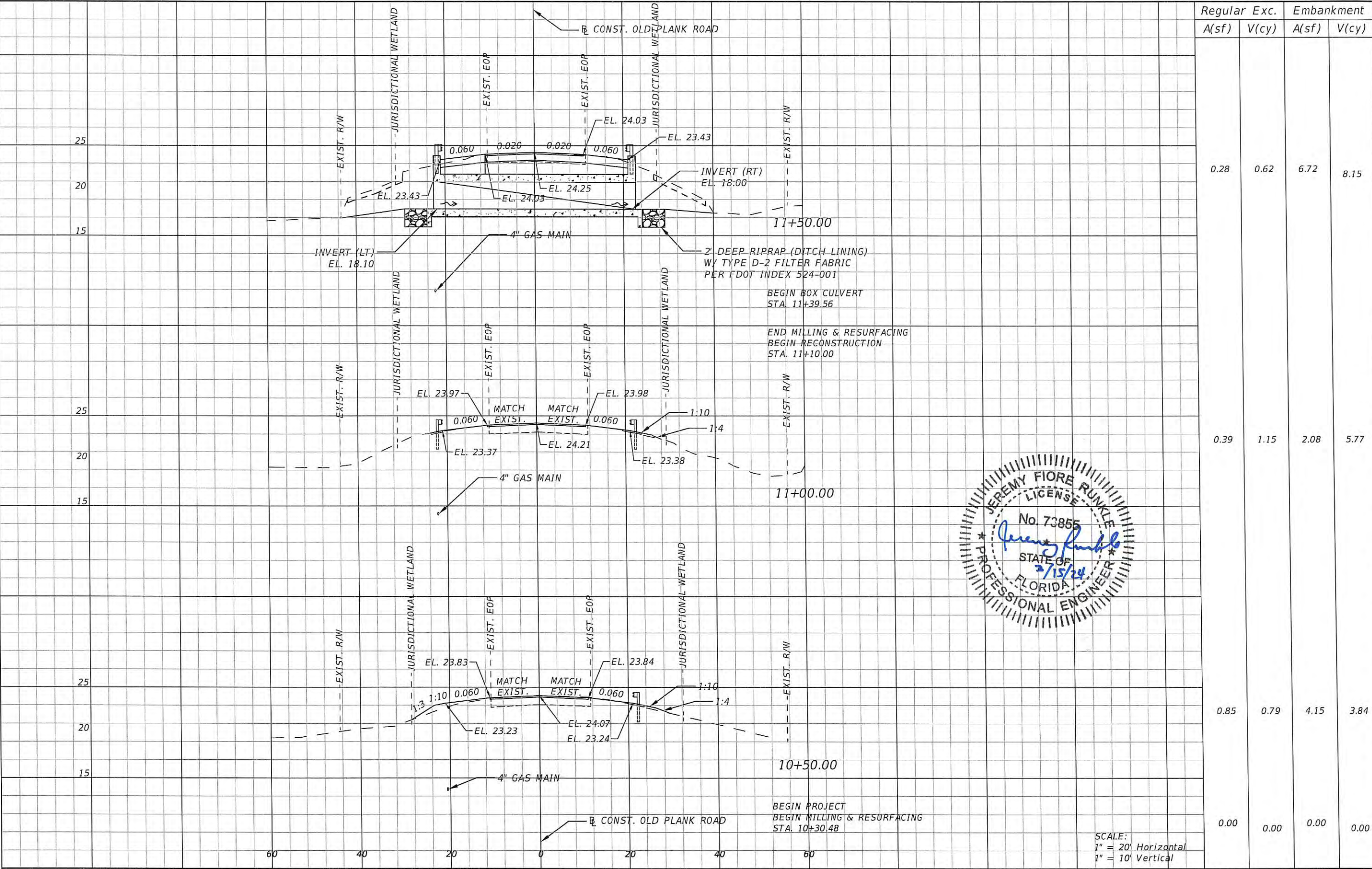
REVISIONS				JEREMY FIORE RUNKLE,P.E. P.E. LICENSE NUMBER 73855 STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759		LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION				GENERAL NOTES		
							Page 639 of 1632		Posted on September 30, 2024





THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

REVISIONS				<div>JEREMY FIORE RUNKLE, P.E. P.E. LICENSE NUMBER 73855 STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759</div>	<div><div>LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</div></div>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			<i>ROADWAY PLAN-PROFILE</i>	6



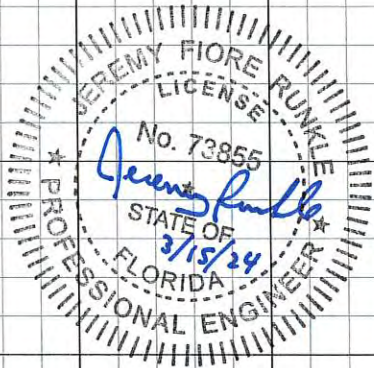
REVISIONS				JEREMY FIORE RUNKLE,P.E. P.E. LICENSE NUMBER 73855 STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759	 LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			<i>CROSS SECTIONS</i>		7

THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

Regular	Exc.	Embankment	Page 82 of 185
A(sf)	V(cy)	A(sf)	V(cy)

CONST. OLD PLANK ROAD

END PROJECT
END MILLING & RESURFACING
STA 12+83.48



12+50.00

END RECONSTRUCTION
BEGIN MILLING & RESURFACING
STA 12+10.00

12+00.00

END BOX CULVERT
BEGIN RECONSTRUCTION
STA 11+74.39

CONST. OLD PLANK ROAD

SCALE:
1" = 20' Horizontal
1" = 10' Vertical

0.00 1.16 0.00 2.01

1.25 1.17 2.17 11.63

0.01 0.27 10.39 15.84

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

JEREMY FIORE RUNKLE, P.E.
P.E. LICENSE NUMBER 73855
STANTEC CONSULTING SERVICES, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

CROSS SECTIONS

Posted on September 30, 2024

SHEET NO.

SEQUENCE OF CONSTRUCTION:

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1. SCHEDULE A PRE-CONSTRUCTION CONFERENCE WITH LEON COUNTY PUBLIC WORKS AND THE ENGINEER PRIOR TO COMMENCEMENT OF ANY PROJECT RELATED ACTIVITIES.
2. CONSTRUCT SEDIMENT/EROSION CONTROLS. CLEARLY "FLAG" THE LIMITS OF CLEARING. CONSTRUCTION ACTIVITY SHALL NOT COMMENCE UNTIL THE SEDIMENTATION CONTROLS HAVE BEEN INSPECTED. IF NECESSARY STORMWATER WILL BE DIRECTED AROUND THE IMPROVEMENT OR THE CONVEYANCE SYSTEM SHALL REMOVE EXCESS SOILS AND DISPOSE OF IT PROPERLY AT THE CONTRACTORS EXPENSE.
3. CLEAR AND GRUB ALL AREAS TO BE DISTURBED FOR CONSTRUCTION OF MODIFICATIONS. CONTRACTOR SHALL REMOVE EXCESS SOILS AND DISPOSE OF IT PROPERLY AT THE CONTRACTORS EXPENSE.
4. SEE PHASING NOTES FOR CONSTRUCTION OF BOX CULVERT COMPONENTS AND ROADWAY IMPROVEMENTS.
5. DEWATERING WILL BE NECESSARY FOR THE CONSTRUCTION OF BOX CULVERT, CONTRACTOR SHALL BECOME FAMILIAR WITH THE GEOTECHNICAL CONDITIONS IDENTIFIED DURING GEOTECHNICAL INVESTIGATIONS AND AVAILABLE IN REPORTS FROM LEON COUNTY PUBLIC WORKS. CONTRACTOR SHALL BE HELD RESPONSIBLE FOR PROVIDING DEWATERING AS NECESSARY TO COMPLETE THE PROPOSED CONSTRUCTION ACTIVITIES.
6. PREPARE A DEWATERING PLAN AND OBTAIN THE PERMITS AS NEEDED TO ACCOMPLISH THE DEWATERING IN A MANNER CONSISTENT WITH ALL APPLICABLE REGULATIONS AND THE CONTRACTOR'S METHOD OF APPROACH.
7. PLACE SOD OR GRASS AND MULCH IN ALL DISTURBED AREAS OF THE IMPROVEMENTS.
8. PROVIDE THE ENGINEER OF RECORD AND LEON COUNTY PUBLIC WORKS WITH TWO (2) COPIES OF A SIGNED AND SEALED AS-BUILT SURVEY TO VERIFY THE INSTALLATION OF THE BOX CULVERT AND ROADWAY IMPROVEMENTS.
9. REQUEST A FINAL INSPECTION FROM LEON COUNTY AFTER COMPLETION.
10. REMOVE ALL SEDIMENT/EROSION CONTROL DEVICES. REMOVE AND DISTRIBUTE ANY REMAINING SEDIMENT. ASSURE THAT DISTRIBUTED SEDIMENT WILL NOT BE REDISTRIBUTED.

MAINTENANCE AND INSPECTION SCHEDULE:

1. EROSION CONTROL MEASURES MUST BE INSPECTED AT LEAST ONCE A WEEK AND AFTER EVERY 1/2" RAINFALL EVENT. ANY REQUIRED REPAIRS OR REPLACEMENT SHALL BE MADE IMMEDIATELY. SEDIMENT DEPOSITS SHALL BE REMOVED WHEN THEY REACH APPROXIMATELY ONE-HALF THE HEIGHT OF THE BARRIER.
2. MULCH AND SOD THAT HAS BEEN WASHED OUT SHALL BE REPLACED IMMEDIATELY.
3. MAINTAIN ALL OTHER AREAS OF THE IMPROVEMENTS WITH PROPER CONTROLS AS NECESSARY.
4. THE CONTRACTOR SHALL PROVIDE AND INSTALL ALL NECESSARY STORM WATER, EROSION, AND SEDIMENTATION CONTROL MEASURES IN ACCORDANCE WITH THE FDOT & FDEP "STATE OF FLORIDA EROSION AND SEDIMENT CONTROL DESIGNER AND REVIEWER MANUAL." IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO CONTROL AND PREVENT EROSION AND TRANSPORT OF SEDIMENT TO SURFACE DRAINS AND TO DITCHES DURING CONSTRUCTION.

TEMPORARY TRAFFIC SIGNALIZATION NOTES:

NORTHBOUND (PHASE 1) PREEMPTION PHASE

NOTE: ACTUATION OF THE NORTHBOUND PREEMPTION PLAN SHALL BE POSSIBLE ONLY DURING PHASE 1 OPERATION. THE NB PREEMPTION WILL INCLUDE A 20 SECOND GREEN FOLLOWED BY THE 5 SECOND YELLOW AND 14 SECOND ALL RED. NO NB PREEMPTION IS POSSIBLE DURING PHASE 2 OPERATION AS IT WILL BE NECESSARY TO CLEAR SOUTHBOUND TRAFFIC BEFORE MOVING TO PHASE 1.

SOUTHBOUND (PHASE 2) PREEMPTION PHASE

NOTE: ACTUATION OF THE SOUTHBOUND PREEMPTION PLAN SHALL BE POSSIBLE ONLY DURING PHASE 2 OPERATION. THE SB PREEMPTION WILL INCLUDE A 20 SECOND GREEN FOLLOWED BY THE 5 SECOND YELLOW AND 14 SECOND ALL RED. NO SB PREEMPTION IS POSSIBLE DURING PHASE 1 OPERATION AS IT WILL BE NECESSARY TO CLEAR SOUTHBOUND TRAFFIC BEFORE MOVING TO PHASE 2.


MAINTENANCE OF TRAFFIC GENERAL NOTES:

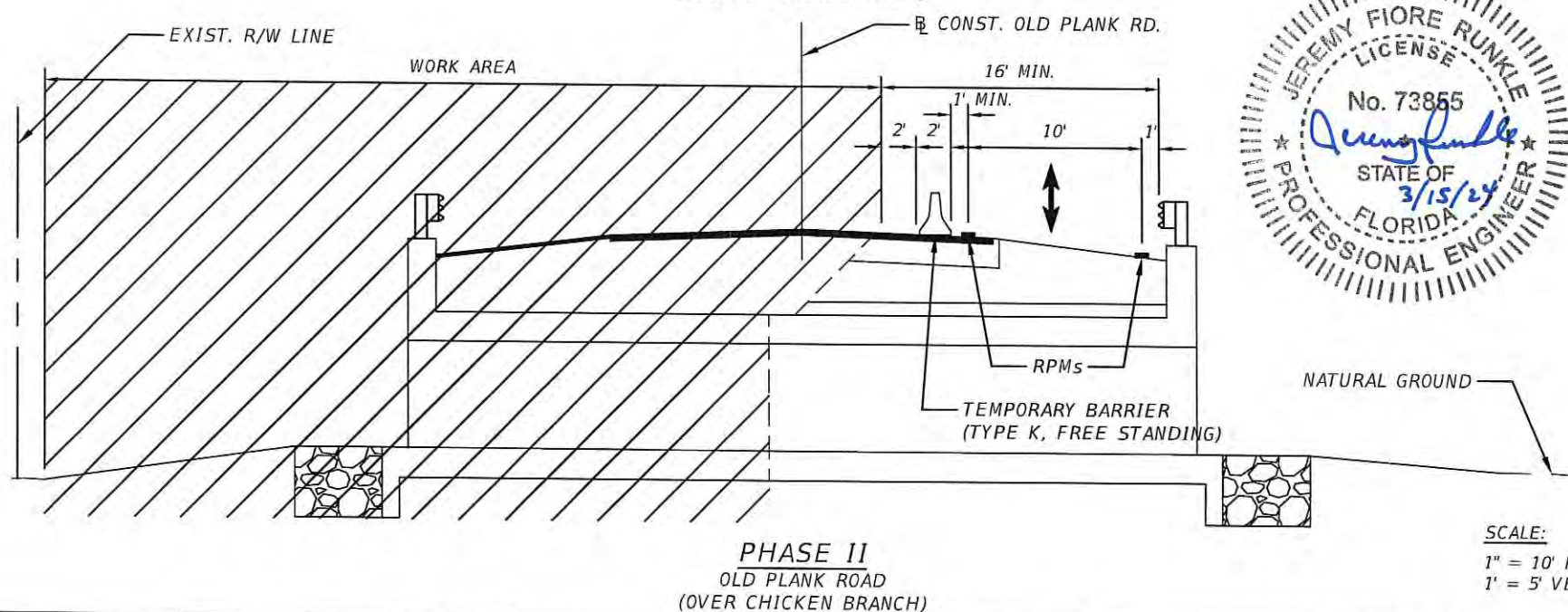
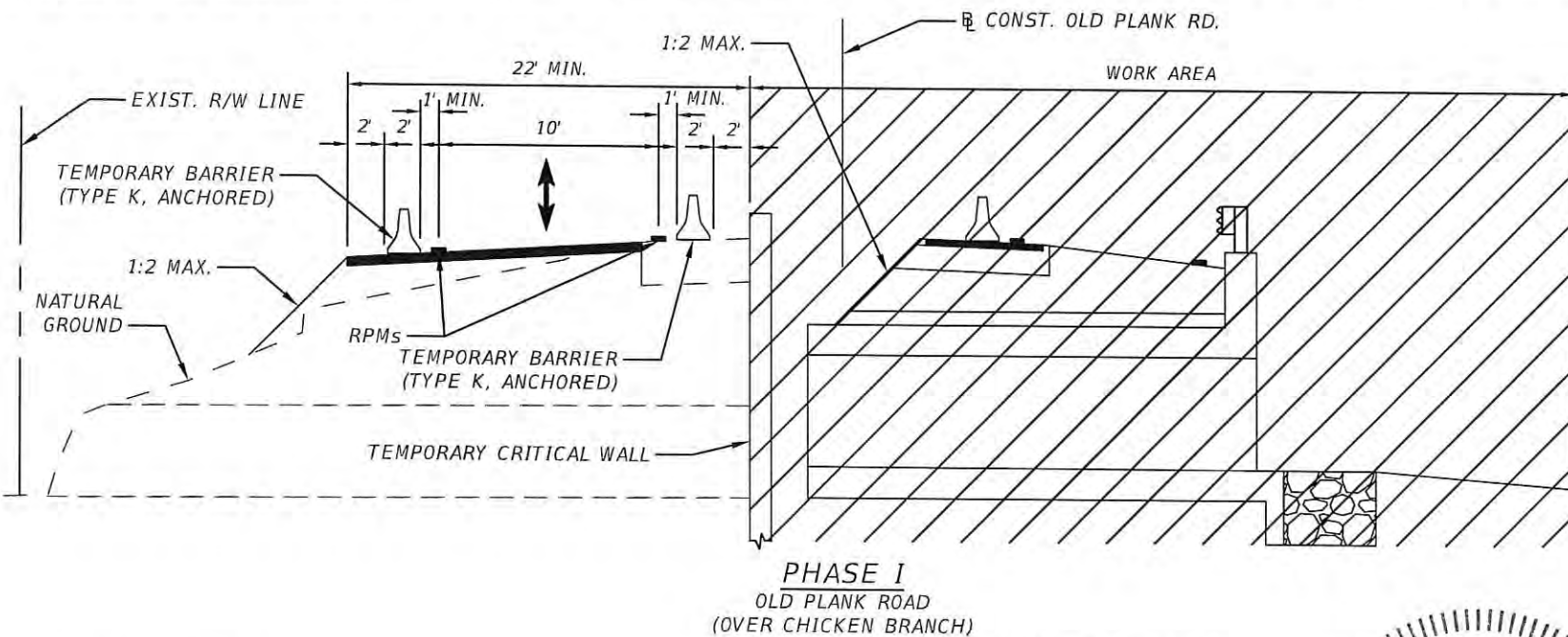
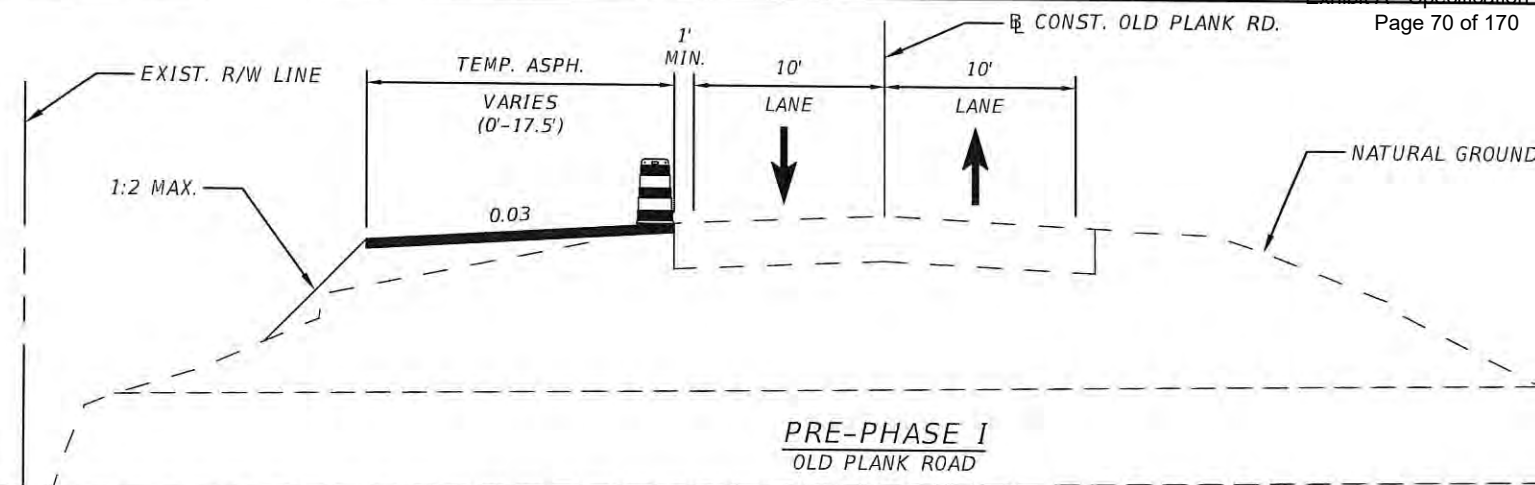
1. TRAFFIC SHALL BE MAINTAINED IN ACCORDANCE WITH THE FDOT DESIGN STANDARDS, INDEX 102 SERIES AND THE FHWA "MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES".
2. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO MAINTAIN CLEAR ZONE REQUIREMENTS FOR EQUIPMENT AND MATERIALS STORAGE AND WORK ZONE PROTECTION AS SPECIFIED IN FDOT DESIGN STANDARDS INDEX 102.
3. PROVIDE TEMPORARY DRAINAGE WHEN HISTORICAL DRAINAGE PATTERNS ARE IMPEDED IN AN ACTIVE WORK ZONE. ANY ADDITIONAL COST ASSOCIATED WITH DRAINAGE (INSTALLATION AND REMOVAL OF TEMPORARY STRUCTURES, DESILTING OF EXISTING PIPES) SHALL BE INCIDENTAL TO PAY ITEM 102-1 MAINTENANCE OF TRAFFIC.
4. A REGULATORY SPEED OF 45 MPH WILL BE MAINTAINED THROUGH THE WORK ZONE DURING ALL PHASES OF CONSTRUCTION.
5. PROVIDE A QUALIFIED MAINTENANCE OF TRAFFIC SUPERVISOR TO BE ON SITE WHEN WORK IS TAKING PLACE AND SHALL BE ON CALL FOR EMERGENCIES WHEN THE CONTRACTOR IS NOT AVAILABLE. THE SUPERVISOR IS RESPONSIBLE FOR OVERSIGHT OF THE TRAFFIC CONTROL PLAN AND WILL BE REQUIRED TO SUBMIT WRITTEN INSPECTION REPORTS VERIFYING COMPLIANCE WITH THE TRAFFIC CONTROL PLAN. THE CONTRACTOR SHALL PROVIDE THE OWNER A 24-HOUR ON-CALL TELEPHONE NUMBER FOR THE SUPERVISOR.
6. THE OWNER RESERVES THE RIGHT TO REQUIRE ADDITIONAL DEVICES AND/OR CHANGES TO THE TRAFFIC CONTROL PLAN BASED UPON CHANGING TRAFFIC SAFETY ISSUES.
7. PROVIDE A TRAFFIC CONTROL OFFICER DURING NIGHT TIME OPERATIONS, AND DURING IMPLEMENTATION OF CHANGE IN THE TRAFFIC PATTERN (REROUTING OR SHIFTING TRAFFIC), AND PROVIDE 72 HOURS NOTICE PRIOR TO BEGINNING THOSE OPERATIONS.
8. THE CONTRACTOR HAS THE OPTION TO SUBMIT ALTERNATE TRAFFIC CONTROL PLANS. SUBJECT PLAN MUST BE SIGNED AND SEALED BY A FLORIDA PROFESSIONAL ENGINEER WITH FDOT ADVANCED TRAFFIC CONTROL CERTIFICATION, AND BE SUBJECT TO APPROVAL BY LEON COUNTY PUBLIC WORKS.
9. DEVICES SHALL BE PLACED SUCH THAT THE SAFETY OF THE PUBLIC AND CONSTRUCTION PERSONNEL ARE PROTECTED AT ALL TIMES.
10. DELIVER MOT REQUESTS, INCLUDING LANE CLOSURES, TO THE COUNTY TWO (2) WEEKS PRIOR TO TAKING EFFECT.
11. INSTALL PCMS AT EACH END OF THE PROJECT TWO WEEKS PRIOR TO CONSTRUCTION.
PCMS MESSAGE ONE: ROAD CONST.
PCMS MESSAGE TWO: TO BEGIN XX/XX/XX
12. INSTALL PCMS AT EACH END OF THE PROJECT THROUGHOUT THE DURATION OF THE LANE CLOSURE.
PCMS MESSAGE ONE: SIGNAL AHEAD
PCMS MESSAGE TWO: PREPARE TO STOP



CONTROLLER TIMINGS								
MOVEMENT NO.	1	2	3	4	5	6	7	8
DIRECTION		NB		SB				
MIN GREEN		20		20				
MAX GREEN		20		20				
EXTENSION		0		0				
YELLOW		5		5				
ALL RED		14		14				

THIS REFLECTS A 78 SECOND CYCLE

REVISIONS				<div>JEREMY FIORE RUNKLE,P.E. P.E. LICENSE NUMBER 73855 STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759</div> <div>Page 643 of 1632</div>	<div><div>LEON COUNTY</div><div>DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</div></div>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			TEMPORARY TRAFFIC CONTROL PLAN (1)		
						Posted on September 30, 2024		9



SCALE:

1" = 10' HORIZONTAL
1' = 5' VERTICAL

PRE-PHASE 1

1. MAINTAIN EXISTING TRAFFIC PATTERNS ALONG OLD PLANK ROAD.
2. INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX 102-602, FOR TWO-LANE, TWO-WAY, WORK ON SHOULDER.
3. INSTALL TEMPORARY PAVEMENT ALONG THE WEST SIDE OF OLD PLANK ROAD. TEMPORARY PAVEMENT DESIGN SHALL CONSIST OF OPTIONAL BASE GROUP 4 (6" LIMEROCK BASE) WITH TYPE SP-9.5 STRUCTURAL COURSE (TRAFFIC LEVEL C) (2").

PHASE I

1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102, AND TEMPORARY TRAFFIC CONTROL PLANS, PHASE I, AS SHOWN.
2. INSTALL TEMPORARY SIGNALIZATION, TEMPORARY CRITICAL WALL, TEMPORARY PAVEMENT MARKINGS, TEMPORARY BARRIER (TYPE K, ANCHORED), AND TEMPORARY CRASH CUSHIONS FOR THE BI-DIRECTIONAL TRAVEL LANE ALONG OLD PLANK ROAD.
3. SHIFT ONE-WAY TRAFFIC CONTROLLED BY TEMPORARY SIGNAL TO THE WEST AS SHOWN IN PHASE I.
4. REMOVE THE INNER SIX EXISTING CROSS DRAIN PIPES AND CONFLICTING PORTIONS OF THE FOUR OUTER PIPES IN DIRECT CONFLICT ON THE NORTH AND SOUTH. CONSTRUCT HALF OF THE BOX CULVERT WITH RIPRAP ON THE EAST SIDE WITHIN THE WORK ZONE.
5. MILL AND RESURFACE AND RECONSTRUCT THE EAST PORTION OF OLD PLANK ROAD, AND INSTALL THE PROPOSED SHOULDER AND GUARDRAIL. INSTALL THE TEMPORARY PAVEMENT AT EACH END OF THE MILLING LIMITS TO BE UTILIZED DURING PHASE II.

PHASE II

1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102, AND TEMPORARY TRAFFIC CONTROL PLANS, PHASE II, AS SHOWN.
2. RE-INSTALL TEMPORARY SIGNALIZATION, TEMPORARY PAVEMENT MARKINGS, TEMPORARY BARRIER (TYPE K, FREE-STANDING), AND TEMPORARY CRASH CUSHIONS FOR THE BI-DIRECTIONAL TRAVEL LANE ALONG OLD PLANK ROAD. ADJUST TEMPORARY CRITICAL WALL AS NECESSARY.
3. SHIFT ONE-WAY TRAFFIC CONTROLLED BY TEMPORARY SIGNAL TO THE EAST AS SHOWN IN PHASE II.
4. REMOVE REMAINING PORTIONS OF THE EXISTING INNER SIX CROSS DRAIN PIPES. CONSTRUCT REMAINING PORTION OF THE BOX CULVERT WITH RIPRAP ON THE WEST SIDE WITHIN THE WORK ZONE. INSTALL FLOWABLE FILL IN REMAINING PORTIONS OF FOUR OUTER CROSS DRAIN PIPES TO REMAIN IN PLACE.
5. MILL AND RESURFACE AND RECONSTRUCT THE REMAINING WEST PORTION OF OLD PLANK ROAD, AND INSTALL THE PROPOSED SHOULDER AND GUARDRAIL.
6. REMOVE TEMPORARY CRITICAL WALL FOLLOWING WORK PERFORMED DURING PHASE II.

PHASE III

1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102.
2. OPEN TRAVEL LANES TO EXISTING TRAFFIC PATTERNS ALONG OLD PLANK ROAD.
3. INSTALL FINAL PAVEMENT MARKINGS UTILIZING TEMPORARY LANE CLOSURES AS NECESSARY.
4. REMOVE TEMPORARY PAVEMENT AND REMAINING CROSS DRAIN PIPES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX 102-602, FOR TWO-LANE, TWO-WAY, WORK ON SHOULDER.
5. REMOVE ALL TEMPORARY SIGNAGE AND TRAFFIC CONTROL DEVICES TO CONCLUDE CONSTRUCTION.

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

JEREMY FIORE RUNKLE,P.E.
P.E. LICENSE NUMBER 73855
STANTEC CONSULTING SERVICES, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

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Hagan, Sam

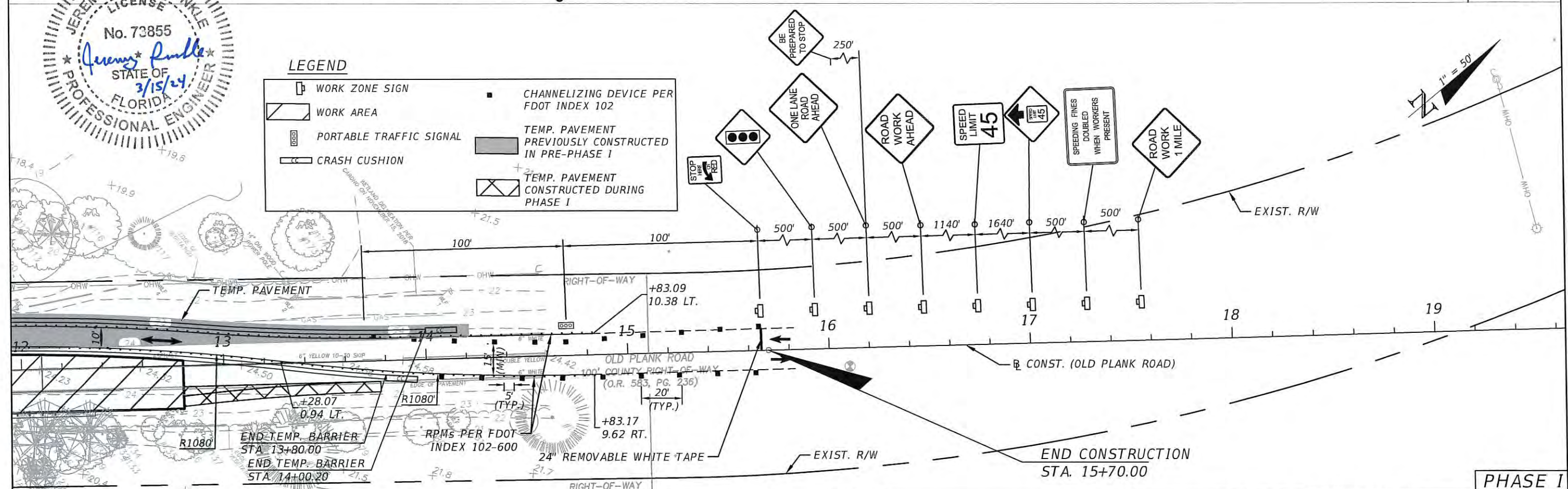
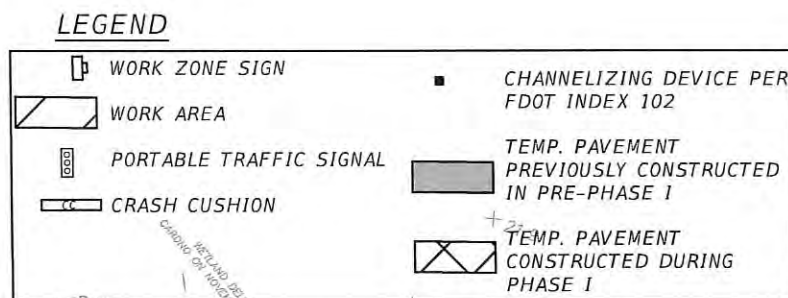
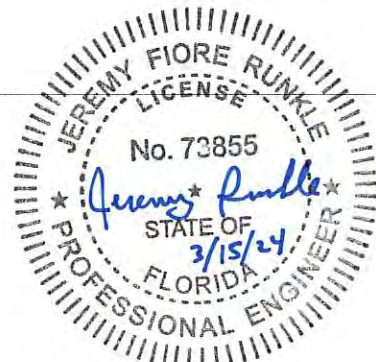
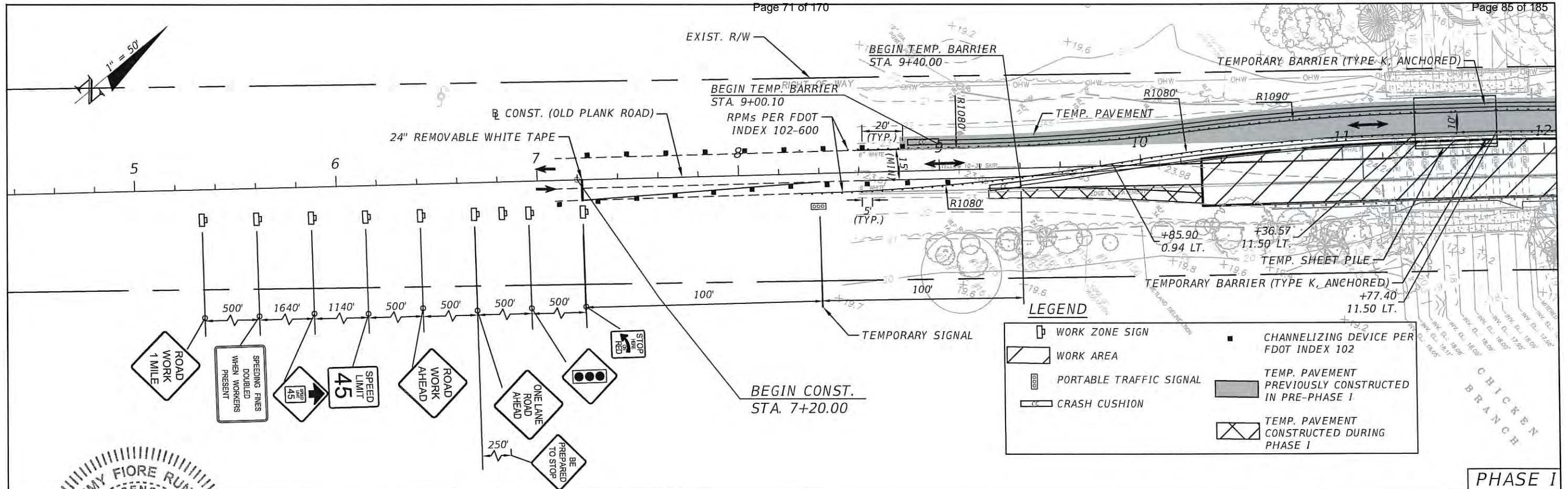
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OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

**TEMPORARY TRAFFIC CONTROL
PLAN (2)** Posted on September 11, 2013

Posted on September 30, 2024

SHEET
NO.



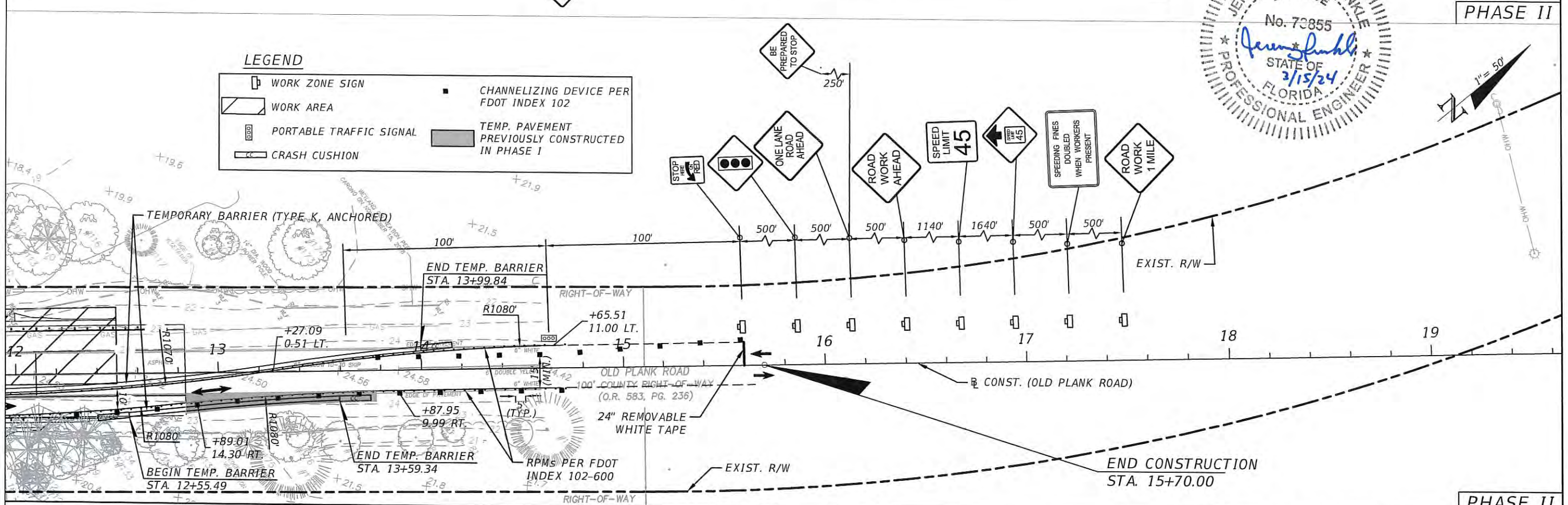
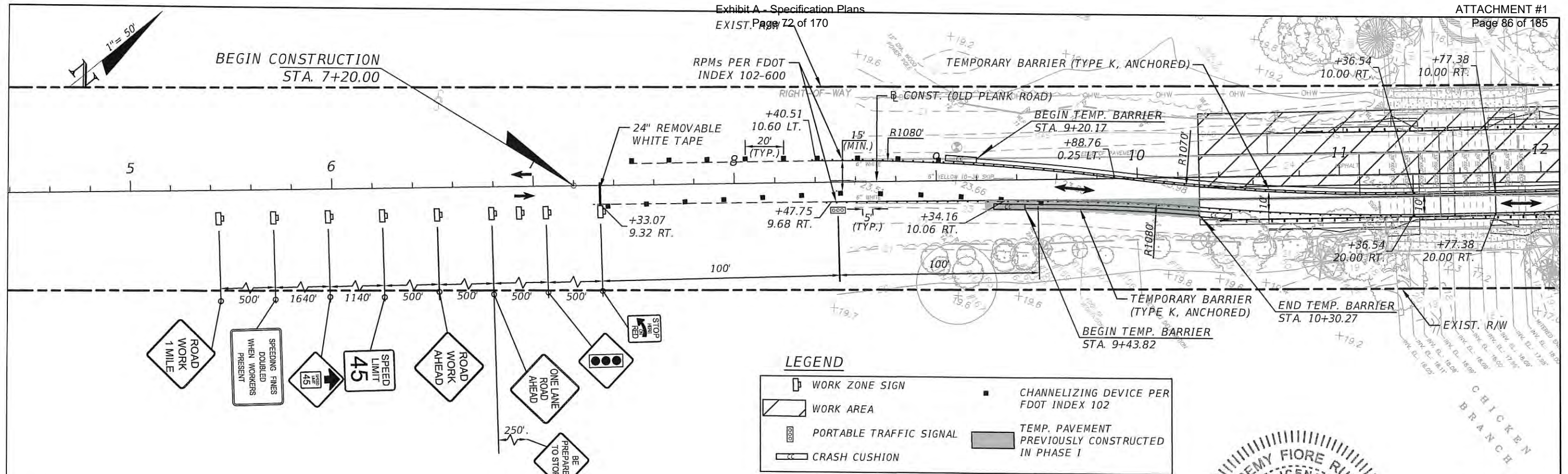
REVISIONS			
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JEREMY FIORE RUNKLE, P.E.
P.E. LICENSE NUMBER 73855
STANTEC, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759
Page 645 of 1632



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
<i>TEMPORARY TRAFFIC CONTROL PLAN (3)</i>		
Posted on September 30, 2024		11



REVISIONS				JEREMY FIORE RUNKLE, P.E. P.E. LICENSE NUMBER 73855 STANTEC, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759		LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO. 12
DATE	DESCRIPTION	DATE	DESCRIPTION				TEMPORARY TRAFFIC CONTROL PLAN (4)		

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DESIGN SPECIFICATIONS:

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) STRUCTURES MANUAL 2023 AND SUBSEQUENT STRUCTURES TEMPORARY DESIGN BULLETINS.

AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, 9TH EDITION.

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) MANUAL OF UNIFORM MINIMUM STANDARDS FOR DESIGN, CONSTRUCTION AND MAINTENANCE FOR STREETS AND HIGHWAYS (FLORIDA GREENBOOK) (2018 EDITION).

GOVERNING STANDARDS:

FDOT STANDARD PLANS FOR ROAD AND BRIDGE CONSTRUCTION FY2023-24 AS APPENDED HEREIN.

CONSTRUCTION SPECIFICATIONS:

FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (JANUARY 2020 EDITION), WITH SUPPLEMENTS THERETO.

DESIGN METHOD:

LOAD AND RESISTANCE FACTOR DESIGN METHOD (LRFD) FOR ALL ELEMENTS.

DESIGN LOADING:

DEAD LOADS:

UNIT WEIGHT OF REINFORCED CONCRETE 150 PCF
(INCLUDING REINFORCEMENT)

LIVE LOADS:

HL-93 LOADING WITH IMPACT.

ENVIRONMENTAL CLASSIFICATION:

SLIGHTLY AGGRESSIVE.

CONCRETE COVER:

CONCRETE COVER SHOWN IN PLANS DOES NOT INCLUDE PLACEMENT AND FABRICATION TOLERANCES UNLESS SHOWN AS "MINIMUM COVER". SEE FDOT STANDARD SPECIFICATIONS FOR ALLOWABLE TOLERANCES. ALL DIMENSIONS PERTAINING TO LOCATIONS OF REINFORCING ARE TO CENTERLINE OF BARS EXCEPT WHERE THE CLEAR DIMENSION IS SHOWN TO FACE OF CONCRETE.

C.I.P. SUBSTRUCTURE: 3" FOR EXTERNAL FORMED SURFACES.
4" FOR EXTERNAL SURFACES CAST AGAINST EARTH.
2" FOR BOX CULVERTS

REINFORCING STEEL:

REINFORCEMENT SHALL BE IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS SECTION 931. REINFORCEMENT BARS SHALL BE GRADE 60.

UTILITIES:

LOCATION OF UTILITIES SHOWN IN THE PLANS ARE APPROXIMATE.

TURBIDITY CONTROL:

PROVIDE AND MAINTAIN FLOATING TURBIDITY BARRIERS AS REQUIRED TO CONTROL TURBIDITY CAUSED BY CONSTRUCTION OPERATIONS IN ACCORDANCE WITH PERMIT REQUIREMENTS.

JOINTS IN CONCRETE:

CONSTRUCTION JOINTS WILL BE PERMITTED ONLY AT LOCATIONS INDICATED IN THE PLANS. ADDITIONAL CONSTRUCTION JOINTS OR ALTERATIONS TO THOSE SHOWN SHALL REQUIRE APPROVAL OF THE ENGINEER.

PLAN DIMENSIONS:

ALL DIMENSIONS IN THESE PLANS ARE MEASURED IN FEET EITHER HORIZONTALLY OR VERTICALLY UNLESS OTHERWISE NOTED.

BRIDGE NAME AND NUMBER:

PLACE THE FOLLOWING BRIDGE NAME AND NUMBER ON THE TRAFFIC RAILINGS IN ACCORDANCE WITH THE TRAFFIC RAILING DESIGN STANDARD.

NAME NUMBER
OLD PLANK RD AT CHICKEN BRANCH 554177

EXISTING PIPE REMOVAL, DISPOSAL AND GROUTING:

ALL MATERIAL IN THE SIX (6) INTERIOR PIPES OF THE EXISTING CULVERT SHALL BE REMOVED IN ACCORDANCE WITH FDOT STANDARD SPECIFICATION SECTION 110. THE ENDS OF THE EXTERIOR PIPES AS SPECIFIED ON THE BRIDGE CULVERT GENERAL PLAN SHEET SHALL ALSO BE REMOVED IN ACCORDANCE WITH SECTION 110. THE REMAINING PORTION OF THE TWO EXTERIOR PIPES SHALL BE GROUTED IN ACCORDANCE WITH THE SECTION 430 AFTER THEY ARE NO LONGER NEEDED FOR CONVEYANCE PURPOSES.

BID ITEMS NOTES:

1. PAYMENT FOR INCIDENTAL ITEMS NOT SPECIFICALLY COVERED IN THE INDIVIDUAL PAY ITEMS SHALL BE INCLUDED IN THE CONTRACT UNIT PRICE FOR THE BID ITEMS.
2. NO SEPARATE PAYMENT WILL BE MADE FOR EXCAVATIONS FOR CONSTRUCTION OF STRUCTURES. ALL COSTS FOR EXCAVATION SHALL BE INCIDENTAL TO THE ELEMENT REQUIRING SUCH WORK.
3. ALL COSTS ASSOCIATED WITH MAINTAINING THE CHANNEL CONVEYANCE, INCLUDING SHORING, COFFERDAMS, PIPES, PUMPING, SEDIMENT BASINS, ETC. SHALL BE INCLUDED IN THE COST OF MOBILIZATION.
4. GROUT SHALL BE PAID FOR UNDER ITEM 121-70.

SITE PREPARATION:

1. EXCAVATE TO AT LEAST 6 INCHES BELOW THE PROPOSED BOX CULVERT BEARING ELEVATION TO PROVIDE FOR PROPER BEDDING. PROVIDE DEWATERING DEVICES CAPABLE OF MAINTAINING A STABLE AND DRY SURFACE TRENCH BOTTOM. THE EXCAVATION WIDTH SHOULD EXTEND A MINIMUM OF 12 INCHES OUTSIDE OF THE EXTERIOR WALLS AND CULVERT.

ALTHOUGH "MUCK" WAS NOT ENCOUNTERED IN THE TEST BORINGS, SOME OF THE TEST BORINGS DID ENCOUNTER SOMEWHAT ELEVATED ORGANIC CONTENTS. IF EXCESSIVELY ORGANIC SOILS (E.G. MORE THAN 5 PERCENT ORGANICS) ARE ENCOUNTERED DURING THE EXCAVATION FOR THE BOX CULVERTS, OVER-EXCAVATE THE EXCESSIVELY ORGANIC SOILS BENEATH THE CULVERT AND WITHIN A 1V:1H PROJECTION BELOW THE CULVERT AND END WALLS AND REPLACE WITH AASHTO SOIL CLASS A-3 PER FDOT STANDARD SPECIFICATIONS SECTION 125-8. IF ACCEPTABLE MATERIAL IS NOT AVAILABLE FROM THE EXCAVATION FOR THE CULVERT AS AUTHORIZED BY THE ENGINEER, SELECT BEDDING MATERIAL MAY BE USED.

2. COMPACT THE EXPOSED BEARING SURFACE TO 100% OF THE STANDARD PROCTOR MAXIMUM DRY DENSITY. GROUNDWATER WITHIN THE STREAM WILL NEED TO BE MAINTAINED TO APPROXIMATELY 2 FEET BELOW CUT GRADE TO ACHIEVE COMPACTION.

IN THE EVENT GROUNDWATER IS NOT MAINTAINED APPROPRIATELY AND COMPACTION IS NOT ACHIEVED, OVER-EXCAVATE AN ADDITIONAL 12 INCHES AND BACKFILL BY PLACING 6-INCH LIFTS OF THOROUGHLY TAMPED OPEN-GRADED GRAVEL SUCH AS NO. 57 OR 89 SIZE GRAVEL. SELECT SOILS MAY BE UTILIZED ATOP INITIAL GRAVEL LAYERS PROVIDED THAT THE SOILS ARE SEPARATED FROM THE GRAVEL BY A LAYER OF FILTER FABRIC. BACKFILLING SHOULD CONTINUE UNTIL THE BOTTOM OF THE CULVERT BEDDING ELEVATION IS ACHIEVED. ENCAPSULATE BACKFILL IN TYPE D-1 GEOTEXTILE. NO ADDITIONAL PAYMENT FOR OVER-EXCAVATION AND FILL WILL BE MADE.

3. PROVIDE AT LEAST 6 INCHES OF BEDDING BELOW THE BOTTOM OF THE BOX CULVERT WITH A COARSE OPEN-GRADED AGGREGATE SUCH AS NO. 4 OR 57 GRAVEL, COMPLETELY ENCAPSULATED IN TYPE D-1 GEOTEXTILE.
4. BACKFILL IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS SECTION 125.
5. PLACE LAYER OF STRUCTURAL GEOSYNTHETIC TYPE R-2 ACROSS THE FULL WIDTH OF THE PLACE LAYER OF STRUCTURAL GEOSYNTHETIC TYPE R-2 ACROSS THE FULL WIDTH OF THE ROADWAY IMMEDIATELY BELOW THE BOTTOM OF THE ROADWAY BASE IN ACCORDANCE WITH FDOT STANDARD SPECIFICATION NO. 145 AND NO. 985. THE MATERIAL SHALL EXTEND FROM 12 FT BEYOND THE LIMIT OF EXCAVATION TO 2 FT BEYOND THE EDGE OF THE CULVERT. SEE SHEET 14 FOR LONGITUDINAL LIMITS.

CONCRETE NOTES:

CLASS	MINIMUM 28-DAY COMPRESSIVE STRENGTH (PSI)	LOCATION OF CONCRETE IN STRUCTURE
II	f'c = 3,400	BRIDGE CULVERT (CAST-IN PLACE WINGWALLS, GUARDRAIL TRANSITION,
III	f'c = 5,000	BRIDGE CULVERT (PRECAST)

FDOT STANDARD PLANS FOR BRIDGE CONSTRUCTION:

400-289 CONCRETE BOX CULVERT DETAILS
400-291 PRECAST CONCRETE BOX CULVERTS SUPPLEMENTAL DETAIL
400-292 STANDARD PRECAST CONCRETE BOX CULVERTS
415-001 BAR BENDING DETAILS (STEEL)
460-470 TRAFFIC RAILING (THRIE BEAM RETROFIT) TYPICAL DETAILS AND NOTES
460-474 TRAFFIC RAILING - (THRIE BEAM RETROFIT) INTERMEDIATE CURB

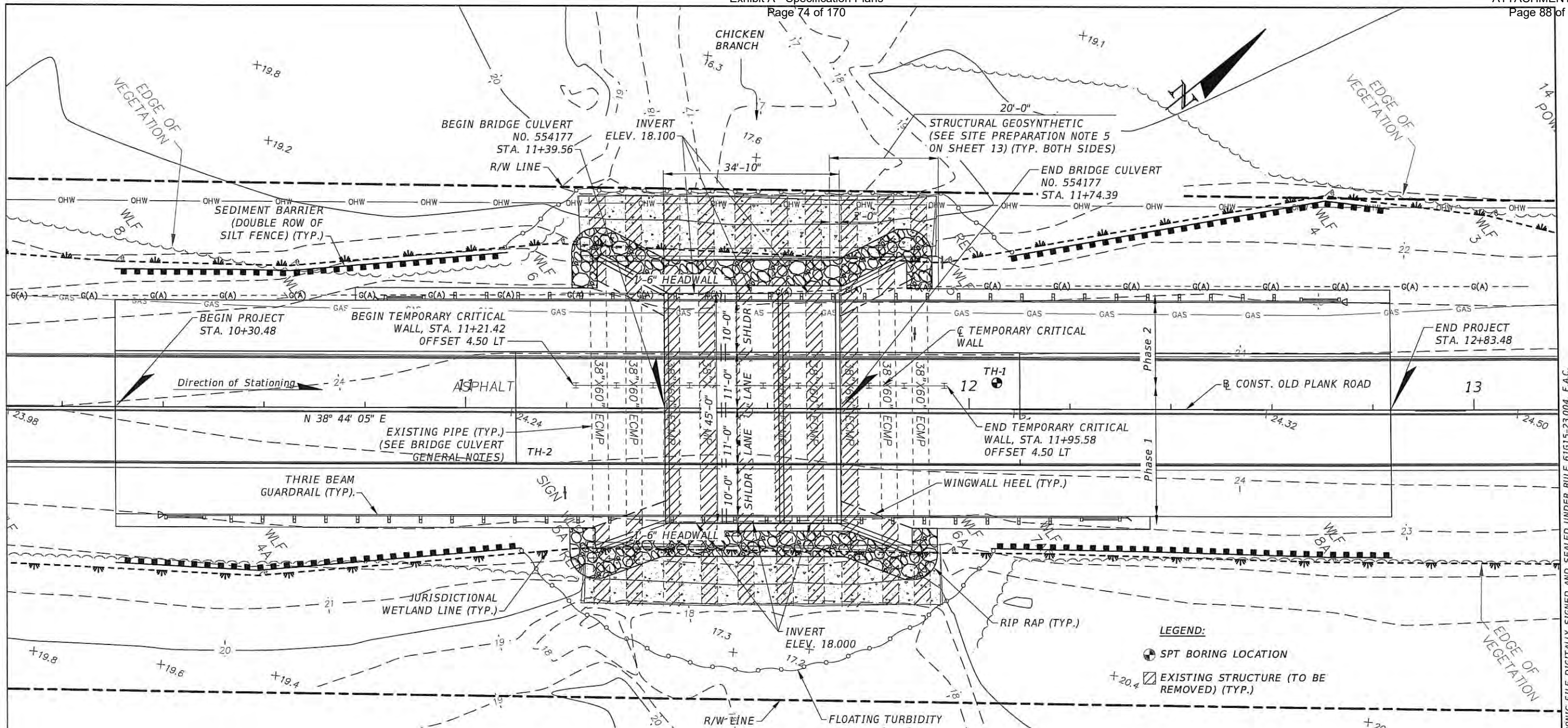
TEMPORARY DRAINAGE AND DEWATERING:

1. PROVIDE THE MEANS AND METHODS NECESSARY TO EFFECTIVELY PROVIDE POSITIVE DRAINAGE DURING CONSTRUCTION. UPSTREAM WATER LEVELS AT THE CULVERT SITE SHALL NOT BE IMPEDED TO LEVELS THAT WILL ADVERSELY IMPACT UPSTREAM PROPERTIES AND / OR THE PROJECT SITE. THE ASSOCIATED COSTS SHALL BE INCLUDED IN PAY ITEM 101-1 MOBILIZATION.
2. DESIGN AND PROVIDE DEWATERING SYSTEMS AS NECESSARY TO CONSTRUCT THE PROJECT WITHIN THE RIGHT-OF-WAY AND IN ACCORDANCE WITH THE DESIGN CRITERIA AND SPECIFICATIONS. THE ASSOCIATED COSTS SHALL BE INCLUDED IN PAY ITEM 101-1 MOBILIZATION.
3. TEMPORARY RETAINING WALLS (COFFERDAMS) OR SAND BAGS MAY BE NECESSARY TO CONSTRUCT THE PROJECT WITHIN THE RIGHT-OF-WAY AND PERMITTED WETLAND IMPACT AREA LIMITS.
4. PROVIDE A CONSTRUCTION PHASING PLAN TO THE LEON COUNTY PROJECT MANAGER FOR APPROVAL PRIOR TO INITIATING WORK. THE PHASING PLAN SHALL DEMONSTRATE THE PLAN FOR 1) PROVIDING POSITIVE DRAINAGE DURING CONSTRUCTION 2) DEWATERING THE CULVERT AND HEADWALL EXCAVATIONS, AND 3) MAINTAINING THE LIMITS OF CONSTRUCTION WITHIN THE RIGHT-OF-WAY AND ALLOWABLE WETLAND IMPACT AREAS.
5. OBTAIN ANY REQUIRED DEWATERING PERMITS AND ANY ADDITIONAL PERMITS WHICH MAY BE NECESSARY BASED ON THEIR MEANS AND METHODS. AN NPDES PERMIT IS REQUIRED AND THE COST SHALL BE INCIDENTAL TO THE PROJECT.

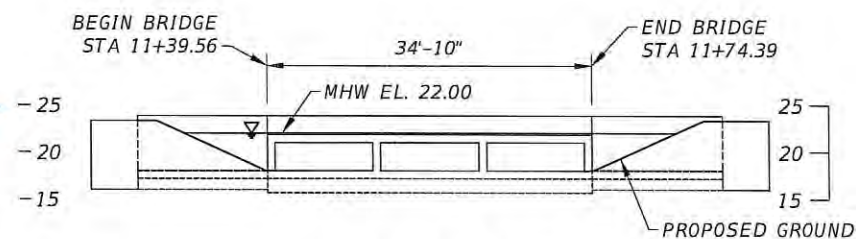


REVISIONS				ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 Page 647 of 1632	LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT BRIDGE CULVERT GENERAL NOTES Posted on September 30, 2024	SHEET NO. 13
DATE	DESCRIPTION	DATE	DESCRIPTION				

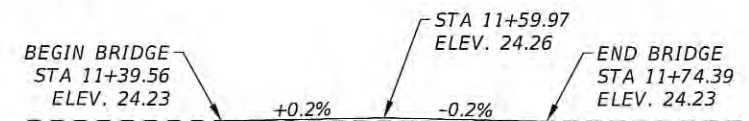
THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.




PLAN VIEW



ELEVATION VIEW



BRIDGE No. 554177

REVISIONS				ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 STANTEC, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759		LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION				BRIDGE CULVERT GENERAL PLAN	14

SOIL BORING PROFILES

SOIL LEGEND

- [AC] ASPHALTIC CONCRETE
- ▨ [LR] LIMEROCK BASE
- ▨ [1] DARK TO LIGHT GRAY MEDIUM TO FINE SAND TO SILTY FINE SAND, SOMETIMES MOTTLED W/TAN SAND & SOMETIMES W/ORGANICS (SP-SM TO SM W/OL; A-3 TO A-2-4 W/A-8)
- ▨ [1A] TAN SILTY FINE SAND (SM; A-2-4)
- ▨ [2] GRAY SILTY, SLIGHTLY CLAYEY FINE SAND W/LAYERS OF VERY SANDY FAT CLAY AND ORGANICS (ROOTS) (SM W/CH & OL; A-2-4 W/A-7 & A-8)
- ▨ [3] LIGHT GRAY VERY CLAYEY FINE SAND (SC; A-6)
- ▨ [4] MOTTLED LIGHT BROWN & GRAYISH BROWN VERY SANDY LEAN CLAY (CL; A-6)
- ▨ [5] TAN HIGHLY WEATHERED LIMESTONE

LEGEND

- ⊕ TH STANDARD PENETRATION TEST (SPT) BORING LOCATION
- ⊕ AB AUGER BORING LOCATION
- N STANDARD PENETRATION RESISTANCE IN BLOWS PER FOOT (ASTM D-1586)
- C DYNAMIC CONE PENETRATION RESISTANCE OF SOILS (ASTM STP #399)
- ▼ GROUNDWATER DEPTH MEASURED ON DATE DRILLED
- NM NATURAL MOISTURE CONTENT IN PERCENT (ASTM D-2216)
- 200 PERCENT PASSING NO. 200 SIEVE SIZE (PERCENT FINES)(ASTM D-1140)
- LL LIQUID LIMIT (ASTM D-4318)
- PI PLASTICITY INDEX (ASTM D-4318)
- ORG. ORGANIC CONTENT IN PERCENT (ASTM D-2974)
- SCS SOIL CORROSION SERIES TEST
- SP-SM,SM,SC UNIFIED SOIL CLASSIFICATION SYSTEM
- A-3,A-2-4 AASHTO SOIL CLASSIFICATION SYSTEM
- DRILLERS: SH, JK



DEPTH — FEET

TH-1
12/10/18

NM: 19.8
-200: 13.4
ORG: 4.0

NM: 24.6
-200: 34.6
LL: 32
PI: 18
ORG: 5.6

E.O.B.=20'
BOREHOLE GROUTED

TH-2
12/10/18

NM: 9.9
-200: 6.8

NM: 19.4
-200: 23.6
ORG: 1.9

NM: 27.8
-200: 31.0
LL: 33
PI: 15
ORG: 4.8

E.O.B.=20'
BOREHOLE GROUTED

AB-1
12/10/18

E.O.B.=1.5'
BACKFILLED

AB-2
12/10/18

E.O.B.=4.5'
BACKFILLED

AB-3
12/10/18

E.O.B.=4.5'
BACKFILLED

AB-4
12/10/18

NM: 43.8
-200: 5.5
ORG: 3.4
E.O.B.=1.5'
BACKFILLED

SOIL SAMPLES NOT COLLECTED FROM AUGER BORINGS AB-1 TO AB-4 BECAUSE LOCATIONS WERE UNDERWATER

ENGINEERING CLASSIFICATION

I COHESIONLESS SOILS

DESCRIPTION	"N" ≈ "C"
VERY LOOSE	0 TO 4
LOOSE	4 TO 10
MEDIUM DENSE	10 TO 30
DENSE	30 TO 50
VERY DENSE	>50

II COHESIVE SOILS

DESCRIPTION	UNCONFINED COMPRESSIVE STRENGTH, QU, TSF	"N" ≈ "C"
VERY SOFT	<1/4	0 TO 2
SOFT	1/4 TO 1/2	2 TO 4
MEDIUM STIFF	1/2 TO 1	4 TO 8
STIFF	1 TO 2	8 TO 15
VERY STIFF	2 TO 4	15 TO 30
HARD	>4	>30

WHILE THE BORINGS ARE REPRESENTATIVE OF SUBSURFACE CONDITIONS AT THEIR RESPECTIVE LOCATIONS AND FOR THEIR RESPECTIVE VERTICAL REACHES, LOCAL VARIATIONS CHARACTERISTIC OF THE SUBSURFACE MATERIALS OF THE REGION ARE ANTICIPATED AND MAY BE ENCOUNTERED. THE BORING LOGS AND RELATED INFORMATION ARE BASED ON THE DRILLER'S LOGS AND VISUAL EXAMINATION OF SELECTED SAMPLES IN THE LABORATORY. THE DELINEATION BETWEEN SOIL TYPES SHOWN ON THE LOGS IS APPROXIMATE AND THE DESCRIPTION REPRESENTS OUR INTERPRETATION OF SUBSURFACE CONDITIONS AT THE DESIGNATED BORING LOCATIONS ON THE PARTICULAR DATE DRILLED.

GROUNDWATER ELEVATIONS SHOWN ON THE BORING LOGS REPRESENT GROUNDWATER SURFACES ENCOUNTERED ON THE DATES SHOWN. FLUCTUATIONS IN WATER TABLE LEVELS SHOULD BE ANTICIPATED THROUGHOUT THE YEAR. ABSENCE OF WATER SURFACE DATA ON CERTAIN BORINGS IMPLIES THAT NO GROUNDWATER DATA IS AVAILABLE, BUT DOES NOT NECESSARILY MEAN THAT GROUNDWATER WILL NOT BE ENCOUNTERED AT THESE LOCATIONS OR WITHIN THE VERTICAL REACHES OF THESE BORINGS IN THE FUTURE.

REVISIONS

DATE	DESCRIPTION	DATE	DESCRIPTION

JEREMY M. CLARK, P.E.
P.E. LICENSE NUMBER 77660
ARDAMAN & ASSOCIATES, INC.
3175 W. THARPE STREET
TALLAHASSEE, FL 32303
CERTIFICATE OF AUTHORIZATION NO. 5950



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

SOIL BORINGS (2 OF 2)

SHEET NO.

16

BOX CULVERT DATA TABLES

BOX, HEADWALL AND CUTOFF WALL DATA TABLE (inches unless shown otherwise)																		Table Date 7-01-09		
LOCATION	STRUCTURE /BRIDGE NUMBER	BOX									HEADWALL AND CUTOFF WALL									
		Wc(ft)	Hc(ft)	Tt	Tw	Tb	Ti	#cells	Lc(ft)	Cover	Blhw	Hlhw	Brhw	Hrhw	Blcw	Hlcw	Brcw	Hrcw	SL(deg)	SR(deg)
BEGIN STA. 11+39.56 END STA.11+74.39	554177	10.5	3	10	10	10	10	3	45	2	18	34	18	35	10	28	10	28	0	0

LEFT SIDE WINGWALLS DATA TABLE (inches unless shown otherwise)																	Table Date 01-01-11	
STRUCTURE /BRIDGE NUMBER	LEFT END WINGWALL									LEFT BEGIN WINGWALL								
	Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)	Lw(ft)	Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)	Lw(ft)
554177	30	10	42	12	122	22.5	5.82	5.82	15	30	10	42	12	117	23.7	5.82	5.82	15

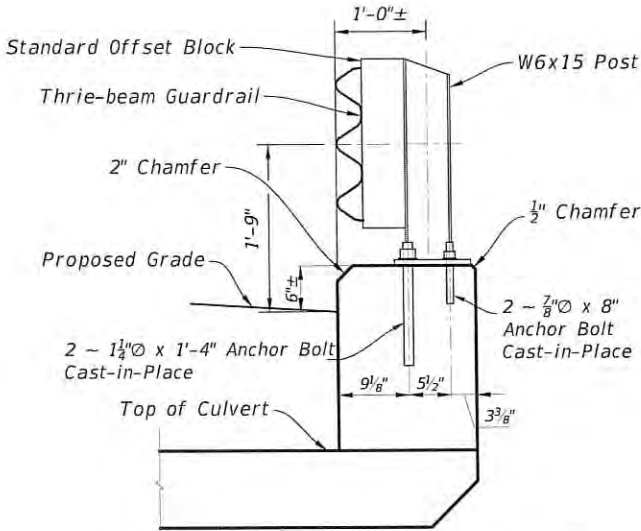
RIGHT SIDE WINGWALLS DATA TABLE (inches unless shown otherwise)																		Table Date 01-01-11
STRUCTURE /BRIDGE NUMBER	RIGHT END WINGWALL									RIGHT BEGIN WINGWALL								
	Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)	Lw(ft)	Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)	Lw(ft)
554177	30	10	42	12	110	25	5.92	5.92	15	30	10	42	12	110	25	5.92	5.92	15

ESTIMATED CONCRETE QUANTITIES (CY)																			Table Date 7-01-13		
STRUCTURE /BRIDGE NUMBER	BOX								LEFT END WINGWALL			LEFT BEGIN WINGWALL			RIGHT END WINGWALL			RIGHT BEGIN WINGWALL			
	Left Cutoff Wall	Right Cutoff Wall	Bottom Slab	Walls	Top Slab	Left Head Wall	Right Head Wall	Sub Total	Footing	Wall	Sub Total	Footing	Wall	Sub Total	Footing	Wall	Sub Total	Footing	Wall	Sub Total	
554177	1.61	1.61	51.6	16.7	48.4	3.87	4.03	128	4.35	2.69	7.05	4.35	2.69	7.05	4.35	2.74	7.09	4.35	2.74	7.09	

MAIN STEEL REINFORCEMENT SPACING (inches)																		Table Date 7-01-09	
STRUCTURE /BRIDGE NUMBER	BOX															HEADWALLS		CUTOFF WALLS	
	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115, 116...	803	806	809	812
554177	6	6	6	6	6	6	6	6	12	12	12	12	12	12	12	6	6	12	12

WINGWALL STEEL REINFORCEMENT SPACING (inches)																											Table Date 7-01-09	
STRUCTURE /BRIDGE NUMBER	LEFT END WINGWALL							LEFT BEGIN WINGWALL							RIGHT END WINGWALL							RIGHT BEGIN WINGWALL						
	401 407(8)	402 (403)	404 (405)	406	409	410	411	501 507(8)	502 (503)	504 (505)	506	509	510	511	601 607(8)	602 (603)	604 (605)	606	609	610	611	701 707(8)	702 (703)	704 (705)	706	709	710	711
554177	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12

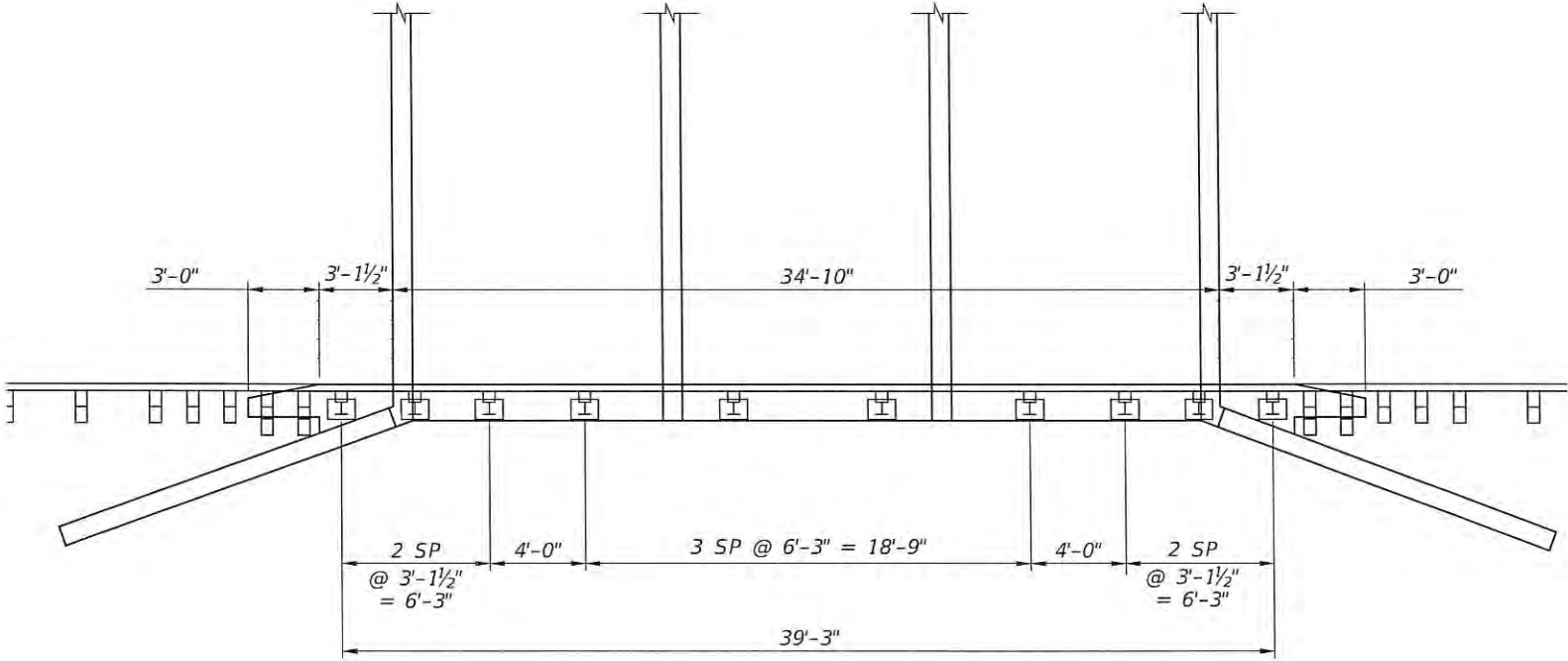
WINGWALL NOTE: Bar designations in "()" are only required for variable height wingwalls.



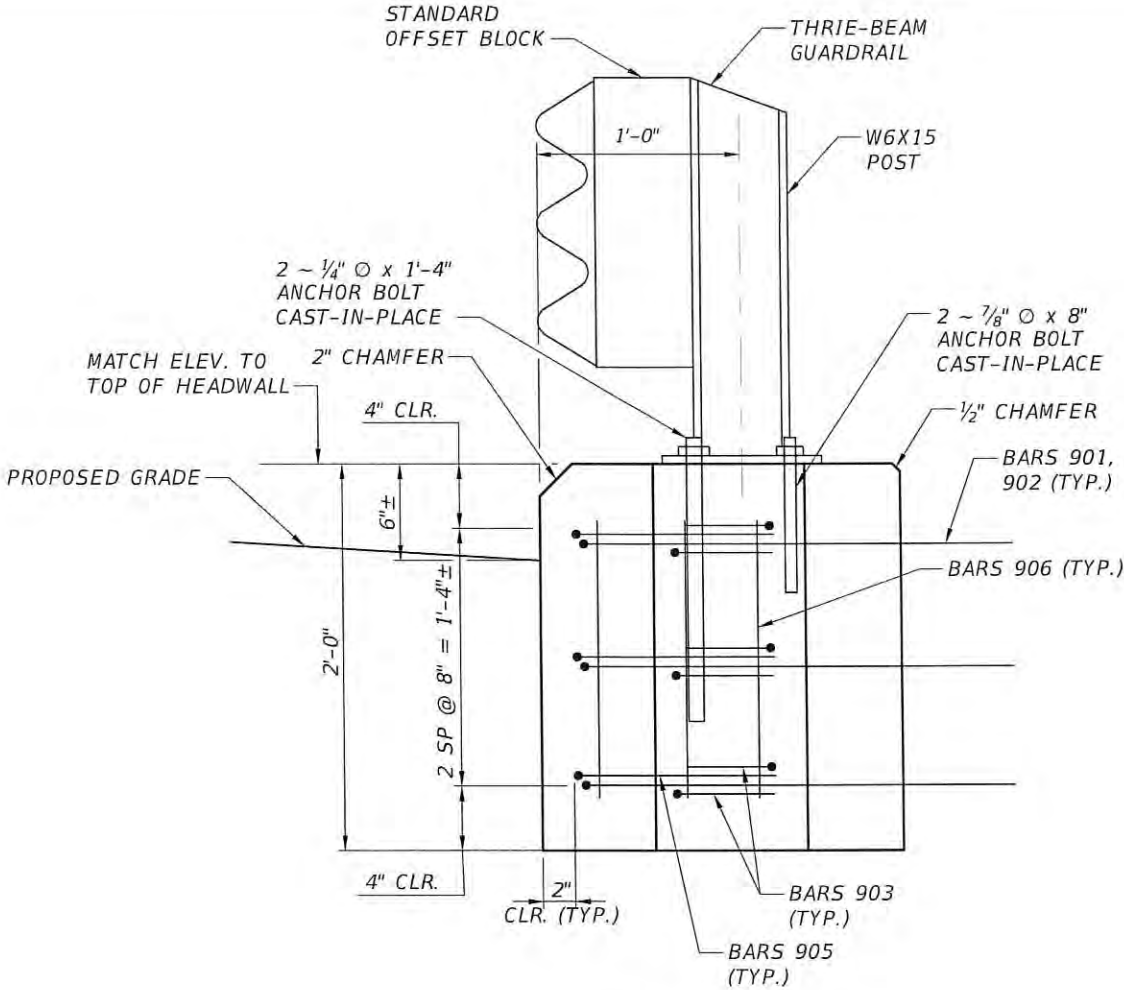
GUARDRAIL ATTACHMENT DETAIL
(See FDOT Standard Plans Index 460-470
& 460-474 for more details.)

- NOTES [Notes Date 7-01-14]:
- Environmental Class: Slightly Aggressive
 - Reinforcing Steel, Grade 60
 - Concrete Class:
II (Cast In Place) $f'c = 3400$ psi
III (Precast) $f'c = 5000$ psi
 - Soil Properties:
Friction Angle 30 deg
Modulus of Subgrade Reaction 241920 lbf/ft³
Nominal Bearing Resistance 2025 lbf/ft²
 - Work this Drawing with FDOT Standard Plans Index 400-289
 - Settlement criteria for Precast Box Culvert option (FDOT Standard Plans Index 400-291):
Long Term Differential Settlement (ΔY) = ≤ 0.5 "
Effective Length for Settlement (L) = 45 ft.

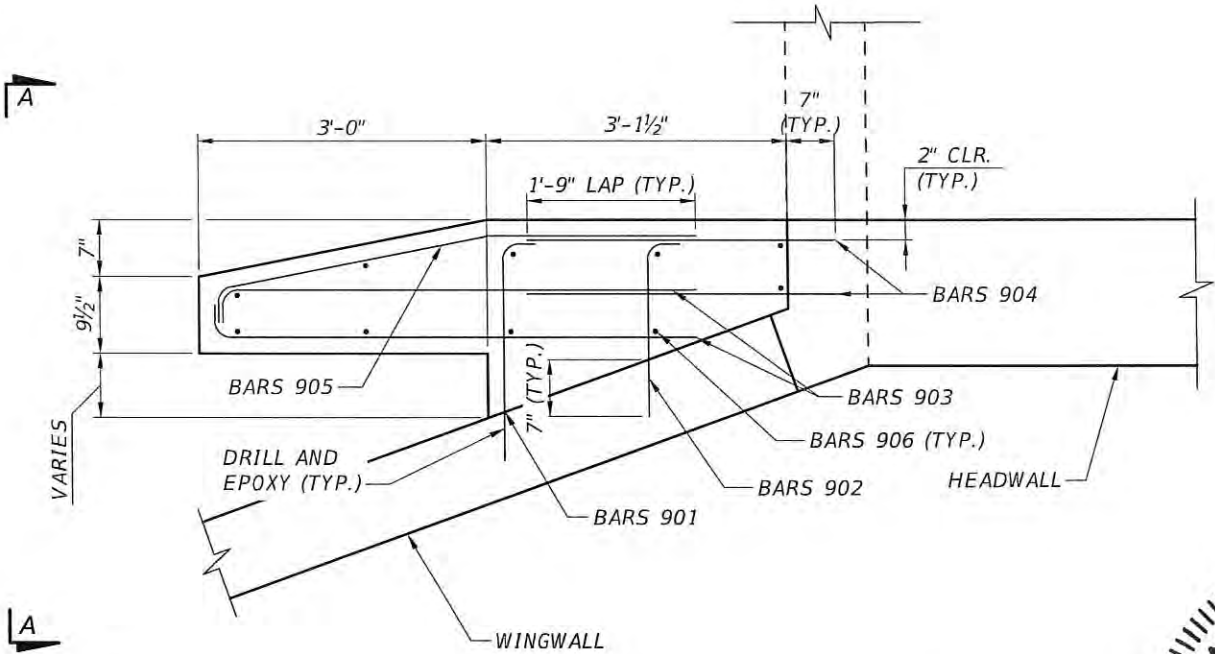
REVISIONS				ANANDA BERGERON P.E. LICENSE NO. 65632 3-15-21 STATE OF FLORIDA PROFESSIONAL ENGINEER	LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	SHEET NO. 17
DATE	DESCRIPTION	DATE	DESCRIPTION				
						BOX CULVERT DATA TABLE Posted on September 30, 2024	



GUARDRAIL PLAN
SOUTH SIDE OF CULVERT SHOWN, NORTH SIDE SIMILAR

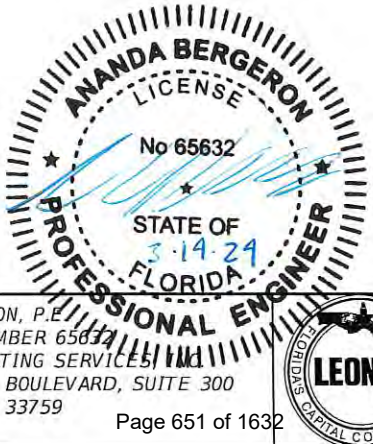


VIEW A-A
(SEE FDOT STANDARD PLANS INDEX 460-470 & 460-474)



GUARDRAIL TRANSITION
SOUTHWEST CORNER SHOWN, OTHERS SIMILAR
GUARDRAIL NOT SHOWN FOR CLARITY

- NOTES:**
- ADHESIVE BONDING MATERIAL FOR DRILLED AND EPOXIED REINFORCEMENT SHALL BE INSTALLED PER FDOT SPECIFICATIONS SECTION 416 AND ADHERE TO FDOT SPECIFICATIONS SECTION 937, TYPE HSHV.
 - THE COST FOR DRILLED AND EPOXIED REINFORCEMENT SHALL BE INCLUDED IN THE COST OF CONCRETE



REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

ANANDA BERGERON, P.E.
P.E. LICENSE NUMBER 65632
STANTEC CONSULTING SERVICES
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759
Page 651 of 1632

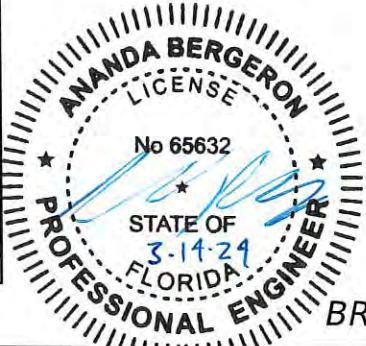


LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
<i>GUARDRAIL & TRANSITION PLAN</i> Posted on September 30, 2024		

BRIDGE No. 554177

MARK		LENGTH		NO	TYP	STY	B			C			D			E			F			H			J			K			N	Ø	
SIZE	DES	FT	IN	BARS	BAR	A	G	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	NO	ANG
6	101	34-	6	91	1			34-	6																								
5	102	34-	6	91	1			34-	6																								
5	103	34-	6	97	1			34-	6																								
5	104	34-	6	97	1			34-	6																								
5	105	5-	5	180	10			2-	2		3-	3																					
5	106	5-	5	180	10			2-	2		3-	3																					
5	107	4-	1	720	10			0-	10		3-	3																					
5	108	4-	4	180	1			4-	4																								
4	109	47-	8	36	1			47-	8																								
4	110	44-	8	36	1			44-	8																								
4	111	44-	1	36	1			44-	0 1/4																								
4	112	47-	8	36	1			47-	8																								
4	113	44-	8	8	1			44-	8																								
4	114	44-	8	8	1			44-	8																								
4	115	44-	1	16	1			44-	0 1/4																								
4	115	44-	1	16	1			44-	0 1/4																								
4	116	2-	0	384	33			2-	0																								
LOCATION		LEFT END WINGWALL										NO. REQUIRED = 1																					
4	401	5-	7	16	1			5-	6 3/4																								
4	402	14-	8	7	1			14-	8																								
4	404	14-	8	7	1			14-	8																								
4	406	5-	7	16	1			5-	6 3/4																								
4	407	5-	7	16	10			3-	0		2-	6 3/4																					
4	409	6-	6	16	1			6-	6																								
4	410	6-	6	16	1			6-	6																								
4	411	14-	8	16	1			14-	8																								
5	412	2-	0	10	1			2-	0																								
LOCATION		LEFT BEGIN WINGWALL										NO. REQUIRED = 1																					
4	501	5-	7	16	1			5-	6 3/4																								
4	502	14-	8	7	1			14-	8																								
4	504	14-	8	7	1			14-	8																								
4	506	5-	7	16	1			5-	6 3/4																								
4	507	5-	7	16	10			3-	0		2-	6 3/4																					
4	509	6-	6	16	1			6-	6																								
4	510	6-	6	16	1			6-	6																								
4	511	14-	8	16	1			14-	8																								
5	512	2-	0	10	1			2-	0																								
LOCATION		RIGHT END WINGWALL										NO. REQUIRED = 1																					
4	601	5-	8	16	1			5-	8																								
4	602	14-	8	7	1			14-	8																								
4	604	14-	8	7	1			14-	8																								
4	606	5-	8	16	1			5-	8																								
4	607	5-	7	16	10			3-	0		2-	6 3/4																					
4	609	6-	6	16	1			6-	6																								
4	610	6-	6	16	1			6-	6																								
4	611	14-	8	16	1			14-	8																								
5	612	2-	0	10	1			2-	0																								
LOCATION		RIGHT BEGIN WINGWALL										NO. REQUIRED = 1																					
4	701	5-	8	16	1			5-	8																								
4	702	14-	8	7	1			14-	8																								
4	704	14-	8	7	1			14-	8																								
4	706	5-	8	16	1			5-	8																								
4	707	5-	7	16	10			3-	0		2-	6 3/4																					



BRIDGE No. 554177

REVISIONS			
DATE	DESCRIPTION	DATE	DESCRIPTION

ANANDA BERGERON, P.E.
P.E. LICENSE NUMBER 65632
STANTEC CONSULTING SERVICES, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

REINFORCING BAR LIST (1 OF 2)

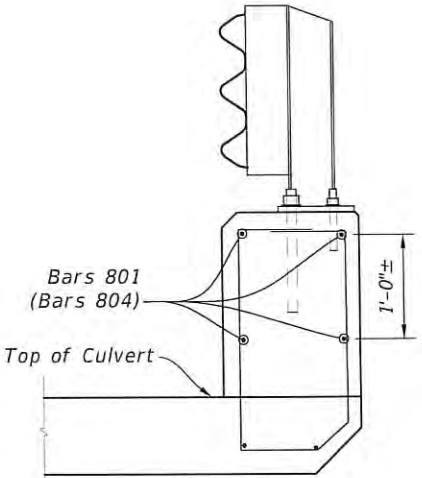
Posted on September 30, 2024

SHEET NO.

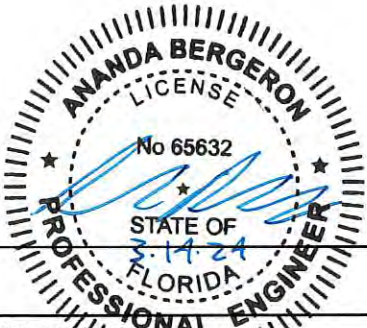
19

MARK	LENGTH	NO	TYP	STY	B			C			D			E			F			H			J			K			N	Ø
SIZE	DES	FT	IN	BARS	BAR	A	G	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	NO	ANG
4	709	6- 6		16	1			6- 6																						
4	710	6- 6		16	1			6- 6																						
4	711	14- 8		16	1			14- 8																						
5	712	2- 0		10	1			2- 0																						
LOCATION					LEFT HEADWALL										NO. REQUIRED = 1															
4	801	34- 6		4	1			34- 6																						
4	802	34- 6		2	1			34- 6																						
6	803	7-10		70	27			2- 5 1/2	0- 6		0- 8		0- 5		2- 0 1/4	1- 0		1- 0												
LOCATION					RIGHT HEADWALL										NO. REQUIRED = 1															
4	804	34- 6		4	1			34- 6																						
4	805	34- 6		2	1			34- 6																						
6	806	8- 0		70	27			2- 6 1/4	0- 6		0- 8		0- 5		2- 1 1/2	1- 0		1- 0												
LOCATION					LEFT CUTOFF WALL										NO. REQUIRED = 1															
4	807	34- 6		2	1			34- 6																						
4	808	34- 6		2	1			34- 6																						
4	809	5- 5		35	7			1-11 1/2	0- 6		0- 6		0- 6																	
LOCATION					RIGHT CUTOFF WALL										NO. REQUIRED = 1															
4	810	34- 6		2	1			34- 6																						
4	811	34- 6		2	1			34- 6																						
4	812	5- 5		35	7			1-11 1/2	0- 6		0- 6		0- 6																	
LOCATION					GUARDRAIL TRANSITION										NO. REQUIRED = 4															
4	901	3- 4		3	10			2- 8	0- 8																					
4	902	2- 7		3	10			1- 11	0- 8																					
4	903	5- 6		6	10			5- 0	0- 5 1/2																					
4	904	3- 6		6	1			3- 5 1/2																						
4	905	5- 7		3	13			2-10 1/2	0- 5 1/2		2- 2																		12	78.4
4	906	1- 5		40	1			1- 5																						

END OF LIST



BARS 801 (BARS 804)
PLACEMENT DETAIL



BRIDGE No. 554177

REVISIONS				ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 Page 653 of 1632	 LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	SHEET NO. 20
DATE	DESCRIPTION	DATE	DESCRIPTION				
						REINFORCING BAR LIST (2 OF 2) Posted on September 30, 2024	

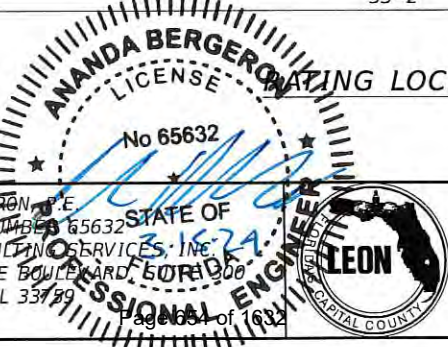
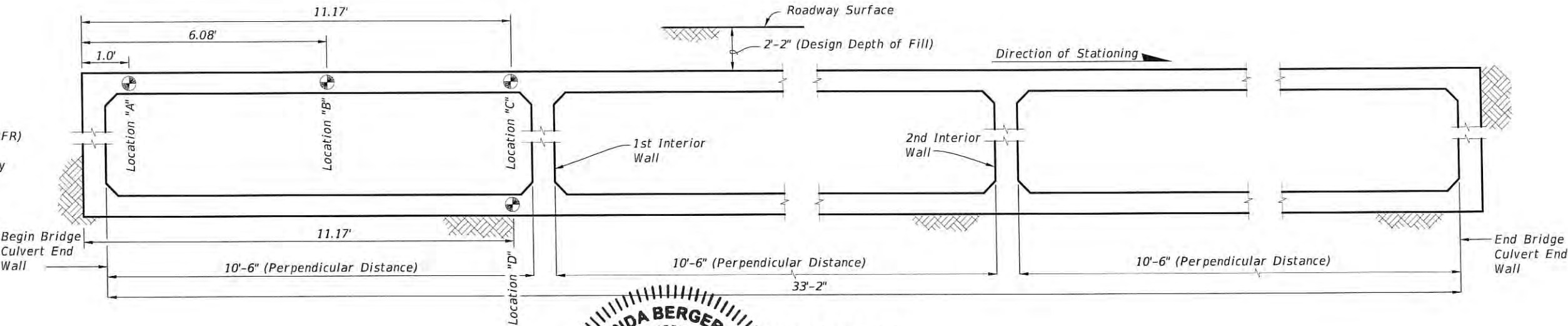
Load Rating Summary Details for Reinforced Concrete Bridge Culverts (Box and Three-Sided Culvert)																	Table Date 01-01-11
Table 2 - LRFR																	
Level	Limit State	Vehicle	Weight (tons)	Load Factors			Moment (Strength)					Shear (Strength)					Comments:
				LL	DC	DW	Unfactored Ratio LL Permanent Loads	Rating Factor	Tons	Location	Dimension	Unfactored Ratio LL Permanent Loads	Rating Factor	Tons	Location	Dimension	
Design Load Rating	Strength I (Inv)	HL-93	36	1.75	1.25	1.50	1.48	1.49	N/A	D	11.17'	2.47	1.30	N/A	C	11.17'	
	Strength I (Op)	HL-93	N/A	1.35	1.25	1.50	1.48	1.93	N/A	D	11.17'	2.46	1.71	N/A	C	11.17'	
Permit Load Rating	Strength II	FL120	60.0	1.35	1.25	1.50	3.80	1.36	81.55	B	6.08'	3.49	1.27	76.17	A	1.00'	

General Notes:
1. This table is based on the requirements established in the January 2023 "Structures Manual".

Table 2 Notes:
1. Permit capacity is determined by using the permit vehicle in all lanes.
2. Does the depth of fill above the top slab exceed the span length between the inside faces of the end walls (Bridge Culvert Total Span Length)? ☐ Yes ☒ No

If Yes then the live load may be neglected per LRFD 3.6.1.2.6.

Abbreviations:
DL - Dead Load (LRFR)
DC - Component Dead Load (LRFR)
DW - Wearing Surface & Utility Dead Load (LRFR)
LL - Live Load
Inv - Inventory
Op - Operating



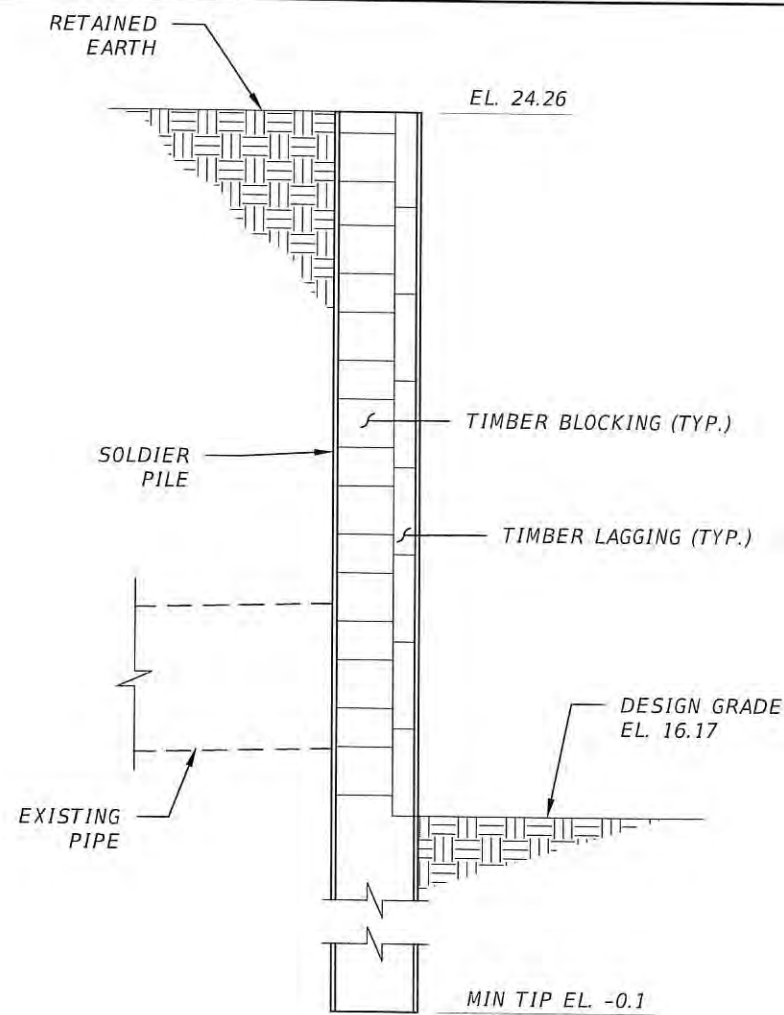
LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT
LOAD RATING SUMMARY TABLE

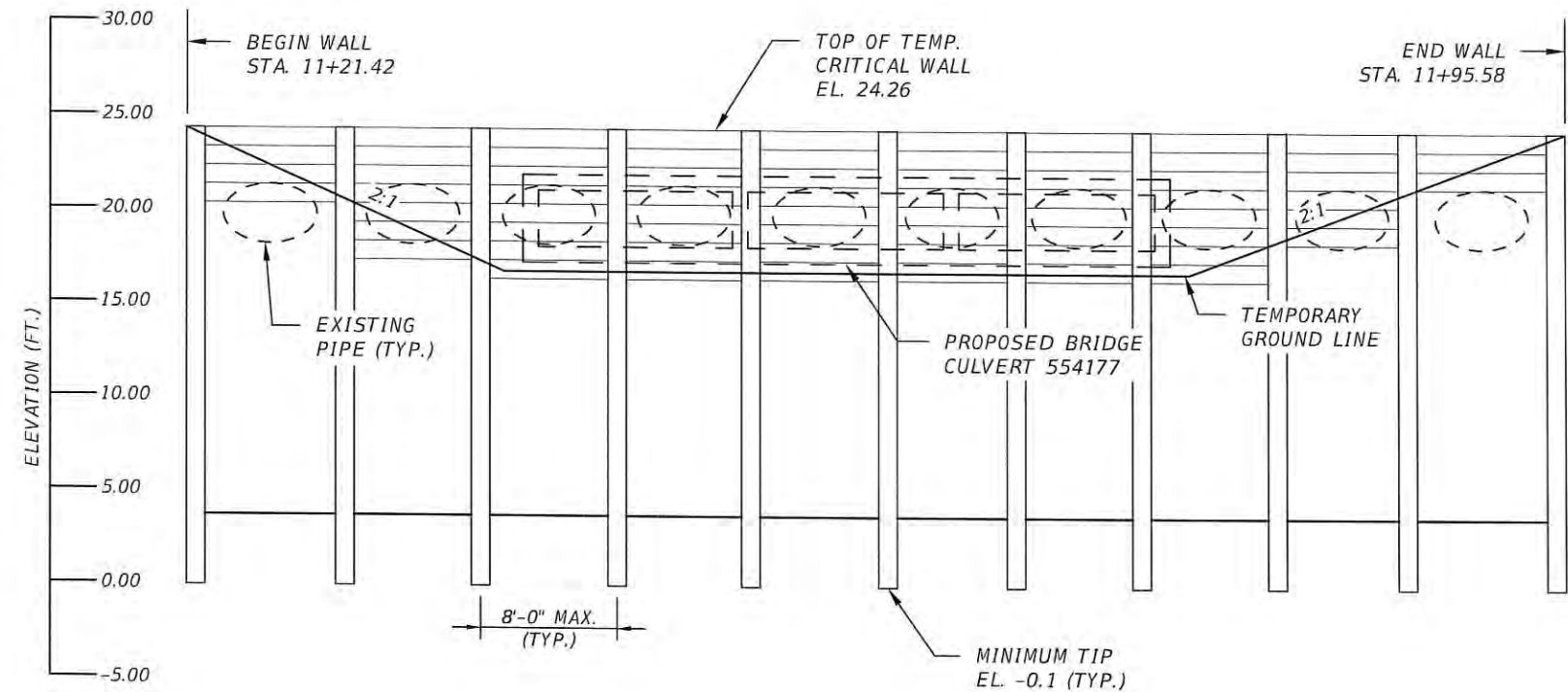
SHEET NO.

21

Posted on September 30, 2024



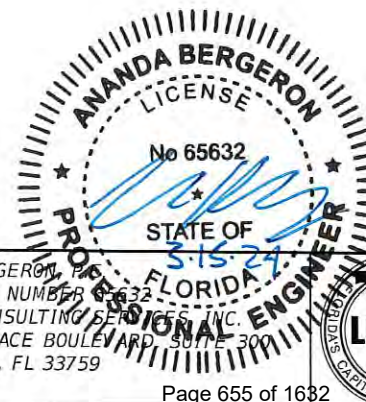
WALL TYPICAL SECTION



WALL ELEVATION

NOTES:

1. Wall deflections will cause distress of adjacent pavement during construction. Maintain pavement conditions behind the pile and lagging walls during construction. The cost of maintaining adjacent pavement shall be included in the cost of the Temporary Critical Wall.
2. Provide steel soldier piles with a minimum yield strength of 50 ksi, a minimum section modulus of 69 in³, and a minimum moment of inertia of 509 in⁴.
3. Provide rough sawn lumber lagging with a minimum thickness of 3". Dressed lumber may be used in place of rough sawn lumber if the dressed thickness exceeds 3". Timber shall meet requirements of FDOT Standard Specifications Section 952.
4. The Design Parameters indicated on this sheet were used in the wall analysis. If operations are planned which exceed the design parameters shown above, a Specialty Engineer will redesign the wall to resist construction loads at a maximum deflection of 3" inches.
5. Maintain the conveyance of the channel flow during construction. See sheet 14 for details.



ANANDA BERGERON
P.E. LICENSE NUMBER 65632
STANTEC CONSULTING SERVICES, INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759

Page 655 of 1632



LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT No. B-17-023

BRIDGE No. 554177

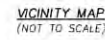
OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

TEMPORARY CRITICAL WALL

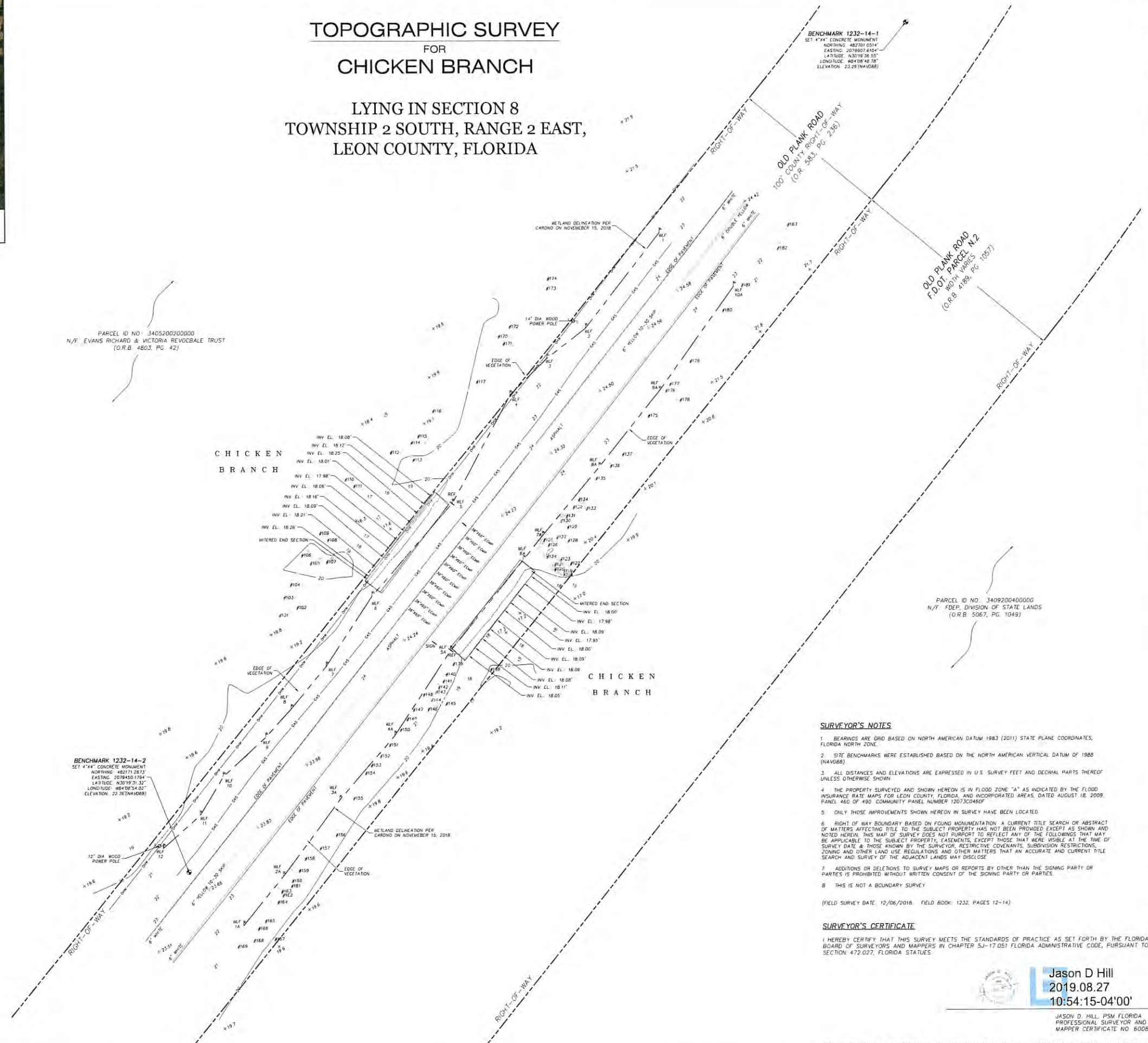
Posted on September 30, 2024

SHEET
NO.

22



LYING IN SECTION 8
TOWNSHIP 2 SOUTH, RANGE 2 EAST,
LEON COUNTY, FLORIDA



APPROX = APPROXIMATELY
 C = CALCULATED DEED MEASUREMENT
 CL = CENTERLINE
 CH = CHORD
 CHB = CHORD BEARING
 C.I.P. = CAST IRON PIPE
 CLUD = CLAY DRAIN TILE
 CONC = CONCRETE
 (D) = DEED MEASUREMENT
 D.R. = DEED BOOK
 DIA = DIAMETER
 EL = ELEVATION
 F.F.E. = FINISHED FLOOR ELEVATION
 F.F.P. = FINISHED FLOOR ELEVATION
 FCM = FOUND CONCRETE MONUMENT
 FIRC = FOUND IRON ROD AND CAP
 FND = FOUND NAIL AND DISK
 ID = IDENTIFICATION
 INV. = INVERT
 L = ARC LENGTH
 LB# = LICENSE BUSINESS NUMBER
 LSP = SURVEYOR REGISTRATION NUMBER
 N.V. = NORTH AMERICAN VERTICAL DATUM OF 1988
 N = NUMBER
 OP = ORNAMENTAL PLANT
 O.R.B. = OFFICIAL RECORD BOOK
 (P) = PLAT MEASUREMENT
 PG. = PAGE
 P.B. = PLAT BOOK
 P.C. = POINT OF CURVATURE
 P.I. = POINT OF INTERSECTION
 P.O.T. = POINT ON TANGENT
 P.T. = POINT OF TANGENCY
 R = RADIUS
 REF = REFLECTOR
 (R) = STORM DRAIN INLET
 SIRC = SET IRON ROD AND CAP LB #3253
 TOW = TOP OF WALL
 VCP = VENTRIATED CLAY PIPE
 WLF = WETLAND FLAG
 WLP = BACKFLOW PREVENTER
 — = BENCH MARK
 (E) = ELECTRIC MANHOLE
 (E) = ELECTRIC RISER
 (E) = ELECTRIC TRANSFORMER
 W = WETLAND FLAG
 □ = FLOOD LIGHT
 □ = FIRE HYDRANT
 (M) = GAS METER
 (G) = GAS VALVE COVER
 (H) = HOSE BIB
 (I) = IRRIGATION CONTROL VALVE
 O = LIGHT POLE
 (M) = MANHOLE
 —(P)— = POWER POLE
 REF = REFERENCE
 (S) = SANITARY SEWER MANHOLE
 (S) = SINGLE SUPPORT SIGN
 (S) = SPOT ELEVATION
 (S) = STORM DRAIN INLET
 (S) = STORM DRAIN MANHOLE
 — = MAJOR CONTOUR
 89 = MINOR CONTOUR

AGI	ORTH	DESCRIPTION
102	13	LAUREL OAK
103	15	SWEET GUM
104	16	SWEET GUM
105	17	SWEET GUM
106	18	LAUREL OAK
107	19	LAUREL OAK
108	20	LAUREL OAK
109	21	LAUREL OAK
110	22	BLACK GUM
111	23	BLACK GUM
112	24	BLACK GUM
113	25	MAPLE
114	26	LAUREL OAK
115	27	LAUREL OAK
116	28	CYPRESS
117	29	CYPRESS
118	30	CYPRESS
119	31	CYPRESS
120	32	CYPRESS
121	33	CYPRESS
122	34	CYPRESS
123	35	CYPRESS
124	36	CYPRESS
125	37	CYPRESS
126	38	CYPRESS
127	39	CYPRESS
128	40	MAPLE
129	41	SWEET GUM
130	42	CYPRESS
131	43	CYPRESS
132	44	CYPRESS
133	45	CYPRESS
134	46	CYPRESS
135	47	CYPRESS
136	48	CYPRESS
137	49	LAUREL OAK
138	50	LAUREL OAK
139	51	SWEET GUM
140	52	SWEET GUM
141	53	SWEET GUM
142	54	SWEET GUM
143	55	SWEET GUM
144	56	SWEET GUM
145	57	SWEET GUM
146	58	CYPRESS
147	59	CYPRESS
148	60	MAPLE
149	61	SWEET GUM
150	62	SWEET GUM
151	63	SWEET GUM
152	64	SWEET GUM
153	65	LAUREL OAK
154	66	SWEET GUM
155	67	SWEET GUM
156	68	SWEET GUM
157	69	SWEET GUM
158	70	SWEET GUM
159	71	CYPRESS
160	72	CYPRESS
161	73	CYPRESS
162	74	CYPRESS
163	75	CYPRESS
164	76	SWEET GUM
165	77	SWEET GUM
166	78	SWEET GUM
167	79	SWEET GUM
168	80	LAUREL OAK
169	81	SWEET GUM
170	82	SWEET GUM
171	83	MAGNOLIA
172	84	LAUREL OAK
173	85	LAUREL OAK
174	86	LAUREL OAK
175	87	OAK
176	88	OAK
177	89	LAUREL OAK
178	90	SLASH PINE
179	91	SWEET GUM
180	92	SWEET GUM
181	93	SWEET GUM
182	94	MAPLE
183	95	MAPLE

* INDICATES POOR CONDITION
DIAMETER BREAST HEIGHT (DBH)
IN INCHES

1. BEARINGS ARE GRID BASED ON NORTH AMERICAN DATUM 1983 (2011) STATE PLANE COORDINATES, FLORIDA NORTH ZONE.
2. SITE BENCHMARKS WERE ESTABLISHED BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVOD88)
3. ALL DISTANCES AND ELEVATIONS ARE EXPRESSED IN U.S. SURVEY FEET AND DECIMAL PARTS THEREOF UNLESS OTHERWISE SHOWN.
4. THE PROPERTY SURVEYED AND SHOWN HEREON IS IN FLOOD ZONE "A" AS INDICATED BY THE FLOOD INSURANCE RATE MAPS FOR LEON COUNTY, FLORIDA, AND INCORPORATED AREAS, DATED AUGUST 18, 2009. PANEL 46G OF 49G COUNTY PANEL NUMBER 12073CD480F.
5. ONLY THOSE IMPROVEMENTS SHOWN HEREON IN SURVEY HAVE BEEN LOCATED.
6. RIGHT OF WAY BOUNDARY BASED ON FOUND MONUMENTATION. A CURRENT TITLE SEARCH OR ABSTRACT OF MATTERS AFFECTING TITLE TO THE SUBJECT PROPERTY HAS NOT BEEN PROVIDED EXCEPT AS SHOWN AND NOTED HEREON. THE TITLE SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWINGS THAT MAY BE APPLICABLE TO THE SUBJECT PROPERTY, EASEMENTS, EXCEPT THOSE THAT WERE VISIBLE AT THE TIME OF SURVEY DATE, & THOSE KNOWN BY THE SURVEYOR, RESTRICTED COVERAGE, SUBORDINATION, ZONING AND OTHER LAND USE REGULATION. THE SURVEYOR CERTIFIES THAT AN ACCURATE AND CURRENT TITLE SEARCH AND SURVEY OF THE ADJACENT LANDS MAY DISCLOSE.
7. ADDITIONS OR DELETIONS TO SURVEY MAPS OR DEPOSITS BY OTHER THAN THE SIGNING PARTY OR PARTIES IS PROHIBITED WITHOUT WRITTEN CONSENT OF THE SIGNING PARTY OR PARTIES.
8. THIS IS NOT A BOUNDARY SURVEY

SURVEYOR'S CERTIFICATE


Jason D Hill
 2019.08.27
 10:54:15-04'00'

 JASON D. HILL, PSM, FLORIDA
 PROFESSIONAL SURVEYOR AND
 MAPPER, CERTIFICATE NO. 6008

NOT VALID WITHOUT THE SIGNATURE AND DIGITAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. UNDER
 RULE 54-17.062, F.A.C.

OLD PLANK ROAD AT CHICKEN BRANCH
SECTION 8, TWN-2-S, RNG-2-E
LEON COUNTY, FLORIDA

CLIENT NAME:
CARDNO

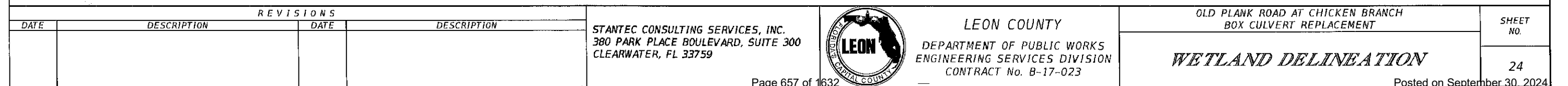
2420 LAKESHORE DR
TALLAHASSEE, FLORIDA

REVISIONS		BY	DATE
0	INITIAL ISSUE	JND	12/14/18
1			
2			
3			
4			
5			
6			

PROJ. NO.: 1018046822
DWG. NO.: 1018046822-TOPO
SCALE: 1"=30'
SURVEY DATE: 12/5/18
FIELDBOOK: 1232
DRAWN BY: JND
CHECKED BY: JDH
ISSUE DATE: 12/14/18
ISSUE: FINAL

SHEET TITLE:
TOPOGRAPHIC
SURVEY

SHEET NO.
23



SUMMARY OF VERIFIED UTILITIES

V _{vh} #	UTILITY DESCRIPTION (Owner, type)	SIZE	MATERIALS	METHOD OF CONSTRUCTION			EXISTING GROUND ELEVATION (FT)	TOP ELEVATION (FT)	COMMENTS
				STATION	OFFSET (FT)	LT/RT			
TH-1	TECO PEOPLES GAS, GAS MAIN	4"	*STEEL PIPE	12+50	24.16	LT	22.85	15.71	UTILITY OWNERS ARE PER SSOCF DIG TICKET: #238901807
TH-2	TECO PEOPLES GAS, GAS MAIN	4"	*STEEL PIPE	12+00	24.14	LT	22.73	15.01	
TH-3	TECO PEOPLES GAS, GAS MAIN	4"	*STEEL PIPE	11+50	22.32	LT	22.80	9.05	
TH-4	TECO PEOPLES GAS, GAS MAIN	4"	*STEEL PIPE	AS	22.10	LT	23.20	14.31	

NOTE: * = UNABLE TO VISUALLY VERIFY, DUE TO DEPTH AND/OR WATER TABLE. AS PER TECO PEOPLES GAS, UTILITY IS A 4" STEEL PIPE GAS MAIN.

SUBSURFACE UTILITY SURVEY NOTES

1. THE TYPE OF SURVEY PERFORMED IS A SPECIFIC PURPOSE SURVEY, AS DEFINED IN CHAPTER 5J-17.050(10-J) TO LOCATE SUBSURFACE UTILITIES FOR LEON COUNTY ALONG NOTED ROADWAYS WITHIN LEON COUNTY, FLORIDA. ALL SUBSURFACE UTILITY INFORMATION WAS DESIGNATED AND LOCATED BY CARDNO'S PROFESSIONAL SUBSURFACE UTILITY ENGINEERING STAFF CONSISTENT WITH THE AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE) STANDARD (CI/ASCE 38-02) ENTITLED "STANDARD GUIDELINE FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
2. THE FIELD SURVEY WAS COMPLETED ON 08/29/19.
3. VERTICAL DATUM USED FOR THIS PROJECT IS IN NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
4. STATION AND OFFSET INFORMATION USED FOR THE SUBSURFACE UTILITY EXCAVATION REPORT TABLE CONTAINED HEREIN IS RELATIVE TO THE BASELINE OF CONSTRUCTION AS DEPICTED IN THE ELECTRONIC FILE ALGNRD01.DWG.
5. SURFACE ELEVATIONS AND MEASURE DOWNS (DEPTH OF COVER) ARE VALID AT THE DATE OF THIS SURVEY ONLY AS SURFACE GRADE CONDITIONS MAY CHANGE OVER TIME.
6. UNDERGROUND UTILITIES DEPICTED HEREON ARE BASED UPON FIELD EVIDENCE FROM A QUALITY LEVEL "B" SUBSURFACE INVESTIGATION THROUGHOUT THE SUBJECT PARCEL. THIS EFFORT INCLUDED THE DETERMINATION OF THE APPROXIMATE HORIZONTAL LOCATION OF THE UNDERGROUND UTILITIES RECORDED IN FIELD; 5/8" IRON ROD WITH CAP STAMPED "CARDNO - TEST HOLE" ALONG WITH A WOODEN LATHE WITH PINK FLAGGING. CARDNO DID NOT PROVIDE SURVEY OF THE LOCATING RESULTS. SWING-TIE FORMS, SHOWING MEASUREMENTS TO FEATURES ON-SITE, WERE PREPARED FOR EACH TEST HOLE LOCATION. UTILITIES WERE MARKED IN ACCORDANCE WITH THE AMERICAN PUBLIC WORKS ASSOCIATION UNIFORM COLOR CODE. ADDITIONALLY, SUNSHINE ONE-CALL OF FLORIDA DIG TICKET, TICKET NUMBER #238901807 WAS SUBMITTED ON 08/26/2019 AND THE UTILITY OWNERS ARE AS FOLLOWS: TECO PEOPLES GAS AS PER SAID DIG TICKET.
7. THE TECHNIQUES DESCRIBED ABOVE, ALTHOUGH HIGHLY RELIABLE, ARE SUBJECT TO OUTSIDE INTERFERENCE WHICH ARE BEYOND THE CONTROL OF CARDNO AND MAY IMPEDE THE EFFECTIVENESS OF THE SUBSURFACE INVESTIGATION. SOIL CONDITIONS, UTILITY MATERIAL, SIZE, DEPTH, AND CONDUCTIVITY MAY PREVENT LOCATION OF SOME SUBSURFACE UTILITIES. NO GUARANTEE IS HEREBY EXPRESSED THAT ALL UTILITIES HAVE BEEN DETECTED AND LOCATED.

REVISIONS				STANTEC CONSULTING SERVICES, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759	 LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			VERIFIED UTILITIES	25



Review Report - Approved

Application Number: LEM23054

Report Date: 05/13/2024
Description : Old Plank Road at Chicken Branch Culvert Replacement
Address : , , ,
Record Type : EMP Short Forms
Document Filename : OSD.pdf

Reviewer Contact Information:

Reviewer Name	Reviewer Email	Reviewer Phone
Deji Ajose-Adeogun	ajoseadeogund@leoncountyfl.gov	

General Comments

Markups for this Approved Document or Plan

EXHIBIT B

Design Professional 7-day Visit Certification

I certify that I or my authorized representative inspected the erosion control measures on site, and it is in compliance with the approved Environmental Permit Plans.

First, Last Name, PE

FL. PE#: xxxxx

Date of Inspection & Signature

Inspection Deficiencies

Note: Deficiencies must be addressed immediately and re-inspected prior to commencement of work on site.

Re-inspection (if required)

First, Last Name, PE

FL. PE#: xxxxx

Date of Inspection & Signature

Contractor will be responsible for inspecting and maintaining erosion control measures after certification. Contractor can refer to the Florida Sediment and Erosions control Manual for additional measure. Note that the Engineer of Record and/or the Leon Environmental Inspector may require additional erosion control measures if deemed necessary

This document shall be kept on site during construction for verification.

December 22, 2023

Charles Wu, Director of Engineering, Leon CO Dept. of Public Works
2280 Miccosuke Rd
Tallahassee, FL 32308-5310
wuc@leoncountyfl.gov

File No.: 0163044-003-SFG/37, Leon County

Dear: Mr. Wu:

On September 15, 2023, we received your notice of intent to use a General Permit (GP), pursuant to Rule 62- 331.217, Florida Administrative Code (F.A.C.), to replace ten existing culverts with a three-bay concrete box culvert bridge within unnamed wetlands, a Class III Florida waterbody. The activities authorized by this permit are located at Old Plank Road, Tallahassee, Florida 32305, in Section 8, Township 2 South, Range 2 East in Leon County, at 30° 19' 33.816" latitude / 84° 8' 51.7917" longitude.

Your intent to use a general permit has been reviewed by Department staff for State 404 Program authorization. **Your project qualifies for authorization.** However, this letter does not relieve you from the responsibility of obtaining other federal, state, or local authorizations that may be required for the activity.

State 404 Program Review – Approved

Based on the forms, drawings, and documents revised with your notice, it appears that the project meets the requirements for the General Permit under Rule 62-331.217, F.A.C. Any activities performed under a general permit are subject to general conditions required in Rule 62-331.201, F.A.C., the conditions of Rule 62-331.217, F.A.C. (attached), and any specific conditions, below. Any deviations from these conditions may subject the permittee to enforcement action and possible penalties. Please read each section carefully.

Please be advised that the construction phase of the GP must be completed by December 22, 2025. State 404 Program permits cannot be extended or renewed.

Specific Conditions

1. This permit authorizes 0.049 acre permanent wetland impacts, as shown on the attached permit drawings. No other wetland areas are to be directly impacted, which includes but is not limited to clearing with the use of heavy equipment, filling, or excavation.

2. The following measures shall be taken by the permittee whenever siltation, sedimentation, or erosion occurs within wetlands outside of the limits of the authorized activities:
 - a. Immediately cease all work contributing to the violation.
 - b. Stabilize all exposed soils contributing to the violation. Modify the work procedures that were responsible for the violation and install more erosion, sedimentation, and turbidity control devices.
 - c. Notify the Department within 24 hours of the time the violation occurred at (850)595-8300.
3. The permittee shall be responsible for ensuring that erosion control devices/procedures are inspected and maintained daily during all phases of construction authorized by this permit until all areas that were disturbed during construction are sufficiently stabilized to prevent erosion, siltation, and turbid discharges.
4. Any damage to wetlands outside of the authorized impact areas as a result of construction shall be immediately reported to the Department at (850)595-8300 and repaired by reestablishing the preconstruction elevations and replanting vegetation of the same species, size, and density as that in the adjacent areas. The restoration shall be completed within 30 days of completion of construction, and the Department shall be notified of its completion within that same 30-day period.
5. Best management practices for erosion control shall be implemented prior to construction commencement and shall be maintained at all times during construction to prevent siltation and turbid discharges in excess of State water quality standards pursuant to Rule 62-302, F.A.C. Methods shall include, but not limited to the use of staked haybales, staked filter cloth, sodding, seeding, staged construction and the installation of turbidity screens around the immediate project site.
6. Grass seed, or sod shall be installed and maintained on exposed slopes and disturbed soil areas within 48 hours of completing final grade, and at other times as necessary, to prevent erosion, sedimentation or turbid discharges into waters of the state and adjacent wetlands. A vegetative cover that stabilizes and prevents erosion of the fill material shall be established within 60 days of sodding or seeding. Turbidity barriers/erosion control devices shall be removed upon establishment of a substantial vegetative cover.
7. Prior to construction, the limits of the proposed impact areas shall be clearly flagged and staked by the agent and/or contractor. All construction personnel shall be shown the location(s) of all wetland areas outside of the construction to prevent encroachment from heavy equipment into these areas.
8. Construction equipment shall not be repaired or refueled in wetlands or elsewhere within waters of the state.
9. There shall be no stock piling of tools, materials, (i.e., lumber, pilings, riprap, and debris)

within wetlands, along the shoreline within the littoral zone, or elsewhere within waters/waters of the state.

10. This permit does not authorize the entrenchment of water, sewer, cable or utility line within wetlands or waterbodies outside the authorized impact area.
11. All cleared vegetation, excess lumber, scrap wood, trash, garbage and any other type of debris shall be removed from wetlands/waters of the state within 14 days of completion of the work authorized in this permit.
12. All fill areas, fill slopes, and disturbed upland areas shall be stabilized at all times during and after construction so as to prevent any erosion, sedimentation, siltation, or scouring.

Specific Conditions – Listed Species

13. The Permittee shall report any injured, sick, or dead federally or state listed species discovered onsite to the Florida Fish and Wildlife Conservation Commission Wildlife Alert number at 888-404-FWCC (3922).
14. This permit does not authorize the permittee to cause any adverse impact to or “take” of state listed species and other regulated species of fish and wildlife. Compliance with state laws regulating the take of fish and wildlife is the responsibility of the owner or permittee associated with this project. Please refer to Chapter 68A-27 of the Florida Administrative Code for definitions of “take” and a list of fish and wildlife species. If listed species are observed onsite, Florida Fish and Wildlife Conservation Commission (FWC) staff are available to provide decision support information or assist in obtaining the appropriate FWC permits. Most marine endangered and threatened species are statutorily protected and a “take” permit cannot be issued. Requests for further information or review can be sent to ConservationPlanningServices@MyFWC.com.
15. If new information (e.g. listing of new species, new critical habitat, etc.) shows that the magnitude of impacts to federally listed species has the potential for adverse effects, the U.S. Fish and Wildlife Service (USFWS) will notify the Department. The Department will initiate coordination with the permittee and with the USFWS to determine what adverse impacts are likely and if additional minimization measures, reporting, or monitoring are required in order to be consistent with the Endangered Species Act, as deemed necessary by USFWS.

Authority for review – Part IV of Chapter 373, Florida Statutes (F.S.), and Title 62, F.A.C.

Additional Information

Please retain this general permit. The activities may be inspected by authorized state personnel in the future to ensure compliance with appropriate statutes and administrative codes. If the activities are not in compliance, you may be subject to penalties under Chapter 373, F.S., and Chapter 18-14, F.A.C.

NOTICE OF RIGHTS

This action is final and effective on the date filed with the Clerk of the Department unless a petition for an administrative hearing is timely filed under Sections 120.569 and 120.57, F.S., before the deadline for filing a petition. On the filing of a timely and sufficient petition, this action will not be final and effective until further order of the Department. Because the administrative hearing process is designed to formulate final agency action, the subsequent order may modify or take a different position than this action.

Petition for Administrative Hearing

A person whose substantial interests are affected by the Department's action may petition for an administrative proceeding (hearing) under Sections 120.569 and 120.57, F.S. Pursuant to Rules 28-106.201 and 28-106.301, F.A.C., a petition for an administrative hearing must contain the following information:

- (a) The name and address of each agency affected and each agency's file or identification number, if known;
- (b) The name, address, any e-mail address, any facsimile number, and telephone number of the petitioner, if the petitioner is not represented by an attorney or a qualified representative; the name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes during the course of the proceeding; and an explanation of how the petitioner's substantial interests will be affected by the agency determination;
- (c) A statement of when and how the petitioner received notice of the agency decision;
- (d) A statement of all disputed issues of material fact. If there are none, the petition must so indicate;
- (e) A concise statement of the ultimate facts alleged, including the specific facts that the petitioner contends warrant reversal or modification of the agency's proposed action;
- (f) A statement of the specific rules or statutes that the petitioner contends require reversal or modification of the agency's proposed action, including an explanation of how the alleged facts relate to the specific rules or statutes; and
- (g) A statement of the relief sought by the petitioner, stating precisely the action that the petitioner wishes the agency to take with respect to the agency's proposed action.

The petition must be filed (received by the Clerk) in the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399-3000, or via electronic correspondence at Agency_Clerk@dep.state.fl.us. Also, a copy of the petition shall be mailed to the applicant at the address indicated above at the time of filing.

Time Period for Filing a Petition

In accordance with Rule 62-110.106(3), F.A.C., petitions for an administrative hearing by the applicant and persons entitled to written notice under Section 120.60(3), F.S., must be filed within 21 days of receipt of this written notice. Petitions filed by any persons other than the applicant, and other than those entitled to written notice under Section 120.60(3), F.S., must be filed within 21 days of publication of the notice or within 21 days of receipt of the written notice, whichever occurs first. You cannot justifiably rely on the finality of this decision unless notice of this decision and the right of substantially affected persons to challenge this decision has been duly published or otherwise provided to all persons substantially affected by the decision. While you are not required to publish notice of this action, you may elect to do so pursuant Rule 62- 110.106(10)(a).

The failure to file a petition within the appropriate time period shall constitute a waiver of that person's right to request an administrative determination (hearing) under Sections 120.569 and 120.57, F.S., or to intervene in this proceeding and participate as a party to it. Any subsequent intervention (in a proceeding initiated by another party) will be only at the discretion of the presiding officer upon the filing of a motion in compliance with Rule 28-106.205, F.A.C. If you do not publish notice of this action, this waiver will not apply to persons who have not received written notice of this action.

Extension of Time

Under Rule 62-110.106(4), F.A.C., a person whose substantial interests are affected by the Department's action may also request an extension of time to file a petition for an administrative hearing. The Department may, for good cause shown, grant the request for an extension of time. Requests for extension of time must be filed with the Office of General Counsel of the Department at 3900 Commonwealth Boulevard, Mail Station 35, Tallahassee, Florida 32399- 3000, or via electronic correspondence at Agency_Clerk@dep.state.fl.us, before the deadline for filing a petition for an administrative hearing. A timely request for extension of time shall toll the running of the time period for filing a petition until the request is acted upon.

Mediation

Mediation is not available in this proceeding.

FLAWAC Review

The applicant, or any party within the meaning of Section 373.114(1)(a) or 373.4275, F.S., may also seek appellate review of this order before the Land and Water Adjudicatory Commission under Section 373.114(1) or 373.4275, F.S. Requests for review before the Land and Water Adjudicatory Commission must be filed with the Secretary of the Commission and served on the Department within 20 days from the date when this order is filed with the Clerk of the Department.

Judicial Review

Once this decision becomes final, any party to this action has the right to seek judicial review pursuant to Section 120.68, F.S., by filing a Notice of Appeal pursuant to Florida Rules of Appellate Procedure 9.110 and 9.190 with the Clerk of the Department in the Office of General Counsel (Station #35, 3900 Commonwealth Boulevard, Tallahassee, Florida 32399-3000) and by filing a copy of the Notice of Appeal accompanied by the applicable filing fees with the

appropriate district court of appeal. The notice must be filed within 30 days from the date this action is filed with the Clerk of the Department.

EXECUTION AND CLERKING

Executed in Pensacola, Florida.

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION



Blake Chapman
Environmental Manager

Enclosures: 62-331.217,F.A.C.

General Conditions for All General Permits, Ch. 62-331.201, F.A.C.

Project drawings, 28 pages

Certification of Compliance with State 404 Program General Permit, [form 62-331.200\(1\)](#)

CERTIFICATE OF SERVICE

The undersigned duly designated deputy clerk hereby certifies that this document and all attachments were sent on the filing date below to the following listed persons:

FDEP, Kim.Allen@FloridaDEP.gov , Blake.A.Chapman@FloridaDEP.gov ,
Russell.Sullivan@FloridaDEP.gov , Alexis.Lyons@FloridaDEP.gov

Jay Stodghill, Consultant, jay.stodghill@stantec.com

U.S. Environmental Protection Agency, State404FinalPermits-Florida@epa.gov

Leon County, HoganM@leoncountyfl.gov

City of Tallahassee, craig.barkve@talgov.com

FILING AND ACKNOWLEDGMENT

FILED, on this date, pursuant to Section 120.52, F. S., with the designated Department Clerk, receipt of which is hereby acknowledged.



Clerk

December 22, 2023

Date

62-331.217 General Permit for Linear Transportation Projects.

(1) This general permit authorizes the following activities:

(a) Activities required for crossings of state-assumed waters associated with the construction, expansion, modification, or improvement of linear transportation projects (e.g., roads, highways, railways, trails, airport runways, and taxiways) in state-assumed waters.

1. The activity cannot cause the loss of greater than 1/2-acre of state-assumed waters.

2. Any stream channel modification, including bank stabilization, is limited to the minimum necessary to construct or protect the linear transportation project; such modifications must be in the immediate vicinity of the project.

(b) Temporary structures, fills, and work, including the use of temporary mats, necessary to construct the linear transportation project.

1. Appropriate measures must be taken to maintain normal downstream flows and minimize flooding to the maximum extent practicable, when temporary structures, work, and fill, including cofferdams, are necessary for construction activities, access fills, or dewatering of construction sites.

2. Temporary fills must consist of materials, and be placed in a manner, that will not be eroded by expected high flows.

3. Temporary fills must be removed in their entirety and the affected areas returned to pre-construction elevations.

4. The areas affected by temporary fills must be revegetated.

(2) This general permit does not authorize:

(a) Non-linear features commonly associated with transportation projects, such as vehicle maintenance or storage buildings, parking lots, train stations, or aircraft hangars.

(b) Activities within the Belle Meade South area bounded by I-75 to the north, CR 951 to the west, Miller Canal to the east, and U.S. 41 to the south in Collier County.

(c) Activities within Golden Gate Estates, south of Alligator Alley in Collier County.

(d) Activities within Golden Gate Estates, that together with other activities exceed 0.5 acres of dredging or filling within Golden Gate Estates north of Alligator Alley in Collier County.

(3) The permittee must submit a notice of intent to use this general permit to the agency prior to commencing the activity if:

(a) The loss of state-assumed waters exceeds 1/10-acre.

(b) There is dredging or filling in a special aquatic site, including wetlands.

(c) The project is in the following rivers, creeks, and their tributaries.

1. Escambia River

2. Yellow River

3. Shoal River

4. Choctawhatchee River

5. Chipola River

6. Apalachicola River

7. Ochlockonee River

8. Santa Fe River

9. New River (Bradford and Union County line)

10. Econfinia Creek.

(4) For activities that require notice of intent to use this general permit, the notice must include any other general permit(s), or individual permit(s) used or intended to be used to authorize any part of the proposed project or any related activity, including other separate and distant crossings that require authorization but do not require submittal of a notice of intent.

(5) For linear transportation projects crossing a single waterbody more than one time at separate and distant locations, or multiple waterbodies at separate and distant locations, each crossing is considered a single and complete project for purposes of the general permit authorization.

(6) The Agency shall require mitigation, when necessary, to ensure that the authorized activity results

in no more than minimal individual and cumulative adverse environmental effects.

Editor notes: The effective date of the rule will be the effective date of assumption, which is the date identified by EPA as published in the Federal Register §373.4146, F.S.

Rulemaking Authority 373.026(7), 373.043, 373.118(1), 373.4131, 373.414(9), 373.4145, 373.4146(2), 403.805(1) FS. Law Implemented 373.118, 373.129, 373.136, 373.413, 373.4131, 373.414, 373.4145, 373.4146, 373.416, 373.422, 373.423, 373.429 FS. History—New 12-22-20.

Conditions for General Permits – Rule 62-331.201, F.A.C.

(1) General permits shall be subject to the conditions in subsections (2) and (3), below, and the general conditions for all general permits in Rule 62-330.405, F.A.C., except subsections 62-330.405(7) and (10), F.A.C. The Agency may revise the general conditions in Rule 62-330.405, F.A.C. to include references to applicable rules under this Chapter, as necessary.

(2) When a project requires submittal of a notice of intent to use a general permit, the Agency shall impose specific conditions as necessary to assure that the activities will be conducted in compliance with this Chapter, and in a manner which minimizes adverse impacts upon the physical, chemical, and biological integrity of wetlands or other surface waters, such as mitigation, monitoring, reporting, or recordkeeping requirements and protection measures for listed species or historical resources.

(3) In addition, general permits under this Chapter are subject to the following conditions:

(a) Aquatic Life Movements. No activity may substantially disrupt the necessary life cycle movements of those species of aquatic life indigenous to the waterbody, including those species that normally migrate through the area, unless the activity's primary purpose is to impound water. All permanent and temporary crossings of waterbodies shall be suitably culverted, bridged, or otherwise designed and constructed to maintain low flows to sustain the movement of those aquatic species. If a bottomless culvert cannot be used, then the crossing shall be designed and constructed to minimize adverse effects to aquatic life movements.

(b) Spawning Areas. Activities in spawning areas during spawning seasons must be avoided to the maximum extent practicable. Activities that result in the physical destruction (e.g., through excavation, fill, or downstream smothering by substantial turbidity) of an important spawning area are not authorized.

(c) Migratory Bird Breeding Areas. Activities in state-assumed waters that serve as breeding areas for migratory birds must be avoided to the maximum extent practicable.

(d) Shellfish Beds. No activity may occur in areas of concentrated shellfish populations, unless the activity is directly related to a shellfish harvesting activity authorized by general permits in Rule 62-331.211 or 62-331.244, F.A.C., or is a shellfish seeding or habitat restoration activity authorized by the general permit in Rule 62-331.225, F.A.C.

(e) Suitable Material. No activity may use unsuitable material (e.g., trash, debris, car bodies, asphalt, etc.). Material used for construction or fill must be free from toxic pollutants in toxic amounts as listed in section 307 of the CWA, which is incorporated by reference in subparagraph 62-331.053(3)(a)3., F.A.C., or state law.

(f) Water Supply Intakes. No activity may occur within 1000 feet of a public water supply intake, except where the activity is for the repair or improvement of public water supply intake structures or adjacent bank stabilization.

(g) Fills Within 100-year Floodplains. The activity shall comply with applicable FEMA-approved state or local floodplain management requirements.

(h) Single and Complete Project. The activity must be a single and complete project. The same general permit cannot be used more than once for the same single and complete project unless otherwise stated within the general permit. (See 404 Handbook, section 3.2.1).

(i) Wild and Scenic Rivers. No general permit activity may occur in a component of the National Wild and Scenic Rivers System, or in a river officially designated by Congress as a study river for possible inclusion in the System while the river is in an official study status, unless the appropriate federal agency with direct management responsibility for such river has determined in writing that the proposed activity will not adversely affect the Wild and Scenic River designation or study status.

(j) Tribal Rights. No general permit activity may cause more than minimal adverse effects on tribal rights (including treaty rights, settlement rights, or rights reserved under state or federal law), protected tribal resources (including cultural or burial resources off reservation), tribal waters, or to tribal lands.

(k) Listed species. No activity is authorized under any general permit which is likely to directly or indirectly jeopardize the continued existence of an endangered or threatened species or a species proposed for such designation, or which will directly or indirectly destroy or adversely modify the critical habitat of such species. No activity is authorized under any general permit which may affect a listed species or critical habitat, unless the Agency has consulted with, or been provided technical assistance by the Florida Fish & Wildlife Conservation Commission, the U.S. Fish & Wildlife Service, and the National Marine Fisheries Service under their respective authorities and appropriate measures to address the effects of the proposed activity have been implemented or are required as a specific condition to the general permit.

(l) Migratory Birds and Bald and Golden Eagles. The permittee is responsible for ensuring their action complies with the Migratory Bird Treaty Act, 16 U.S.C. §§ 703 – 712 (2018), incorporated by reference herein (<https://www.flrules.org/Gateway/reference.asp?No=Ref-12068>), and the Bald and Golden Eagle Protection Act, 16 U.S.C. §§ 668 – 668(d) (2018), incorporated by reference herein (<https://www.flrules.org/Gateway/reference.asp?No=Ref-12069>). The permittee is responsible for contacting the appropriate local office of the U.S. Fish and Wildlife Service to determine applicable measures to reduce impacts to migratory birds or eagles, including whether incidental take permits are necessary and available under the Migratory Bird Treaty Act or Bald and Golden Eagle Protection Act for a particular activity.

(m) Historic Properties. In cases where the Agency determines, based on information from SHPO, that the activity may have the potential to cause effects to properties listed, or eligible for listing, in the National Register of Historic Places, the activity is not authorized until a determination of “no effect” or “no adverse effect” is provided by SHPO.

(n) Manatees. In waters that are accessible to manatees, the permittee shall follow the “Standard Manatee Conditions for In-Water Work (2011)”, incorporated by reference herein (<https://www.flrules.org/Gateway/reference.asp?No=Ref-12070>).

(o) Sea turtles, smalltooth sawfish, Gulf sturgeon, or shortnose sturgeon. In waters that are accessible to these species, the permittee shall follow the “Sea Turtle and Smalltooth Sawfish Construction Conditions” (March 23, 2006), incorporated by reference herein (<https://www.flrules.org/Gateway/reference.asp?No=Ref-12071>).

(p) Use of Multiple General Permits. The use of more than one general permit under this Chapter for a single and complete project is prohibited, except when specified within a specific general permit, or when the acreage loss of state-assumed waters authorized by the general permits does not exceed the acreage limit of the general permit with the highest specified acreage limit.

(q) Transfer of General Permit Verifications. If the permittee sells the property associated with the general permit verification, the permittee shall transfer the general permit verification to the new owner by submitting a completed Form 62-331.100(1) – “Transfer of State 404 Program General Permit Verification” (effective date), incorporated by reference in subsection 62-331.100(2), F.A.C., within 30 days of the sale, to the Agency that processed the original notice.

(r) Compliance Certification. Each permittee who receives a general permit verification letter under this Chapter must submit a completed Form 62-331.200(1) – “Certification of Compliance with a State 404 Program General Permit” (effective date), incorporated by reference in subsection 62-331.200(4), F.A.C., within 30 days of completion of the authorized activity, or the implementation of any required compensatory mitigation, whichever is later.

(s) Activities Affecting Structures or Work Built by the United States. If an activity also requires permission from the Corps pursuant to 33 U.S.C. § 408 because it will alter or temporarily or permanently occupy or use a Corps federally authorized Civil Works project, the prospective permittee is responsible for obtaining such permission separately from the Corps prior to commencing activities authorized by the general permit.

(t) If during the ground disturbing activities and construction work within the permit area, there are archaeological or cultural materials encountered which were not the subject of a previous cultural resources assessment survey or to which such impacts were not anticipated, including but not limited to pottery, modified shell, flora, fauna, human remains, ceramics, stone tools or metal implements, dugout canoes, evidence of structures or any other physical remains that could be associated with Native American cultures or early colonial or American settlement; the Permittee shall immediately stop all work and ground-disturbing activities within a 100-meter diameter of the discovery and notify the Agency within the same business day. The Agency shall then notify the State Historic Preservation Officer (SHPO) and the appropriate Tribal Historic Preservation Officer(s) (THPO(s)) or tribe when the interested tribe does not have a THPO, to assess the significance of the discovery and devise appropriate actions.

(u) Additional cultural resources assessments may be required of the permit area in the case of unanticipated discoveries or effects to historic properties as referenced in accordance with condition (t), above, and if deemed necessary by the SHPO, or THPO(s), Tribes, or Agency. Based on the circumstances of the discovery, equity to all parties, and considerations of the public interest, the Agency may modify, suspend, or revoke the permit in accordance with Rule 62-331.080, F.A.C. Such activity shall not resume without written authorization from the SHPO and THPO(s), or tribe when the interested tribe does not have a THPO, concerning potential effects to cultural resources or historic properties for finds under their jurisdiction, and from the Agency.

(v) In the event that unmarked human remains are identified, they shall be treated in accordance with Section 872.05, F.S. All work and ground-disturbing activities within a 100-meter diameter of the unmarked human remains shall immediately cease and the Permittee shall immediately notify the medical examiner, Agency, and State Archaeologist within the same business day. The Agency shall then notify the appropriate SHPO and THPO(s) and appropriate tribes and other appropriate consulting parties. Based on the circumstances of the discovery, equity to all parties, and considerations of the public interest, the Agency may modify, suspend, or revoke the permit in accordance with Rule 62-331.080, F.A.C. Such activity shall not resume without written authorization from the medical examiner, State Archaeologist, and from the Agency. Additionally, if the unmarked remains were identified on federal lands, or lands where the Archaeological Resources Protection Act, 16 U.S.C. §§ 470aa – 470mm (2018), incorporated by reference herein (<https://www.flrules.org/Gateway/reference.asp?No=Ref-12072>), or the Native American Graves Protection Repatriation 25 U.S.C. §§ 3001-3013 (2018), incorporated by reference herein (<https://www.flrules.org/Gateway/reference.asp?No=Ref-12073>), applies, such activity shall not resume without written authorization from the SHPO, the appropriate THPO(s), and the federal land manager.

(w) Noncompliance. The permittee shall timely notify the Agency of any expected or known actual noncompliance.

(x) Inspection and entry. The permittee shall allow the Agency, upon presentation of proper identification, at reasonable times to:

1. Enter upon the permittee's premises where a regulated activity is located or where records must be kept under the conditions of the permit,
2. Have access to and copy any records that must be kept under the conditions of the permit,
3. Inspect operations regulated or required under the permit, and
4. Sample or monitor, for the purposes of assuring permit compliance or as otherwise authorized by the Act, any substances or parameters at any location.

(y) The permittee shall comply with all conditions of the permit, even if that requires halting or reducing the permitted activity to maintain compliance. Any permit violation constitutes a violation of Part IV of Chapter 373, F.S., and this Chapter, as well as a violation of the CWA.

(z) The permittee shall take all reasonable steps to prevent any unauthorized dredging or filling in violation of this permit.

(aa) Upon Agency request, the permittee shall provide information necessary to determine compliance status, or whether cause exists for permit modification, revocation, or termination.

Rulemaking Authority 373.026(7), 373.043, 373.118(1), 373.4131, 373.414(9), 373.4145, 373.4146(2), 403.805(1) FS. Law Implemented 373.118, 373.129, 373.136, 373.413, 373.4131, 373.414, 373.4145, 373.4146, 373.416, 373.422, 373.423, 373.429 FS. History – New 12.22.2020.

62-330.405 General Conditions for All General Permits.

The following general permit conditions are binding upon the permittee and are enforceable under chapter 373, F.S. These conditions do not apply to the general permit for stormwater management systems under section 403.814(12), F.S

(1) The general permit is valid only for the specific activity indicated. Any deviation from the specified activity and the conditions for undertaking that activity shall constitute a violation of the permit and may subject the permittee to enforcement action and revocation of the permit under chapter 373, F.S

(2) The general permit does not eliminate the necessity to obtain any required federal, state, local and special district authorizations prior to the start of any construction, alteration, operation, maintenance, removal or abandonment authorized by this permit; and it does not authorize any violation of any other applicable federal, state, local, or special district laws (including, but not limited to, those governing the “take” of listed species).

(3) The general permit does not convey to the permittee or create in the permittee any property right, or any interest in real property, nor does it authorize any entrance upon or activities on property which is not owned or controlled by the permittee, or convey any rights or privileges other than those specified in the general permit.

(4) The general permit does not relieve the permittee from liability and penalties when the permitted activity causes harm or injury to: human health or welfare; animal, plant or aquatic life; or property. It does not allow the permittee to cause pollution that violates state water quality standards.

(5) Section 253.77, F.S., provides that a person may not commence any excavation, construction, or other activity involving the use of state-owned or other lands of the state, the title to which is vested in the Board of Trustees of the Internal Improvement Trust Fund without obtaining the required consent, lease, easement, or other form of authorization authorizing the proposed use. Therefore, the permittee is responsible for obtaining any necessary authorizations from the Board of Trustees prior to commencing activity on state-owned lands.

(6) The authorization to conduct activities under a general permit may be modified, suspended or revoked in accordance with chapter 120, F.S., and section 373.429, F.S.

(7) Not applicable.

(8) Upon reasonable notice to the permittee, Agency staff with proper identification shall have

permission to enter, inspect, sample and test the permitted system to ensure conformity with the plans and specifications approved by the general permit.

(9) The permittee shall maintain any permitted project or activity in accordance with the plans submitted to the Agency and authorized in the general permit.

(10) Not applicable.

(11) Activities shall be conducted in a manner that does not cause or contribute to violations of state water quality standards. Performance-based erosion and sediment control best management practices shall be implemented and maintained immediately prior to, during, and after construction as needed to stabilize all disturbed areas, including other measures specified in the permit to prevent adverse impacts to the water resources and adjacent lands. Erosion and sediment control measures shall be installed and maintained in accordance with the *State of Florida Erosion and Sediment Control Designer and Reviewer Manual (Florida Department of Environmental Protection and Florida Department of Transportation, June 2007)*, available at <https://www.flrules.org/Gateway/reference.asp?No=Ref-04227>, and the *Florida Stormwater Erosion and Sedimentation Control Inspector's Manual (Florida Department of Environmental Protection, Nonpoint Source Management Section, Tallahassee, Florida, July 2008)*, available at http://publicfiles.dep.state.fl.us/DEAR/Stormwater_Training_Docs/erosion-inspectors-manual.pdf.

(12) Unless otherwise specified in the general permit, temporary vehicular access within wetlands during construction shall be performed using vehicles generating minimum ground pressure to minimize rutting and other environmental impacts. Within forested wetlands, the permittee shall choose alignments that minimize the destruction of mature wetland trees to the greatest extent practicable. When needed to prevent rutting or soil compaction, access vehicles shall be operated on wooden, composite, metal, or other non-earthen construction mats. In all cases, access in wetlands shall comply with the following:

(a) Access within forested wetlands shall not include the cutting or clearing of any native wetland tree having a diameter four inches or greater at breast height;

(b) The maximum width of the construction access area shall be limited to 15 feet;

(c) All mats shall be removed as soon as practicable after equipment has completed passage through, or work has been completed, at any location along the alignment of the project, but in no case longer than seven days after equipment has completed work or passage through that location; and

(d) Areas disturbed for access shall be restored to natural grades immediately after the maintenance or repair is completed.

(13) Barges or other work vessels used to conduct in-water activities shall be operated in a manner that prevents unauthorized dredging, water quality violations, and damage to submerged aquatic communities.

(14) The construction, alteration, or use of the authorized project shall not adversely impede navigation or create a navigational hazard in the water body.

(15) Except where specifically authorized in the general permit, activities must not:

(a) Impound or obstruct existing water flow, cause adverse impacts to existing surface water storage and conveyance capabilities, or otherwise cause adverse water quantity or flooding impacts to receiving water and adjacent lands; or

(b) Cause an adverse impact to the maintenance of surface or ground water levels or surface water flows established pursuant to section 373.042, F.S., or a Works of the District established pursuant to section 373.086, F.S.

(16) If prehistoric or historic artifacts, such as pottery or ceramics, projectile points, stone tools, dugout canoes, metal implements, historic building materials, or any other physical remains that could be associated with Native American, early European, or American settlement are encountered at any time within the project site area, the permitted project shall cease all activities involving subsurface disturbance in the vicinity of the discovery. The permittee or other designee shall contact the Florida Department of State, Division of Historical Resources, Compliance Review Section (DHR), at (850)245-6333, as well as the appropriate permitting agency office. Project activities shall not resume without verbal or written authorization from the Division of Historical Resources. If unmarked human remains are encountered, all work shall stop immediately and the proper authorities notified in accordance with section 872.05, F.S.

(17) The activity must be capable, based on generally accepted engineering and scientific principles, of being performed and of functioning as proposed, and must comply with any applicable District special basin and geographic area criteria.

(18) The permittee shall comply with the following when performing work within waters accessible to federally- or state-listed aquatic species, such as manatees, marine turtles, smalltooth sawfish, and Gulf sturgeon:

(a) All vessels associated with the project shall operate at "Idle Speed/No Wake" at all times while in the work area and where the draft of the vessels provides less than a four-foot clearance from the bottom. All vessels will follow routes of deep water whenever possible.

(b) All deployed siltation or turbidity barriers shall be properly secured, monitored, and maintained to prevent entanglement or entrapment of listed species.

(c) All in-water activities, including vessel operation, must be shut down if a listed species comes within 50 feet of the work area. Activities shall not resume until the animal(s) has moved beyond a 50-foot radius of the in-water work, or until 30 minutes elapses since the last sighting within 50 feet. Animals must not be herded away or harassed into leaving. All onsite project personnel are responsible for observing water-related activities for the presence of listed species.

(d) Any listed species that is killed or injured by work associated with activities performed shall be reported immediately to the Florida Fish and Wildlife Conservation Commission (FWC) Hotline at 1(888)404-3922 and ImperiledSpecies@myFWC.com.

(e) Whenever there is a spill or frac-out of drilling fluid into waters accessible to the above species during a directional drilling operation, the FWC shall be notified at ImperiledSpecies@myfwc.com with details of the event within 24 hours following detection of the spill or frac-out.

(19) The permittee shall hold and save the Agency harmless from any and all damages, claims, or liabilities which may arise by reason of the construction, alteration, operation, maintenance, removal, abandonment or use of any activity authorized by the general permit.

(20) The permittee shall immediately notify the Agency in writing of any submitted information that is discovered to be inaccurate.

Rulemaking Authority 373.026(7), 373.043, 373.118(1), 373.406(5), 373.4131, 373.414(9), 373.4145, 373.418, 403.805(1) FS. Law Implemented 373.044, 373.118(1), 373.129, 373.136, 373.406(5), 373.413, 373.4131, 373.414(9), 373.4145, 373.416, 373.422, 373.423, 373.429, 403.814(1) FS. History—New 10-3-95, Amended 10-1-07, Formerly 62-341.215, Amended 10-1-13, 6-1-18.

with a State 404 Program General Permit

Posted on September 30, 2024

Signature of Permittee

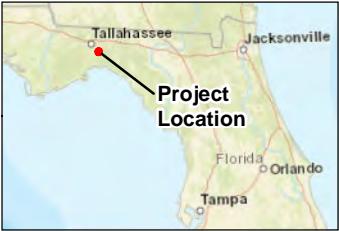
Date:

Name and Title

Enclosures:

- ☐ Attached drawing(s) depicting deviations from the permit (if any)
- ☐ Other

C:\Users\pmarsey\OneDrive - Stantec\Desktop\Move to Tampa\172608114\MXD\Stantec\Figure 1 - Project Location.mxd Revised: 2023-08-03 By: pmarsey



 Approximate Project Limits - 0.34 ac ±



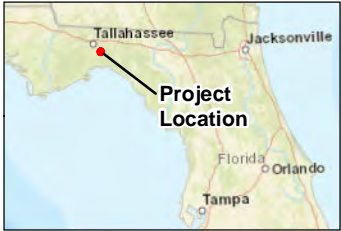
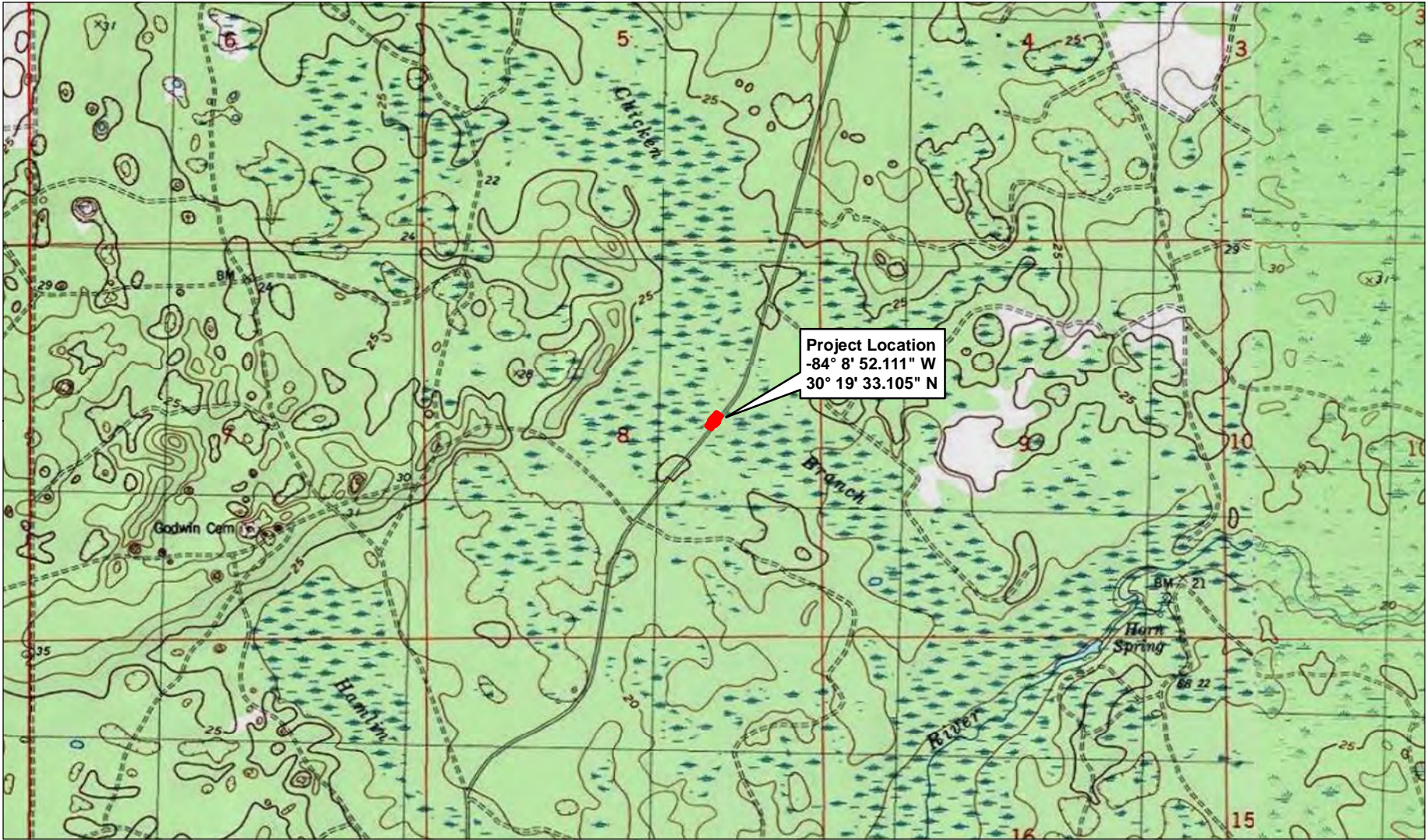
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- Notes**
- 1. Coordinate System: NAD 1983 StatePlane Florida North FIPS 0903 Feet
 - 2. Data Sources:
 - 3. Background: Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors,

Project Location T02S, R02E, S08 Leon Co., FL	Prepared by pmarsey on 8/3/2023
Client/Project Leon County Old Plank Road Culvert Replacement Environmental Report	172608114
Figure No. 1	
Title Project Location Map	



Disclaimer: This document has been prepared based on information provided by others as cited in the Notes section. Stantec has not verified the accuracy and/or completeness of this information and shall not be responsible for any errors or omissions which may be incorporated herein as a result. Stantec assumes no responsibility for data supplied in electronic format, and the recipient accepts full responsibility for verifying the accuracy and completeness of the data.



 Approximate Project Limits - 0.34 ac ±



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Notes

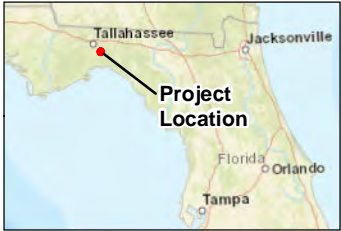
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2. Data Sources:
3. Background: Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors,



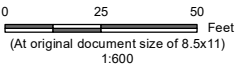
Project Location
T02S, R02E, S08
Leon Co., FL
Client/Project
Leon County
Old Plank Road Culvert Replacement
Environmental Report
Figure No.
2
Title
USGS Quad Map

Prepared by pmarsey on 8/3/2023
172608114

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- Approximate Project Limits - 0.34 ac ±
- Soil Code & Description**
- 38, PAMLICO-DOROVAN COMPLEX - 0.34 ac. ±



Notes

1. Coordinate System: NAD 1983 StatePlane Florida North FIPS 0903 Feet
2. Data Sources: Aerial Date - March 2023
3. Background: Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors,



Project Location
T02S, R02E, S08
Leon Co., FL

Prepared by pmarsey on 8/3/2023

Client/Project
Leon County
Old Plank Road Culvert Replacement
Environmental Report

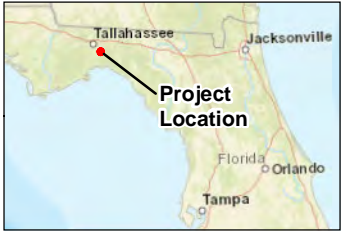
172608114

Figure No.
3

Title
NRCS Soils Map

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C:\Users\pmarsey\OneDrive - Stantec\Desktop\Move to Tampa\172608114\MXD\Stantec\Figure 4 - Current Conditions.mxd Revised: 2023-08-03 By: pmarsey



- Approximate Project Limits - 0.34 ac ±**
- FLUCFCS Codes & Descriptions**
- 510 - Streams and Waterways - 0.02 ac. ±
 - 510OMC - Open Mitered Culverts - 0.04 ac. ±
 - 814 - Roads and Highways - 0.10 ac. ±
 - 814R - Ruderal - Non Wetland Road Slope - 0.18 ac. ±



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1:600

Notes

1. Coordinate System: NAD 1983 StatePlane Florida North FIPS 0903 Feet
2. Data Sources: Aerial Date - March 2023
3. Background: Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors,



Project Location
T02S, R02E, S08
Leon Co., FL

Client/Project
Leon County
Old Plank Road Culvert Replacement
Environmental Report

Figure No.
4

Title
Current Conditions Map

Prepared by pmarsey on 8/3/2023
172608114

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Commissioners:

Bill Proctor
District 1

Jimbo Jackson
District 2

Rick Minor
District 3

Bryan Desloge
District 4

Kristin Dozier
District 5

Mary Ann Lindley
At-Large

Nick Maddox
At-Large



Vincent S. Long
County Administrator

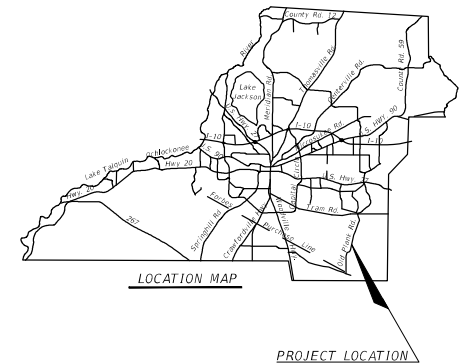
Herbert W. A. Thiele
County Attorney

Brent Pell
Director of Public Works

OLD PLANK ROAD AT CHICKEN BRANCH CULVERT REPLACEMENT

LEON COUNTY DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING SERVICES

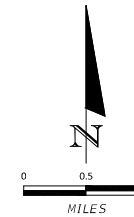
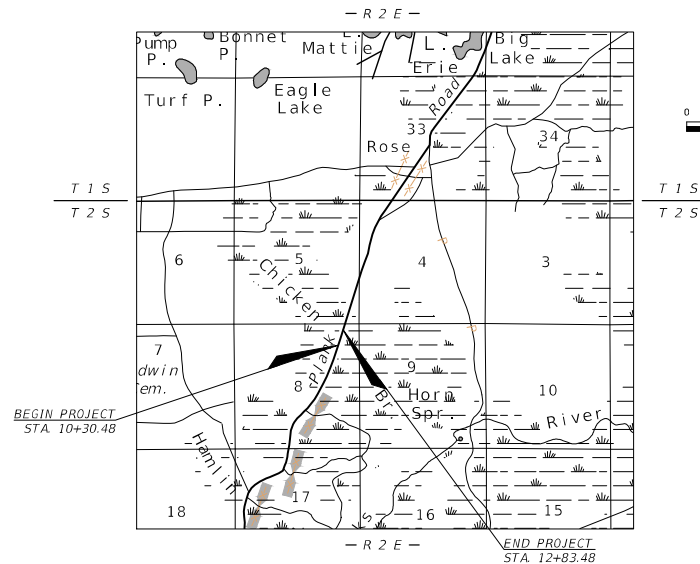
Public Works Center
2280 Miccosukee Road Tallahassee, FL 32308-5367
Phone: (850) 606-1500 * Fax: (850) 606-1501



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CONTRACT PLANS



ROADWAY PLANS
ENGINEER OF RECORD:

JEREMY FIORE RUNKLE, P.E.
P.E. NO.: 73855
CARDNO INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL, 33759
727-531-3505
CERTIFICATE OF AUTHORIZATION NO.: 29915

STRUCTURES PLANS
ENGINEER OF RECORD:

REBECCA A. CARRENO, P.E.
P.E. NO.: 86886
CARDNO INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL, 33759
727-531-3505
CERTIFICATE OF AUTHORIZATION NO.: 29915

GOVERNING STANDARD PLANS:
Florida Department of Transportation (FDOT) Manual of Uniform
Minimum Standards for Design, Construction and Maintenance for
Streets and Highways (Florida Greenbook) (2018 Edition), and FDOT
FY2019-20 Standard Plans for Road and Bridge Construction and
applicable Interim Revisions (Irs).

Standard Plans for Road Construction and associated Irs are available
at the following website:
<http://www.fdot.gov/design/StandardPlans.shtm>

GOVERNING STANDARD SPECIFICATIONS:
FDOT Standard Specifications for Road and Bridge Construction,
January 2020, at the following website:
<http://www.fdot.gov/programmanagement/Implemented/SpecBooks>

PROJECT LENGTH IS BASED ON 8 OF CONSTRUCTION

LENGTH OF PROJECT		
	LINEAR FEET	MILES
ROADWAY	218.17	0.041
BRIDGES	34.83	0.007
NET LENGTH OF PROJECT	253.00	0.048
EXCEPTIONS	-	-
GROSS LENGTH OF PROJECT	253.00	0.048

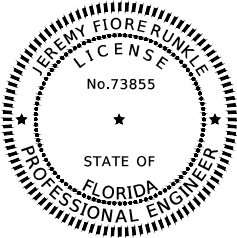
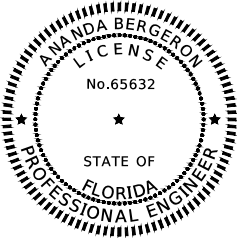
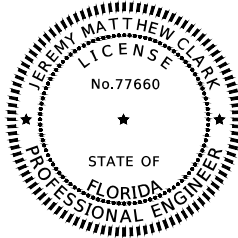


COUNTY PROJECT MANAGER:

CHRIS MUEHLEMANN, P.E.

FISCAL YEAR	SHEET NO.
20	1

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THE OFFICIAL RECORD OF THIS SHEET IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 61G15-23.004, F.A.C.

<div><p>THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY:</p><p>ON THE DATE ADJACENT TO THE SEAL</p><p>PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED. THE SIGNATURE MUST BE VERIFIED ON THE ELECTRONIC DOCUMENTS.</p><p>CARDNO 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION 29915 JEREMY FIORE RUNKLE, P.E. NO. 73855</p><p>THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.</p><p>INDEX OF PLANS</p><table><thead><tr><th>SHEET NO.</th><th>SHEET DESCRIPTION</th></tr></thead><tbody><tr><td>1</td><td>KEY SHEET</td></tr><tr><td>2</td><td>SIGNATURE SHEET</td></tr><tr><td>3</td><td>SUMMARY OF PAY ITEMS</td></tr><tr><td>4</td><td>TYPICAL SECTIONS</td></tr><tr><td>5</td><td>GENERAL NOTES</td></tr><tr><td>6</td><td>ROADWAY PLAN - PROFILE</td></tr><tr><td>7-8</td><td>CROSS SECTIONS</td></tr><tr><td>9-12</td><td>TEMPORARY TRAFFIC CONTROL PLANS</td></tr></tbody></table></div>	SHEET NO.	SHEET DESCRIPTION	1	KEY SHEET	2	SIGNATURE SHEET	3	SUMMARY OF PAY ITEMS	4	TYPICAL SECTIONS	5	GENERAL NOTES	6	ROADWAY PLAN - PROFILE	7-8	CROSS SECTIONS	9-12	TEMPORARY TRAFFIC CONTROL PLANS	<div><p>THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY:</p><p>ON THE DATE ADJACENT TO THE SEAL</p><p>PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED. THE SIGNATURE MUST BE VERIFIED ON THE ELECTRONIC DOCUMENTS.</p><p>CARDNO 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION 29915 ANANDA BERGERON, P.E. NO. 65632</p><p>THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.</p><p>INDEX OF PLANS</p><table><thead><tr><th>SHEET NO.</th><th>SHEET DESCRIPTION</th></tr></thead><tbody><tr><td>2</td><td>SIGNATURE SHEET</td></tr><tr><td>13</td><td>BRIDGE CULVERT GENERAL NOTES</td></tr><tr><td>14</td><td>BRIDGE CULVERT GENERAL PLAN</td></tr><tr><td>17</td><td>BOX CULVERT DATA TABLE</td></tr><tr><td>18</td><td>GUARDRAIL & TRANSITION PLAN</td></tr><tr><td>19-20</td><td>REINFORCING BAR LIST</td></tr><tr><td>21</td><td>LOAD RATING SUMMARY TABLE</td></tr><tr><td>22</td><td>TEMPORARY CRITICAL WALL DATA TABLE</td></tr></tbody></table></div>	SHEET NO.	SHEET DESCRIPTION	2	SIGNATURE SHEET	13	BRIDGE CULVERT GENERAL NOTES	14	BRIDGE CULVERT GENERAL PLAN	17	BOX CULVERT DATA TABLE	18	GUARDRAIL & TRANSITION PLAN	19-20	REINFORCING BAR LIST	21	LOAD RATING SUMMARY TABLE	22	TEMPORARY CRITICAL WALL DATA TABLE	<div><p>THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY:</p><p>ON THE DATE ADJACENT TO THE SEAL</p><p>PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED. THE SIGNATURE MUST BE VERIFIED ON THE ELECTRONIC DOCUMENTS.</p><p>ARDAMAN & ASSOCIATES, INC. 3175 W. THARPE STREET TALLAHASSEE, FL 32303 CERTIFICATE OF AUTHORIZATION 5950 JEREMY MATTHEW CLARK, P.E. NO. 77660</p><p>THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.</p><p>INDEX OF PLANS</p><table><thead><tr><th>SHEET NO.</th><th>SHEET DESCRIPTION</th></tr></thead><tbody><tr><td>2</td><td>SIGNATURE SHEET</td></tr><tr><td>15-16</td><td>SOIL BORINGS</td></tr></tbody></table></div>	SHEET NO.	SHEET DESCRIPTION	2	SIGNATURE SHEET	15-16	SOIL BORINGS
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SUMMARY OF PAY ITEMS			
PAY ITEM NO.	PAY ITEM DESCRIPTION	UNIT	QUANTITY
101-1	MOBILIZATION	LS	1
102-1	MAINTENANCE OF TRAFFIC	LS	1
104-20-5	SEDIMENT BARRIER	LF	310
104-12	FLOATING TURBIDITY BARRIER	LF	220
110-1-1	CLEARING AND GRUBBING (0.51 AC)	LS	1
120-1	REGULAR EXCAVATION	LS	1
120-6	EMBANKMENT	LS	1
125-1	EXCAVATION FOR STRUCTURES (OVEREXCAVATION IF MUCK ENCOUNTERED)	CY	65.3
125-3	SELECT BEDDING MATERIAL	CS	33.2
145-71	REINFORCEMENT GRID (STRUCTURAL GEOSYNTHETIC)	SY	188
160-4	TYPE B STABILIZATION	SY	1054
285-701	OPTIONAL BASE, BASE GROUP 01	SY	551
285-706	OPTIONAL BASE, BASE GROUP 06	SY	253
327-70-5	MILLING EXISTING ASPH PAVEMENT, 2" AVERAGE DEPTH	SY	376
328-7-13	SUPERPAVE ASPHALTIC CONCRETE, TRAFFIC C	TN	99.4
339-1	MISCELLANEOUS ASPHALT PAVEMENT	TN	72.2
400-2-3	CONCRETE CLASS 1F, CULVERTS	LY	159.2
415-1-1	REINFORCING STEEL - ROADWAY	LB	37493
455-133-2	SHEET PILING STEEL, TEMPORARY - CRITICAL	SF	1675
460-71-1	METAL TRAFFIC RAILING, THRIE-BEAM RETROFIT	LF	79
530-3-4	RIPRAP, RUBBLE, F&I, DITCH LINING	TN	85.8
536-7-4	BEDDING STONE	W	24.5
536-7-1	GUARDRAIL - ROADWAY, GENERAL, FL-3	LF	275
536-7-11	GUARDRAIL - ROADWAY, MODIFIED THRIE BEAM	LF	129
536-7-2	SPECIAL GUARDRAIL POST - SPECIAL STEEL POST FOR CONCRETE STRUCTURE MOUNT	EA	10
536-8-13	APPROACH TRANSITION CONNECTION TO RIGID BARRIER, FURNISH AND INSTALL, FL-3	EA	4
536-85-20	GUARDRAIL END TREATMENT - TRAILING ANCHORAGE	EA	2
536-85-24	GUARDRAIL END TREATMENT - PARALLEL APPROACH TERMINAL	EA	2
578-1-2	PERFORMANCE TURF, 500	SY	1291
571-1-12	PLASTIC EROSION MAT, TURF REINFORCED MAT, TYPE 2	SY	246
708-1-1	RAISED PAVEMENT MARKER, TYPE B WITHOUT FINAL SURFACE MARKINGS (YELLOW/YELLOW RPH)	EA	16
711-16-101	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, WHITE, SOLID, 6"	GM	0.096
711-16-201	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, YELLOW, SOLID, 6"	GM	0.048
711-16-231	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, YELLOW, SKIP, 6"	GM	0.048

PAY ITEM NOTES

102-1:
INCLUDES COSTS OF TEMPORARY ASPHALT PAVEMENT AND TEMPORARY OPTIONAL BASE GROUP, COST OF MAINTAINING CONTINUOUS FLOW OF CROSS DRAIN DURING CONSTRUCTION, AND ALL OTHER INCIDENTAL NOT ITEMS SHOWN IN THE PLANS, INCLUDING TEMPORARY SIGNALIZATION, BARRIER, CRASH CUSHIONS, SIGNAGE AND PAVEMENT MARKINGS.

460-71-1:
THRIE BEAM GUARDRAIL ACROSS CULVERT TO BE PAID FOR AS METAL TRAFFIC RAILING, THRIE-BEAM RETROFIT.

530-3-4:
COST OF PLASTIC FILTER FABRIC TO BE INCLUDED IN THE CONTRACT UNIT PRICE FOR RIPRAP (DITCH LINING).

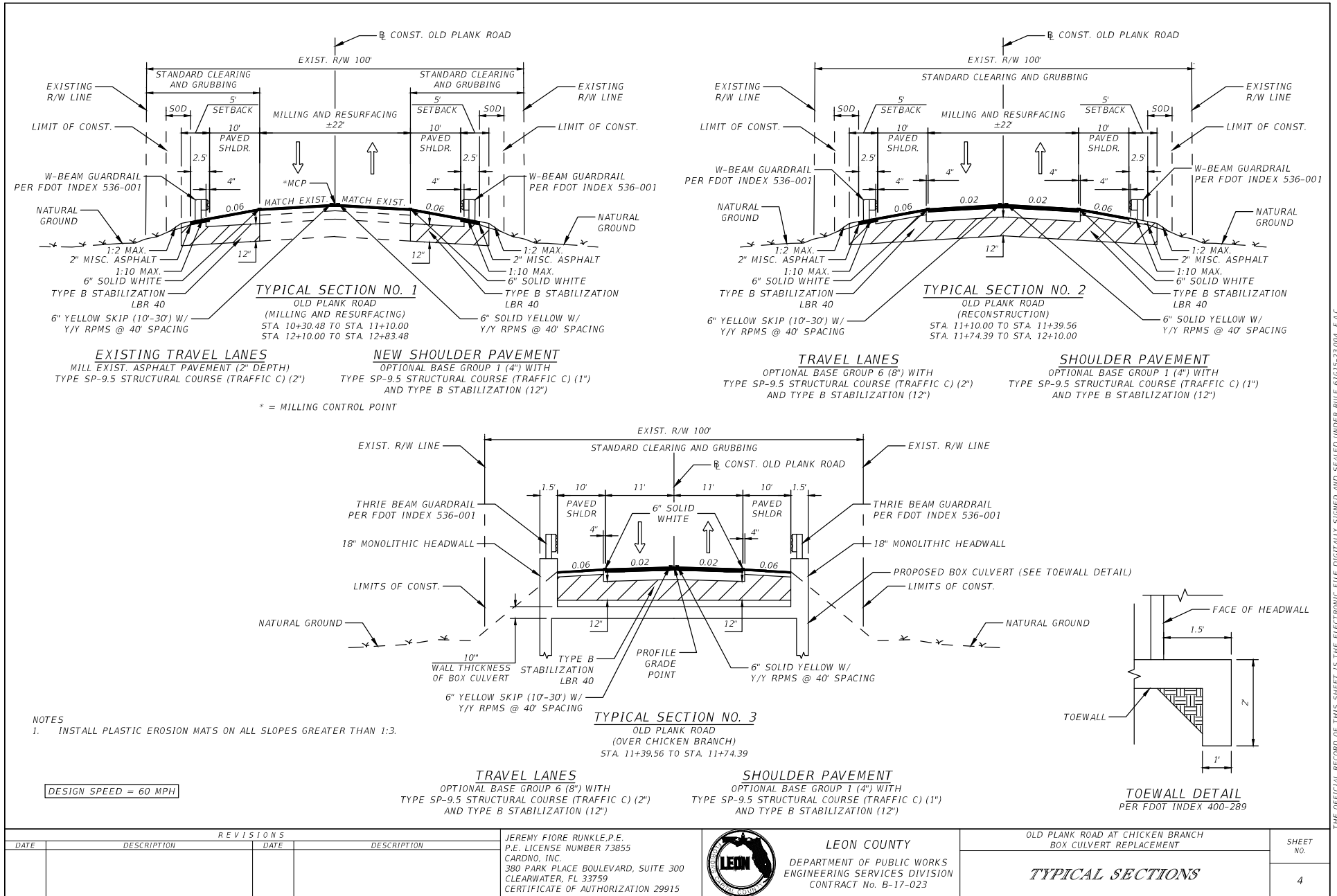
REVISIONS				 <p>LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</p>	<p>OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT</p> <p>SUMMARY OF PAY ITEMS</p>	SHEET NO.
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GENERAL CONSTRUCTION NOTES AND SPECIFICATIONS:

1. IF DURING CONSTRUCTION OR OPERATION OF THE PROJECT, A STRUCTURE FAILURE IS OBSERVED THAT HAS THE POTENTIAL TO CAUSE THE DIRECT DISCHARGE OF SURFACE WATER INTO THE FLORIDA AQUIFER SYSTEM, CORRECTIVE ACTIONS DESIGNED OR APPROVED BY A REGISTERED GEOTECHNICAL ENGINEER SHALL BE TAKEN AS SOON AS PRACTICAL TO CORRECT THE FAILURE. A REPORT PREPARED BY A REGISTERED GEOTECHNICAL ENGINEER MUST BE PROVIDED AS SOON AS POSSIBLE TO LEON COUNTY FOR REVIEW AND APPROVAL THAT PROVIDES REASONABLE ASSURANCE THAT THE BREACH WILL BE PERMANENTLY CORRECTED.
2. ALL EXISTING SURFACE FEATURES WITHIN THE LIMITS OF CONSTRUCTION MUST REMAIN UNLESS OTHERWISE NOTED.
3. THE CONTRACTOR IS TO FIELD VERIFY LOCATIONS AND SIZES OF ALL SURFACE FEATURES AND UNDERGROUND UTILITIES PRIOR TO DEMOLITION ACTIVITIES. THE CONTRACTOR WILL BE RESPONSIBLE FOR CONTACTING THE COUNTY ENGINEER WITH ANY DISCREPANCIES PRIOR TO COMMENCING.
4. EXISTING ACCESS TO PRIVATE PROPERTY MUST BE MAINTAINED AT ALL TIMES.
5. CONSTRUCTION STAGING AND STOCK PILE LOCATIONS THAT ARE OUTSIDE COUNTY OWNED RIGHT OF WAY MUST BE PRE-APPROVED IN WRITING BY LEON COUNTY PUBLIC WORKS. IF THE PLANNED STAGING AREA IS OUTSIDE OF LEON COUNTY RIGHT-OF-WAY, THE CONTRACTOR SHALL APPLY FOR A COUNTY STAGING AREA PERMIT FROM LEON COUNTY DEPARTMENT OF DEVELOPMENTAL SUPPORT AND ENVIRONMENTAL MANAGEMENT (DESM).
6. AS-BUILT SURVEYS ARE REQUIRED FOR THIS PROJECT AND INCIDENTAL TO COST OF BOX CULVERT.
7. THE CONTRACTOR SHALL TAKE ALL REASONABLE PRECAUTIONS TO PREVENT UNAUTHORIZED MATERIALS FROM ENTERING WETLANDS, WATERWAYS, OTHER SURFACE WATERS OR WATERS OF THE U.S.
8. SEDIMENT BARRIERS SHOULD BE USED ALONG THE LENGTH OF THE PROJECT WHERE THERE IS POTENTIAL FOR SEDIMENT TO BE DIRECTED OFF-SITE. PARTICULAR CARE SHOULD BE USED WHEN THERE ARE WETLANDS INVOLVED. SEDIMENT BARRIERS SHOULD BE USED AROUND THE PERIMETER OF STOCKPILE AREAS.

PROTECTION OF EXISTING TREES TO REMAIN AND PENALTIES

1. IT IS IMPORTANT FOR THE EQUIPMENT OPERATORS, CONTRACTOR'S PERSONNEL, AND SUBCONTRACTORS TO UNDERSTAND THAT DAMAGE TO TREES IS PROHIBITED. EXTREME CARE MUST BE TAKEN TO PROTECT THE EXPOSED ROOT COLLARS AND ADJACENT ROOT SYSTEMS FROM VEHICULAR DAMAGE AND FALLING DEBRIS. PLACEMENT OR STORAGE OF CONSTRUCTION MATERIALS OR EQUIPMENT IS NOT PERMITTED WITHIN THE TREE PROTECTION ZONE FOR ANY LENGTH OF TIME.
2. ALL TREES NOT INDICATED FOR REMOVAL AND ALL TREES INDICATED FOR MITIGATION IN THE PLANS OR AS DIRECTED BY THE ENGINEER SHALL BE PROTECTED BY A TREE PROTECTION BARRICADE. TREE PROTECTION BARRIERS MUST BE INSTALLED AT THE PERIMETER OF THE CRITICAL PROTECTION ZONE (CPZ) OF EACH PROTECTED TREE PRIOR TO THE INITIATION OF DEVELOPMENT ACTIVITY TO PREVENT ROOT AND SOIL COMPACTION, RESULTING FROM VEHICULAR TRAFFIC. EQUIPMENT STORAGE OR MATERIAL STOCKPILING. THE BARRIERS SHALL REMAIN IN PLACE THROUGHOUT ALL CONSTRUCTION AND COMPLETION OF THE PROJECT. BARRIERS CAN BE TEMPORARILY MOVED FOR MITIGATION PURPOSES ONLY AND MUST BE RESTORED ONCE THE CONTRACTOR'S CERTIFIED ARBORIST HAS COMPLETED THE MITIGATION. PERMITEE SHALL CAUSE CONTRACTOR'S CERTIFIED ARBORIST TO PROVIDE A LANDSCAPING AND URBAN FOREST COMPLIANCE REPORT PREPARED IN ACCORDANCE WITH TLDC SECTION 5-64 AT LEAST SEVEN DAYS PRIOR TO REQUESTING A FINAL ENVIRONMENTAL INSPECTION. THE REPORT SHALL INCLUDE DOCUMENTATION DETAILING THE MITIGATION EFFORTS IMPOSED ON EACH IMPACTED TREE. RECONCILIATION OF THE DEFERRED IMPACTED TREE REPLACEMENT REQUIREMENTS SHALL OCCUR AT TIME OF SUBMITTAL OF THE COMPLIANCE REPORT IN ACCORDANCE WITH TLDC SECTION 8-83(J).
3. ALL FINES AND MITIGATION ASSOCIATED WITH ANY VIOLATION NOT ADHERING TO THE TREE PROTECTION PLAN MUST BE THE RESPONSIBILITY OF THE CONTRACTOR. (CONTRACTOR TO VERIFY IF A TREE REMOVAL PERMIT IS REQUIRED.)
4. IF PROTECTED TREES ARE REMOVED WITHOUT A PERMIT OR OTHERWISE IN VIOLATION, THE NUMBER OF REPLACEMENT TREES SHALL BE UP TO FIVE TIMES THE AMOUNT WHICH WOULD HAVE BEEN REQUIRED FOR REMOVAL, AND THE CONTRACTOR SHALL BE CHARGED TWICE THE NORMAL APPLICATION FEE.
5. ALL OTHER INFORMATION REGARDING TREE PROTECTION AND REMOVAL STANDARDS CAN BE SEEN IN THE CITY OF TALLAHASSEE LAND DEVELOPMENT CODE. CONTRACTOR SHALL CONTACT LEON COUNTY AND ENGINEER IF UNSURE OF THE REQUIREMENTS.

UTILITIES:

1. THE LOCATION(S) OF THE UTILITIES SHOWN IN THE PLANS ARE BASED ON LIMITED INVESTIGATION TECHNIQUES AND SHOULD BE CONSIDERED APPROXIMATE ONLY. THE CONTRACTOR SHALL FIELD VERIFY.


UTILITY/AGENCY OWNERS:

<u>COMPANY</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBERS</u>
TALQUIN ELECTRIC COOPERATIVE	JONATHAN TEMPLES	850-743-8186
TECO PEOPLES GAS	PHYLLIS BRIDGES	813-228-4025

3. THE CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES FOR THE BURIED GAS MAINS AND ANY OTHER RELOCATIONS NEEDED.

SURVEY NOTES:

1. BENCHMARK ELEVATIONS SHOWN ON THE PLANS ARE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
2. BEARINGS ARE GRID BASED ON NORTH AMERICAN DATUM 1983 (2011) STATE PLANE COORDINATES, FLORIDA NORTH ZONE.

<u>REVISIONS</u>					LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			<i>GENERAL NOTES</i>		5

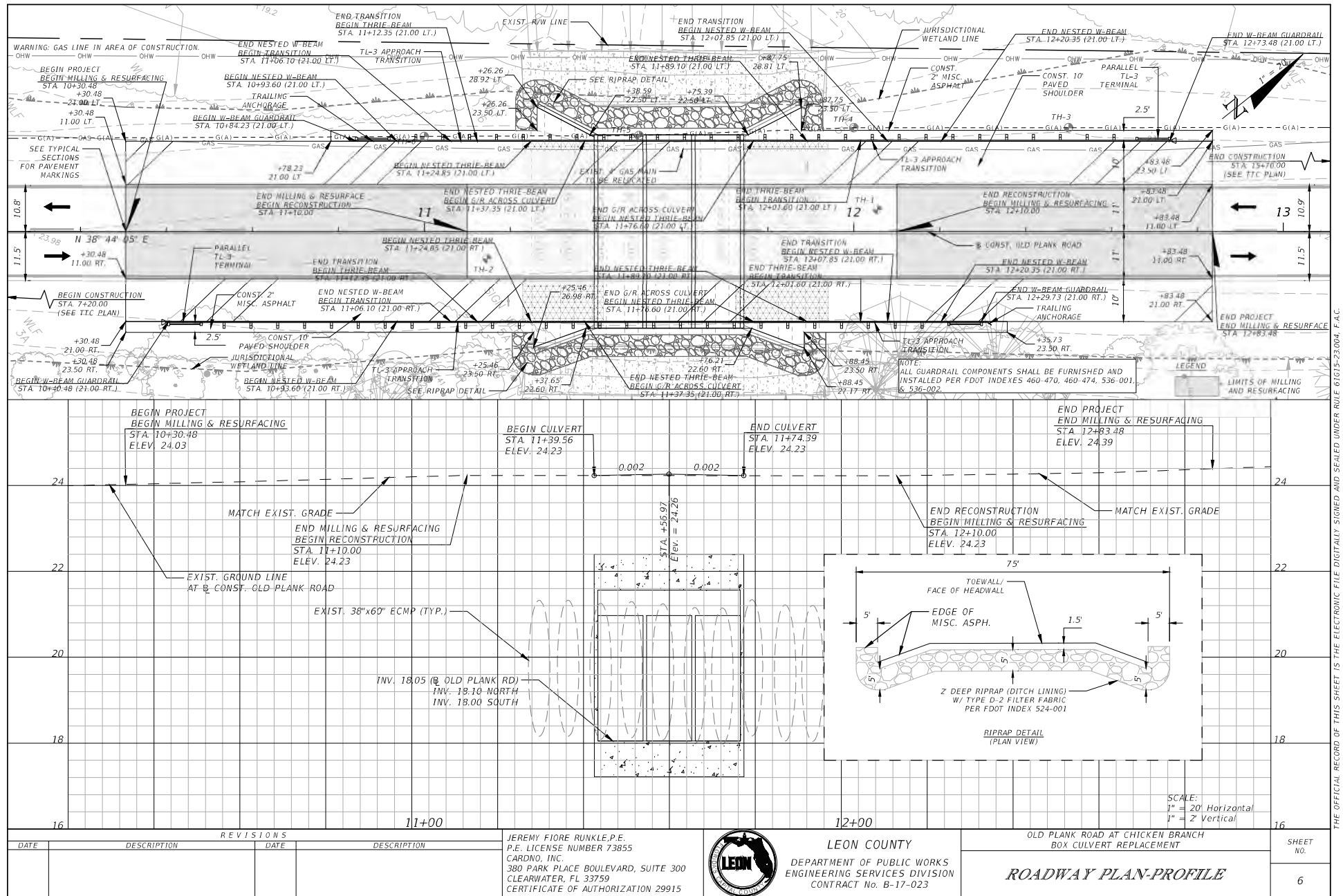
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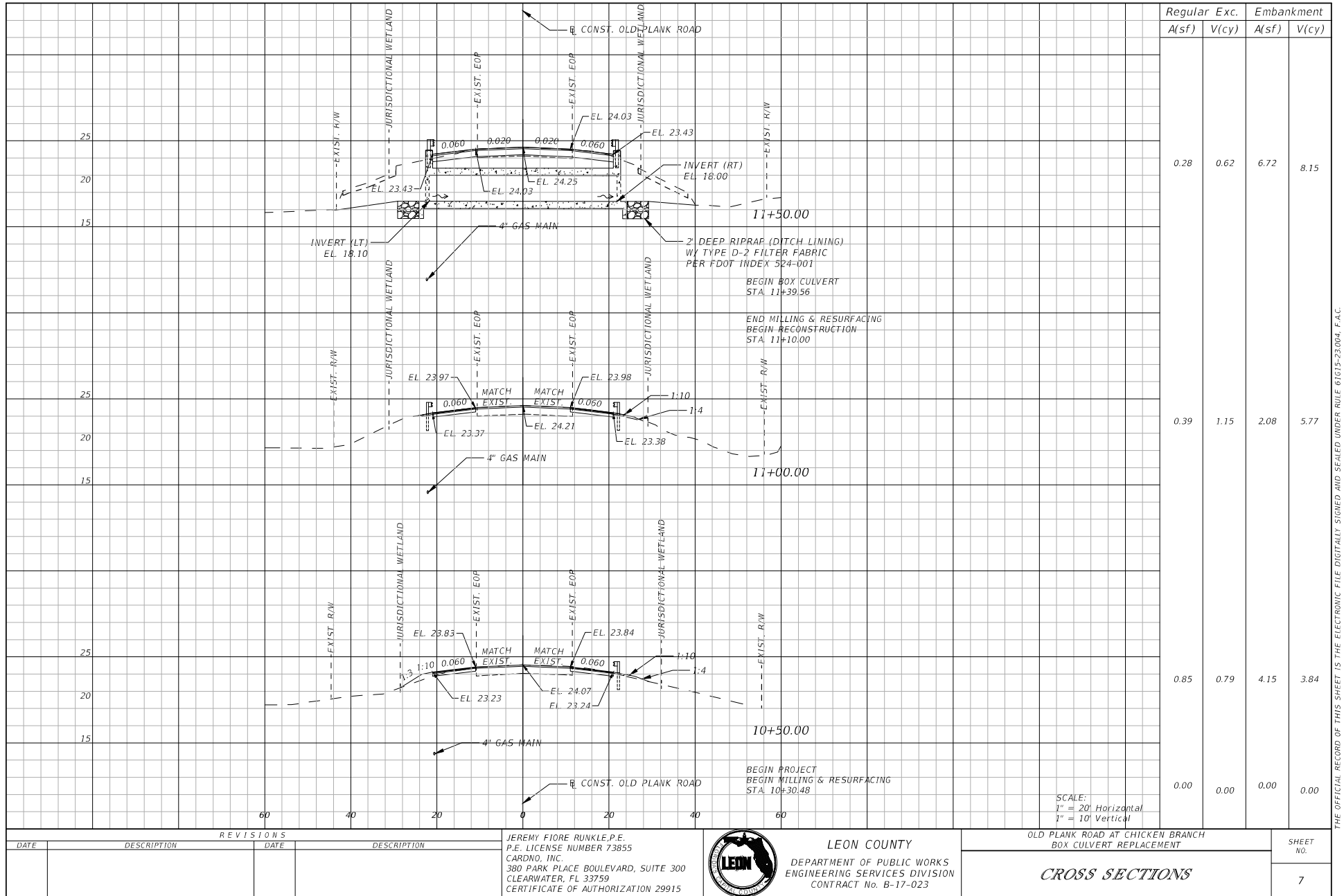
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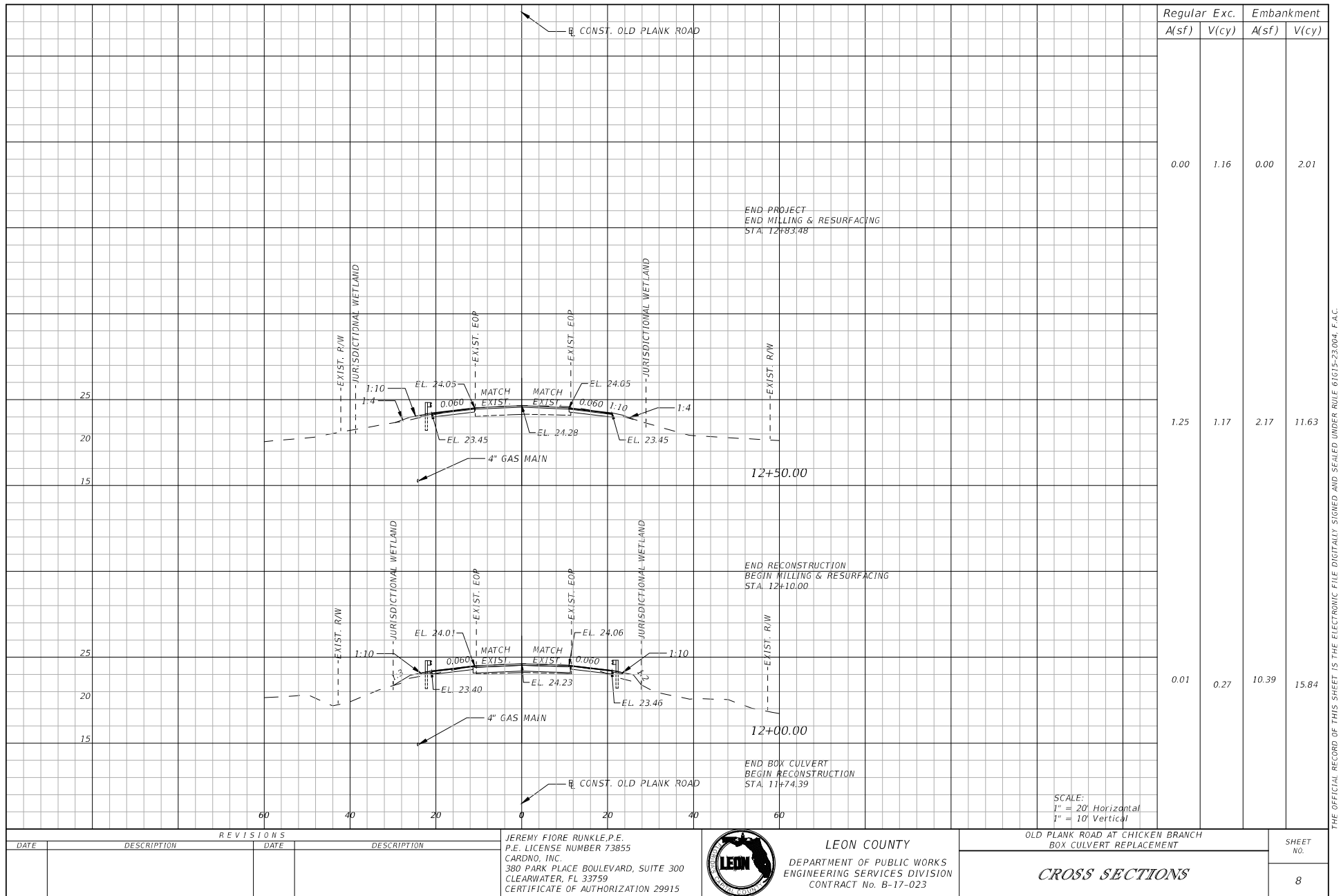
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SEQUENCE OF CONSTRUCTION:


1. CONTRACTOR WILL BE RESPONSIBLE FOR SCHEDULING A PRE-CONSTRUCTION CONFERENCE WITH LEON COUNTY PUBLIC WORKS AND THE ENGINEER PRIOR TO COMMENCEMENT OF ANY PROJECT RELATED ACTIVITIES.
2. CONSTRUCT SEDIMENT/EROSION CONTROLS. CLEARLY "FLAG" THE LIMITS OF CLEARING. CONSTRUCTION ACTIVITY SHALL NOT COMMENCE UNTIL THE SEDIMENTATION CONTROLS HAVE BEEN INSPECTED. IF NECESSARY STORMWATER WILL BE DIRECTED AROUND THE IMPROVEMENT OR THE CONVEYANCE SYSTEM SHALL REMOVE EXCESS SOILS AND DISPOSE OF IT PROPERLY AT THE CONTRACTORS EXPENSE.
3. CLEAR AND GRUB ALL AREAS TO BE DISTURBED FOR CONSTRUCTION OF MODIFICATIONS. CONTRACTOR SHALL REMOVE EXCESS SOILS AND DISPOSE OF IT PROPERLY AT THE CONTRACTORS EXPENSE.
4. SEE PHASING NOTES FOR CONSTRUCTION OF BOX CULVERT COMPONENTS AND ROADWAY IMPROVEMENTS.
5. DEWATERING WILL BE NECESSARY FOR THE CONSTRUCTION OF BOX CULVERT. CONTRACTOR SHALL BECOME FAMILIAR WITH THE GEOTECHNICAL CONDITIONS IDENTIFIED DURING GEOTECHNICAL INVESTIGATIONS AND AVAILABLE IN REPORTS FROM LEON COUNTY PUBLIC WORKS. CONTRACTOR SHALL BE HELD RESPONSIBLE FOR PROVIDING DEWATERING AS NECESSARY TO COMPLETE THE PROPOSED CONSTRUCTION ACTIVITIES.
6. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PREPARE A DEWATERING PLAN AND OBTAIN THE PERMITS AS NEEDED TO ACCOMPLISH THE DEWATERING IN A MANNER CONSISTENT WITH ALL APPLICABLE REGULATIONS AND THE CONTRACTOR'S METHOD OF APPROACH.
7. PLACE SOD OR GRASS AND MULCH IN ALL DISTURBED AREAS OF THE IMPROVEMENTS.
8. CONTRACTOR SHALL PROVIDE THE ENGINEER OF RECORD AND LEON COUNTY PUBLIC WORKS WITH TWO (2) COPIES OF A SIGNED AND SEALED AS-BUILT SURVEY TO VERIFY THE INSTALLATION OF THE BOX CULVERT AND ROADWAY IMPROVEMENTS.
9. THE CONTRACTOR SHALL REQUEST A FINAL INSPECTION FROM LEON COUNTY AFTER COMPLETION.
10. REMOVE ALL SEDIMENT/EROSION CONTROL DEVICES. REMOVE AND DISTRIBUTE ANY REMAINING SEDIMENT. ASSURE THAT DISTRIBUTED SEDIMENT WILL NOT BE REDISTRIBUTED.

MAINTENANCE AND INSPECTION SCHEDULE:

1. EROSION CONTROL MEASURES MUST BE INSPECTED AT LEAST ONCE A WEEK AND AFTER EVERY 1/2" RAINFALL EVENT. ANY REQUIRED REPAIRS OR REPLACEMENT SHALL BE MADE IMMEDIATELY. SEDIMENT DEPOSITS SHALL BE REMOVED WHEN THEY REACH APPROXIMATELY ONE-HALF THE HEIGHT OF THE BARRIER.
2. MULCH AND SOD THAT HAS BEEN WASHED OUT SHALL BE REPLACED IMMEDIATELY.
3. MAINTAIN ALL OTHER AREAS OF THE IMPROVEMENTS WITH PROPER CONTROLS AS NECESSARY.
4. IF PROPOSED EROSION AND SEDIMENTATION CONTROLS ARE FOUND INEFFECTIVE OR IN NEED OF MAINTENANCE, CONTACT THE CITY ENGINEER TO DIRECT INSTALLATION OF ADDITIONAL MEASURES TO PROTECT THE ENVIRONMENT AND FURNISH THE CONTRACTOR WITH INSPECTION DETAILS, OPERATION AND MAINTENANCE OF EROSION AND SEDIMENTATION CONTROL PRACTICES PER FLORIDA ADMINISTRATIVE CODE CHAPTER 62-25.025(7)

MAINTENANCE OF TRAFFIC GENERAL NOTES:

1. TRAFFIC SHALL BE MAINTAINED IN ACCORDANCE WITH THE FDOT DESIGN STANDARDS, INDEX 102 SERIES AND THE FHWA "MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES".
2. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO MAINTAIN CLEAR ZONE REQUIREMENTS FOR EQUIPMENT AND MATERIALS STORAGE AND WORK ZONE PROTECTION AS SPECIFIED IN FDOT DESIGN STANDARDS INDEX 102.
3. THE CONTRACTOR MUST PROVIDE TEMPORARY DRAINAGE WHEN HISTORICAL DRAINAGE PATTERNS ARE IMPEDED IN AN ACTIVE WORK ZONE. ANY ADDITIONAL COST ASSOCIATED WITH DRAINAGE (INSTALLATION AND REMOVAL OF TEMPORARY STRUCTURES, DESILTING OF EXISTING PIPES) SHALL BE INCIDENTAL TO PAY ITEM 102-1 MAINTENANCE OF TRAFFIC.
4. A REGULATORY SPEED OF 45 MPH WILL BE MAINTAINED THROUGH THE WORK ZONE DURING ALL PHASES OF CONSTRUCTION.
5. THE CONTRACTOR MUST PROVIDE A QUALIFIED MAINTENANCE OF TRAFFIC SUPERVISOR TO BE ON SITE WHEN WORK IS TAKING PLACE AND SHALL BE ON CALL FOR EMERGENCIES WHEN THE CONTRACTOR IS NOT AVAILABLE. THE SUPERVISOR IS RESPONSIBLE FOR OVERSIGHT OF THE TRAFFIC CONTROL PLAN AND WILL BE REQUIRED TO SUBMIT WRITTEN INSPECTION REPORTS VERIFYING COMPLIANCE WITH THE TRAFFIC CONTROL PLAN. THE CONTRACTOR SHALL PROVIDE THE OWNER A 24-HOUR ON-CALL TELEPHONE NUMBER FOR THE SUPERVISOR.
6. THE OWNER RESERVES THE RIGHT TO REQUIRE ADDITIONAL DEVICES AND/OR CHANGES TO THE TRAFFIC CONTROL PLAN BASED UPON CHANGING TRAFFIC SAFETY ISSUES.
7. THE CONTRACTOR SHALL PROVIDE A TRAFFIC CONTROL OFFICER DURING NIGHT TIME OPERATIONS, AND DURING IMPLEMENTATION OF CHANGE IN THE TRAFFIC PATTERN (REROUTING OR SHIFTING TRAFFIC), AND PROVIDE 72 HOURS NOTICE PRIOR TO BEGINNING THOSE OPERATIONS.
8. THE CONTRACTOR HAS THE OPTION TO SUBMIT ALTERNATE TRAFFIC CONTROL PLANS. SUBJECT PLAN MUST BE SIGNED AND SEALED BY A FLORIDA PROFESSIONAL ENGINEER WITH FDOT ADVANCED TRAFFIC CONTROL CERTIFICATION, AND BE SUBJECT TO APPROVAL BY LEON COUNTY PUBLIC WORKS.
9. DEVICES SHALL BE PLACED SUCH THAT THE SAFETY OF THE PUBLIC AND CONSTRUCTION PERSONNEL ARE PROTECTED AT ALL TIMES.
10. THE CONTRACTOR SHALL DELIVER MOT REQUESTS, INCLUDING LANE CLOSURES, TO THE COUNTY TWO (2) WEEKS PRIOR TO TAKING EFFECT.

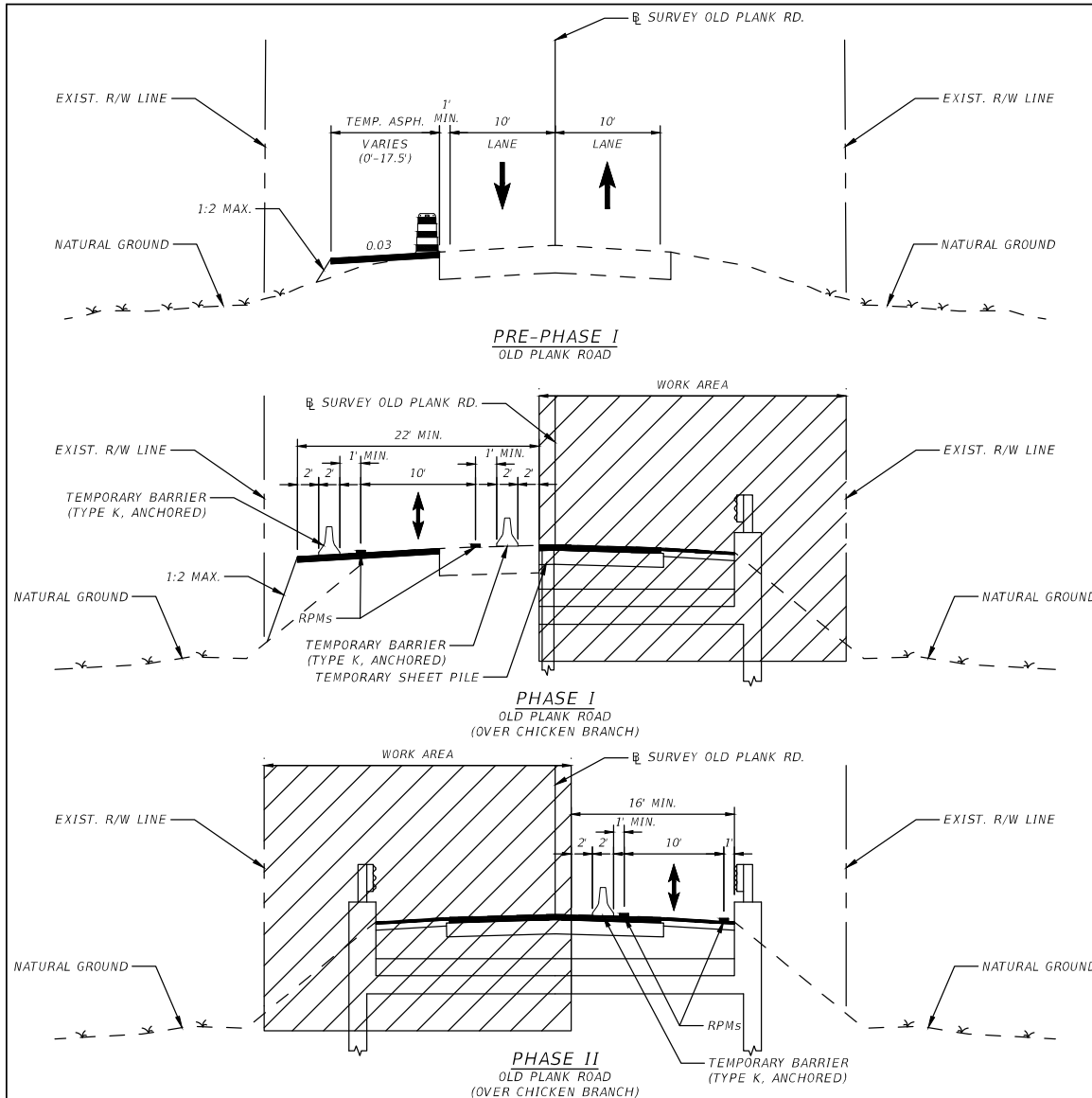
REVISIONS				 <div>LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</div>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		TEMPORARY TRAFFIC CONTROL PLAN (1)		
							9

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PRE-PHASE I

1. MAINTAIN EXISTING TRAFFIC PATTERNS ALONG OLD PLANK ROAD.
2. INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX 102-602, FOR TWO-LANE, TWO-WAY, WORK ON SHOULDER.
3. INSTALL TEMPORARY PAVEMENT ALONG THE WEST SIDE OF OLD PLANK ROAD. TEMPORARY PAVEMENT DESIGN SHALL CONSIST OF OPTIONAL BASE GROUP 4 (6" LIMEROCK BASE) WITH TYPE SP-9.5 STRUCTURAL COURSE (TRAFFIC LEVEL C) (2").

PHASE I

1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102, AND TEMPORARY TRAFFIC CONTROL PLANS, PHASE I, AS SHOWN.
2. INSTALL TEMPORARY SIGNALIZATION, TEMPORARY SHEET PILES, TEMPORARY PAVEMENT MARKINGS, TEMPORARY BARRIER (TYPE K, ANCHORED), AND TEMPORARY CRASH CUSHIONS FOR THE BI-DIRECTIONAL TRAVEL LANE ALONG OLD PLANK ROAD.
3. SHIFT ONE-WAY TRAFFIC CONTROLLED BY TEMPORARY SIGNAL TO THE WEST AS SHOWN IN PHASE I.
4. REMOVE EIGHT OF THE EXISTING CROSS DRAIN PIPES LEAVING THE TWO OUTER PIPES ON EACH END TO REMAIN FOR TEMPORARY DRAINAGE. CONSTRUCT HALF OF THE BOX CULVERT WITH RIPRAP ON THE EAST SIDE WITHIN THE WORK ZONE.
5. MILL AND RESURFACE AND RECONSTRUCT THE EAST PORTION OF OLD PLANK ROAD, AND INSTALL THE PROPOSED PAVED SHOULDER AND GUARDRAIL. INSTALL THE TEMPORARY PAVEMENT AT EACH END OF THE MILLING LIMITS TO BE UTILIZED DURING PHASE II.

PHASE II

1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102, AND TEMPORARY TRAFFIC CONTROL PLANS, PHASE II, AS SHOWN.
2. RE-INSTALL TEMPORARY SIGNALIZATION, TEMPORARY SHEET PILES, TEMPORARY PAVEMENT MARKINGS, TEMPORARY BARRIER (TYPE K, ANCHORED), AND TEMPORARY CRASH CUSHIONS FOR THE BI-DIRECTIONAL TRAVEL LANE ALONG OLD PLANK ROAD.
3. SHIFT ONE-WAY TRAFFIC CONTROLLED BY TEMPORARY SIGNAL TO THE EAST AS SHOWN IN PHASE II.
4. CONSTRUCT REMAINING PORTION OF THE BOX CULVERT WITH RIPRAP ON THE WEST SIDE WITHIN THE WORK ZONE.
5. MILL AND RESURFACE AND RECONSTRUCT THE REMAINING WEST PORTION OF OLD PLANK ROAD, AND INSTALL THE PROPOSED PAVED SHOULDER AND GUARDRAIL.

PHASE III

1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102.
2. OPEN TRAVEL LANES TO EXISTING TRAFFIC PATTERNS ALONG OLD PLANK ROAD.
3. INSTALL FINAL PAVEMENT MARKINGS UTILIZING TEMPORARY LANE CLOSURES AS NECESSARY.
4. REMOVE TEMPORARY PAVEMENT AND REMAINING CROSS DRAIN PIPES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX 102-602, FOR TWO-LANE, TWO-WAY, WORK ON SHOULDER.
5. REMOVE ALL TEMPORARY SIGNAGE AND TRAFFIC CONTROL DEVICES TO CONCLUDE CONSTRUCTION.

REVISIONS				<p>LEON COUNTY</p> <p>DEPARTMENT OF PUBLIC WORKS</p> <p>ENGINEERING SERVICES DIVISION</p> <p>CONTRACT No. B-17-023</p>	<p>OLD PLANK ROAD AT CHICKEN BRANCH</p> <p>BOX CULVERT REPLACEMENT</p> <p>TEMPORARY TRAFFIC CONTROL</p> <p>PLAN (2)</p>	<p>SHEET NO.</p> <p>10</p>
DATE	DESCRIPTION	DATE	DESCRIPTION			
				<p>JEREMY FIORE RUNKLE, P.E.</p> <p>P.E. LICENSE NUMBER 73855</p> <p>CARDNO. INC.</p> <p>380 PARK PLACE BOULEVARD, SUITE 300</p> <p>CLEARWATER, FL 33759</p> <p>CERTIFICATE OF AUTHORIZATION 29915</p>		

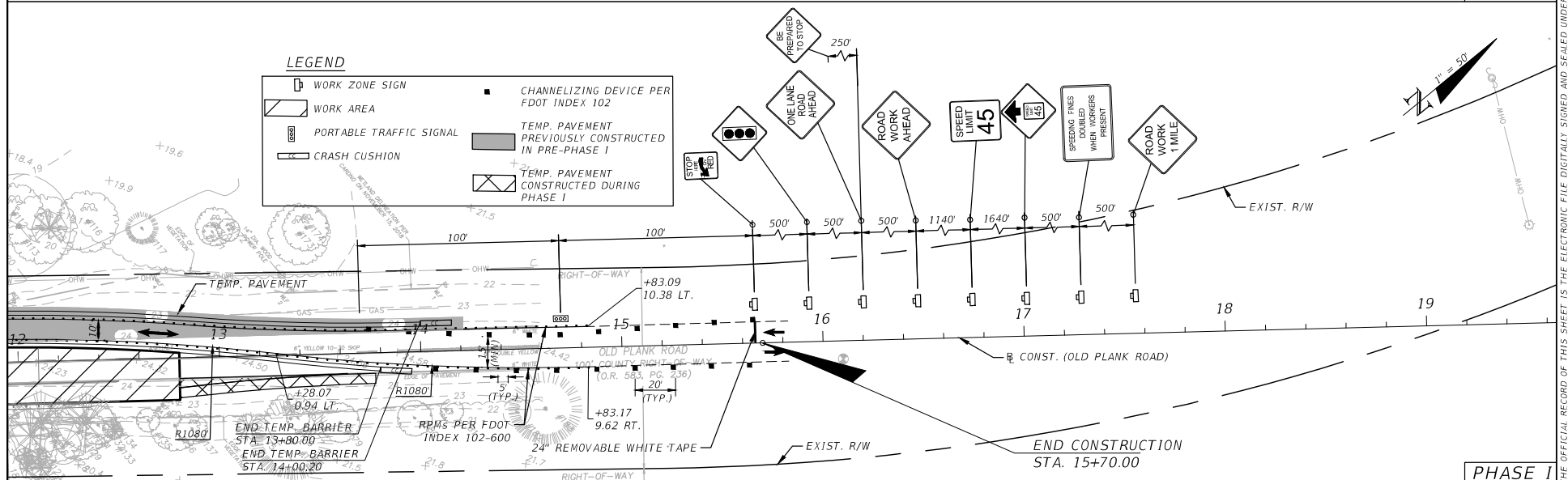
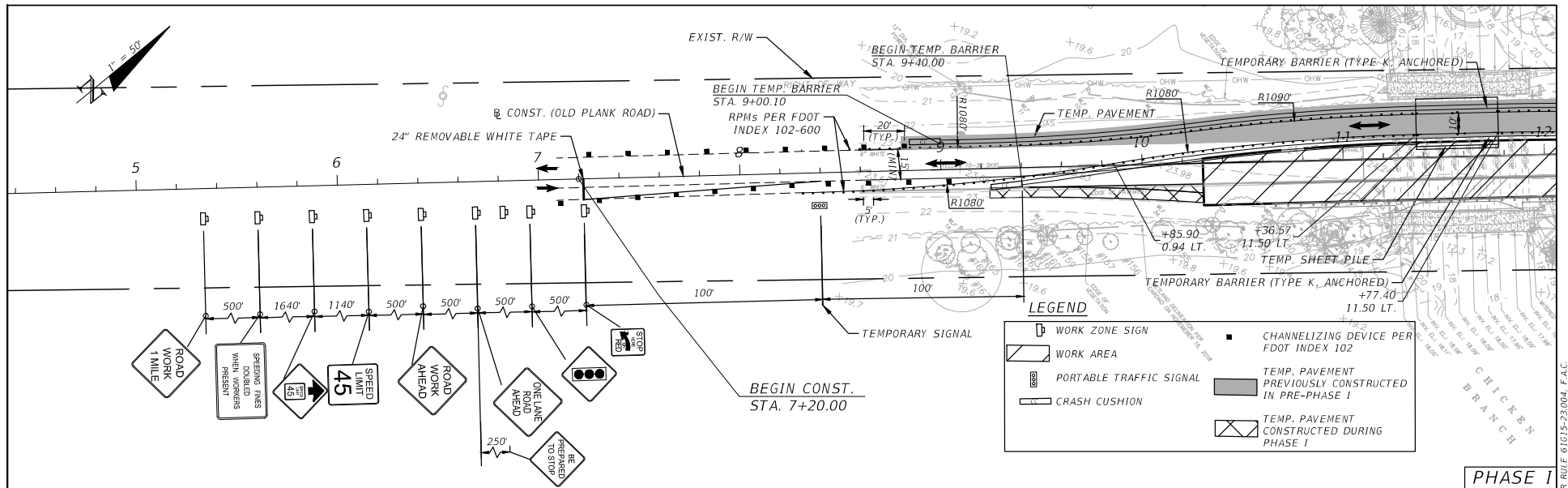


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REVISIONS		REVISIONS	
DATE	DESCRIPTION	DATE	DESCRIPTION

JEREMY FIORE RUNKLE, P.E.
P.E. LICENSE NUMBER 73855
CARDNO. INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759
CERTIFICATE OF AUTHORIZATION 29915

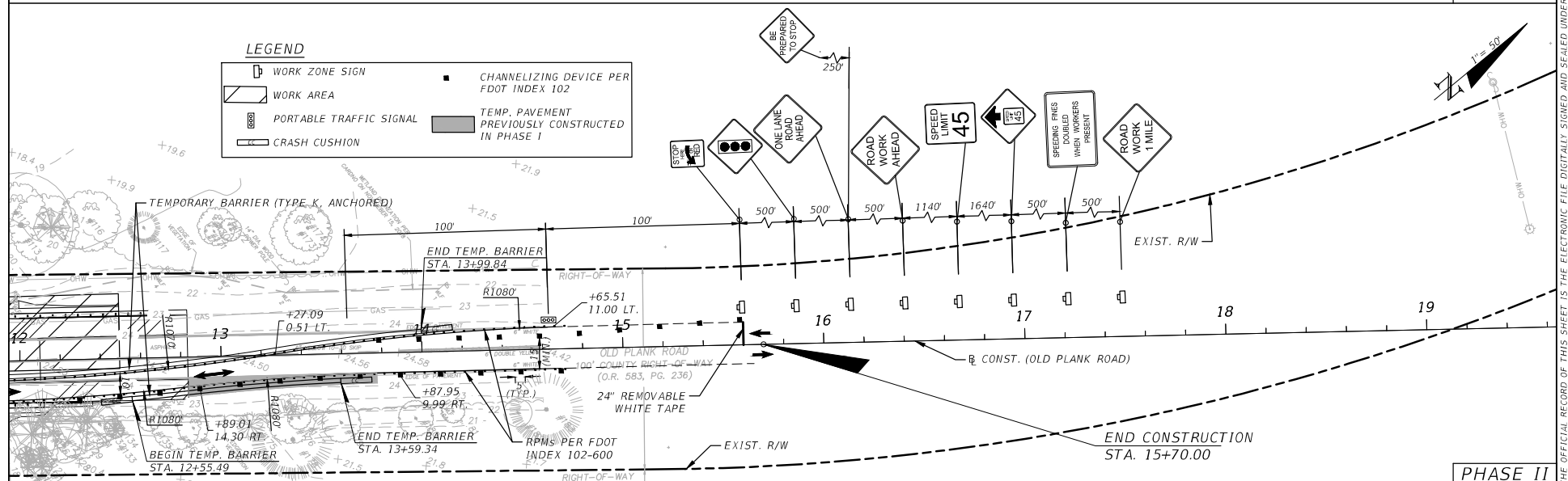
LEON COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING SERVICES DIVISION
CONTRACT NO. B-17-023


OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

TEMPORARY TRAFFIC CONTROL PLAN (3)

SHEET NO.
11

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<div style="display: flex; justify-content: space-between;"> 1-92 1-92 </div> <div style="text-align: center;"> REVISIONS </div>				 <p style="text-align: center;"> LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023 </p>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		TEMPORARY TRAFFIC CONTROL PLAN (4)		12
			JEREMY FIORE RUNKLE,P.E. P.E. LICENSE NUMBER 73855 CARDNO, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION 29915				

DESIGN SPECIFICATIONS:

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) STRUCTURES MANUAL 2019 AND SUBSEQUENT STRUCTURES TEMPORARY DESIGN BULLETINS.

AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, 8TH EDITION.

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) MANUAL OF UNIFORM MINIMUM STANDARDS FOR DESIGN, CONSTRUCTION AND MAINTENANCE FOR STREETS AND HIGHWAYS (FLORIDA GREENBOOK) (2018 EDITION).

GOVERNING STANDARDS:
FDOT DESIGN STANDARD PLANS AND REVISED INDEX DRAWINGS AS APPENDED HEREIN.

CONSTRUCTION SPECIFICATIONS:
FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (JANUARY 2020 EDITION), WITH SUPPLEMENTS THERETO.

DESIGN METHOD:
LOAD AND RESISTANCE FACTOR DESIGN METHOD (LRFD) FOR ALL ELEMENTS.

DESIGN LOADING:

DEAD LOADS:
UNIT WEIGHT OF REINFORCED CONCRETE 150 PCF (INCLUDING REINFORCEMENT)

LIVE LOADS:
HL-93 LOADING WITH IMPACT.

ENVIRONMENTAL CLASSIFICATION:
SLIGHTLY AGGRESSIVE.

CONCRETE COVER:
CONCRETE COVER SHOWN IN PLANS DOES NOT INCLUDE PLACEMENT AND FABRICATION TOLERANCES UNLESS SHOWN AS "MINIMUM COVER". SEE FDOT STANDARD SPECIFICATIONS FOR ALLOWABLE TOLERANCES.
ALL DIMENSIONS PERTAINING TO LOCATIONS OF REINFORCING ARE TO CENTERLINE OF BARS EXCEPT WHERE THE CLEAR DIMENSION IS SHOWN TO FACE OF CONCRETE.

C.I.P.SUBSTRUCTURE: 3" FOR EXTERNAL FORMED SURFACES.
4" FOR EXTERNAL SURFACES CAST AGAINST EARTH.
2" FOR BOX CULVERTS

REINFORCING STEEL:
REINFORCEMENT SHALL BE IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS SECTION 931. REINFORCEMENT BARS SHALL BE GRADE 60.

UTILITIES:
LOCATION OF UTILITIES SHOWN IN THE PLANS ARE APPROXIMATE.

TURBIDITY CONTROL:
PROVIDE AND MAINTAIN FLOATING TURBIDITY BARRIERS AS REQUIRED TO CONTROL TURBIDITY CAUSED BY CONSTRUCTION OPERATIONS IN ACCORDANCE WITH PERMIT REQUIREMENTS.

JOINTS IN CONCRETE:
CONSTRUCTION JOINTS WILL BE PERMITTED ONLY AT LOCATIONS INDICATED IN THE PLANS. ADDITIONAL CONSTRUCTION JOINTS OR ALTERATIONS TO THOSE SHOWN SHALL REQUIRE APPROVAL OF THE ENGINEER.

PLAN DIMENSIONS:
ALL DIMENSIONS IN THESE PLANS ARE MEASURED IN FEET EITHER HORIZONTALLY OR VERTICALLY UNLESS OTHERWISE NOTED.

BRIDGE NAME AND NUMBER:
PLACE THE FOLLOWING BRIDGE NAME AND NUMBER ON THE TRAFFIC RAILINGS IN ACCORDANCE WITH THE TRAFFIC RAILING DESIGN STANDARD.

NAME NUMBER
OLD PLANK RD AT CHICKEN BRANCH 554177

EXISTING PIPE REMOVAL AND DISPOSAL:
ALL MATERIAL IN THE EXISTING CULVERT SHALL BE REMOVED IN ACCORDANCE WITH FDOT STANDARD SPECIFICATION SECTION 110.

- BID ITEMS NOTES:
1. PAYMENT FOR INCIDENTAL ITEMS NOT SPECIFICALLY COVERED IN THE INDIVIDUAL PAY ITEMS SHALL BE INCLUDED IN THE CONTRACT UNIT PRICE FOR THE BID ITEMS.
 2. NO SEPARATE PAYMENT WILL BE MADE FOR EXCAVATIONS FOR CONSTRUCTION OF STRUCTURES. ALL COSTS FOR EXCAVATION SHALL BE INCIDENTAL TO THE ELEMENT REQUIRING SUCH WORK.
 3. ALL COSTS ASSOCIATED WITH MAINTAINING THE CHANNEL CONVEYANCE, INCLUDING SHORING, COFFERDAMS, PIPES, PUMPING, SEDIMENT BASINS, ETC. SHALL BE INCLUDED IN THE COST OF MOBILIZATION.

- SITE PREPARATION:
1. EXCAVATE TO AT LEAST 6 INCHES BELOW THE PROPOSED BOX CULVERT BEARING ELEVATION TO PROVIDE FOR PROPER BEDDING. PROVIDE DEWATERING DEVICES CAPABLE OF MAINTAINING A STABLE AND DRY SURFACE TRENCH BOTTOM. THE EXCAVATION WIDTH SHOULD EXTEND A MINIMUM OF 12 INCHES OUTSIDE OF THE EXTERIOR WALLS AND CULVERT.

ALTHOUGH "MUCK" WAS NOT ENCOUNTERED IN THE TEST BORINGS, SOME OF THE TEST BORINGS DID ENCOUNTER SOMEWHAT ELEVATED ORGANIC CONTENTS. IF EXCESSIVELY ORGANIC SOILS (E.G. MORE THAN 5 PERCENT ORGANICS) ARE ENCOUNTERED DURING THE EXCAVATION FOR THE BOX CULVERTS, OVER-EXCAVATE THE EXCESSIVELY ORGANIC SOILS BENEATH THE CULVERT AND WITHIN A 1V:1H PROJECTION BELOW THE CULVERT AND END WALLS AND REPLACE WITH AASHTO SOIL CLASS A-3 PER FDOT STANDARD SPECIFICATIONS SECTION 125-8. IF ACCEPTABLE MATERIAL IS NOT AVAILABLE FROM THE EXCAVATION FOR THE CULVERT AS AUTHORIZED BY THE ENGINEER, SELECT BEDDING MATERIAL MAY BE USED.

2. COMPACT THE EXPOSED BEARING SURFACE TO 100% OF THE STANDARD PROCTOR MAXIMUM DRY DENSITY. GROUNDWATER WITHIN THE STREAM WILL NEED TO BE MAINTAINED TO APPROXIMATELY 2 FEET BELOW CUT GRADE TO ACHIEVE COMPACTION.

IN THE EVENT GROUNDWATER IS NOT MAINTAINED APPROPRIATELY AND COMPACTION IS NOT ACHIEVED, OVER-EXCAVATE AN ADDITIONAL 12 INCHES AND BACKFILL BY PLACING 6-INCH LIFTS OF THOROUGHLY TAMPED OPEN-GRADED GRAVEL SUCH AS NO. 57 OR 89 SIZE GRAVEL. SELECT SOILS MAY BE UTILIZED ATOP INITIAL GRAVEL LAYERS PROVIDED THAT THE SOILS ARE SEPARATED FROM THE GRAVEL BY A LAYER OF FILTER FABRIC. BACKFILLING SHOULD CONTINUE UNTIL THE BOTTOM OF THE CULVERT BEDDING ELEVATION IS ACHIEVED. ENCAPSULATE BACKFILL IN TYPE D-1 GEOTEXTILE. NO ADDITIONAL PAYMENT FOR OVER-EXCAVATION AND FILL WILL BE MADE.

3. PROVIDE AT LEAST 6 INCHES OF BEDDING BELOW THE BOTTOM OF THE BOX CULVERT WITH A COARSE OPEN-GRADED AGGREGATE SUCH AS NO. 4 OR 57 GRAVEL, COMPLETELY ENCAPSULATED IN TYPE D-1 GEOTEXTILE.
4. BACKFILL IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS SECTION 125.
5. BASED ON THE GEOTECHNICAL REPORT, PLACE LAYER OF STRUCTURAL GEOSYNTHETIC TYPE R-2 IMMEDIATELY BELOW THE BOTTOM OF THE ROADWAY BASE IN ACCORDANCE WITH FDOT STANDARD SPECIFICATION NO. 145 AND NO. 985. THE MATERIAL SHALL EXTEND FROM 2 FT BEYOND THE LIMIT OF EXCAVATION TO 2 FT BEYOND THE EDGE OF THE CULVERT.


CONCRETE NOTES:

CLASS	MINIMUM 28-DAY COMPRESSIVE STRENGTH (PSI)	LOCATION OF CONCRETE IN STRUCTURE
II	f'c = 3,400	BRIDGE CULVERT (CAST-IN PLACE WINGWALLS, GUARDRAIL TRANSITION
II (MODIFIED)	f'c = 5,000	BRIDGE CULVERT (PRECAST)

FDOT STANDARD PLANS FOR BRIDGE CONSTRUCTION:

- 400-289 CONCRETE BOX CULVERT DETAILS
- 400-291 PRECAST CONCRETE BOX CULVERTS SUPPLEMENTAL DETAIL
- 400-292 STANDARD PRECAST CONCRETE BOX CULVERTS
- 415-001 BAR BENDING DETAILS (STEEL)
- 460-470 TRAFFIC RAILING (THRIE BEAM RETROFIT) TYPICAL DETAILS AND NOTES
- 460-474 TRAFFIC RAILING - (THRIE BEAM RETROFIT) INTERMEDIATE CURB

BRIDGE No. 554177

REVISIONS					LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT NO. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	SHEET NO.	
DATE	DESCRIPTION	DATE	DESCRIPTION					
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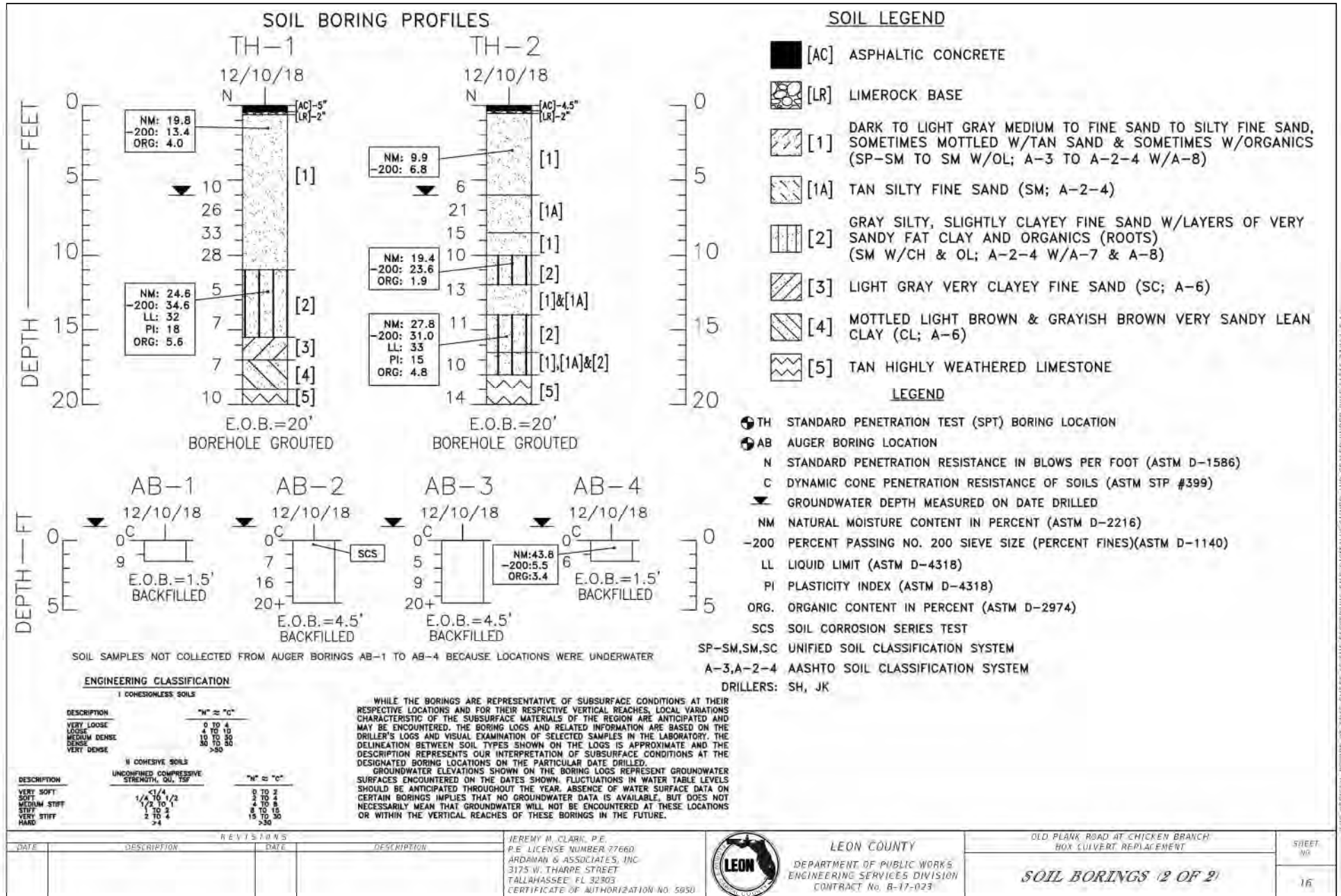
ANANDA BERGERON, P.E.
P.E. LICENSE NUMBER 65632
CARDNO. INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759
CERTIFICATE OF AUTHORIZATION No. 29915

Michael Regan

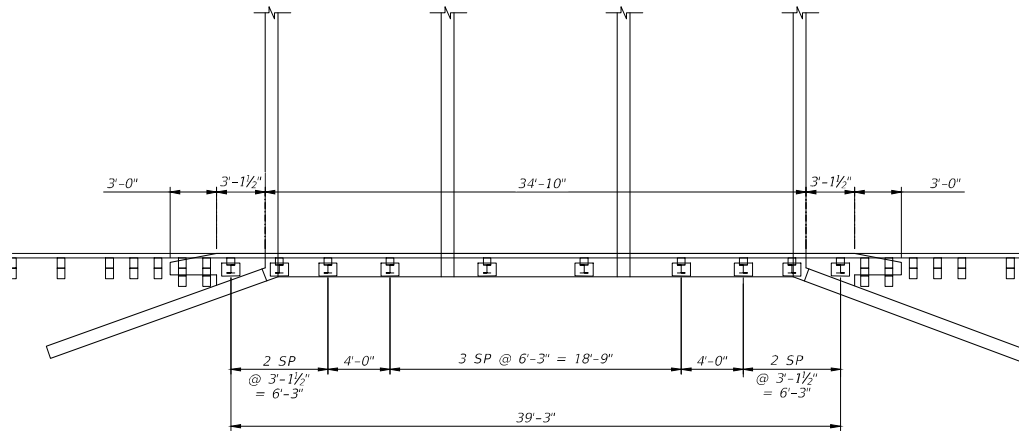
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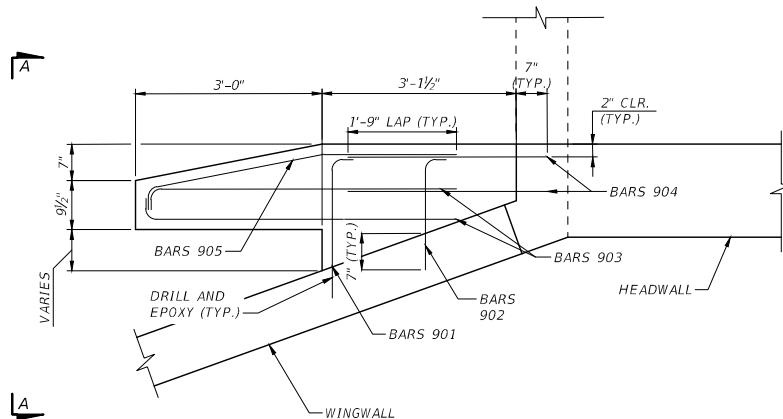
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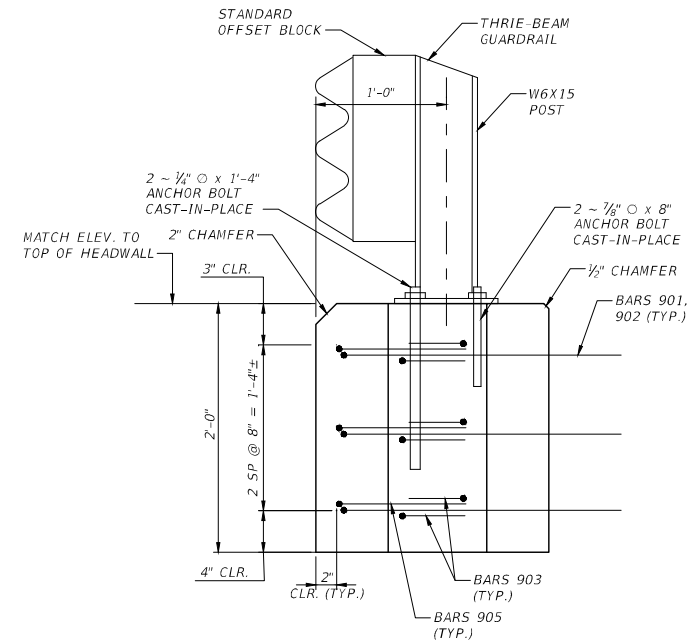
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GUARDRAIL PLAN
SOUTH SIDE OF CULVERT SHOWN, NORTH SIDE SIMILAR



GUARDRAIL TRANSITION
SOUTHWEST CORNER SHOWN, OTHERS SIMILAR
GUARDRAIL NOT SHOWN FOR CLARITY




SECTION A-A
(SEE FDOT STANDARD PLANS INDEX 460-470 & 460-474)

NOTES:

1. ADHESIVE BONDING MATERIAL FOR DRILLED AND EPOXIED REINFORCEMENT SHALL BE INSTALLED PER FDOT SPECIFICATIONS SECTION 416 AND ADHERE TO FDOT SPECIFICATIONS SECTION 937, TYPE HSHV.
2. THE COST FOR DRILLED AND EPOXIED REINFORCEMENT SHALL BE INCLUDED IN THE COST OF CONCRETE

BRIDGE No. 554177

REVISIONS					<p>OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT</p>	<p>GUARDRAIL & TRANSITION PLAN</p>	<p>SHEET No.</p>
DATE	DESCRIPTION	DATE	DESCRIPTION				
				<p>ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 CARDNO. INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915</p>			18

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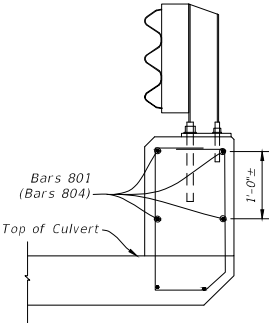
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MARK	LENGTH			NO	TYP	STY	B			C			D			E			F			H			J			K			N	Ø
SIZE	DES	FT	IN	BARS	BAR	A	G	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	NO	ANG		
4	709	6- 6		16	1			6- 6																								
4	710	6- 6		16	1			6- 6																								
4	711	14- 8		16	1			14- 8																								
5	712	2- 0		10	1			2- 0																								
LOCATION						LEFT HEADWALL										NO. REQUIRED = 1																
4	801	34- 6		4	1			34- 6																								
4	802	34- 6		2	1			34- 6																								
6	803	7-10		70	27			2- 5 1/2	0- 6		0- 8		0- 5		2- 0 1/4	1- 0		1- 0														
LOCATION						RIGHT HEADWALL										NO. REQUIRED = 1																
4	804	34- 6		4	1			34- 6																								
4	805	34- 6		2	1			34- 6																								
6	806	8- 0		70	27			2- 6 1/4	0- 6		0- 8		0- 5		2- 1 1/2	1- 0		1- 0														
LOCATION						LEFT CUTOFF WALL										NO. REQUIRED = 1																
4	807	34- 6		2	1			34- 6																								
4	808	34- 6		2	1			34- 6																								
4	809	5- 5		35	7			1-11 1/2	0- 6		0- 6		0- 6																			
LOCATION						RIGHT CUTOFF WALL										NO. REQUIRED = 1																
4	810	34- 6		2	1			34- 6																								
4	811	34- 6		2	1			34- 6																								
4	812	5- 5		35	7			1-11 1/2	0- 6		0- 6		0- 6																			
LOCATION						GUARDRAIL TRANSITION										NO. REQUIRED = 4																
4	901	3- 4		3	10			2- 8	0- 8																							
4	902	2- 7		3	10			1- 11	0- 8																							
4	903	5- 6		6	10			5- 0	0- 5 1/2																							
4	904	3- 6		6	1			3- 5 1/2																								
4	905	5- 7		3	13			2-10 1/2	0- 5 1/2		2- 2																		12	78.4		

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BARS 801 (BARS 804)
PLACEMENT DETAIL

BRIDGE No. 554177

REVISIONS				DESCRIPTION	ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 CARDNO. INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915		LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	REINFORCING BAR LIST (2 OF 2)	SHEET NO. 20
DATE	DESCRIPTION	DATE	DESCRIPTION							

Michael Regan


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MARK	LENGTH	NO	TYP	STY	B	C	D	E	F	H	J	K	N	Ø										
SIZE	DES	FT	IN	BARS	BAR	A	G	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	NO	AN
LOCATION					MAIN BOX										NO. REQUIRED = 1									
6	101	34- 6	91	1		34- 6																		
5	102	34- 6	91	1		34- 6																		
5	103	34- 6	97	1		34- 6																		
5	104	34- 6	97	1		34- 6																		
5	105	5- 5	180	10		2- 2		3- 3																
5	106	5- 5	180	10		2- 2		3- 3																
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4	111	44- 1	36	1		44- 0 ¼																		
4	112	47- 8	36	1		47- 8																		
4	113	44- 8	8	1		44- 8																		
4	114	44- 8	8	1		44- 8																		
4	115	44- 1	16	1		44- 0 ¼																		
LOCATION					LEFT END WINGWALL										NO. REQUIRED = 1									
4	401	5- 7	16	1		5- 6 ¾																		
4	402	14- 8	7	1		14- 8																		
4	404	14- 8	7	1		14- 8																		
4	406	5- 7	16	1		5- 6 ¾																		
4	407	5- 7	16	10		3- 0		2- 6 ¾																
4	409	6- 6	16	1		6- 6																		
4	410	6- 6	16	1		6- 6																		
4	411	14- 8	16	1		14- 8																		
5	412	2- 0	10	1		2- 0																		
LOCATION					LEFT BEGIN WINGWALL										NO. REQUIRED = 1									
4	501	5- 7	16	1		5- 6 ¾																		
4	502	14- 8	7	1		14- 8																		
4	504	14- 8	7	1		14- 8																		
4	506	5- 7	16	1		5- 6 ¾																		
4	507	5- 7	16	10		3- 0		2- 6 ¾																
4	509	6- 6	16	1		6- 6																		
4	510	6- 6	16	1		6- 6																		
4	511	14- 8	16	1		14- 8																		
5	512	2- 0	10	1		2- 0																		
LOCATION					RIGHT END WINGWALL										NO. REQUIRED = 1									
4	601	5- 8	16	1		5- 8																		
4	602	14- 8	7	1		14- 8																		
4	604	14- 8	7	1		14- 8																		
4	606	5- 8	16	1		5- 8																		
4	607	5- 7	16	10		3- 0		2- 6 ¾																
4	609	6- 6	16	1		6- 6																		
4	610	6- 6	16	1		6- 6																		
4	611	14- 8	16	1		14- 8																		
5	612	2- 0	10	1		2- 0																		
LOCATION					RIGHT BEGIN WINGWALL										NO. REQUIRED = 1									
4	701	5- 8	16	1		5-10 ½																		
4	702	14- 8	7	1		14- 8																		
4	704	14- 8	7	1		14- 8																		
4	706	5- 8	16	1		5-10 ½																		
4	707	5- 7	16	10		3- 0		2- 6 ¾																

BRIDGE No. 554177

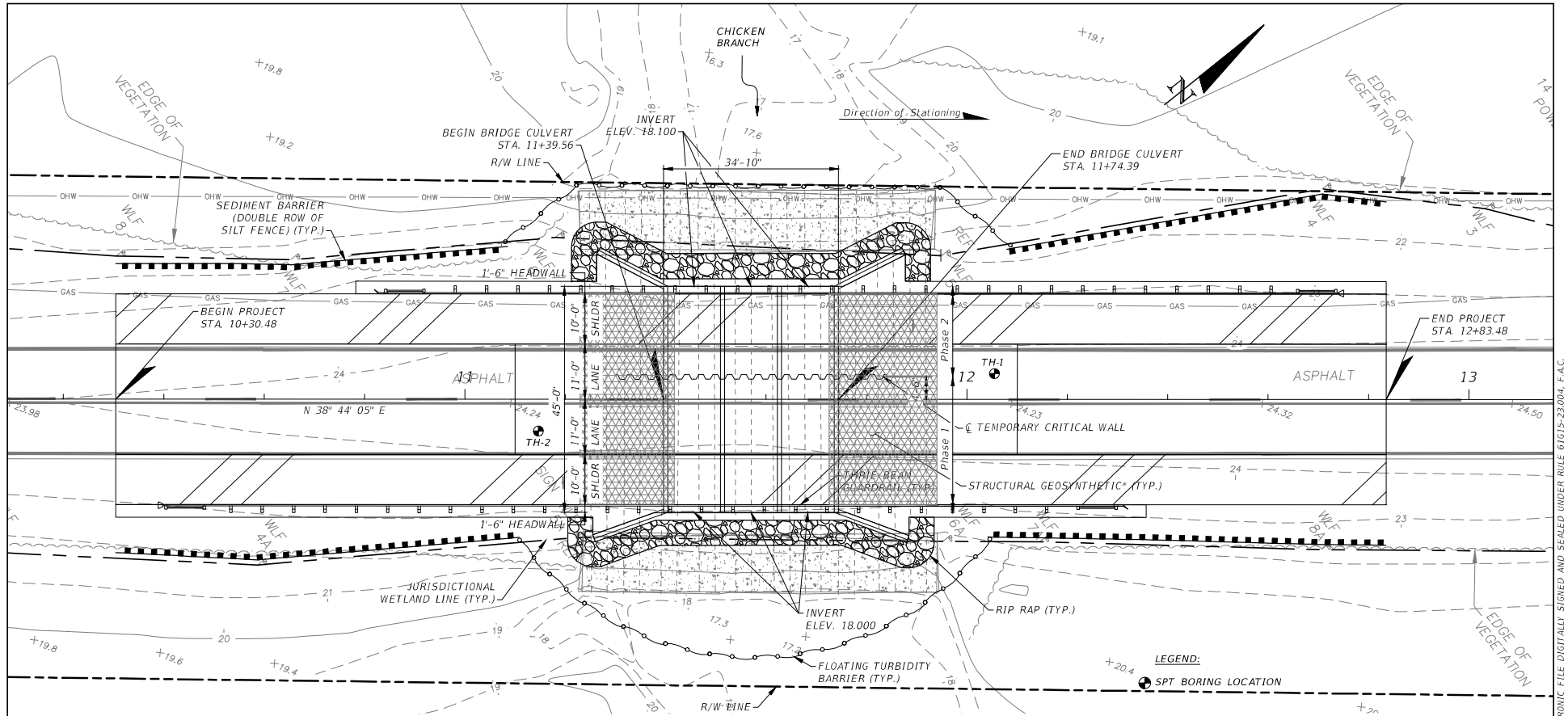
REVISIONS				DESCRIPTION	ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 CARDNO. INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915		LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	SHEET NO.	
DATE	DESCRIPTION	DATE							19	
								REINFORCING BAR LIST (1 OF 2)		

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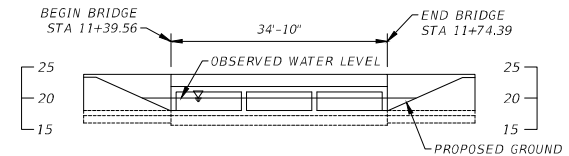


TEMPORARY DRAINAGE AND DEWATERING NOTES:

1. THE CONTRACTOR SHALL DESIGN AND PROVIDE THE MEANS AND METHODS NECESSARY TO EFFECTIVELY PROVIDE POSITIVE DRAINAGE DURING CONSTRUCTION. UPSTREAM WATER LEVELS AT THE CULVERT SITE SHALL NOT BE IMPEDED TO LEVELS THAT WILL ADVERSELY IMPACT UPSTREAM PROPERTIES AND / OR THE PROJECT SITE. THE ASSOCIATED COSTS SHALL BE INCLUDED IN PAY ITEM 101-1 MOBILIZATION.
2. THE CONTRACTOR SHALL DESIGN AND PROVIDE DEWATERING SYSTEMS AS NECESSARY TO CONSTRUCT THE PROJECT WITHIN THE RIGHT-OF-WAY AND IN ACCORDANCE WITH THE DESIGN CRITERIA AND SPECIFICATIONS. THE ASSOCIATED COSTS SHALL BE INCLUDED IN PAY ITEM 101-1 MOBILIZATION.
3. TEMPORARY RETAINING WALLS (COFFERDAMS) OR SAND BAGS MAY BE NECESSARY TO CONSTRUCT THE PROJECT WITHIN THE RIGHT-OF-WAY AND PERMITTED WETLAND IMPACT AREA LIMITS.
4. THE CONTRACTOR SHALL PROVIDE A CONSTRUCTION PHASING PLAN TO THE LEON COUNTY PROJECT MANAGER FOR APPROVAL PRIOR TO INITIATING WORK. THE PHASING PLAN SHALL DEMONSTRATE THE CONTRACTOR'S PLAN FOR 1) PROVIDING POSITIVE DRAINAGE DURING CONSTRUCTION 2) DEWATERING THE CULVERT AND HEADWALL EXCAVATIONS, AND 3) MAINTAINING THE LIMITS OF CONSTRUCTION WITHIN THE RIGHT-OF-WAY AND ALLOWABLE WETLAND IMPACT AREAS.
5. THE CONTRACTOR SHALL OBTAIN ANY REQUIRED DEWATERING PERMITS AND ANY ADDITIONAL PERMITS WHICH MAY BE NECESSARY BASED ON THEIR MEANS AND METHODS. AN NPDES PERMIT IS REQUIRED AND THE COST SHALL BE INCIDENTAL TO THE PROJECT.

PLAN VIEW

*SEE SITE PREPARATION
NOTE 5 ON SHEET 13



ELEVATION VIEW

BRIDGE No. 554177

REVISIONS				LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT BRIDGE CULVERT GENERAL PLAN	SHEET No. 14
DATE	DESCRIPTION	DATE	DESCRIPTION			
				ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 CARDNO. INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915		



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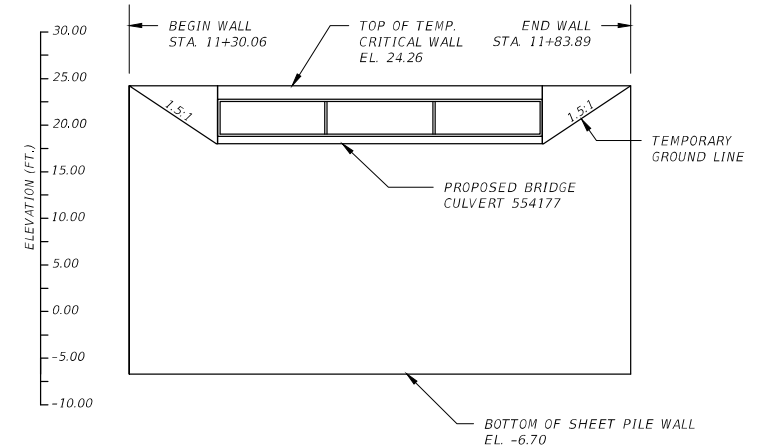
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STEEL SHEET PILE WALL, CANTILEVER DATA TABLE											Table Date 07-01-12
CONSTRUCTION INFORMATION							DESIGN PARAMETERS				
WALL LOCATION		MINIMUM * SECTION MODULUS (in ² /ft)		MINIMUM REQUIRED MOMENT OF INERTIA (in ⁴ /ft)	MINIMUM WALL TIP ELEVATION (ft)	WALL TOP ELEV. (ft)	SOIL ELEVATION		WATER ELEVATION		DESIGN LIVE LOAD (psf)
STATION (begin to end)	OFFSET (ft)	A-328 (ksi) fy=39 ksi	A-572 (ksi) fy=50 ksi				** FRONT OF WALL (ft)	BACK OF WALL (ft)	FRONT OF WALL (ft)	BACK OF WALL (ft)	
11+30.06 TO 11+83.89	4.5' LT.	32.32	25.21	120.67	-6.70	24.26	15.67	24.26	16.67	18.00	240.00
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-

* Minimum Section Modulus is based on Hot Rolled Sections. For Cold Rolled Sections, increase Minimum Section Modulus by 20%.
** Minimum of Design Ground Surface of Design Scour Depth.


NOTES:

1. Wall deflections will cause distress of adjacent pavement during construction. The Contractor shall maintain pavement conditions behind the sheet pile walls during construction. The cost of maintaining adjacent pavement shall be included in the cost of the Temporary Steel Sheet Pile Wall.
2. The Design Parameters indicated in this table were used in the sheet pile wall analysis. If the Contractor plans operations, which exceed the design parameters shown above, the Contractor's Specialty Engineer will redesign the wall to resist construction loads at a maximum deflection of 3" inches.
3. Maintain the conveyance of the channel flow during construction. See sheet 14 for details.



WALL ELEVATION

BRIDGE No. 554177

REVISIONS				<div>ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 CARDNO. INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915</div>	<div> LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</div>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			TEMPORARY CRITICAL WALL DATA TABLE		
								22

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BOX CULVERT DATA TABLES

BOX, HEADWALL AND CUTOFF WALL DATA TABLE (inches unless shown otherwise)																				Table Date 7-01-09
LOCATION	STRUCTURE / BRIDGE NUMBER	BOX									HEADWALL AND CUTOFF WALL									
		Wc(ft)	Hc(ft)	Tc	Tw	Tb	Ti	#cells	Lc(ft)	Cover	Blhw	Hlhw	Brhw	Hrhw	Blcw	Hlcw	Brwc	Hrcw	SL(deg)	SR(deg)
BEGIN STA. 11+39.56 END STA. 11+74.39	554177	10.5	3	10	10	10	10	3	45	2	18	34	18	35	10	28	10	28	0	0

LEFT SIDE WINGWALLS DATA TABLE (inches unless shown otherwise)																	Table Date 01-01-11
STRUCTURE / BRIDGE NUMBER	LEFT END WINGWALL									LEFT BEGIN WINGWALL							
	Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)	Lw(ft)	Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)
554177	30	10	42	12	122	22.5	5.82	5.82	15	30	10	42	12	117	23.7	5.82	5.82

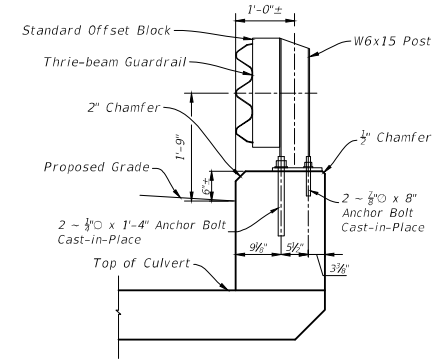
RIGHT SIDE WINGWALLS DATA TABLE (inches unless shown otherwise)																	Table Date 01-01-11
STRUCTURE / BRIDGE NUMBER	RIGHT END WINGWALL									RIGHT BEGIN WINGWALL							
	Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)	Lw(ft)	Rt	Rw	Rh	Rd	SW(deg)	β (deg)	He(ft)	Hs(ft)
554177	30	10	42	12	110	25	5.92	5.92	15	30	10	42	12	110	25	5.92	5.92

ESTIMATED CONCRETE QUANTITIES (CY)																			Table Date 7-01-13		
STRUCTURE /BRIDGE NUMBER	BOX								LEFT END WINGWALL			LEFT BEGIN WINGWALL			RIGHT END WINGWALL			RIGHT BEGIN WINGWALL			
	Left Cutoff Wall	Right Cutoff Wall	Bottom Slab	Walls	Top Slab	Left Head Wall	Right Head Wall	Sub Total	Footing	Wall	Sub Total	Footing	Wall	Sub Total	Footing	Wall	Sub Total	Footing	Wall	Sub Total	
554177	1.61	1.61	51.6	16.7	48.4	3.87	4.03	128	4.35	2.69	7.05	4.35	2.69	7.05	4.35	2.74	7.09	4.35	2.74	7.0	

MAIN STEEL REINFORCEMENT SPACING (inches)																		Table Date 7-01-09			
STRUCTURE / BRIDGE NUMBER	BOX															HEADWALLS		CUTOFF WALLS			
	101	102	103	104	105	106	107	108	109	110	111	112	113	114	115, 116...	803	806	809	812		
554177	6	6	6	6	6	6	6	6	12	12	12	12	12	12	12	6	6	12	12		

WINGWALL STEEL REINFORCEMENT SPACING (inches)																											Table Date 7-01-09			
STRUCTURE / BRIDGE NUMBER	LEFT END WINGWALL								LEFT BEGIN WINGWALL								RIGHT END WINGWALL							RIGHT BEGIN WINGWALL						
	401 407(8)	402 (403)	404 (405)	406	409	410	411	501 507(8)	502 (503)	504 (505)	506	509	510	511	601 607(8)	602 (603)	604 (605)	606	609	610	611	701 707(8)	702 (703)	704 (705)	706	709	710	711		
554177	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12		

WINGWALL NOTE: Bar designations in "Y" are only required for variable height wingwalls.




GUARDRAIL ATTACHMENT DETAIL

(See FDOT Standard Plans Index 460-470
& 460-474 for more details.)

NOTES (Notes Date 7-01-14):

- Environmental Class: Slightly Aggressive
- Reinforcing Steel, Grade 60
- Concrete Class:
II (Cast In Place) $f'_c = 3400$ psi
II Modified (Precast) $f'_c = 5000$ psi
- Soil Properties:
Friction Angle 30 deg
Modulus of Subgrade Reaction 241920 lbf/ft²
Nominal Bearing Resistance 2025 lbf/ft²
- Work this Drawing with FDOT Standard Plans Index 400-289
- Settlement criteria for Precast Box Culvert option (FDOT Standard Plans Index 400-291):
Long Term Differential Settlement (ΔI) = ≤ 0.5 "
Effective Length for Settlement (L) = 43 ft.

BRIDGE No. 554177

REVISIONS				ANANDA BERGERON ,P.E. P.E. LICENSE NUMBER 65632 CARDNO. INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915		LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION				<i>BOX CULVERT DATA TABLE</i>		

Load Rating Summary Details for Reinforced Concrete Bridge Culverts (Box and Three-Sided Culvert)																	Table Date 01-01-11
Table 2 - LRFR																	
Level	Limit State	Vehicle	Weight (tons)	Load Factors			Moment (Strength)					Shear (Strength)					Comments:
				LL	DC	DW	Unfactored Ratio	Permanent Loads	Rating Factor	Tons	Location	Dimension	Unfactored Ratio	Permanent Loads	Rating Factor	Tons	
Design Load Rating	Strength I (Inv)	HL-93	N/A	1.75	1.25	1.50	1.48	1.49	N/A	D	11.17'	2.47	1.30	N/A	C	11.17'	Wheel load distribution method if other than LRFD. Other appropriate comments.
	Strength I (Op)	HL-93	N/A	1.35	1.25	1.50	1.48	1.93	N/A	D	11.17'	2.46	1.71	N/A	C	11.17'	
Permit Load Rating	Strength II	FL120	60.0	1.35	1.25	1.50	3.80	1.36	81.55	B	6.08'	3.49	1.27	76.17	A	1.00'	

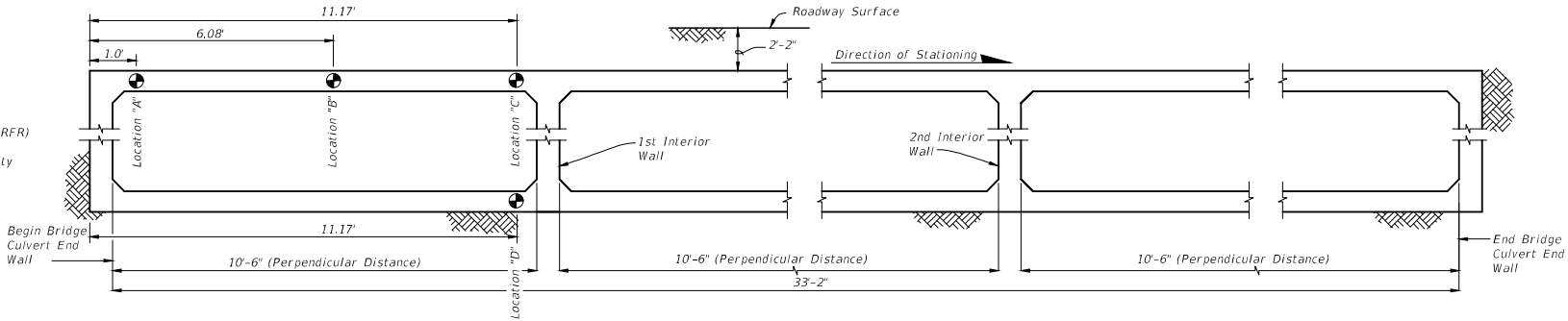
General Notes:
1. This table is based on the requirements established in the January 2019 "Structures Manual".

Table 2 Notes:
1. Permit capacity is determined by using the permit vehicle in all lanes.
2. Does the depth of fill above the top slab exceed the span length between the inside faces of the end walls (Bridge Culvert Total Span Length)? ☐ Yes ☒ No

If Yes then the live load may be neglected per LRFD 3.6.1.2.6.


Abbreviations:

- DL - Dead Load (LFR)
DC - Component Dead Load (LRFR)
DW - Wearing Surface & Utility Dead Load (LRFR)
LL - Live Load
Inv - Inventory
Op - Operating



RATING LOCATIONS

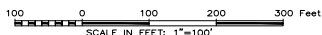
BRIDGE No. 554177

REVISIONS				<div>ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 CARDNO. INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915</div> <div><div>LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</div></div>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		<i>LOAD RATING SUMMARY TABLE</i>		21

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CHICKEN
BRANCH



PARCEL ID NO.: 3405200200000
N/F: EVANS RICHARD & VICTORIA REVOCABLE TRUST
(O.R.B. 4803, PG. 42)

ABBREVIATIONS AND SYMBOLS

APPROX.	= APPROXIMATE
CC	= CALCULATED DEED MEASUREMENT
C	= CHAIN
CH	= CHORD
CHS	= CHAIN SURVEY
CIP	= CAST IRON PIPE
CND	= SANITARY SEWER CLEANOUT
CNDZ	= CONCRETE
CD	= DEED MEASUREMENT
D.B.	= DEED BOOK
DIA.	= DIAMETER
ELEV.	= ELEVATION
F.F.E.	= FINISHED FLOOR ELEVATION
G.F.C.	= GARAGE FLOOR ELEVATION
GM	= GRADE MEASUREMENT
GR	= GRADE IRON ROD OR CLIP
IND	= FOUND NAIL AND IRON
IDENT.	= IDENTIFICATION
INV.	= INVERT
L	= LINE LENGTH
LSB	= LICENSE NUMBER NUMBER
MAJOR	= SURVEY RESERVATION NUMBER
MAJOR	= AMERICAN VERTICAL DATUM OF 1989
NO.	= NUMBER
OP	= OPERATIONAL PLANT
O.R.B.	= ORIGINAL RECORD BOOK
P	= PLAT MEASUREMENT
P.	= PAGE
P.B.	= PLAT BOOK
P.C.	= POINT OF CURVATURE
P.I.	= POINT OF INTERSECTION
P.O.T.	= POINT ON TANGENT
P.T.	= POINT OF TANGENCY
R	= RADIUS
REF	= REFLECTOR
S.D.I.	= STORM DRAIN INLET
SIRC	= SET IRON ROD AND CAP LB #3993
TOW	= TOP OF WALL
W.P.	= WITNESSED FLAY PIPE
WLF	= WETLAND FLAG
W.P.	= WATERSHED PREVENTER
	= BENCH MARK
Ⓜ	= ELECTRIC MANHOLE
Ⓢ	= ELECTRIC RISER
Ⓣ	= ELECTRIC TRANSFORMER
Ⓦ	= WETLAND FLAG
☐	= FLOOD LIGHT
Ⓢ	= FIRE HYDRANT
Ⓢ	= GAS METER
Ⓢ	= GAS VALVE COVER
Ⓢ	= HOSE BIB
Ⓢ	= IRRIGATION CONTROL VALVE
Ⓢ	= LIGHT POLE
Ⓢ	= MANHOLE
Ⓢ	= MONITOR POLE
REF	= REFERENCE
Ⓢ	= SANITARY SEWER MANHOLE
Ⓢ	= SINGLE SUPPORT SONG
Ⓢ	= SPOT ELEVATION
Ⓢ	= STORM DRAIN INLET
Ⓢ	= STORM DRAIN MANHOLE
Ⓢ	= MAJOR COURSE
Ⓢ	= MINOR CONTOUR

TREE TABLE

TREE TABLE	
101	13 LAUREL OAK
102	13 LAUREL OAK
103	13 LAUREL OAK
104	13 LAUREL OAK
105	17 LAUREL OAK
106	17 LAUREL OAK
107	10 EM
108	10 EM
109	10 RAY
110	10 RAY
111	16 LAUREL OAK
112	16 LAUREL OAK
113	16 LAUREL OAK
114	16 LAUREL OAK
115	16 LAUREL OAK
116	16 LAUREL OAK
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192	16 LAUREL OAK
193	16 LAUREL OAK
194	16 LAUREL OAK
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196	16 LAUREL OAK
197	16 LAUREL OAK
198	16 LAUREL OAK
199	16 LAUREL OAK
200	16 LAUREL OAK

* INDICATES POOR CONDITION
DIAMETER BREAST HEIGHT (DBH)

BENCHMARK 1232-14-1
SET 4"x4" CONCRETE MONUMENT
NORTHING: 482701.0514
EASTING: 2079907.6104
LATITUDE: N30°19'36.55"
LONGITUDE: W84°08'48.78"
ELEVATION: 23.29 (NAVD89)

OLD PLANK ROAD
F.D.OT. PARCEL N-2
WITH VARES
(O.R.B. 4189, PG. 1057)

PARCEL ID NO.: 3409200400000
N/F: FDEP, DIVISION OF STATE LANDS
(O.R.B. 5067, PG. 1049)

SURVEYOR'S NOTES

1. BEARINGS ARE GRD BASED ON NORTH AMERICAN DATUM 1983 (1121) STATE PLANE COORDINATES, FLORIDA NORTH ZONE.
2. ALL DISTANCE MEASUREMENTS WERE ESTABLISHED BASED ON THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD83).
3. SITE BEACHMARKS AND ELEVATIONS ARE EXPRESSED IN U.S. SURVEY FEET AND DECIMAL PARTS THEREOF UNLESS OTHERWISE SHOWN.
4. THE PROPERTY SURVEYED AND SHOWN HEREIN IS IN FLOOD ZONE "A" AS INDICATED BY THE FLOOD INSURANCE RATE MAPS FOR LEON COUNTY, FLORIDA, AND FLOOD HAZARD INFORMATION, DATED AUGUST 18, 2009, PANEL 660 OF 490, COMMUNITY PLAN NUMBER 12030304600.
5. ONLY THOSE IMPROVEMENTS SHOWN HEREIN IN FLOOD ZONE HAVE BEEN LOCATED.
6. RIGHT OF WAY BOUNDARY BASED ON FOUND MONUMENTATION, A CURRENT TITLE SEARCH OR ABSTRACT OF RECORDS, AND TITLE TO THE SUBJECT PROPERTY HAS NOT BEEN OBTAINED. EXCEPT AS SHOWN AND NOTED HEREIN, THIS MAP OF SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWINGS THAT MAY AFFECT THE PROPERTY: (1) EASEMENTS, (2) ENCUMBRANCES, (3) RIGHTS OF WAY, (4) EASEMENTS OF WAY, (5) EASEMENTS OF LIGHT, (6) EASEMENTS OF AIR, (7) EASEMENTS OF WATER, (8) EASEMENTS OF POWER, (9) EASEMENTS OF TELEPHONE, (10) EASEMENTS OF CABLE, (11) EASEMENTS OF FUEL, (12) EASEMENTS OF GAS, (13) EASEMENTS OF OIL, (14) EASEMENTS OF MINERAL RIGHTS, (15) EASEMENTS OF OTHER RIGHTS, (16) EASEMENTS OF OTHER INTERESTS, (17) EASEMENTS OF OTHER RIGHTS, (18) EASEMENTS OF OTHER INTERESTS, (19) EASEMENTS OF OTHER RIGHTS, (20) EASEMENTS OF OTHER INTERESTS, (21) EASEMENTS OF OTHER RIGHTS, (22) EASEMENTS OF OTHER INTERESTS, (23) EASEMENTS OF OTHER RIGHTS, (24) EASEMENTS OF OTHER INTERESTS, (25) EASEMENTS OF OTHER RIGHTS, (26) EASEMENTS OF OTHER INTERESTS, (27) EASEMENTS OF OTHER RIGHTS, (28) EASEMENTS OF OTHER INTERESTS, (29) EASEMENTS OF OTHER RIGHTS, (30) EASEMENTS OF OTHER INTERESTS, (31) 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(FIELD SURVEY DATE: 12/06/2018 FIELD BOOK: 1232, PAGES 12-14)

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THIS SURVEY MEETS THE STANDARDS OF PRACTICE AS SET FORTH BY THE FLORIDA BOARD OF SURVEYORS AND MAPPERS IN CHAPTER 5J-17.051 FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

JASON D. HILL, PSM FLORIDA
PROFESSIONAL SURVEYOR AND
MAPPER CERTIFICATE NO. 6008

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

OLD PLANK ROAD AT CHICKEN BRANCH
BOX CULVERT REPLACEMENT

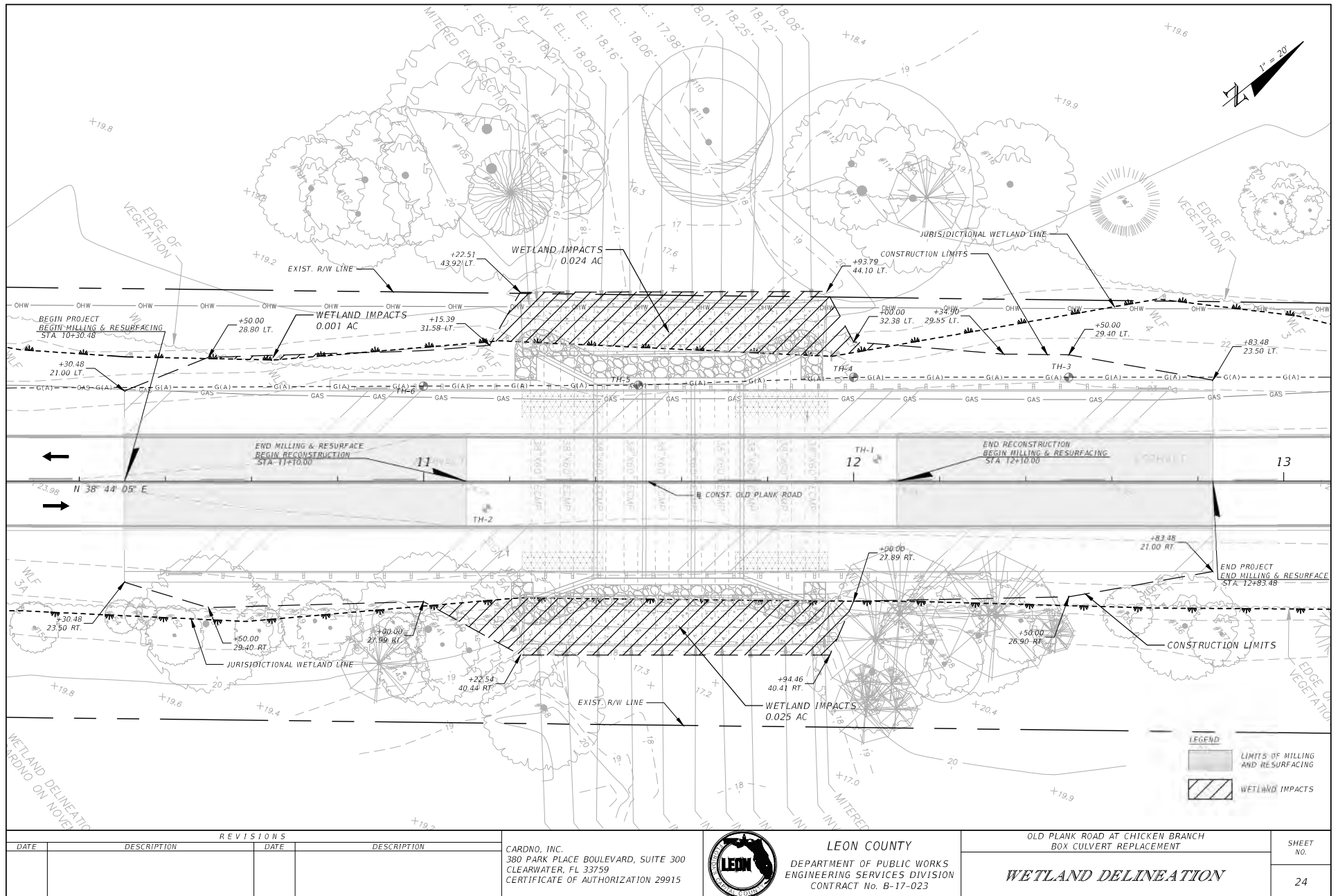
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EXISTING SURVEY CONDITIONS

23

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Posted on September 30, 2024





Brett J. Cyphers
Executive Director

Northwest Florida Water Management District

700 U.S. Highway 331 South, DeFuniak Springs, FL 32435

Phone: (850) 951-4660 • Fax: (850) 892-8007

May 01, 2020

Charles Wu
Leon County Public Works Engineering Services
2280 Miccosukee Road
Tallahassee, FL 32308-5367

Re: Old Plank Road at Chicken Branch Culvert Replacement
Application # PDEX-073-291890-1
(Please reference the above number on all correspondence)

Dear Charles Wu:

The Northwest Florida Water Management District (District) received your application on March 19, 2020 requesting an exemption verification for the referenced project.

Based on the information provided, the District has determined that the project is eligible for an exemption under 62-330.051(2). Therefore, the project will not need a District permit pursuant to rule reference.

This exemption verification only applies to the requirements of the District and does not relieve you of meeting the permit requirements of other agencies. Please contact Erica Bundrick at (850) 951-4660 if you have any questions.

Sincerely,

A handwritten signature in blue ink that reads "Andrew Joslyn".

Andrew Joslyn
Division Director

GEORGE ROBERTS
Chair
Panama City

JERRY PATE
Vice Chair
Pensacola

JON COSTELLO
Tallahassee

TED EVERETT
Chipley

BO SPRING
Port St. Joe



Exhibit A - Specification Plans
Page 133 of 170
DEPARTMENT OF THE ARMY
CORPS OF ENGINEERS, JACKSONVILLE DISTRICT
415 RICHARD JACKSON BOULEVARD, SUITE 411
PANAMA CITY BEACH, FLORIDA 32407

ATTACHMENT #1
Page 147 of 185

August 27, 2020

Regulatory Division
North Permit Branch
Panama City Permits Section
SAJ-2020-01164(NW-LSL)

Mr. Charles Wu
Leon County Public Works Department
2280 Miccosukee Road
Tallahassee, Florida 32308

Dear Mr. Wu:

The U.S. Army Corps of Engineers (Corps) assigned your application for a Department of the Army permit, which the Corps received on March 24, 2020, the file number SAJ-2020-01164. A review of the information and drawings provided indicates that the proposed work will result in 0.02 acre of impact to waters of the United States. The project is the replacement of 10 existing 38" by 60" elliptical corrugated metal pipe (ECMP) mitered end culverts with 3 box culverts. Installation will be phased in order to maintain traffic. A temporary travel lane (max 17' wide) will be installed on the upstream side during construction and removed following completion of phase 1. The replacement structures will be within the footprint of the existing bank of ECMP culverts. A 2' deep layer of riprap will be placed at both the entrance and exit of the concrete box culverts and wrap around the wing walls. The activities subject to this permit are authorized pursuant to authority Section 404 of the Clean Water Act (33 U.S.C. § 1344). The project is located on Old Plank Road at Chicken Branch in Section 8, Township 2 south, Range 2 east, Tallahassee, Leon County, Florida.

Your project, as depicted on the enclosed drawings, is authorized by Nationwide Permit (NWP) Number 14. In addition, project specific conditions have been enclosed. This verification is valid until **March 18, 2022**. Furthermore, if you commence or are under contract to commence this activity before the date that the relevant nationwide permit is modified or revoked, you will have 12 months from the date of the modification or revocation of the NWP to complete the activity under the present terms and conditions of this nationwide permit. Please access the U.S. Army Corps of Engineers' (Corps) Jacksonville District's Regulatory Internet page to access Internet links to view the Final Nationwide Permits, Federal Register Vol. 82, dated January 6, 2017, specifically pages 1983 to 2008, and the table of Regional Conditions. The Internet page address is as follows:

<http://www.saj.usace.army.mil/Missions/Regulatory.aspx>

Please be aware this Internet address is case sensitive and should be entered as it appears above. Once there you will need to click on "Source Book"; and, then click on "Nationwide Permits." These files contain the description of the Nationwide Permit authorization, the Nationwide Permit general conditions, and the regional conditions, which apply specifically to this verification for NWP 14. Enclosed is a list of the six General Conditions, which apply to all Department of the Army authorizations. You must comply with all of the special and general conditions and any project specific condition of this authorization or you may be subject to enforcement action. In the event you have not completed construction of your project within the specified time limit, a separate application or re-verification may be required.

The following special conditions are included with this verification:

1. Reporting Address: The Permittee shall submit all reports, notifications, documentation and correspondence required by the general and special conditions of this permit to either (not both) of the following addresses:

a. For electronic mail (preferred): SAJ-RD-Enforcement@usace.army.mil (not to exceed 15 MB).

b. For standard mail: U.S. Army Corps of Engineers, Regulatory Division, Enforcement Section, P.O. Box 4970, Jacksonville, FL 32232-0019.

The Permittee shall reference this permit number, SAJ-2020-01164(NW - LSL), on all submittals.

2. Commencement Notification: Within 10 days from the date of initiating the work authorized by this permit the Permittee shall submit a completed "Commencement Notification" Form (Attachment A).

3. As-Built Certification*: Within 60 days of completion of the work authorized by this permit, the Permittee shall submit as-built drawings of the authorized work and a completed "As-Built Certification By Professional Engineer" form (Attachment B) to the Corps. The as-built drawings shall be signed and sealed by a registered professional engineer and include the following:

a. A plan view drawing of the location of the authorized work footprint, as shown on the permit drawings, with transparent overlay of the work as constructed in the same scale as the permit drawings on 8½-inch by 11-inch sheets. The plan view drawing

should show all "earth disturbance," including wetland impacts and water management structures.

b. A list of any deviations between the work authorized by this permit and the work as constructed. In the event that the completed work deviates, in any manner, from the authorized work, describe on the attached "As-Built Certification By Professional Engineer" form the deviations between the work authorized by this permit and the work as constructed. Clearly indicate on the as-built drawings any deviations that have been listed. Please note that the depiction and/or description of any deviations on the drawings and/or "As-Built Certification By Professional Engineer" form does not constitute approval of any deviations by the Corps.

c. Include the Department of the Army permit number on all sheets submitted.

4. Removal of temporary travel lane: Within 60 days of project completion, the temporary travel lane will be removed and the area restored. *This action will be recorded on the As-Built certification.

5. Agency Changes/Approvals: Should any other agency require and/or approve changes to the work authorized or obligated by this permit, the Permittee is advised a modification to this permit instrument is required prior to initiation of those changes. It is the Permittee's responsibility to request a modification of this permit from the Panama City Permits Section. The Corps reserves the right to fully evaluate, amend, and approve or deny the request for modification of this permit.

6. Posting of Permit: The Permittee shall have available and maintain for review a copy of this permit and approved plans at the construction site.

7. Cultural Resources/Historic Properties:

a. No structure or work shall adversely affect impact or disturb properties listed in the *National Register of Historic Places* (NRHP) or those eligible for inclusion in the NRHP.

b. If during the ground disturbing activities and construction work within the permit area, there are archaeological/cultural materials encountered which were not the subject of a previous cultural resources assessment survey (and which shall include, but not be limited to: pottery, modified shell, flora, fauna, human remains, ceramics, stone tools or metal implements, dugout canoes, evidence of structures or any other physical remains that could be associated with Native American cultures or early colonial or American settlement), the Permittee shall immediately stop all work and

ground-disturbing activities within a 100-meter diameter of the discovery and notify the Corps within the same business day (8 hours). The Corps shall then notify the Florida State Historic Preservation Officer (SHPO) and the appropriate Tribal Historic Preservation Officer(s) (THPO(s)) to assess the significance of the discovery and devise appropriate actions.

c. Additional cultural resources assessments may be required of the permit area in the case of unanticipated discoveries as referenced in accordance with the above Special Condition ; and if deemed necessary by the SHPO, THPO(s), or Corps, in accordance with 36 CFR 800 or 33 CFR 325, Appendix C (5). Based, on the circumstances of the discovery, equity to all parties, and considerations of the public interest, the Corps may modify, suspend or revoke the permit in accordance with 33 CFR Part 325.7. Such activity shall not resume on non-federal lands without written authorization from the SHPO for finds under his or her jurisdiction, and from the Corps.

d. In the unlikely event that unmarked human remains are identified on non-federal lands, they will be treated in accordance with Section 872.05 Florida Statutes. All work and ground disturbing activities within a 100-meter diameter of the unmarked human remains shall immediately cease and the Permittee shall immediately notify the medical examiner, Corps, and State Archeologist within the same business day (8-hours). The Corps shall then notify the appropriate SHPO and THPO(s). Based, on the circumstances of the discovery, equity to all parties, and considerations of the public interest, the Corps may modify, suspend or revoke the permit in accordance with 33 CFR Part 325.7. Such activity shall not resume without written authorization from the State Archeologist and from the Corps.

8. Erosion Control: Prior to the initiation of any work authorized by this permit, the Permittee shall install erosion control measures along the perimeter of all work areas to prevent the displacement of fill material outside the work area into waters of the United States. Immediately after completion of the final grading of the land surface, all slopes, land surfaces, and filled areas shall be stabilized using sod, degradable mats, barriers, or a combination of similar stabilizing materials to prevent erosion. The erosion control measures shall remain in place and be maintained until all authorized work is completed and the work areas are stabilized.

9. Fill Material: The Permittee shall use only clean fill material for this project. The fill material shall be free from items such as trash, debris, automotive parts, asphalt, construction materials, concrete block with exposed reinforcement bars, and soils contaminated with any toxic substance, in toxic amounts in accordance with Section 307 of the Clean Water Act.

10. Eastern Indigo Snake Protection Measures and Inspection: Permittee shall comply with U.S. Fish and Wildlife Service's "Standard Protection Measures for the Eastern Indigo Snake" dated August 12, 2013, as provided in Attachment C of this permit. All gopher tortoise burrows, active or inactive, shall be evacuated prior to site manipulation in the vicinity of the burrow. If excavating potentially occupied burrows, active or inactive, individuals must first obtain state authorization via a Florida Fish and Wildlife Conservation Commission (FWC) Authorized Gopher Tortoise Agent permit. The excavation method selected shall minimize the potential for injury of an indigo snake. The Permittee shall follow the excavation guidance provided in the most current FWC Gopher Tortoise Permitting Guidelines found at <http://myfwc.com/gophertortoise>. If an indigo snake is encountered, the snake must be allowed to vacate the area prior to additional site manipulation in the vicinity. Holes, cavities, and snake refugia other than gopher tortoise burrows shall be inspected each morning before planned site manipulation of a particular area, and if occupied by an indigo snake, no work shall commence until the snake has vacated the vicinity of the proposed work.

This letter of authorization does not obviate the necessity to obtain any other Federal, State, or local permits, which may be required. Prior to the initiation of any construction, projects qualifying for this Nationwide permit must qualify for an exemption under section 403.813(1), Florida Statutes or 373.406, Florida Statutes, or otherwise be authorized by the applicable permit required under Part IV of Chapter 373, Florida Statutes, by the Department of Environmental Protection, a water management district under section 373.069, Florida Statutes, or a local government with delegated authority under section 373.441, Florida Statutes, and receive Water Quality Certification and applicable Coastal Zone Consistency Concurrence or waiver thereto, as well as any authorizations required for the use of state-owned submerged lands under Chapter 253, Florida Statutes, and, as applicable, Chapter 258, Florida Statutes. You should check State-permitting requirements with the Florida Department of Environmental Protection or the appropriate water management district.

This letter of authorization does not include conditions that would prevent the 'take' of a state-listed fish or wildlife species. These species are protected under sec. 379.411, Florida Statutes, and listed under Rule 68A-27, Florida Administrative Code. With regard to fish and wildlife species designated as species of special concern or threatened by the State of Florida, you are responsible for coordinating directly with the Florida Fish and Wildlife Conservation Commission (FWC). You can visit the FWC license and permitting webpage (<http://www.myfwc.com/license/wildlife/>) for more information, including a list of those fish and wildlife species designated as species of special concern or threatened. The Florida Natural Areas Inventory (<http://www.fnai.org/>) also maintains updated lists, by county, of documented occurrences of those species.

This letter of authorization does not give absolute Federal authority to perform the work as specified on your application. The proposed work may be subject to local building restrictions mandated by the National Flood Insurance Program. You should contact your local office that issues building permits to determine if your site is located in a flood-prone area, and if you must comply with the local building requirements mandated by the National Flood Insurance Program.

If you are unable to access the internet or require a hardcopy of any of the conditions, limitations, or expiration date for the above referenced NWP, please contact me by telephone at 850-285-9533.

Thank you for your cooperation with our permit program. The Corps Jacksonville District Regulatory Division is committed to improving service to our customers. We strive to perform our duty in a friendly and timely manner while working to preserve our environment. We invite you to complete our automated Customer Service Survey at http://corpsmapu.usace.army.mil/cm_apex/f?p=regulatory_survey. Please be aware this Internet address is case sensitive; and, you will need to enter it exactly as it appears above. Your input is appreciated – favorable or otherwise.

Sincerely,

Lisa S. Lovvorn
Project Manager

Enclosures

cc:
Mr. Jay Stodghill, Cardno
CESAJ-RD-E

GENERAL CONDITIONS
33 CFR PART 320-330

1. The time limit for completing the work authorized ends on **March 18, 2022**.
2. You must maintain the activity authorized by this permit in good condition and in conformance with the terms and conditions of this permit. You are not relieved of this requirement if you abandon the permitted activity, although you may make a good faith transfer to a third party in compliance with General Condition 4 below. Should you wish to cease to maintain the authorized activity or should you desire to abandon it without a good faith transfer, you must obtain a modification of this permit from this office, which may require restoration of the area.
3. If you discover any previously unknown historic or archeological remains while accomplishing the activity authorized by this permit, you must immediately notify this office of what you have found. We will initiate the Federal and state coordination required to determine if the remains warrant a recovery effort of if the site is eligible for listing in the National Register of Historic Places.
4. If you sell the property associated with this permit you must obtain the signature of the new owner in the space provided and forward a copy of the permit to this office to validate the transfer of this authorization.
5. If a conditioned water quality certification has been issued for your project, you must comply with the conditions specified in the certification as special conditions to this permit. For your convenience, a copy of the certification is attached if it contains such conditions.
6. You must allow a representative from this office to inspect the authorized activity at any time deemed necessary to ensure that it is being or has been accomplished in accordance with the terms and conditions of your permit.

DEPARTMENT OF THE ARMY PERMIT TRANSFER REQUEST

PERMIT NUMBER: SAJ-2020-01164(NW-LSL)

When the structures or work authorized by this permit are still in existence at the time the property is transferred, the terms and conditions of this permit will continue to be binding on the new owner(s) of the property. Although the construction period for works authorized by Department of the Army permits is finite, the permit itself, with its limitations, does not expire.

To validate the transfer of this permit and the associated responsibilities associated with compliance with its terms and conditions, have the transferee sign and date below and mail to the U.S. Army Corps of Engineers, Enforcement Section, Post Office Box 4970, Jacksonville, FL 32232-0019 or electronic mail at saj-rd-enforcement@usace.army.mil.

(TRANSFEREE-SIGNATURE)

(SUBDIVISION)

(DATE)

(LOT)

(BLOCK)

(NAME-PRINTED)

(STREET ADDRESS)

(MAILING ADDRESS)

(CITY, STATE, ZIP CODE)

Commissioners:

Bill Proctor
District 1

Jimbo Jackson
District 2

Rick Minor
District 3

Bryan Desloge
District 4

Kristin Dozier
District 5

Mary Ann Lindley
At-Large

Nick Maddox
At-Large



Vincent S. Long
County Administrator

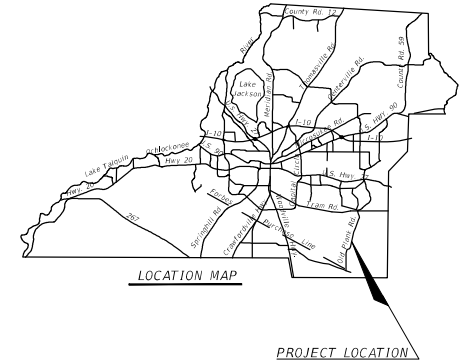
Herbert W. A. Thiele
County Attorney

Brent Pell
Director of Public Works

OLD PLANK ROAD AT CHICKEN BRANCH CULVERT REPLACEMENT

LEON COUNTY DEPARTMENT OF PUBLIC WORKS DIVISION OF ENGINEERING SERVICES

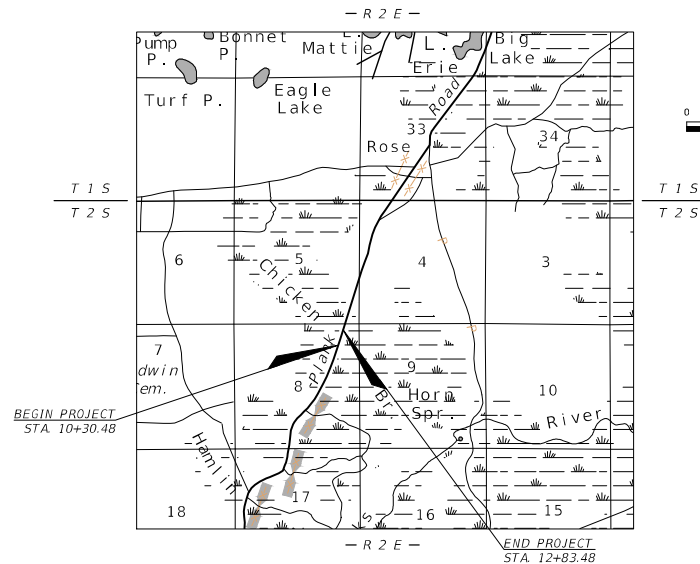
Public Works Center
2280 Miccosukee Road Tallahassee, FL 32308-5367
Phone: (850) 606-1500 * Fax: (850) 606-1501



INDEX OF PLANS

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24	WETLAND DELINEATION
25	VERIFIED UTILITIES

CONTRACT PLANS



ROADWAY PLANS
ENGINEER OF RECORD:

JEREMY FIORE RUNKLE, P.E.
P.E. NO.: 73855
CARDNO INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL, 33759
727-531-3505
CERTIFICATE OF AUTHORIZATION NO.: 29915

STRUCTURES PLANS
ENGINEER OF RECORD:

REBECCA A. CARRENO, P.E.
P.E. NO.: 86886
CARDNO INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL, 33759
727-531-3505
CERTIFICATE OF AUTHORIZATION NO.: 29915

GOVERNING STANDARD PLANS:
Florida Department of Transportation (FDOT) Manual of Uniform
Minimum Standards for Design, Construction and Maintenance for
Streets and Highways (Florida Greenbook) (2018 Edition), and FDOT
FY2019-20 Standard Plans for Road and Bridge Construction and
applicable Interim Revisions (Irs).

Standard Plans for Road Construction and associated Irs are available
at the following website:
<http://www.fdot.gov/design/StandardPlans.shtm>

GOVERNING STANDARD SPECIFICATIONS:
FDOT Standard Specifications for Road and Bridge Construction,
January 2020, at the following website:
<http://www.fdot.gov/programmanagement/Implemented/SpecBooks>

PROJECT LENGTH IS BASED ON 8' OF CONSTRUCTION

LENGTH OF PROJECT		
	LINEAR FEET	MILES
ROADWAY	218.17	0.041
BRIDGES	34.83	0.007
NET LENGTH OF PROJECT	253.00	0.048
EXCEPTIONS	-	-
GROSS LENGTH OF PROJECT	253.00	0.048

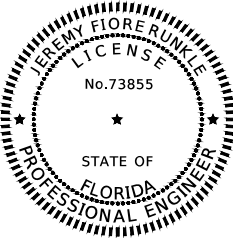
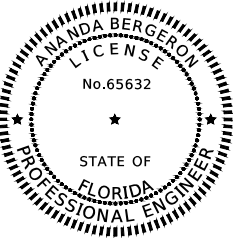
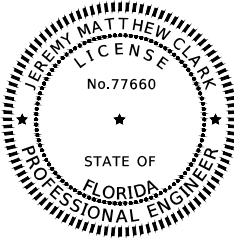


COUNTY PROJECT MANAGER:

CHRIS MUEHLEMANN, P.E.

FISCAL YEAR	SHEET NO.
20	1

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<div><p>THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY:</p><p>ON THE DATE ADJACENT TO THE SEAL</p><p>PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED. THE SIGNATURE MUST BE VERIFIED ON THE ELECTRONIC DOCUMENTS.</p><p>CARDNO 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION 29915 JEREMY FIORE RUNKLE, P.E. NO. 73855</p><p>THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.</p><p>INDEX OF PLANS</p><table><thead><tr><th>SHEET NO.</th><th>SHEET DESCRIPTION</th></tr></thead><tbody><tr><td>1</td><td>KEY SHEET</td></tr><tr><td>2</td><td>SIGNATURE SHEET</td></tr><tr><td>3</td><td>SUMMARY OF PAY ITEMS</td></tr><tr><td>4</td><td>TYPICAL SECTIONS</td></tr><tr><td>5</td><td>GENERAL NOTES</td></tr><tr><td>6</td><td>ROADWAY PLAN - PROFILE</td></tr><tr><td>7-8</td><td>CROSS SECTIONS</td></tr><tr><td>9-12</td><td>TEMPORARY TRAFFIC CONTROL PLANS</td></tr></tbody></table></div>	SHEET NO.	SHEET DESCRIPTION	1	KEY SHEET	2	SIGNATURE SHEET	3	SUMMARY OF PAY ITEMS	4	TYPICAL SECTIONS	5	GENERAL NOTES	6	ROADWAY PLAN - PROFILE	7-8	CROSS SECTIONS	9-12	TEMPORARY TRAFFIC CONTROL PLANS	<div><p>THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY:</p><p>ON THE DATE ADJACENT TO THE SEAL</p><p>PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED. THE SIGNATURE MUST BE VERIFIED ON THE ELECTRONIC DOCUMENTS.</p><p>CARDNO 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION 29915 ANANDA BERGERON, P.E. NO. 65632</p><p>THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.</p><p>INDEX OF PLANS</p><table><thead><tr><th>SHEET NO.</th><th>SHEET DESCRIPTION</th></tr></thead><tbody><tr><td>2</td><td>SIGNATURE SHEET</td></tr><tr><td>13</td><td>BRIDGE CULVERT GENERAL NOTES</td></tr><tr><td>14</td><td>BRIDGE CULVERT GENERAL PLAN</td></tr><tr><td>17</td><td>BOX CULVERT DATA TABLE</td></tr><tr><td>18</td><td>GUARDRAIL & TRANSITION PLAN</td></tr><tr><td>19-20</td><td>REINFORCING BAR LIST</td></tr><tr><td>21</td><td>LOAD RATING SUMMARY TABLE</td></tr><tr><td>22</td><td>TEMPORARY CRITICAL WALL DATA TABLE</td></tr></tbody></table></div>	SHEET NO.	SHEET DESCRIPTION	2	SIGNATURE SHEET	13	BRIDGE CULVERT GENERAL NOTES	14	BRIDGE CULVERT GENERAL PLAN	17	BOX CULVERT DATA TABLE	18	GUARDRAIL & TRANSITION PLAN	19-20	REINFORCING BAR LIST	21	LOAD RATING SUMMARY TABLE	22	TEMPORARY CRITICAL WALL DATA TABLE	<div><p>THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY:</p><p>ON THE DATE ADJACENT TO THE SEAL</p><p>PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED. THE SIGNATURE MUST BE VERIFIED ON THE ELECTRONIC DOCUMENTS.</p><p>ARDAMAN & ASSOCIATES, INC. 3175 W. THARPE STREET TALLAHASSEE, FL 32303 CERTIFICATE OF AUTHORIZATION 5950 JEREMY MATTHEW CLARK, P.E. NO. 77660</p><p>THE ABOVE NAMED PROFESSIONAL ENGINEER SHALL BE RESPONSIBLE FOR THE FOLLOWING SHEETS IN ACCORDANCE WITH RULE 61G15-23.004, F.A.C.</p><p>INDEX OF PLANS</p><table><thead><tr><th>SHEET NO.</th><th>SHEET DESCRIPTION</th></tr></thead><tbody><tr><td>2</td><td>SIGNATURE SHEET</td></tr><tr><td>15-16</td><td>SOIL BORINGS</td></tr></tbody></table></div>	SHEET NO.	SHEET DESCRIPTION	2	SIGNATURE SHEET	15-16	SOIL BORINGS
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SUMMARY OF PAY ITEMS			
PAY ITEM NO.	PAY ITEM DESCRIPTION	UNIT	QUANTITY
101-1	MOBILIZATION	LS	1
102-1	MAINTENANCE OF TRAFFIC	LS	1
104-20-5	SEDIMENT BARRIER	LF	310
104-12	FLOATING TURBIDITY BARRIER	LF	220
110-1-1	CLEARING AND GRUBBING (0.51 AC)	LS	1
120-1	REGULAR EXCAVATION	LS	1
120-6	EMBANKMENT	LS	1
125-1	EXCAVATION FOR STRUCTURES (OVEREXCAVATION IF MUCK ENCOUNTERED)	CY	65.3
125-3	SELECT BEDDING MATERIAL	CY	33.2
145-71	REINFORCEMENT GRID (STRUCTURAL GEOSYNTHETIC)	SY	188
160-4	TYPE B STABILIZATION	SY	1054
205-701	OPTIONAL BASE, BASE GROUP 01	SY	551
205-706	OPTIONAL BASE, BASE GROUP 06	SY	25.1
327-70-5	MILLING EXISTING ASPH PAVEMENT, 2" AVERAGE DEPTH	SY	376
328-7-13	SUPERPAVE ASPHALTIC CONCRETE, TRAFFIC C	TN	99.4
339-1	MISCELLANEOUS ASPHALT PAVEMENT	TN	72.2
400-2-3	CONCRETE CLASS 1F, CULVERTS	LY	159.2
415-1-1	REINFORCING STEEL - ROADWAY	LB	37493
455-133-2	SHEET PILING STEEL, TEMPORARY - CRITICAL	SF	1675
460-71-1	METAL TRAFFIC RAILING, THRIE-BEAM RETROFIT	LF	79
530-3-4	RIPRAP, RUBBLE, F&I, DITCH LINING	TN	85.8
536-7-4	BEDDING STONE	W	24.5
536-7-1	GUARDRAIL - ROADWAY, GENERAL, FL-3	LF	275
536-7-11	GUARDRAIL - ROADWAY, MODIFIED THRIE BEAM	LF	129
536-7-2	SPECIAL GUARDRAIL POST - SPECIAL STEEL POST FOR CONCRETE STRUCTURE MOUNT	EA	10
536-8-13	APPROACH TRANSITION CONNECTION TO RIGID BARRIER, FURNISH AND INSTALL, FL-3	EA	4
536-85-20	GUARDRAIL END TREATMENT - TRAILING ANCHORAGE	EA	2
536-85-24	GUARDRAIL END TREATMENT - PARALLEL APPROACH TERMINAL	EA	2
578-1-2	PERFORMANCE TURF, 500	SY	1291
571-1-12	PLASTIC EROSION MAT, TURF REINFORCED MAT, TYPE 2	SY	246
708-1-1	RAISED PAVEMENT MARKER, TYPE B WITHOUT FINAL SURFACE MARKINGS (YELLOW/YELLOW RPH)	EA	16
711-16-101	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, WHITE, SOLID, 6"	GM	0.096
711-16-201	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, YELLOW, SOLID, 6"	GM	0.048
711-16-231	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, YELLOW, SKIP, 6"	GM	0.048

PAY ITEM NOTES

102-1:
INCLUDES COSTS OF TEMPORARY ASPHALT PAVEMENT AND TEMPORARY OPTIONAL BASE GROUP, COST OF MAINTAINING CONTINUOUS FLOW OF CROSS DRAIN DURING CONSTRUCTION, AND ALL OTHER INCIDENTAL NOT ITEMS SHOWN IN THE PLANS, INCLUDING TEMPORARY SIGNALIZATION, BARRIER, CRASH CUSHIONS, SIGNAGE AND PAVEMENT MARKINGS.

460-71-1:
THRIE BEAM GUARDRAIL ACROSS CULVERT TO BE PAID FOR AS METAL TRAFFIC RAILING, THRIE-BEAM RETROFIT.

530-3-4:
COST OF PLASTIC FILTER FABRIC TO BE INCLUDED IN THE CONTRACT UNIT PRICE FOR RIPRAP (DITCH LINING).

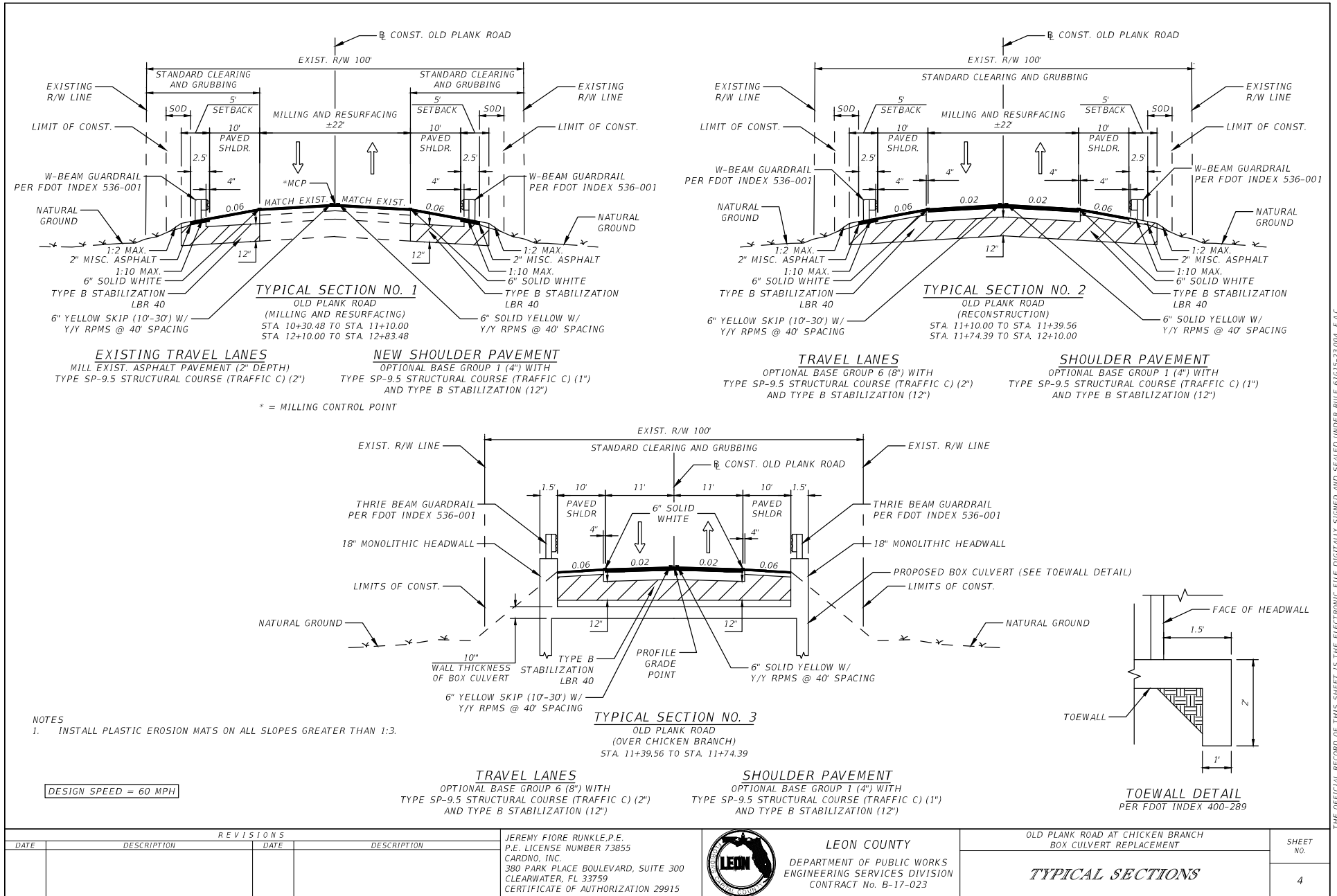
REVISIONS				 LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT SUMMARY OF PAY ITEMS	SHEET NO. 3
DATE	DESCRIPTION	DATE	DESCRIPTION			
			JEREMY FIORE RUNKLE, P.E. P.E. LICENSE NUMBER 73855 CARDNO. INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION 29915			

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GENERAL CONSTRUCTION NOTES AND SPECIFICATIONS:

1. IF DURING CONSTRUCTION OR OPERATION OF THE PROJECT, A STRUCTURE FAILURE IS OBSERVED THAT HAS THE POTENTIAL TO CAUSE THE DIRECT DISCHARGE OF SURFACE WATER INTO THE FLORIDA AQUIFER SYSTEM, CORRECTIVE ACTIONS DESIGNED OR APPROVED BY A REGISTERED GEOTECHNICAL ENGINEER SHALL BE TAKEN AS SOON AS PRACTICAL TO CORRECT THE FAILURE. A REPORT PREPARED BY A REGISTERED GEOTECHNICAL ENGINEER MUST BE PROVIDED AS SOON AS POSSIBLE TO LEON COUNTY FOR REVIEW AND APPROVAL THAT PROVIDES REASONABLE ASSURANCE THAT THE BREACH WILL BE PERMANENTLY CORRECTED.
2. ALL EXISTING SURFACE FEATURES WITHIN THE LIMITS OF CONSTRUCTION MUST REMAIN UNLESS OTHERWISE NOTED.
3. THE CONTRACTOR IS TO FIELD VERIFY LOCATIONS AND SIZES OF ALL SURFACE FEATURES AND UNDERGROUND UTILITIES PRIOR TO DEMOLITION ACTIVITIES. THE CONTRACTOR WILL BE RESPONSIBLE FOR CONTACTING THE COUNTY ENGINEER WITH ANY DISCREPANCIES PRIOR TO COMMENCING.
4. EXISTING ACCESS TO PRIVATE PROPERTY MUST BE MAINTAINED AT ALL TIMES.
5. CONSTRUCTION STAGING AND STOCK PILE LOCATIONS THAT ARE OUTSIDE COUNTY OWNED RIGHT OF WAY MUST BE PRE-APPROVED IN WRITING BY LEON COUNTY PUBLIC WORKS. IF THE PLANNED STAGING AREA IS OUTSIDE OF LEON COUNTY RIGHT-OF-WAY, THE CONTRACTOR SHALL APPLY FOR A COUNTY STAGING AREA PERMIT FROM LEON COUNTY DEPARTMENT OF DEVELOPMENTAL SUPPORT AND ENVIRONMENTAL MANAGEMENT (DESM).
6. AS-BUILT SURVEYS ARE REQUIRED FOR THIS PROJECT AND INCIDENTAL TO COST OF BOX CULVERT.
7. THE CONTRACTOR SHALL TAKE ALL REASONABLE PRECAUTIONS TO PREVENT UNAUTHORIZED MATERIALS FROM ENTERING WETLANDS, WATERWAYS, OTHER SURFACE WATERS OR WATERS OF THE U.S.
8. SEDIMENT BARRIERS SHOULD BE USED ALONG THE LENGTH OF THE PROJECT WHERE THERE IS POTENTIAL FOR SEDIMENT TO BE DIRECTED OFF-SITE. PARTICULAR CARE SHOULD BE USED WHEN THERE ARE WETLANDS INVOLVED. SEDIMENT BARRIERS SHOULD BE USED AROUND THE PERIMETER OF STOCKPILE AREAS.

PROTECTION OF EXISTING TREES TO REMAIN AND PENALTIES

1. IT IS IMPORTANT FOR THE EQUIPMENT OPERATORS, CONTRACTOR'S PERSONNEL, AND SUBCONTRACTORS TO UNDERSTAND THAT DAMAGE TO TREES IS PROHIBITED. EXTREME CARE MUST BE TAKEN TO PROTECT THE EXPOSED ROOT COLLARS AND ADJACENT ROOT SYSTEMS FROM VEHICULAR DAMAGE AND FALLING DEBRIS. PLACEMENT OR STORAGE OF CONSTRUCTION MATERIALS OR EQUIPMENT IS NOT PERMITTED WITHIN THE TREE PROTECTION ZONE FOR ANY LENGTH OF TIME.
2. ALL TREES NOT INDICATED FOR REMOVAL AND ALL TREES INDICATED FOR MITIGATION IN THE PLANS OR AS DIRECTED BY THE ENGINEER SHALL BE PROTECTED BY A TREE PROTECTION BARRICADE. TREE PROTECTION BARRIERS MUST BE INSTALLED AT THE PERIMETER OF THE CRITICAL PROTECTION ZONE (CPZ) OF EACH PROTECTED TREE PRIOR TO THE INITIATION OF DEVELOPMENT ACTIVITY TO PREVENT ROOT AND SOIL COMPACTION, RESULTING FROM VEHICULAR TRAFFIC. EQUIPMENT STORAGE OR MATERIAL STOCKPILING. THE BARRIERS SHALL REMAIN IN PLACE THROUGHOUT ALL CONSTRUCTION AND COMPLETION OF THE PROJECT. BARRIERS CAN BE TEMPORARILY MOVED FOR MITIGATION PURPOSES ONLY AND MUST BE RESTORED ONCE THE CONTRACTOR'S CERTIFIED ARBORIST HAS COMPLETED THE MITIGATION. PERMITEE SHALL CAUSE CONTRACTOR'S CERTIFIED ARBORIST TO PROVIDE A LANDSCAPING AND URBAN FOREST COMPLIANCE REPORT PREPARED IN ACCORDANCE WITH TLDC SECTION 5-64 AT LEAST SEVEN DAYS PRIOR TO REQUESTING A FINAL ENVIRONMENTAL INSPECTION. THE REPORT SHALL INCLUDE DOCUMENTATION DETAILING THE MITIGATION EFFORTS IMPOSED ON EACH IMPACTED TREE. RECONCILIATION OF THE DEFERRED IMPACTED TREE REPLACEMENT REQUIREMENTS SHALL OCCUR AT TIME OF SUBMITTAL OF THE COMPLIANCE REPORT IN ACCORDANCE WITH TLDC SECTION 8-83(J).
3. ALL FINES AND MITIGATION ASSOCIATED WITH ANY VIOLATION NOT ADHERING TO THE TREE PROTECTION PLAN MUST BE THE RESPONSIBILITY OF THE CONTRACTOR. (CONTRACTOR TO VERIFY IF A TREE REMOVAL PERMIT IS REQUIRED.)
4. IF PROTECTED TREES ARE REMOVED WITHOUT A PERMIT OR OTHERWISE IN VIOLATION, THE NUMBER OF REPLACEMENT TREES SHALL BE UP TO FIVE TIMES THE AMOUNT WHICH WOULD HAVE BEEN REQUIRED FOR REMOVAL, AND THE CONTRACTOR SHALL BE CHARGED TWICE THE NORMAL APPLICATION FEE.
5. ALL OTHER INFORMATION REGARDING TREE PROTECTION AND REMOVAL STANDARDS CAN BE SEEN IN THE CITY OF TALLAHASSEE LAND DEVELOPMENT CODE. CONTRACTOR SHALL CONTACT LEON COUNTY AND ENGINEER IF UNSURE OF THE REQUIREMENTS.

UTILITIES:

1. THE LOCATION(S) OF THE UTILITIES SHOWN IN THE PLANS ARE BASED ON LIMITED INVESTIGATION TECHNIQUES AND SHOULD BE CONSIDERED APPROXIMATE ONLY. THE CONTRACTOR SHALL FIELD VERIFY.


UTILITY/AGENCY OWNERS:

<u>COMPANY</u>	<u>CONTACT</u>	<u>TELEPHONE NUMBERS</u>
TALQUIN ELECTRIC COOPERATIVE	JONATHAN TEMPLES	850-743-8186
TECO PEOPLES GAS	PHYLLIS BRIDGES	813-228-4025

3. THE CONTRACTOR SHALL COORDINATE WITH UTILITY COMPANIES FOR THE BURIED GAS MAINS AND ANY OTHER RELOCATIONS NEEDED.

SURVEY NOTES:

1. BENCHMARK ELEVATIONS SHOWN ON THE PLANS ARE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
2. BEARINGS ARE GRID BASED ON NORTH AMERICAN DATUM 1983 (2011) STATE PLANE COORDINATES, FLORIDA NORTH ZONE.

R E V I S I O N S					LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			<i>GENERAL NOTES</i>		5

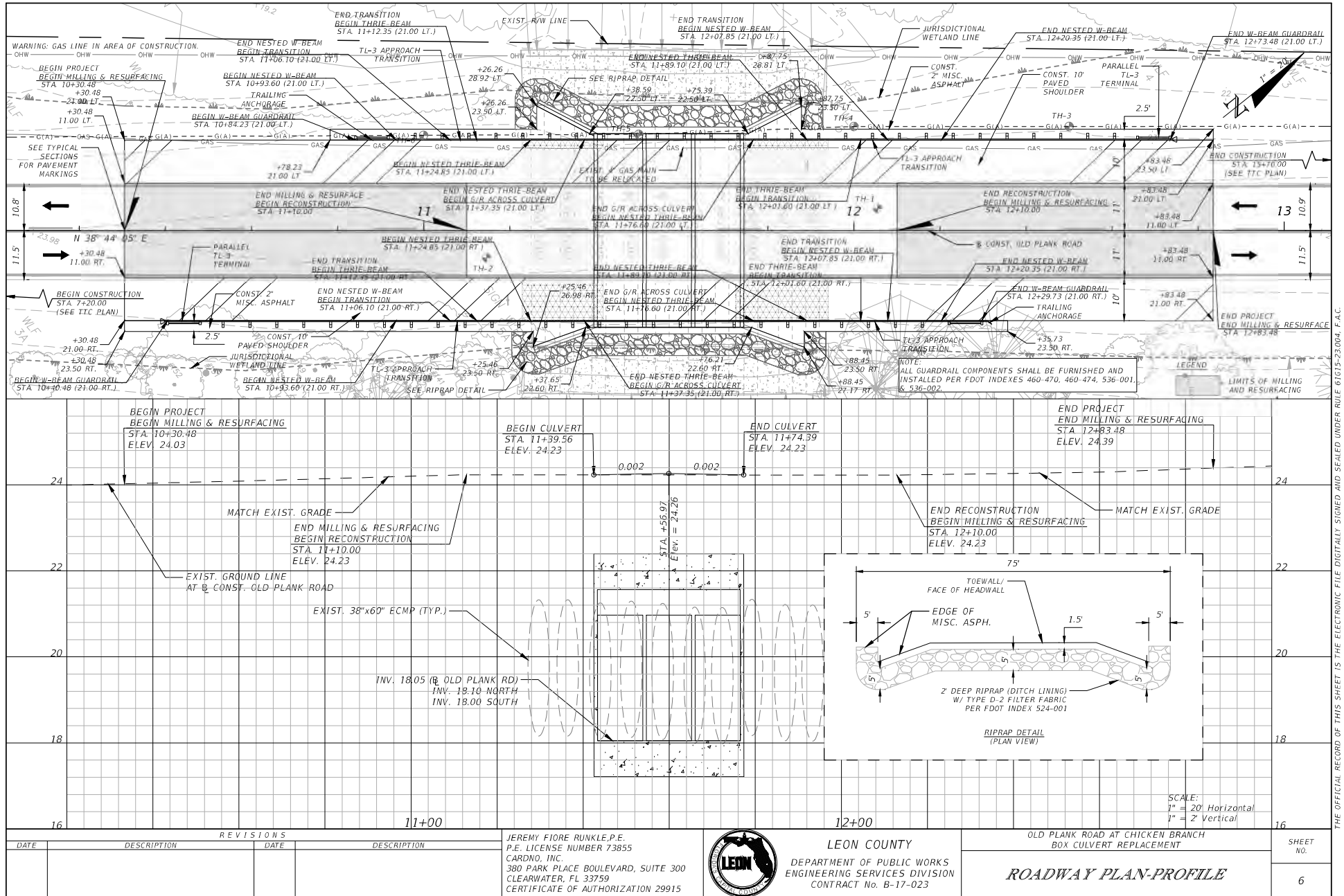
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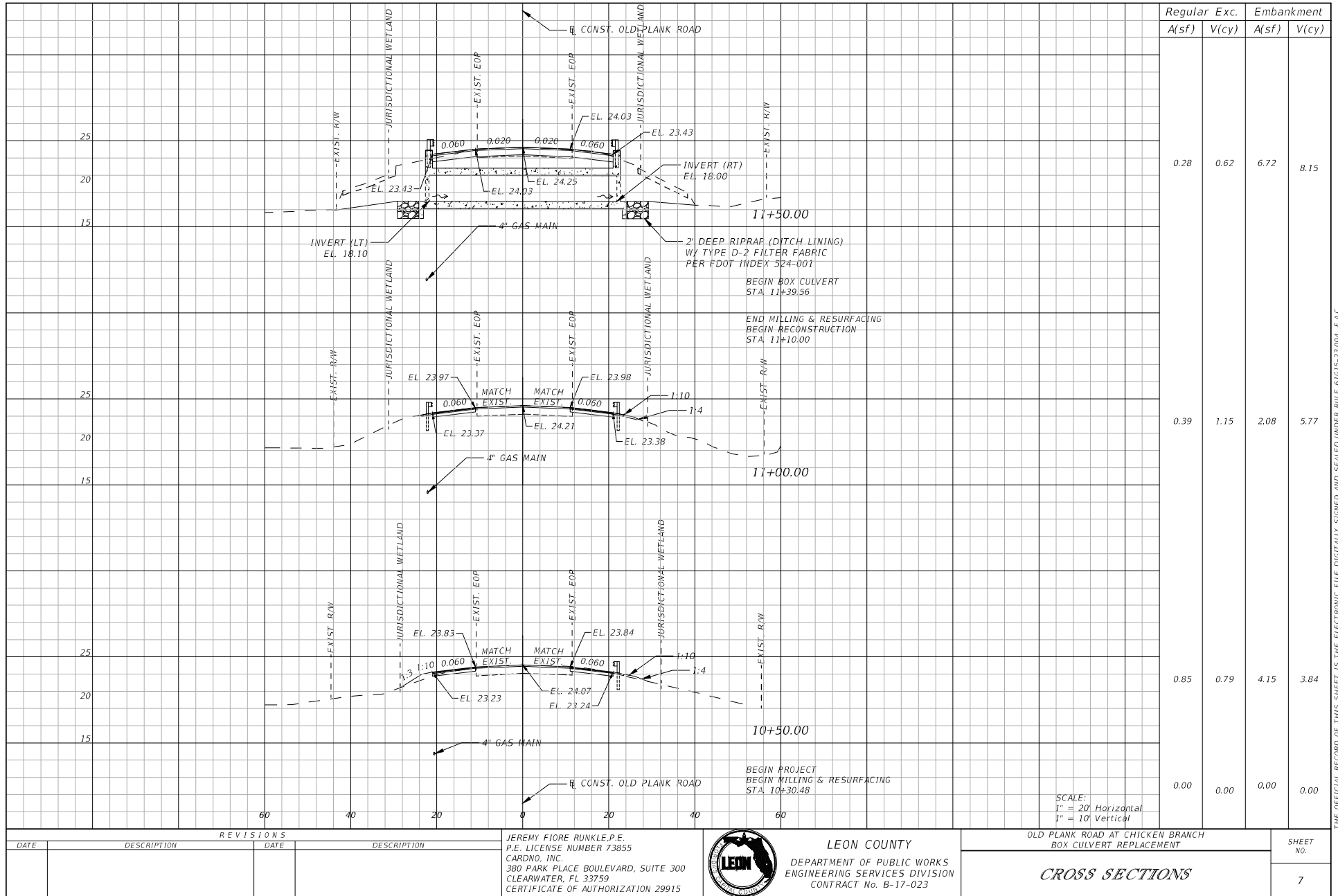
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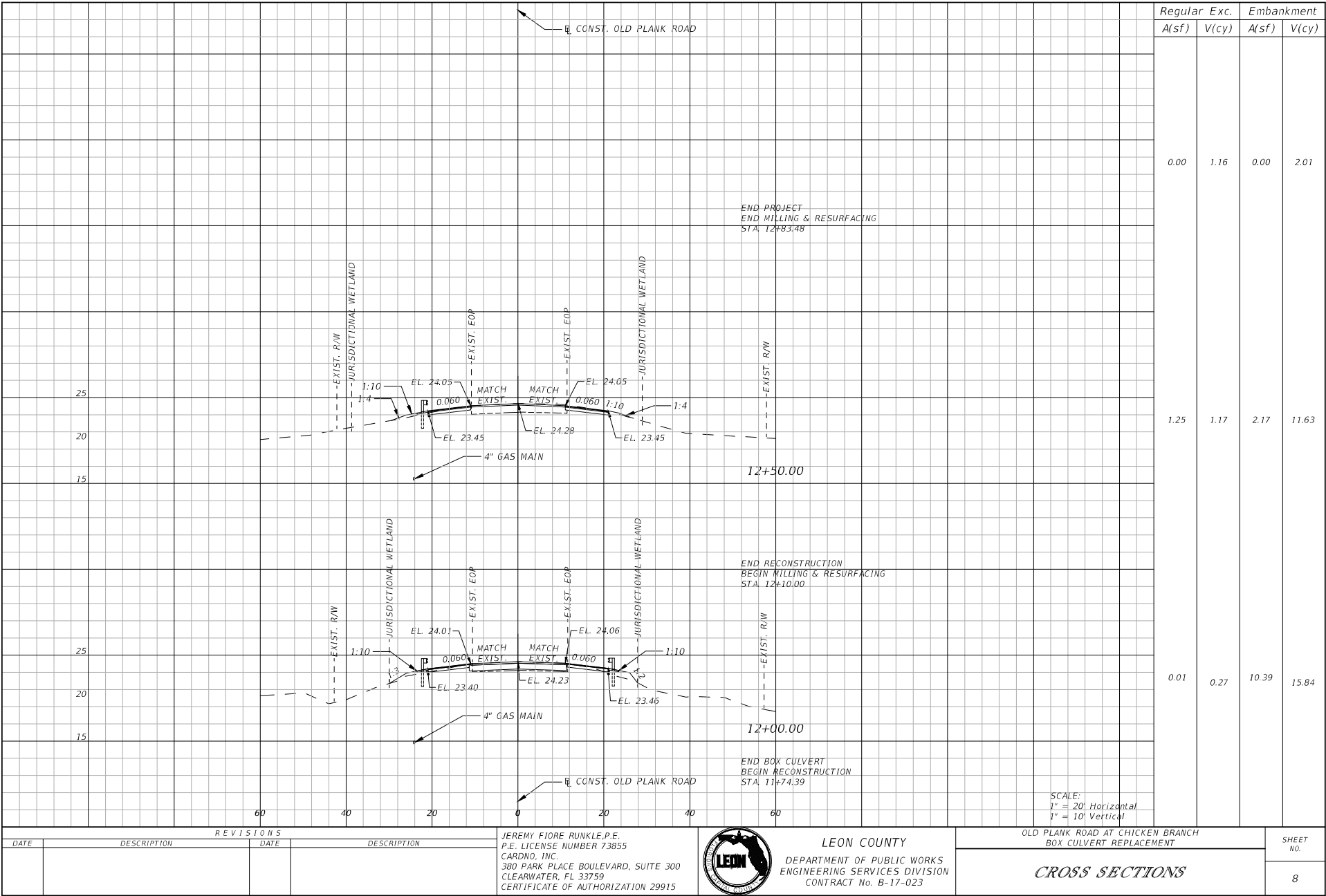
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SEQUENCE OF CONSTRUCTION:


1. CONTRACTOR WILL BE RESPONSIBLE FOR SCHEDULING A PRE-CONSTRUCTION CONFERENCE WITH LEON COUNTY PUBLIC WORKS AND THE ENGINEER PRIOR TO COMMENCEMENT OF ANY PROJECT RELATED ACTIVITIES.
2. CONSTRUCT SEDIMENT/EROSION CONTROLS. CLEARLY "FLAG" THE LIMITS OF CLEARING. CONSTRUCTION ACTIVITY SHALL NOT COMMENCE UNTIL THE SEDIMENTATION CONTROLS HAVE BEEN INSPECTED. IF NECESSARY STORMWATER WILL BE DIRECTED AROUND THE IMPROVEMENT OR THE CONVEYANCE SYSTEM SHALL REMOVE EXCESS SOILS AND DISPOSE OF IT PROPERLY AT THE CONTRACTORS EXPENSE.
3. CLEAR AND GRUB ALL AREAS TO BE DISTURBED FOR CONSTRUCTION OF MODIFICATIONS. CONTRACTOR SHALL REMOVE EXCESS SOILS AND DISPOSE OF IT PROPERLY AT THE CONTRACTORS EXPENSE.
4. SEE PHASING NOTES FOR CONSTRUCTION OF BOX CULVERT COMPONENTS AND ROADWAY IMPROVEMENTS.
5. DEWATERING WILL BE NECESSARY FOR THE CONSTRUCTION OF BOX CULVERT. CONTRACTOR SHALL BECOME FAMILIAR WITH THE GEOTECHNICAL CONDITIONS IDENTIFIED DURING GEOTECHNICAL INVESTIGATIONS AND AVAILABLE IN REPORTS FROM LEON COUNTY PUBLIC WORKS. CONTRACTOR SHALL BE HELD RESPONSIBLE FOR PROVIDING DEWATERING AS NECESSARY TO COMPLETE THE PROPOSED CONSTRUCTION ACTIVITIES.
6. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO PREPARE A DEWATERING PLAN AND OBTAIN THE PERMITS AS NEEDED TO ACCOMPLISH THE DEWATERING IN A MANNER CONSISTENT WITH ALL APPLICABLE REGULATIONS AND THE CONTRACTOR'S METHOD OF APPROACH.
7. PLACE SOD OR GRASS AND MULCH IN ALL DISTURBED AREAS OF THE IMPROVEMENTS.
8. CONTRACTOR SHALL PROVIDE THE ENGINEER OF RECORD AND LEON COUNTY PUBLIC WORKS WITH TWO (2) COPIES OF A SIGNED AND SEALED AS-BUILT SURVEY TO VERIFY THE INSTALLATION OF THE BOX CULVERT AND ROADWAY IMPROVEMENTS.
9. THE CONTRACTOR SHALL REQUEST A FINAL INSPECTION FROM LEON COUNTY AFTER COMPLETION.
10. REMOVE ALL SEDIMENT/EROSION CONTROL DEVICES. REMOVE AND DISTRIBUTE ANY REMAINING SEDIMENT. ASSURE THAT DISTRIBUTED SEDIMENT WILL NOT BE REDISTRIBUTED.

MAINTENANCE AND INSPECTION SCHEDULE:

1. EROSION CONTROL MEASURES MUST BE INSPECTED AT LEAST ONCE A WEEK AND AFTER EVERY 1/2" RAINFALL EVENT. ANY REQUIRED REPAIRS OR REPLACEMENT SHALL BE MADE IMMEDIATELY. SEDIMENT DEPOSITS SHALL BE REMOVED WHEN THEY REACH APPROXIMATELY ONE-HALF THE HEIGHT OF THE BARRIER.
2. MULCH AND SOD THAT HAS BEEN WASHED OUT SHALL BE REPLACED IMMEDIATELY.
3. MAINTAIN ALL OTHER AREAS OF THE IMPROVEMENTS WITH PROPER CONTROLS AS NECESSARY.
4. IF PROPOSED EROSION AND SEDIMENTATION CONTROLS ARE FOUND INEFFECTIVE OR IN NEED OF MAINTENANCE, CONTACT THE CITY ENGINEER TO DIRECT INSTALLATION OF ADDITIONAL MEASURES TO PROTECT THE ENVIRONMENT AND FURNISH THE CONTRACTOR WITH INSPECTION DETAILS, OPERATION AND MAINTENANCE OF EROSION AND SEDIMENTATION CONTROL PRACTICES PER FLORIDA ADMINISTRATIVE CODE CHAPTER 62-25.025(7)

MAINTENANCE OF TRAFFIC GENERAL NOTES:

1. TRAFFIC SHALL BE MAINTAINED IN ACCORDANCE WITH THE FDOT DESIGN STANDARDS, INDEX 102 SERIES AND THE FHWA "MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES".
2. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO MAINTAIN CLEAR ZONE REQUIREMENTS FOR EQUIPMENT AND MATERIALS STORAGE AND WORK ZONE PROTECTION AS SPECIFIED IN FDOT DESIGN STANDARDS INDEX 102.
3. THE CONTRACTOR MUST PROVIDE TEMPORARY DRAINAGE WHEN HISTORICAL DRAINAGE PATTERNS ARE IMPEDED IN AN ACTIVE WORK ZONE. ANY ADDITIONAL COST ASSOCIATED WITH DRAINAGE (INSTALLATION AND REMOVAL OF TEMPORARY STRUCTURES, DESILTING OF EXISTING PIPES) SHALL BE INCIDENTAL TO PAY ITEM 102-1 MAINTENANCE OF TRAFFIC.
4. A REGULATORY SPEED OF 45 MPH WILL BE MAINTAINED THROUGH THE WORK ZONE DURING ALL PHASES OF CONSTRUCTION.
5. THE CONTRACTOR MUST PROVIDE A QUALIFIED MAINTENANCE OF TRAFFIC SUPERVISOR TO BE ON SITE WHEN WORK IS TAKING PLACE AND SHALL BE ON CALL FOR EMERGENCIES WHEN THE CONTRACTOR IS NOT AVAILABLE. THE SUPERVISOR IS RESPONSIBLE FOR OVERSIGHT OF THE TRAFFIC CONTROL PLAN AND WILL BE REQUIRED TO SUBMIT WRITTEN INSPECTION REPORTS VERIFYING COMPLIANCE WITH THE TRAFFIC CONTROL PLAN. THE CONTRACTOR SHALL PROVIDE THE OWNER A 24-HOUR ON-CALL TELEPHONE NUMBER FOR THE SUPERVISOR.
6. THE OWNER RESERVES THE RIGHT TO REQUIRE ADDITIONAL DEVICES AND/OR CHANGES TO THE TRAFFIC CONTROL PLAN BASED UPON CHANGING TRAFFIC SAFETY ISSUES.
7. THE CONTRACTOR SHALL PROVIDE A TRAFFIC CONTROL OFFICER DURING NIGHT TIME OPERATIONS, AND DURING IMPLEMENTATION OF CHANGE IN THE TRAFFIC PATTERN (REROUTING OR SHIFTING TRAFFIC), AND PROVIDE 72 HOURS NOTICE PRIOR TO BEGINNING THOSE OPERATIONS.
8. THE CONTRACTOR HAS THE OPTION TO SUBMIT ALTERNATE TRAFFIC CONTROL PLANS. SUBJECT PLAN MUST BE SIGNED AND SEALED BY A FLORIDA PROFESSIONAL ENGINEER WITH FDOT ADVANCED TRAFFIC CONTROL CERTIFICATION, AND BE SUBJECT TO APPROVAL BY LEON COUNTY PUBLIC WORKS.
9. DEVICES SHALL BE PLACED SUCH THAT THE SAFETY OF THE PUBLIC AND CONSTRUCTION PERSONNEL ARE PROTECTED AT ALL TIMES.
10. THE CONTRACTOR SHALL DELIVER MOT REQUESTS, INCLUDING LANE CLOSURES, TO THE COUNTY TWO (2) WEEKS PRIOR TO TAKING EFFECT.

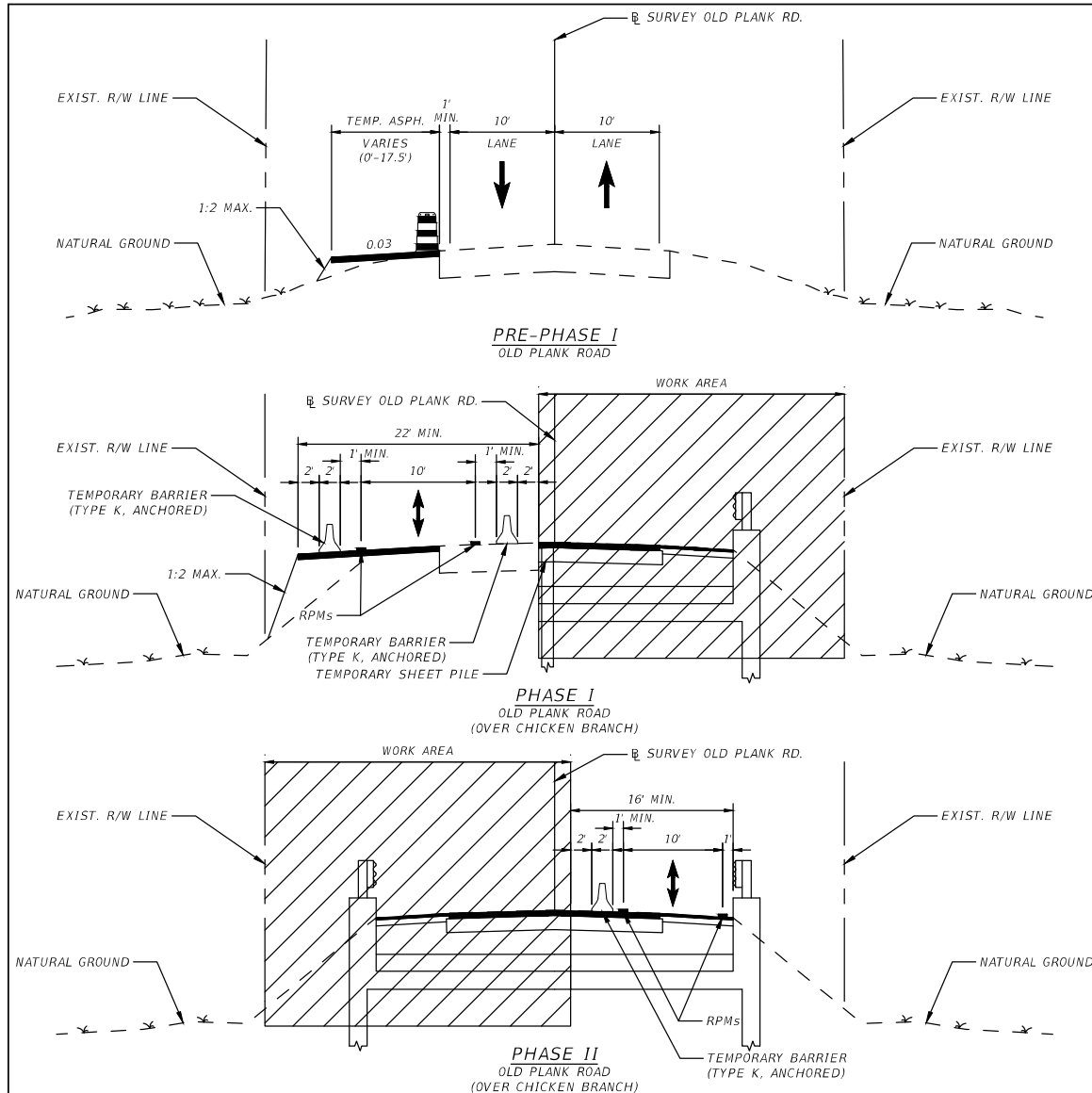
REVISIONS					LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			TEMPORARY TRAFFIC CONTROL PLAN (1)		
						JEREMY FIORE RUNKLE, P.E. P.E. LICENSE NUMBER 73855 CARDNO. INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION 29915		

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PRE-PHASE I

1. MAINTAIN EXISTING TRAFFIC PATTERNS ALONG OLD PLANK ROAD.
2. INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX 102-602, FOR TWO-LANE, TWO-WAY, WORK ON SHOULDER.
3. INSTALL TEMPORARY PAVEMENT ALONG THE WEST SIDE OF OLD PLANK ROAD. TEMPORARY PAVEMENT DESIGN SHALL CONSIST OF OPTIONAL BASE GROUP 4 (6" LIMEROCK BASE) WITH TYPE SP-9.5 STRUCTURAL COURSE (TRAFFIC LEVEL C) (2").

PHASE I

1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102, AND TEMPORARY TRAFFIC CONTROL PLANS, PHASE I, AS SHOWN.
2. INSTALL TEMPORARY SIGNALIZATION, TEMPORARY SHEET PILES, TEMPORARY PAVEMENT MARKINGS, TEMPORARY BARRIER (TYPE K, ANCHORED), AND TEMPORARY CRASH CUSHIONS FOR THE BI-DIRECTIONAL TRAVEL LANE ALONG OLD PLANK ROAD.
3. SHIFT ONE-WAY TRAFFIC CONTROLLED BY TEMPORARY SIGNAL TO THE WEST AS SHOWN IN PHASE I.
4. REMOVE EIGHT OF THE EXISTING CROSS DRAIN PILES LEAVING THE TWO OUTER PILES ON EACH END TO REMAIN FOR TEMPORARY DRAINAGE. CONSTRUCT HALF OF THE BOX CULVERT WITH RIPRAP ON THE EAST SIDE WITHIN THE WORK ZONE.
5. MILL AND RESURFACE AND RECONSTRUCT THE EAST PORTION OF OLD PLANK ROAD, AND INSTALL THE PROPOSED PAVED SHOULDER AND GUARDRAIL. INSTALL THE TEMPORARY PAVEMENT AT EACH END OF THE MILLING LIMITS TO BE UTILIZED DURING PHASE II.

PHASE II

1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102, AND TEMPORARY TRAFFIC CONTROL PLANS, PHASE II, AS SHOWN.
2. RE-INSTALL TEMPORARY SIGNALIZATION, TEMPORARY SHEET PILES, TEMPORARY PAVEMENT MARKINGS, TEMPORARY BARRIER (TYPE K, ANCHORED), AND TEMPORARY CRASH CUSHIONS FOR THE BI-DIRECTIONAL TRAVEL LANE ALONG OLD PLANK ROAD.
3. SHIFT ONE-WAY TRAFFIC CONTROLLED BY TEMPORARY SIGNAL TO THE EAST AS SHOWN IN PHASE II.
4. CONSTRUCT REMAINING PORTION OF THE BOX CULVERT WITH RIPRAP ON THE WEST SIDE WITHIN THE WORK ZONE.
5. MILL AND RESURFACE AND RECONSTRUCT THE REMAINING WEST PORTION OF OLD PLANK ROAD, AND INSTALL THE PROPOSED PAVED SHOULDER AND GUARDRAIL.

PHASE III

1. RE-INSTALL ADVANCE WARNING SIGNS AND TRAFFIC CONTROL DEVICES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX SERIES 102.
2. OPEN TRAVEL LANES TO EXISTING TRAFFIC PATTERNS ALONG OLD PLANK ROAD.
3. INSTALL FINAL PAVEMENT MARKINGS UTILIZING TEMPORARY LANE CLOSURES AS NECESSARY.
4. REMOVE TEMPORARY PAVEMENT AND REMAINING CROSS DRAIN PILES WITH REFERENCE TO FDOT STANDARD PLANS, INDEX 102-602, FOR TWO-LANE, TWO-WAY, WORK ON SHOULDER.
5. REMOVE ALL TEMPORARY SIGNAGE AND TRAFFIC CONTROL DEVICES TO CONCLUDE CONSTRUCTION.

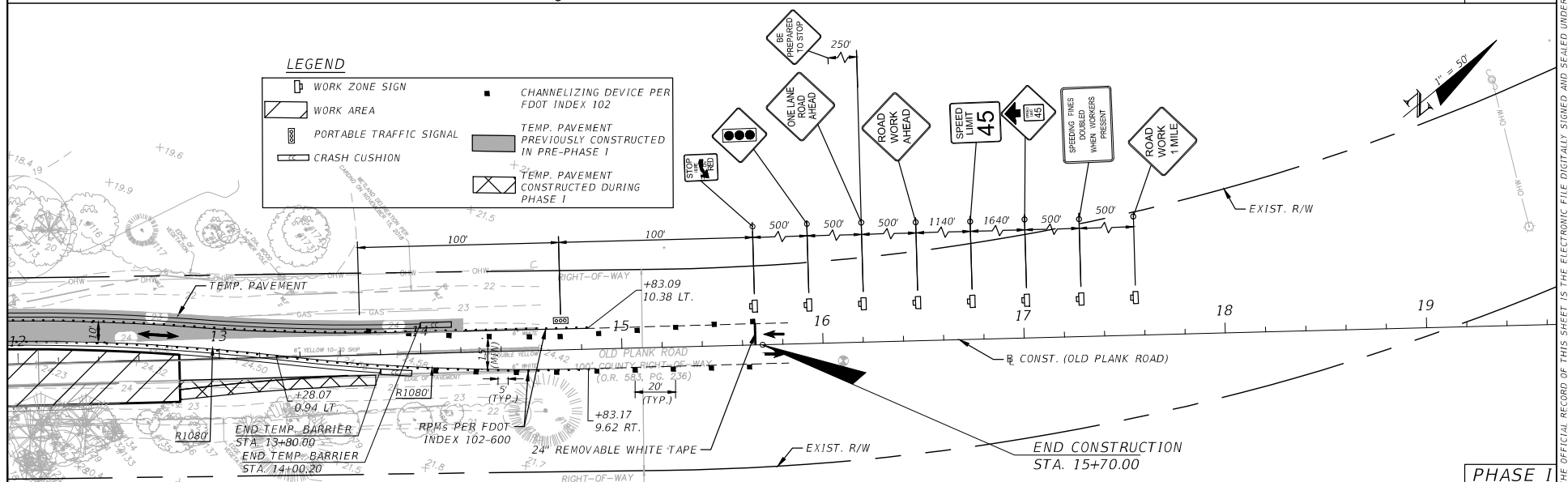
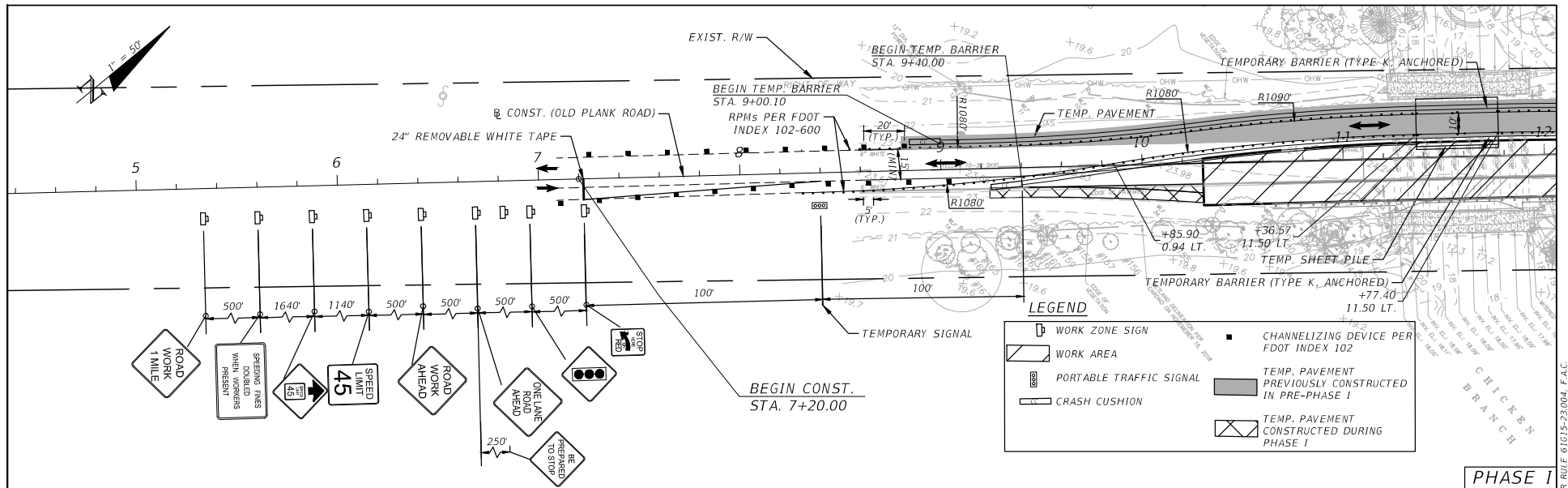
REVISIONS				<p>LEON COUNTY</p> <p>DEPARTMENT OF PUBLIC WORKS</p> <p>ENGINEERING SERVICES DIVISION</p> <p>CONTRACT No. B-17-023</p>	<p>OLD PLANK ROAD AT CHICKEN BRANCH</p> <p>BOX CULVERT REPLACEMENT</p> <p>TEMPORARY TRAFFIC CONTROL</p> <p>PLAN (2)</p>	SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			
				<p>LEON COUNTY</p> <p>DEPARTMENT OF PUBLIC WORKS</p> <p>ENGINEERING SERVICES DIVISION</p> <p>CONTRACT No. B-17-023</p>		10

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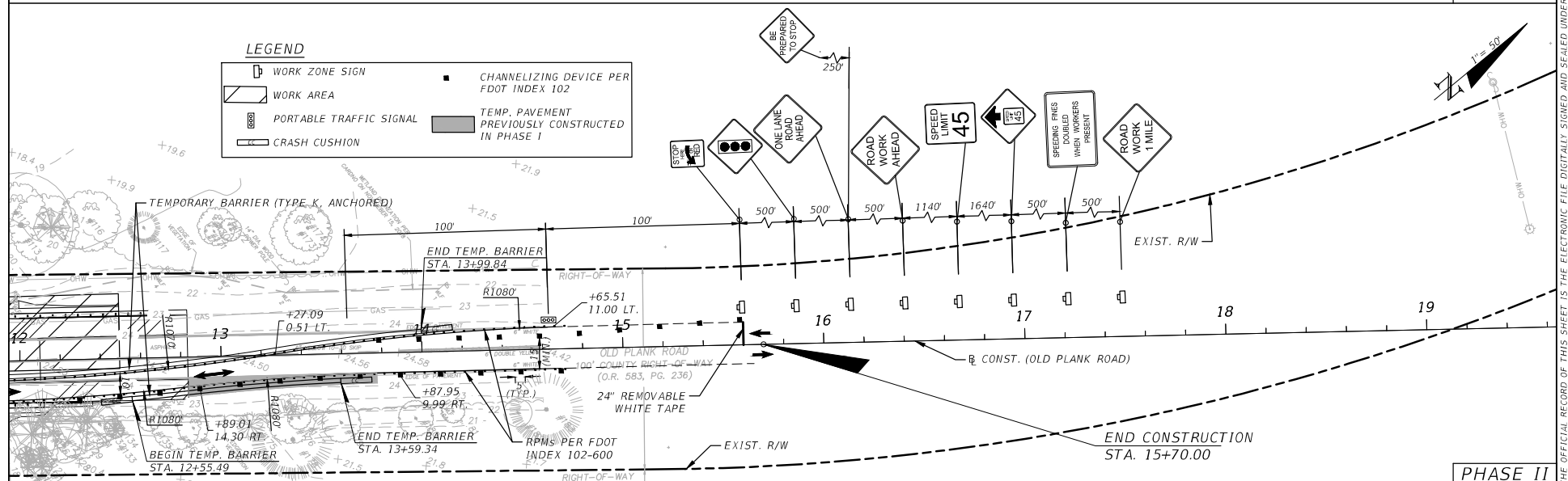
REVISIONS		REVISIONS		<p> LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023 </p>	<p> TEMPORARY TRAFFIC CONTROL PLAN (3) </p>	<p> OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT </p>	<p> SHEET NO. 11 </p>
DATE	DESCRIPTION	DATE	DESCRIPTION				


JEREMY FIORE RUNKLE, P.E.
 P.E. LICENSE NUMBER 73855
 CARDNO. INC.
 380 PARK PLACE BOULEVARD, SUITE 300
 CLEARWATER, FL 33759
 CERTIFICATE OF AUTHORIZATION 29915



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DATE	DESCRIPTION	DATE	DESCRIPTION		TEMPORARY TRAFFIC CONTROL PLAN (4)		12
			JEREMY FIORE RUNKLE,P.E. P.E. LICENSE NUMBER 73855 CARDNO, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION 29915				

DESIGN SPECIFICATIONS:

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) STRUCTURES MANUAL 2019 AND SUBSEQUENT STRUCTURES TEMPORARY DESIGN BULLETINS.

AASHTO LRFD BRIDGE DESIGN SPECIFICATIONS, 8TH EDITION.

FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) MANUAL OF UNIFORM MINIMUM STANDARDS FOR DESIGN, CONSTRUCTION AND MAINTENANCE FOR STREETS AND HIGHWAYS (FLORIDA GREENBOOK) (2018 EDITION).

GOVERNING STANDARDS:
FDOT DESIGN STANDARD PLANS AND REVISED INDEX DRAWINGS AS APPENDED HEREIN.

CONSTRUCTION SPECIFICATIONS:
FDOT STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION (JANUARY 2020 EDITION), WITH SUPPLEMENTS THERETO.

DESIGN METHOD:
LOAD AND RESISTANCE FACTOR DESIGN METHOD (LRFD) FOR ALL ELEMENTS.

DESIGN LOADING:

DEAD LOADS:
UNIT WEIGHT OF REINFORCED CONCRETE 150 PCF (INCLUDING REINFORCEMENT)

LIVE LOADS:
HL-93 LOADING WITH IMPACT.

ENVIRONMENTAL CLASSIFICATION:
SLIGHTLY AGGRESSIVE.

CONCRETE COVER:
CONCRETE COVER SHOWN IN PLANS DOES NOT INCLUDE PLACEMENT AND FABRICATION TOLERANCES UNLESS SHOWN AS "MINIMUM COVER". SEE FDOT STANDARD SPECIFICATIONS FOR ALLOWABLE TOLERANCES.
ALL DIMENSIONS PERTAINING TO LOCATIONS OF REINFORCING ARE TO CENTERLINE OF BARS EXCEPT WHERE THE CLEAR DIMENSION IS SHOWN TO FACE OF CONCRETE.

C.I.P.SUBSTRUCTURE: 3" FOR EXTERNAL FORMED SURFACES.
4" FOR EXTERNAL SURFACES CAST AGAINST EARTH.
2" FOR BOX CULVERTS

REINFORCING STEEL:
REINFORCEMENT SHALL BE IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS SECTION 931. REINFORCEMENT BARS SHALL BE GRADE 60.

UTILITIES:
LOCATION OF UTILITIES SHOWN IN THE PLANS ARE APPROXIMATE.

TURBIDITY CONTROL:
PROVIDE AND MAINTAIN FLOATING TURBIDITY BARRIERS AS REQUIRED TO CONTROL TURBIDITY CAUSED BY CONSTRUCTION OPERATIONS IN ACCORDANCE WITH PERMIT REQUIREMENTS.

JOINTS IN CONCRETE:
CONSTRUCTION JOINTS WILL BE PERMITTED ONLY AT LOCATIONS INDICATED IN THE PLANS. ADDITIONAL CONSTRUCTION JOINTS OR ALTERATIONS TO THOSE SHOWN SHALL REQUIRE APPROVAL OF THE ENGINEER.

PLAN DIMENSIONS:
ALL DIMENSIONS IN THESE PLANS ARE MEASURED IN FEET EITHER HORIZONTALLY OR VERTICALLY UNLESS OTHERWISE NOTED.

BRIDGE NAME AND NUMBER:
PLACE THE FOLLOWING BRIDGE NAME AND NUMBER ON THE TRAFFIC RAILINGS IN ACCORDANCE WITH THE TRAFFIC RAILING DESIGN STANDARD.

NAME NUMBER
OLD PLANK RD AT CHICKEN BRANCH 554177

EXISTING PIPE REMOVAL AND DISPOSAL:
ALL MATERIAL IN THE EXISTING CULVERT SHALL BE REMOVED IN ACCORDANCE WITH FDOT STANDARD SPECIFICATION SECTION 110.

- BID ITEMS NOTES:
1. PAYMENT FOR INCIDENTAL ITEMS NOT SPECIFICALLY COVERED IN THE INDIVIDUAL PAY ITEMS SHALL BE INCLUDED IN THE CONTRACT UNIT PRICE FOR THE BID ITEMS.
 2. NO SEPARATE PAYMENT WILL BE MADE FOR EXCAVATIONS FOR CONSTRUCTION OF STRUCTURES. ALL COSTS FOR EXCAVATION SHALL BE INCIDENTAL TO THE ELEMENT REQUIRING SUCH WORK.
 3. ALL COSTS ASSOCIATED WITH MAINTAINING THE CHANNEL CONVEYANCE, INCLUDING SHORING, COFFERDAMS, PIPES, PUMPING, SEDIMENT BASINS, ETC. SHALL BE INCLUDED IN THE COST OF MOBILIZATION.

- SITE PREPARATION:
1. EXCAVATE TO AT LEAST 6 INCHES BELOW THE PROPOSED BOX CULVERT BEARING ELEVATION TO PROVIDE FOR PROPER BEDDING. PROVIDE DEWATERING DEVICES CAPABLE OF MAINTAINING A STABLE AND DRY SURFACE TRENCH BOTTOM. THE EXCAVATION WIDTH SHOULD EXTEND A MINIMUM OF 12 INCHES OUTSIDE OF THE EXTERIOR WALLS AND CULVERT.

ALTHOUGH "MUCK" WAS NOT ENCOUNTERED IN THE TEST BORINGS, SOME OF THE TEST BORINGS DID ENCOUNTER SOMEWHAT ELEVATED ORGANIC CONTENTS. IF EXCESSIVELY ORGANIC SOILS (E.G. MORE THAN 5 PERCENT ORGANICS) ARE ENCOUNTERED DURING THE EXCAVATION FOR THE BOX CULVERTS, OVER-EXCAVATE THE EXCESSIVELY ORGANIC SOILS BENEATH THE CULVERT AND WITHIN A 1V:1H PROJECTION BELOW THE CULVERT AND END WALLS AND REPLACE WITH AASHTO SOIL CLASS A-3 PER FDOT STANDARD SPECIFICATIONS SECTION 125-8. IF ACCEPTABLE MATERIAL IS NOT AVAILABLE FROM THE EXCAVATION FOR THE CULVERT AS AUTHORIZED BY THE ENGINEER, SELECT BEDDING MATERIAL MAY BE USED.

2. COMPACT THE EXPOSED BEARING SURFACE TO 100% OF THE STANDARD PROCTOR MAXIMUM DRY DENSITY. GROUNDWATER WITHIN THE STREAM WILL NEED TO BE MAINTAINED TO APPROXIMATELY 2 FEET BELOW CUT GRADE TO ACHIEVE COMPACTION.

IN THE EVENT GROUNDWATER IS NOT MAINTAINED APPROPRIATELY AND COMPACTION IS NOT ACHIEVED, OVER-EXCAVATE AN ADDITIONAL 12 INCHES AND BACKFILL BY PLACING 6-INCH LIFTS OF THOROUGHLY TAMPED OPEN-GRADED GRAVEL SUCH AS NO. 57 OR 89 SIZE GRAVEL. SELECT SOILS MAY BE UTILIZED ATOP INITIAL GRAVEL LAYERS PROVIDED THAT THE SOILS ARE SEPARATED FROM THE GRAVEL BY A LAYER OF FILTER FABRIC. BACKFILLING SHOULD CONTINUE UNTIL THE BOTTOM OF THE CULVERT BEDDING ELEVATION IS ACHIEVED. ENCAPSULATE BACKFILL IN TYPE D-1 GEOTEXTILE. NO ADDITIONAL PAYMENT FOR OVER-EXCAVATION AND FILL WILL BE MADE.

3. PROVIDE AT LEAST 6 INCHES OF BEDDING BELOW THE BOTTOM OF THE BOX CULVERT WITH A COARSE OPEN-GRADED AGGREGATE SUCH AS NO. 4 OR 57 GRAVEL, COMPLETELY ENCAPSULATED IN TYPE D-1 GEOTEXTILE.
4. BACKFILL IN ACCORDANCE WITH FDOT STANDARD SPECIFICATIONS SECTION 125.
5. BASED ON THE GEOTECHNICAL REPORT, PLACE LAYER OF STRUCTURAL GEOSYNTHETIC TYPE R-2 IMMEDIATELY BELOW THE BOTTOM OF THE ROADWAY BASE IN ACCORDANCE WITH FDOT STANDARD SPECIFICATION NO. 145 AND NO. 985. THE MATERIAL SHALL EXTEND FROM 2 FT BEYOND THE LIMIT OF EXCAVATION TO 2 FT BEYOND THE EDGE OF THE CULVERT.


CONCRETE NOTES:

CLASS	MINIMUM 28-DAY COMPRESSIVE STRENGTH (PSI)	LOCATION OF CONCRETE IN STRUCTURE
II	f'c = 3,400	BRIDGE CULVERT (CAST-IN PLACE WINGWALLS, GUARDRAIL TRANSITION
II (MODIFIED)	f'c = 5,000	BRIDGE CULVERT (PRECAST)

FDOT STANDARD PLANS FOR BRIDGE CONSTRUCTION:

- 400-289 CONCRETE BOX CULVERT DETAILS
- 400-291 PRECAST CONCRETE BOX CULVERTS SUPPLEMENTAL DETAIL
- 400-292 STANDARD PRECAST CONCRETE BOX CULVERTS
- 415-001 BAR BENDING DETAILS (STEEL)
- 460-470 TRAFFIC RAILING (THRIE BEAM RETROFIT) TYPICAL DETAILS AND NOTES
- 460-474 TRAFFIC RAILING - (THRIE BEAM RETROFIT) INTERMEDIATE CURB

BRIDGE No. 554177

REVISIONS					LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT NO. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	BRIDGE CULVERT GENERAL NOTES	SHEET NO. 13
DATE	DESCRIPTION	DATE	DESCRIPTION					

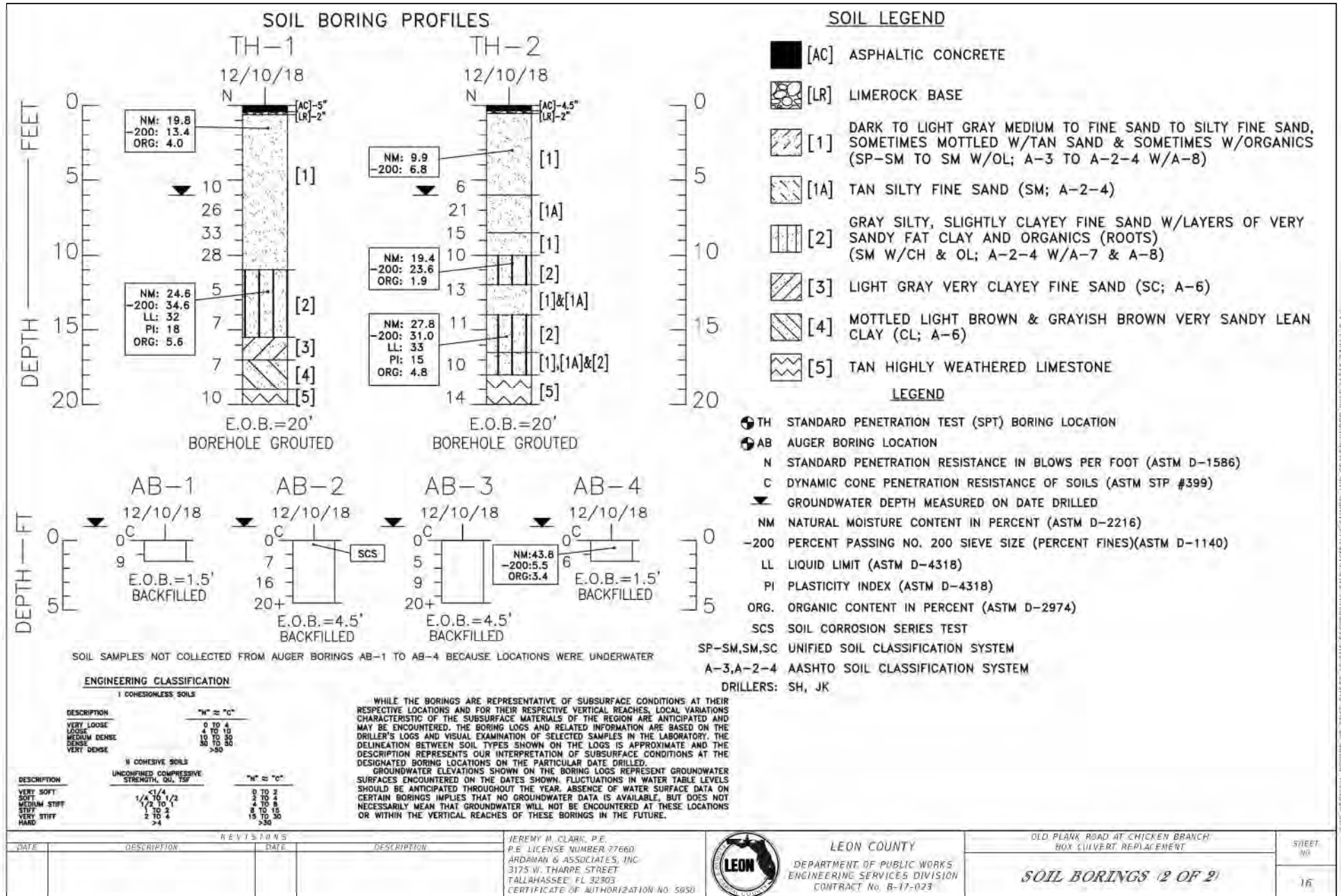
ANANDA BERGERON, P.E.
P.E. LICENSE NUMBER 65632
CARDNO. INC.
380 PARK PLACE BOULEVARD, SUITE 300
CLEARWATER, FL 33759
CERTIFICATE OF AUTHORIZATION No. 29915

Michael Regan

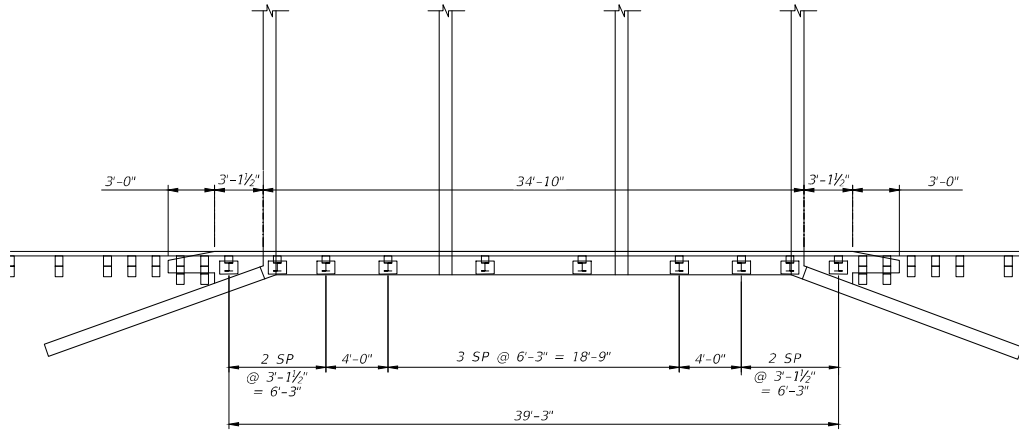
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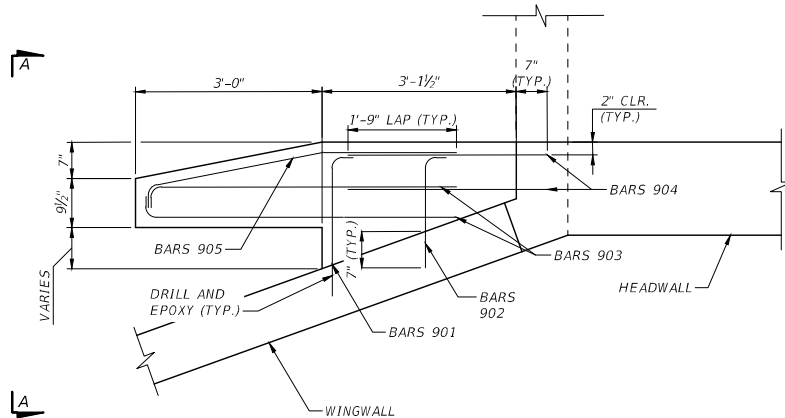
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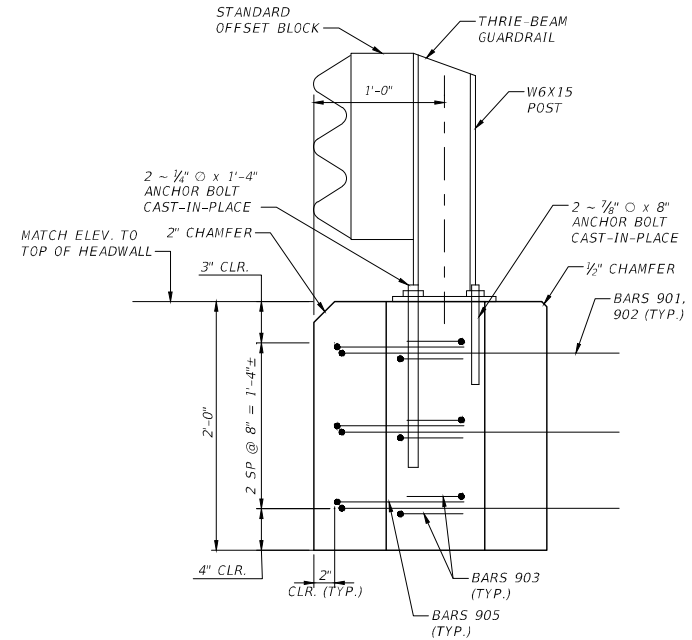
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GUARDRAIL PLAN
SOUTH SIDE OF CULVERT SHOWN, NORTH SIDE SIMILAR



GUARDRAIL TRANSITION
SOUTHWEST CORNER SHOWN, OTHERS SIMILAR
GUARDRAIL NOT SHOWN FOR CLARITY




SECTION A-A
(SEE FDOT STANDARD PLANS INDEX 460-470 & 460-474)

NOTES:

1. ADHESIVE BONDING MATERIAL FOR DRILLED AND EPOXIED REINFORCEMENT SHALL BE INSTALLED PER FDOT SPECIFICATIONS SECTION 416 AND ADHERE TO FDOT SPECIFICATIONS SECTION 937, TYPE HSHV.
2. THE COST FOR DRILLED AND EPOXIED REINFORCEMENT SHALL BE INCLUDED IN THE COST OF CONCRETE

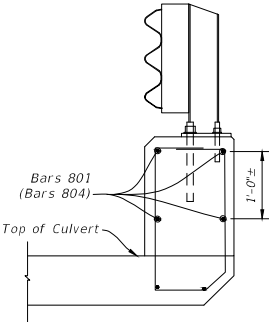
BRIDGE No. 554177

REVISIONS				 LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO. 18
DATE	DESCRIPTION	DATE	DESCRIPTION		<i>GUARDRAIL & TRANSITION PLAN</i>		
			ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 CARDNO, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915				

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MARK	LENGTH			NO	TYP	STY	B			C			D			E			F			H			J			K			N	Ø
SIZE	DES	FT	IN	BARS	BAR	A	G	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	NO	ANG		
4	709	6- 6		16	1			6- 6																								
4	710	6- 6		16	1			6- 6																								
4	711	14- 8		16	1			14- 8																								
5	712	2- 0		10	1			2- 0																								
LOCATION						LEFT HEADWALL										NO. REQUIRED = 1																
4	801	34- 6		4	1			34- 6																								
4	802	34- 6		2	1			34- 6																								
6	803	7-10		70	27			2- 5 1/2	0- 6		0- 8		0- 5		2- 0 1/4	1- 0		1- 0														
LOCATION						RIGHT HEADWALL										NO. REQUIRED = 1																
4	804	34- 6		4	1			34- 6																								
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6	806	8- 0		70	27			2- 6 1/4	0- 6		0- 8		0- 5		2- 1 1/2	1- 0		1- 0														
LOCATION						LEFT CUTOFF WALL										NO. REQUIRED = 1																
4	807	34- 6		2	1			34- 6																								
4	808	34- 6		2	1			34- 6																								
4	809	5- 5		35	7			1-11 1/2	0- 6		0- 6		0- 6																			
LOCATION						RIGHT CUTOFF WALL										NO. REQUIRED = 1																
4	810	34- 6		2	1			34- 6																								
4	811	34- 6		2	1			34- 6																								
4	812	5- 5		35	7			1-11 1/2	0- 6		0- 6		0- 6																			
LOCATION						GUARDRAIL TRANSITION										NO. REQUIRED = 4																
4	901	3- 4		3	10			2- 8	0- 8																							
4	902	2- 7		3	10			1- 11	0- 8																							
4	903	5- 6		6	10			5- 0	0- 5 1/2																							
4	904	3- 6		6	1			3- 5 1/2																								
4	905	5- 7		3	13			2-10 1/2	0- 5 1/2		2- 2																	12	78.4			

END OF LIST



BARS 801 (BARS 804)
PLACEMENT DETAIL

BRIDGE No. 554177

REVISIONS				DESCRIPTION	ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 CARDNO. INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915		LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT	REINFORCING BAR LIST (2 OF 2)	SHEET NO. 20
DATE	DESCRIPTION	DATE	DESCRIPTION							

Michael Regan


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MARK	LENGTH	NO	TYP	STY	B	C	D	E	F	H	J	K	N	Ø										
SIZE	DES	FT	IN	BARS	BAR	A	G	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	FT	IN	FR	NO	AN
LOCATION					MAIN BOX										NO. REQUIRED = 1									
6	101	34- 6	91	1		34- 6																		
5	102	34- 6	91	1		34- 6																		
5	103	34- 6	97	1		34- 6																		
5	104	34- 6	97	1		34- 6																		
5	105	5- 5	180	10		2- 2		3- 3																
5	106	5- 5	180	10		2- 2		3- 3																
5	107	4- 1	720	10		0-10		3- 3																
5	108	4- 4	180	1		4- 4																		
4	109	47- 8	36	1		47- 8																		
4	110	44- 8	36	1		44- 8																		
4	111	44- 1	36	1		44- 0 ¼																		
4	112	47- 8	36	1		47- 8																		
4	113	44- 8	8	1		44- 8																		
4	114	44- 8	8	1		44- 8																		
4	115	44- 1	16	1		44- 0 ¼																		
LOCATION					LEFT END WINGWALL										NO. REQUIRED = 1									
4	401	5- 7	16	1		5- 6 ¾																		
4	402	14- 8	7	1		14- 8																		
4	404	14- 8	7	1		14- 8																		
4	406	5- 7	16	1		5- 6 ¾																		
4	407	5- 7	16	10		3- 0		2- 6 ¾																
4	409	6- 6	16	1		6- 6																		
4	410	6- 6	16	1		6- 6																		
4	411	14- 8	16	1		14- 8																		
5	412	2- 0	10	1		2- 0																		
LOCATION					LEFT BEGIN WINGWALL										NO. REQUIRED = 1									
4	501	5- 7	16	1		5- 6 ¾																		
4	502	14- 8	7	1		14- 8																		
4	504	14- 8	7	1		14- 8																		
4	506	5- 7	16	1		5- 6 ¾																		
4	507	5- 7	16	10		3- 0		2- 6 ¾																
4	509	6- 6	16	1		6- 6																		
4	510	6- 6	16	1		6- 6																		
4	511	14- 8	16	1		14- 8																		
5	512	2- 0	10	1		2- 0																		
LOCATION					RIGHT END WINGWALL										NO. REQUIRED = 1									
4	601	5- 8	16	1		5- 8																		
4	602	14- 8	7	1		14- 8																		
4	604	14- 8	7	1		14- 8																		
4	606	5- 8	16	1		5- 8																		
4	607	5- 7	16	10		3- 0		2- 6 ¾																
4	609	6- 6	16	1		6- 6																		
4	610	6- 6	16	1		6- 6																		
4	611	14- 8	16	1		14- 8																		
5	612	2- 0	10	1		2- 0																		
LOCATION					RIGHT BEGIN WINGWALL										NO. REQUIRED = 1									
4	701	5- 8	16	1		5-10 ½																		
4	702	14- 8	7	1		14- 8																		
4	704	14- 8	7	1		14- 8																		
4	706	5- 8	16	1		5-10 ½																		
4	707	5- 7	16	10		3- 0		2- 6 ¾																

BRIDGE No. 554177

REVISIONS				<div>ANANDA BERGERON ,P.E. P.E. LICENSE NUMBER 65632 CARDNO, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915</div>	<div><div>LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</div></div>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			<i>REINFORCING BAR LIST (1 OF 2)</i>		19

Michael Regan

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*SEE SITE PREPARATION
NOTE 5 ON SHEET 13

-
- A cross-sectional diagram of a bridge deck. The deck is shown with a central span of 34'-10" between two abutments. The left abutment is labeled "BEGIN BRIDGE STA 11+39.56" and the right abutment is labeled "END BRIDGE STA 11+74.39". The diagram shows the "OBSERVED WATER LEVEL" as a horizontal line with an arrow pointing to it. The "PROPOSED GROUND" is shown as a dashed line below the water level. On the left side, there are three horizontal lines representing different levels, labeled 25, 20, and 15 from top to bottom. On the right side, there are also three horizontal lines labeled 25, 20, and 15 from top to bottom. The bridge deck is shown with a central span and two side spans. The water level is shown as a horizontal line with an arrow pointing to it. The ground profile is shown as a dashed line below the water level.

BRIDGE No. 554177

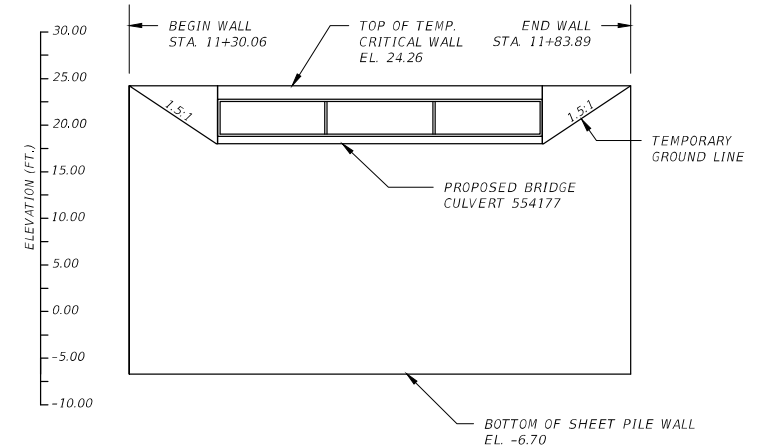
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STEEL SHEET PILE WALL, CANTILEVER DATA TABLE											Table Date 07-01-12
CONSTRUCTION INFORMATION							DESIGN PARAMETERS				
WALL LOCATION		MINIMUM * SECTION MODULUS (in ² /ft)		MINIMUM REQUIRED MOMENT OF INERTIA (in ⁴ /ft)	MINIMUM WALL TIP ELEVATION (ft)	WALL TOP ELEV. (ft)	SOIL ELEVATION		WATER ELEVATION		DESIGN LIVE LOAD (psf)
STATION (begin to end)	OFFSET (ft)	A-328 (ksi) fy=39 ksi	A-572 (ksi) fy=50 ksi				** FRONT OF WALL (ft)	BACK OF WALL (ft)	FRONT OF WALL (ft)	BACK OF WALL (ft)	
11+30.06 TO 11+83.89	4.5' LT.	32.32	25.21	120.67	-6.70	24.26	15.67	24.26	16.67	18.00	240.00
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-
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-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-

* Minimum Section Modulus is based on Hot Rolled Sections. For Cold Rolled Sections, increase Minimum Section Modulus by 20%.
** Minimum of Design Ground Surface of Design Scour Depth.


NOTES:

1. Wall deflections will cause distress of adjacent pavement during construction. The Contractor shall maintain pavement conditions behind the sheet pile walls during construction. The cost of maintaining adjacent pavement shall be included in the cost of the Temporary Steel Sheet Pile Wall.
2. The Design Parameters indicated in this table were used in the sheet pile wall analysis. If the Contractor plans operations, which exceed the design parameters shown above, the Contractor's Specialty Engineer will redesign the wall to resist construction loads at a maximum deflection of 3" inches.
3. Maintain the conveyance of the channel flow during construction. See sheet 14 for details.



WALL ELEVATION

BRIDGE No. 554177

REVISIONS				<div>ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 CARDNO, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915</div>	<div><div>LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</div></div>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION			TEMPORARY CRITICAL WALL DATA TABLE		

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WALL DATA TABLE (inches unless shown otherwise)

Table Date 7-01-09

Table Date 01-01-11

Table Date 01-01-11

Table Date 01-01-11

Table Date 01-01-11

Table Date 7-01-13

Table Date 7-01-13

Table Date 7-01-09

Table Date 7-01-09

Table Date 7-01-09

Table Date 7-01-09

WINGWALL NOTE: Bar designations in "()" are only required for variable height wingwalls.




(See FDOT Standard Plans Index 460-470
& 460-474 for more details.)

NOTES [Notes Date 7-01-14]:

1. *Environmental Class: Slightly Aggressive*
2. *Reinforcing Steel, Grade 60*
3. *Concrete Class:*
II (Cast In Place) $f'c = 3400$ psi
II Modified (Precast) $f'c = 5000$ psi
4. *Soil Properties:*
Friction Angle 30 deg
Modulus of Subgrade Reaction 241920 lbf/ft³
Nominal Bearing Resistance 2025 lbf/ft²
5. *Work this Drawing with FDOT Standard Plans Index 400-289*
6. *Settlement criteria for Precast Box Culvert option*
(FDOT Standard Plans Index 400-291):
Long Term Differential Settlement (ΔY) = $\leq 0.5"$
Effective Length for Settlement (L) = 45 ft.

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BRIDGE No. 554177

<div style="text-align: center;">REVISIONS</div>				<div style="text-align: center;">  </div>	<div style="text-align: center;"> LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023 </div>	<div style="text-align: center;"> OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT </div>	<div style="text-align: center;">SHEET NO.</div>
DATE	DESCRIPTION	DATE	DESCRIPTION			<i>BOX CULVERT DATA TABLE</i>	17

Load Rating Summary Details for Reinforced Concrete Bridge Culverts (Box and Three-Sided Culvert)																	Table Date 01-01-11
Table 2 - LRFR																	
Level	Limit State	Vehicle	Weight (tons)	Load Factors			Moment (Strength)					Shear (Strength)					Comments:
				LL	DC	DW	Unfactored Ratio	Permanent Loads	Rating Factor	Tons	Location	Dimension	Unfactored Ratio	Permanent Loads	Rating Factor	Tons	
Design Load Rating	Strength I (Inv)	HL-93	N/A	1.75	1.25	1.50	1.48	1.49	N/A	D	11.17'	2.47	1.30	N/A	C	11.17'	Wheel load distribution method if other than LRFD. Other appropriate comments.
	Strength I (Op)	HL-93	N/A	1.35	1.25	1.50	1.48	1.93	N/A	D	11.17'	2.46	1.71	N/A	C	11.17'	
Permit Load Rating	Strength II	FL120	60.0	1.35	1.25	1.50	3.80	1.36	81.55	B	6.08'	3.49	1.27	76.17	A	1.00'	

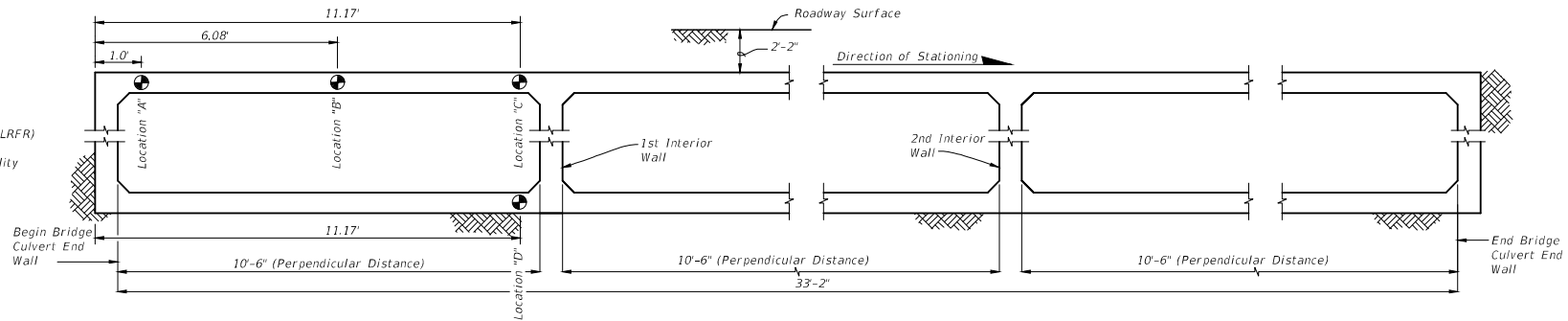
General Notes:
1. This table is based on the requirements established in the January 2019 "Structures Manual".

Table 2 Notes:
1. Permit capacity is determined by using the permit vehicle in all lanes.
2. Does the depth of fill above the top slab exceed the span length between the inside faces of the end walls (Bridge Culvert Total Span Length)? ☐ Yes ☒ No

If Yes then the live load may be neglected per LRFD 3.6.1.2.6.


Abbreviations:

- DL - Dead Load (LFR)
DC - Component Dead Load (LRFR)
DW - Wearing Surface & Utility Dead Load (LRFR)
LL - Live Load
Inv - Inventory
Op - Operating



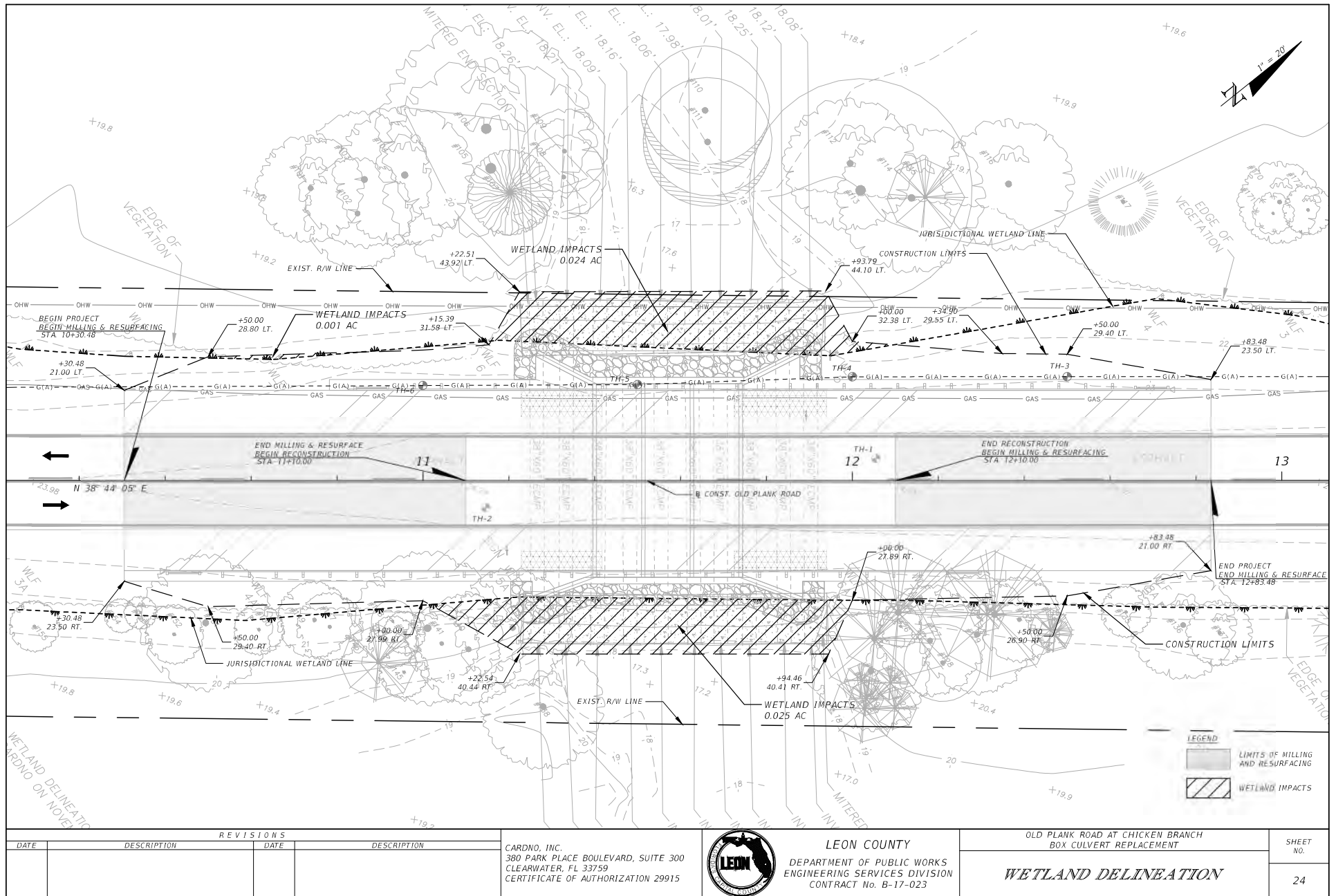
RATING LOCATIONS

BRIDGE No. 554177

REVISIONS				<div>ANANDA BERGERON, P.E. P.E. LICENSE NUMBER 65632 CARDNO. INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION No. 29915</div> <div><div>LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023</div></div>	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT		SHEET NO.
DATE	DESCRIPTION	DATE	DESCRIPTION		<i>LOAD RATING SUMMARY TABLE</i>		21

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SUMMARY OF VERIFIED UTILITIES

Util #	UTILITY DESCRIPTION (Owner, type)	SIZE	MATERIALS	LINE OF CONSTRUCTION			EXISTING GROUND ELEVATION (FT)	TOP ELEVATION (FT)	COMMENTS
				STATION	OFFSET (FT)	LT/RT			
TH-1	TECO PEOPLES GAS, GAS MAIN	4"	1" STEEL PIPE	12+50	24.16	LT	22.85	15.73	UTILITY OWNERS ARE PER SSOCF DIG TICKET: #238901807
TH-2	TECO PEOPLES GAS, GAS MAIN	4"	1" STEEL PIPE	12+50	24.14	LT	22.73	15.62	
TH-3	TECO PEOPLES GAS, GAS MAIN	4"	1" STEEL PIPE	17+30	22.32	LT	22.85	9.65	
TH-4	TECO PEOPLES GAS, GAS MAIN	4"	1" STEEL PIPE	AS	22.30	LT	23.25	14.52	

NOTE: * = UNABLE TO VISUALLY VERIFY, DUE TO DEPTH AND/OR WATER TABLE. AS PER TECO PEOPLES GAS, UTILITY IS A 4" STEEL PIPE GAS MAIN.

SUBSURFACE UTILITY SURVEY NOTES

1. THE TYPE OF SURVEY PERFORMED IS A SPECIFIC PURPOSE SURVEY, AS DEFINED IN CHAPTER 5J-17.050(10-J) TO LOCATE SUBSURFACE UTILITIES FOR LEON COUNTY ALONG NOTED ROADWAYS WITHIN LEON COUNTY, FLORIDA. ALL SUBSURFACE UTILITY INFORMATION WAS DESIGNATED AND LOCATED BY CARDNO'S PROFESSIONAL SUBSURFACE UTILITY ENGINEERING STAFF CONSISTENT WITH THE AMERICAN SOCIETY OF CIVIL ENGINEERS (ASCE) STANDARD (CI/ASCE 38-02) ENTITLED "STANDARD GUIDELINE FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".
2. THE FIELD SURVEY WAS COMPLETED ON 08/29/19.
3. VERTICAL DATUM USED FOR THIS PROJECT IS IN NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD 88).
4. STATION AND OFFSET INFORMATION USED FOR THE SUBSURFACE UTILITY EXCAVATION REPORT TABLE CONTAINED HEREIN IS RELATIVE TO THE BASELINE OF CONSTRUCTION AS DEPICTED IN THE ELECTRONIC FILE ALGNRD01.DWG.
5. SURFACE ELEVATIONS AND MEASURE DOWNS (DEPTH OF COVER) ARE VALID AT THE DATE OF THIS SURVEY ONLY AS SURFACE GRADE CONDITIONS MAY CHANGE OVER TIME.
6. UNDERGROUND UTILITIES DEPICTED HEREON ARE BASED UPON FIELD EVIDENCE FROM A QUALITY LEVEL "B" SUBSURFACE INVESTIGATION THROUGHOUT THE SUBJECT PARCEL. THIS EFFORT INCLUDED THE DETERMINATION OF THE APPROXIMATE HORIZONTAL LOCATION OF THE UNDERGROUND UTILITIES RECORDED IN FIELD; 5/8" IRON ROD WITH CAP STAMPED "CARDNO - TEST HOLE" ALONG WITH A WOODEN LATHE WITH PINK FLAGGING. CARDNO DID NOT PROVIDE SURVEY OF THE LOCATING RESULTS, SWING-TIE FORMS, SHOWING MEASUREMENTS TO FEATURES ON-SITE, WERE PREPARED FOR EACH TEST HOLE LOCATION. UTILITIES WERE MARKED IN ACCORDANCE WITH THE AMERICAN PUBLIC WORKS ASSOCIATION UNIFORM COLOR CODE. ADDITIONALLY, SUNSHINE ONE-CALL OF FLORIDA DIG TICKET, TICKET NUMBER #238901807 WAS SUBMITTED ON 08/26/2019 AND THE UTILITY OWNERS ARE AS FOLLOWS: TECO PEOPLES GAS AS PER SAID DIG TICKET.
7. THE TECHNIQUES DESCRIBED ABOVE, ALTHOUGH HIGHLY RELIABLE, ARE SUBJECT TO OUTSIDE INTERFERENCE WHICH ARE BEYOND THE CONTROL OF CARDNO AND MAY IMPEDE THE EFFECTIVENESS OF THE SUBSURFACE INVESTIGATION. SOIL CONDITIONS, UTILITY MATERIAL, SIZE, DEPTH, AND CONDUCTIVITY MAY PREVENT LOCATION OF SOME SUBSURFACE UTILITIES. NO GUARANTEE IS HEREBY EXPRESSED THAT ALL UTILITIES HAVE BEEN DETECTED AND LOCATED.

REVISIONS				 LEON COUNTY DEPARTMENT OF PUBLIC WORKS ENGINEERING SERVICES DIVISION CONTRACT No. B-17-023	OLD PLANK ROAD AT CHICKEN BRANCH BOX CULVERT REPLACEMENT VERIFIED UTILITIES	SHEET NO. 25
DATE	DESCRIPTION	DATE	DESCRIPTION			
				CARDNO, INC. 380 PARK PLACE BOULEVARD, SUITE 300 CLEARWATER, FL 33759 CERTIFICATE OF AUTHORIZATION 29915		

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COMMENCEMENT NOTIFICATION

*Within ten (10) days of initiating the authorized work, submit this form via electronic mail to saj-rd-enforcement@usace.army.mil (preferred, not to exceed 15 MB) **or** by standard mail to U.S. Army Corps of Engineers, Enforcement Section, P.O. Box 4970, Jacksonville, FL 32232-0019.*

1. Department of the Army Permit Number: SAJ-2020-01164 (NW-LSL)

2. Permittee Information:

Name: _____

Email: _____

Address: _____

Phone: _____

3. Construction Start Date: _____

4. Contact to Schedule Inspection:

Name: _____

Email: _____

Phone: _____

Signature of Permittee

Printed Name of Permittee

Date

AS-BUILT CERTIFICATION BY PROFESSIONAL ENGINEER

Submit this form and one set of as-built engineering drawings to the U.S. Army Corps of Engineers, Enforcement Section, 41 North Jefferson Street, Suite 301, Pensacola, Florida, 32502. If you have questions regarding this requirement, please contact the Enforcement Branch at 904-232-3131.

1. Department of the Army Permit Number: SAJ-2020-01164 (NW-LSL)

2. Permittee Information:

Name: _____

Address: _____

3. Project Site Identification (physical location/address):

4. As-Built Certification: I hereby certify that the authorized work, including any mitigation required by Special Conditions to the permit, has been accomplished in accordance with the Department of the Army permit with any deviations noted below. This determination is based upon on-site observation, scheduled, and conducted by me or by a project representative under my direct supervision. I have enclosed one set of as-built engineering drawings.

Signature of Engineer

Name (*Please type*)

(FL, PR, or VI) Reg. Number

Company Name

City

State

ZIP

(Affix Seal)

Date

Telephone Number

Identify any deviations from the approved permit drawings and/or special conditions (attach additional pages if necessary):

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

STANDARD PROTECTION MEASURES FOR THE EASTERN INDIGO SNAKE
U.S. Fish and Wildlife Service
August 12, 2013

The eastern indigo snake protection/education plan (Plan) below has been developed by the U.S. Fish and Wildlife Service (USFWS) in Florida for use by applicants and their construction personnel. At least **30 days prior** to any clearing/land alteration activities, the applicant shall notify the appropriate USFWS Field Office via e-mail that the Plan will be implemented as described below (North Florida Field Office: jaxregs@fws.gov; South Florida Field Office: verobeach@fws.gov; Panama City Field Office: panamacity@fws.gov). As long as the signatory of the e-mail certifies compliance with the below Plan (including use of the attached poster and brochure), no further written confirmation or “approval” from the USFWS is needed and the applicant may move forward with the project.

If the applicant decides to use an eastern indigo snake protection/education plan other than the approved Plan below, written confirmation or “approval” from the USFWS that the plan is adequate must be obtained. At least 30 days prior to any clearing/land alteration activities, the applicant shall submit their unique plan for review and approval. The USFWS will respond via e-mail, typically within 30 days of receiving the plan, either concurring that the plan is adequate or requesting additional information. A concurrence e-mail from the appropriate USFWS Field Office will fulfill approval requirements.

The Plan materials should consist of: 1) a combination of posters and pamphlets (see **Poster Information** section below); and 2) verbal educational instructions to construction personnel by supervisory or management personnel before any clearing/land alteration activities are initiated (see **Pre-Construction Activities** and **During Construction Activities** sections below).

POSTER INFORMATION

Posters with the following information shall be placed at strategic locations on the construction site and along any proposed access roads (a final poster for Plan compliance, to be printed on 11” x 17” or larger paper and laminated, is attached):

DESCRIPTION: The eastern indigo snake is one of the largest non-venomous snakes in North America, with individuals often reaching up to 8 feet in length. They derive their name from the glossy, blue-black color of their scales above and uniformly slate blue below. Frequently, they have orange to coral reddish coloration in the throat area, yet some specimens have been reported to only have cream coloration on the throat. These snakes are not typically aggressive and will attempt to crawl away when disturbed. Though indigo snakes rarely bite, they should NOT be handled.

SIMILAR SNAKES: The black racer is the only other solid black snake resembling the eastern indigo snake. However, black racers have a white or cream chin, thinner bodies, and WILL BITE if handled.

LIFE HISTORY: The eastern indigo snake occurs in a wide variety of terrestrial habitat types throughout Florida. Although they have a preference for uplands, they also utilize some wetlands

and agricultural areas. Eastern indigo snakes will often seek shelter inside gopher tortoise burrows and other below- and above-ground refugia, such as other animal burrows, stumps, roots, and debris piles. Females may lay from 4 - 12 white eggs as early as April through June, with young hatching in late July through October.

PROTECTION UNDER FEDERAL AND STATE LAW: The eastern indigo snake is classified as a Threatened species by both the USFWS and the Florida Fish and Wildlife Conservation Commission. "Taking" of eastern indigo snakes is prohibited by the Endangered Species Act without a permit. "Take" is defined by the USFWS as an attempt to kill, harm, harass, pursue, hunt, shoot, wound, trap, capture, collect, or engage in any such conduct. Penalties include a maximum fine of \$25,000 for civil violations and up to \$50,000 and/or imprisonment for criminal offenses, if convicted.

Only individuals currently authorized through an issued Incidental Take Statement in association with a USFWS Biological Opinion, or by a Section 10(a)(1)(A) permit issued by the USFWS, to handle an eastern indigo snake are allowed to do so.

IF YOU SEE A LIVE EASTERN INDIGO SNAKE ON THE SITE:

- Cease clearing activities and allow the live eastern indigo snake sufficient time to move away from the site without interference;
- Personnel must NOT attempt to touch or handle snake due to protected status.
- Take photographs of the snake, if possible, for identification and documentation purposes.
- Immediately notify supervisor or the applicant's designated agent, **and** the appropriate USFWS office, with the location information and condition of the snake.
- If the snake is located in a vicinity where continuation of the clearing or construction activities will cause harm to the snake, the activities must halt until such time that a representative of the USFWS returns the call (within one day) with further guidance as to when activities may resume.

IF YOU SEE A DEAD EASTERN INDIGO SNAKE ON THE SITE:

- Cease clearing activities and immediately notify supervisor or the applicant's designated agent, **and** the appropriate USFWS office, with the location information and condition of the snake.
- Take photographs of the snake, if possible, for identification and documentation purposes.
- Thoroughly soak the dead snake in water and then freeze the specimen. The appropriate wildlife agency will retrieve the dead snake.

Telephone numbers of USFWS Florida Field Offices to be contacted if a live or dead eastern indigo snake is encountered:

North Florida Field Office – (904) 731-3336
Panama City Field Office – (850) 769-0552
South Florida Field Office – (772) 562-3909

PRE-CONSTRUCTION ACTIVITIES

1. The applicant or designated agent will post educational posters in the construction office and throughout the construction site, including any access roads. The posters must be clearly visible to all construction staff. A sample poster is attached.
2. Prior to the onset of construction activities, the applicant/designated agent will conduct a meeting with all construction staff (annually for multi-year projects) to discuss identification of the snake, its protected status, what to do if a snake is observed within the project area, and applicable penalties that may be imposed if state and/or federal regulations are violated. An educational brochure including color photographs of the snake will be given to each staff member in attendance and additional copies will be provided to the construction superintendent to make available in the onsite construction office (a final brochure for Plan compliance, to be printed double-sided on 8.5" x 11" paper and then properly folded, is attached). Photos of eastern indigo snakes may be accessed on USFWS and/or FWC websites.
3. Construction staff will be informed that in the event that an eastern indigo snake (live or dead) is observed on the project site during construction activities, all such activities are to cease until the established procedures are implemented according to the Plan, which includes notification of the appropriate USFWS Field Office. The contact information for the USFWS is provided on the referenced posters and brochures.

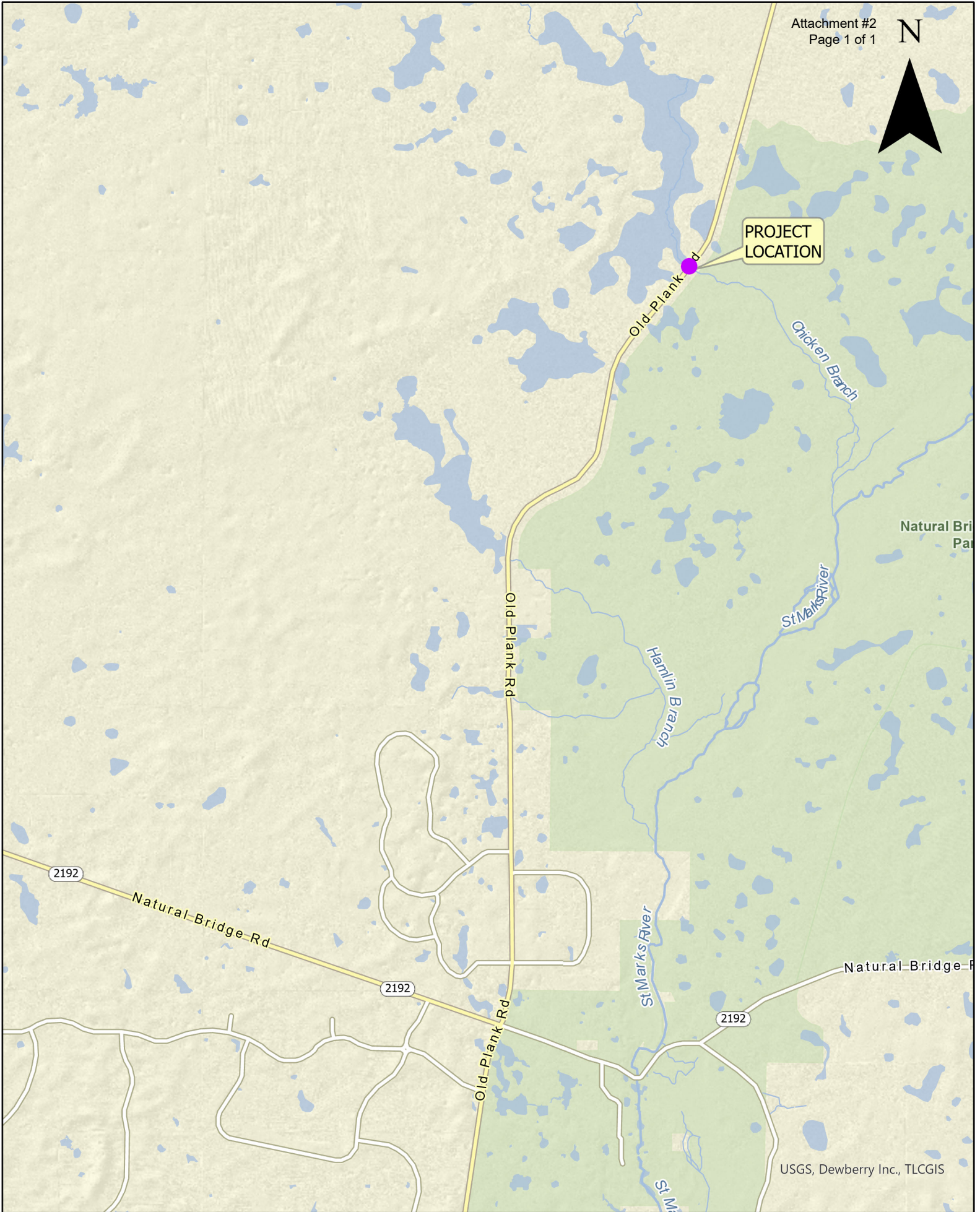
DURING CONSTRUCTION ACTIVITIES

1. During initial site clearing activities, an onsite observer may be utilized to determine whether habitat conditions suggest a reasonable probability of an eastern indigo snake sighting (example: discovery of snake sheds, tracks, lots of refugia and cavities present in the area of clearing activities, and presence of gopher tortoises and burrows).
2. If an eastern indigo snake is discovered during gopher tortoise relocation activities (i.e. burrow excavation), the USFWS shall be contacted within one business day to obtain further guidance which may result in further project consultation.
3. Periodically during construction activities, the applicant's designated agent should visit the project area to observe the condition of the posters and Plan materials, and replace them as needed. Construction personnel should be reminded of the instructions (above) as to what is expected if any eastern indigo snakes are seen.

POST CONSTRUCTION ACTIVITIES

Whether or not eastern indigo snakes are observed during construction activities, a monitoring report should be submitted to the appropriate USFWS Field Office within 60 days of project completion. The report can be sent electronically to the appropriate USFWS e-mail address listed on page one of this Plan.

OLD PLANK ROAD AT CHICKEN BRANCH CULVERT REPLACEMENT					
Line Item	Description	Unit of Measure	Quantity	Unit Cost	Total
0101-1	MOBILIZATION	LS	1	\$362,245.00	\$362,245.00
0102-1	MAINTENANCE OF TRAFFIC	LS	1	\$130,000.00	\$130,000.00
0104-10-3	SEDIMENT BARRIER	LF	578	\$7.50	\$4,335.00
0104-11	FLOATING TURBIDITY BARRIER	LF	236	\$50.00	\$11,800.00
0110-1-1	CLEARING AND GRUBBING (0.51 AC)	LS	1	\$192,534.00	\$192,534.00
0120-1	REGULAR EXCAVATION	CY	875.5	\$25.00	\$21,887.50
0120-6	EMBANKMENT	CY	35.0	\$100.00	\$3,500.00
0121-70	FLOWABLE FILL	CY	50.6	\$650.00	\$32,890.00
0125-1	EXCAVATION FOR STRUCTURES (OVEREXCAVATION IF MUCK ENCOUNTERED)	CY	65.3	\$150.00	\$9,795.00
0125-3	SELECT BEDDING MATERIAL	CY	33.2	\$250.00	\$8,300.00
0145-71	REINFORCEMENT GRID (STRUCTURAL GEOSYNTHETIC)	SY	188	\$25.00	\$4,700.00
0160-4	TYPE B STABILIZATION	SY	1054	\$15.00	\$15,810.00
0285-706	OPTIONAL BASE, BASE GROUP 06	SY	253	\$40.00	\$10,120.00
0327-70-5	MILLING EXISTING ASPH PAVEMENT, 2" AVERAGE DEPTH	SY	376	\$75.00	\$28,200.00
0334-1-13	SUPERPAVE ASPHALTIC CONCRETE, TRAFFIC C	TN	68.4	\$550.00	\$37,620.00
0339-1	MISCELLANEOUS ASPHALT PAVEMENT	TN	12.2	\$750.00	\$9,150.00
0400-2-1	CONCRETE CLASS II, CULVERTS	CY	159.2	\$2,643.00	\$420,871.32
0415-1-1	REINFORCING STEEL - ROADWAY	LB	31916	\$2.28	\$72,768.48
0455-35	TEMPORARY CRITICAL WALL	LS	1	\$0.00	\$0.00
0460-71-1	METAL TRAFFIC RAILING, THRIE-BEAM RETROFIT	LF	79	\$455.00	\$35,945.00
0530-3-4	RIPRAP, RUBBLE, F&I, DITCH LINING	TN	85.8	\$250.00	\$21,450.00
0530-74	BEDDING STONE	TN	94.5	\$250.00	\$23,625.00
0536-1-1	GUARDRAIL - ROADWAY, GENERAL, TL-3	LF	175	\$65.00	\$11,375.00
0536-1-11	GUARDRAIL - ROADWAY, MODIFIED THRIE BEAM	LF	125	\$110.50	\$13,812.50
0536-7-2	SPECIAL GUARDRAIL POST - SPECIAL STEEL POST FOR CONCRETE STRUCTURE MOUNT	EA	10	\$325.00	\$3,250.00
0536-7-3	SPECIAL GUARDRAIL POST - ENCASED POST FOR SHALLOW MOUNT	EA	6	\$130.00	\$780.00
0536-8-13	APPROACH TRANSITION CONNECTION TO RIGID BARRIER, FURNISH AND INSTALL, TL-3	EA	4	\$4,550.00	\$18,200.00
0536-85-20	GUARDRAIL END TREATMENT - TRAILING ANCHORAGE	EA	2	\$2,600.00	\$5,200.00
0536-85-24	GUARDRAIL END TREATMENT - PARALLEL APPROACH TERMINAL	EA	2	\$4,550.00	\$9,100.00
0570-1-2	PERFORMANCE TURF, SOD	SY	1856	\$6.50	\$12,064.00
0571-1-12	PLASTIC EROSION MAT, TURF REINFORCED MAT, TYPE 2	SY	246	\$15.00	\$3,690.00
0706-1-1	RAISED PAVEMENT MARKER, TYPE B WITHOUT FINAL SURFACE MARKINGS (YELLOW/YELLOW RPM)	EA	16	\$13.00	\$208.00
0711-16-101	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, WHITE, SOLID, 6"	GM	0.096	\$65,000.00	\$6,229.17
0711-16-201	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, YELLOW, SOLID, 6"	GM	0.048	\$65,000.00	\$3,114.58
0711-16-231	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, YELLOW, SKIP, 6"	GM	0.048	\$32,500.00	\$1,557.29
Total Construction Cost					\$1,546,126.84




OLD PLANK ROAD AT CHICKEN BRANCH CULVERT REPLACEMENT PROJECT

LEON COUNTY PURCHASING DIVISION
BID TABULATION SHEET
BC-2024-035

Bid Title: Old Plank Road at Chicken Branch Culvert Replacement Project
Opening Date: Tuesday, August 13, 2024 at 2:00pm

Item/Vendor	SANDCO LLC				
Response Cover Sheet with Signature	✓				
MWSBE Form	✓				
Affidavit Immigration	✓				
Equal Opportunity and Affirmative Action	✓				
Identical Tie Bids	✓				
Contractor's Business Information/Applicable Licenses/Registrations	✓				
Non-Collusion Affidavit	✓				
Certification/Debarment	✓				
Local Vendor Certification	✓				
E-Verify	✓				
FDOT Prequalification	✓				
Bid Bond	✓				
Bid Price	1,908,319.84				

Truck Safety Act
Tabulated By: 



OLD PLANK ROAD AT CHICKEN BRANCH CULVERT REPLACEMENT					
Line Item	Description	Unit of Measure	Quantity	Unit Cost	Total
0101-1	MOBILIZATION	LS	1	\$362,245.00	\$362,245.00
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0711-16-231	THERMOPLASTIC PAVEMENT MARKINGS, STANDARD, OTHER SURFACES, YELLOW, SKIP, 6"	GM	0.048	\$32,500.00	\$1,557.29
Total Construction Cost					\$1,546,126.84

**Leon County
Board of County Commissioners
Notes for Agenda Item #14**

Leon County Board of County Commissioners

Agenda Item #14

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Authorization for the Leon County Sheriff to Execute a Lease

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator
Lead Staff / Project Team:	Kim Vickery, Real Estate Manager

Statement of Issue:

This item seeks Board authorization for the Leon County Sheriff's Office to execute a lease with Commonwealth Property Partners, LLC, for 6,030 square feet of office space for law enforcement and administrative functions.

Fiscal Impact:

This item has a fiscal impact. The cost of the annual lease is \$48,000, or \$240,000 for the five-year term, plus the costs of utilities and common area maintenance, which are paid separately by the Leon County Sheriff's Office.

Staff Recommendation:

Option #1: Authorize the Leon County Sheriff's Office to enter into a five-year lease agreement with Commonwealth Property Partners, LLC, for office space.

Report and Discussion

Background:

This item seeks Board authorization for the Leon County Sheriff's Office (LCSO) to execute a lease with Commonwealth Property Partners, LLC, for 6,030 square feet of office space. The Sheriff is a constitutional officer whose duties and powers are prescribed by statute, and the Sheriff does not have independent authority to enter into a lease without Board approval. LCSO shall be responsible for reviewing the terms of the lease, and the County will not be a party thereto.

LCSO has utilized this space since December 1, 2020, to assist staff in providing law enforcement services to the community, and the current lease will expire on November 30, 2024. Under the existing lease agreement, LCSO rents the space at a rate of \$6.97 per square foot which equates to \$42,000 annually. The utilities and common area maintenance are paid separately by the LCSO, while building maintenance is paid by Commonwealth Property Partners, LLC. The Sheriff desires to enter into a new lease in order to continue utilizing the property.

Analysis:

LCSO's negotiations with the landlord, Commonwealth Property Partners, LLC, concluded with a new lease offer of \$7.96 per square foot which is \$48,000 annually (or \$240,000 for the five-year term), which is below the fair market rent value of \$10 to \$15 per square foot according to the County's commercial real estate broker, TALCOR. The costs of utilities and common area maintenance will be paid separately by the LCSO.

The leasing of this space will meet the LCSO's needs over the next five years, and LCSO has identified available funding in its budget allocation.

Options:

1. Authorize the Leon County Sheriff's Office to enter into a five-year lease agreement with Commonwealth Property Partners, LLC.
2. Do not authorize the Leon County Sheriff's Office to enter into a five-year lease agreement with Commonwealth Property Partners, LLC.
3. Board direction.

Recommendation:

Option #1

Leon County
Board of County Commissioners
Notes for Agenda Item #15

Leon County Board of County Commissioners

Agenda Item #15

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Bid Award for the Leon County Detention Center Roof Replacement Phase III

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services Stephen Kelly, Chief of Building Engineering
Lead Staff / Project Team:	Kenneth H. Cureton, Construction Manager II Melanie Hooley, Director, Division of Purchasing Timothy Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board approval to award the bid for the Leon County Detention Center Roof Replacement Phase III to Lloyd Roofing, Inc., the lowest responsible and responsive bidder, in the amount of \$2,947,000.

Fiscal Impact:

This item has a fiscal impact. This project has been budgeted and adequate funding is available in the Sheriff's Capital Improvement Program (CIP) budget.

Staff Recommendation:

Option #1: Approve the bid award to Lloyd Roofing, Inc., in the amount of \$2,947,000 for the Leon County Detention Center Roof Replacement Phase III, and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval to award the bid for the Leon County Detention Center Roof Replacement Phase III to Lloyd Roofing, Inc., the lowest responsible and responsive bidder, in the amount of \$2,947,000 (Attachment #1).

The Leon County Detention Center was originally constructed in 1991. Previous phase I and II roof replacement projects were successfully completed in 2018 and 2020. Phase III consists of the North Administration Wing, Detention Pods A/I, B/J, E/M, F/N, G/O and H/P, with a total of 74,275 square feet in roof area. The gravel ballasted built-up roof is original to the building and is beyond the end of its lifespan. During routine maintenance reviews, staff noted deterioration of the roof in numerous locations resulting in leaks.

The scope of work included in this bid award encompasses removal of the existing roof material and gravel ballast, replacement of areas of wet roof insulation, installation of new sloped roof insulation, new PVC membrane roof, new flashing, new roof appurtenances, and refurbishment of rooftop mechanical and electrical devices as required. Funding is available for the project in the Sheriff's CIP budget.

Analysis:

The Invitation to Bid for the Leon County Detention Center Roof Replacement Phase III (BC-2024-040) was advertised through the automated procurement system OpenGov Procurement and in the legal notices of the Tallahassee Democrat on August 6, 2024. A total of 8,602 vendors were notified through the automated procurement system and 53 bid packages were requested for this project. On September 5, 2024, the County received one responsive bid from Lloyd Roofing, Inc., in the amount of \$2,947,000.

The Office of Economic Vitality's Minority, Women and Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plan in the bid and determined that Lloyd Roofing, Inc., exceeded the 7% aggregate MWBE Aspirational Goal for Construction Subcontracting for this project (Attachment #2).

This item recommends Board approval of the bid award to Lloyd Roofing, Inc., and authorization for the County Administrator to execute the Agreement. The project is anticipated to commence in December of 2024.

Options:

1. Approve the bid award to Lloyd Roofing, Inc., in the amount of \$2,947,000 for the Leon County Detention Center Roof Replacement Phase III, and authorize the County Administrator to execute the Agreement (Attachment 1), and any amendments thereto, subject to legal review by the County Attorney.
2. Do not approve the bid award to Lloyd Roofing, Inc., in the amount of \$2,947,000 for the Leon County Detention Center Roof Replacement Phase III.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Agreement for Detention Center Roof Replacement Phase III
2. MWSBE Analysis and Recommendation

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 **LLOYD ROOFING, INC.**, hereinafter referred to as the ("Contractor"), (each a "Party" or together the "Parties") is entered into as of the date of last signature below ("Effective Date"). For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor agrees to provide its services to the County to perform the Work related to Detention Center Roof Replacement Phase III set forth in: 1) Bid# BC-2024-040, a reduced portion of which is attached hereto and incorporated herein as Exhibit A, with a full version available to view at <https://procurement.opengov.com/portal/leoncounty>; and 2) the Contractor's bid submission, attached hereto and incorporated herein as Exhibit B (collectively "Work"). If any provision contained in this Agreement conflicts with any provision in Exhibit A or Exhibit B, the provision contained in this Agreement shall govern and control.

2. WORK

Contractor understands that no amount of Work is guaranteed to it nor is the County under any obligation to utilize the services of the Contractor in those instances where the Work to be performed can be done by County personnel or under separate contract. Any Work to be performed shall be upon the written request of the County Administrator or his designee, which request shall set forth the commencement date of such Work and the time within which such Work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TIME AND LIQUIDATED DAMAGES

The date of commencement of the Work shall be as negotiated between the County and the Contractor but shall not exceed fourteen (14) calendar days after the executed Contract has been received by the Contractor, unless specifically authorized by the County due to unforeseen conditions. The official Notice to Proceed with commencement of the Work will be provided to the Contractor in writing by the County and shall indicate the Date of Commencement. Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work not later than 220 calendar days from the date of commencement of the Work yielding the date of <DATE>. Substantial Completion shall be defined as indicated in Section 9.8 of the AIA A201-2017 General Conditions of the Contract. If the Work to be performed under this Agreement is not completed to achieve Substantial Completion within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, the sum of \$1500.00 per calendar day.

The Contractor shall achieve Final Completion within seven (7) calendar days of the Date of Issuance of the AIA G704-2017 Certificate of Substantial Completion unless specifically authorized by the County due to unforeseen conditions. Terms of Final Completion shall be defined as indicated in Section 9.10 of the AIA A201-2017 General Conditions of the Contract.

Permitting the Contractor to continue and finish the Work or any part of it after the expiration of the time allowed under this Agreement, including extensions, if any, shall in no way act as a waiver on the part of the County of the liquidated damages due under this Agreement.

4. TIME OF THE ESSENCE

Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

The term "Business Day" as it applies to a notice requirement or other such deadline in this Agreement, means any day occurring Monday through Friday, except when such day is deemed to be a Holiday. The term "Holiday" means any day observed as a holiday by the Leon County Board of County Commissioners pursuant BCC Policy 03-16, as may be amended, which, as of the Effective Date of this Agreement, are the following days: New Year's Day, Martin Luther King Jr. Day, Florida Emancipation Day (May 20), Memorial Day, Independence Day, Labor Day, Election Day (first Tuesday after the first Monday in November in even-numbered years), Veteran's Day, Thanksgiving Day, Friday After Thanksgiving Day, and Christmas Day; provided, however, that when any of these observed holidays fall on a Saturday, the preceding Friday shall be the day observed as a holiday, and when any of these observed holidays falls on a Sunday, the following Monday shall be the day observed as a holiday. In addition, when New Year's Day and Christmas Day fall on a Thursday, the Friday following those days shall also be observed as a holiday, and when New Year's Day and Christmas Day fall on a Tuesday, the Monday preceding those days shall also be observed as a holiday.

5. CONTRACT SUM

The Contractor agrees that for the performance of the Work as outlined in Section 1 above, it shall be remunerated by the County for a total sum of **\$2,947,000.00** on completion of the Work and acceptance as satisfactory.

6. PAYMENTS TO THE CONTRACTOR

- A. Pay Requests - The Contractor shall submit to the County via the Architect an AIA G702 – Application and Certificate for Payment accompanied by an AIA G703 – Continuation Sheet or approved equivalent documents. Pay requests shall be sworn statements based upon the progress made and submitted to the County via the Project architect on a monthly basis. Payment by the County to the Contractor of the statement amount shall be made within twenty (20) days of approval by the Project architect and submittal to the County. Five percent (5%) retainage shall be held at the discretion of the County until completion of the Work.
- B. Final Payment - Final payment constituting the unpaid balance of the cost of the Project and the Contractor's fee, shall be due and payable within forty-five (45) days after submission of all closeout documents as indicated in the project specifications, along with the following documents:
- a. AIA G702 – Application for Payment and G703 Continuation Sheet for final payment (retainage)
 - b. AIA G706 - 1994 Contractor's Affidavit of Payment and G706a-1994 Contractor's Affidavit of Release of Liens
 - c. AIA G707-1994 Consent of Surety to Final Payment (with Power of Attorney letter attached)
 - d. AIA G704-2017 Certificate of Substantial Completion

However, if there should remain Work to be completed, the Contractor and the Architect-Engineer shall list those items prior to receiving final payment and the County may retain a sum equal to 150% of the estimated cost of completing any unfinished Work and the applicable portion of the Contractor's retainage, provided that said unfinished items are listed separately and estimated cost of completing any unfinished items along with the basis of said costs are likewise listed separately. Thereafter, County shall pay to Contractor, monthly, the amount retained from each incomplete item after each of said items is completed.

- C. Payments to Subcontractors - The Contractor shall promptly, but not later than ten (10) days after receipt of payment from the County, pay all the amount due subcontractors less a retainage of five percent (5%). If there should remain items to be completed, the Contractor shall list those items required for completion and the Contractor shall require the retain age of a sum equal to 150% of the estimated cost of completing any unfinished items, provided that said unfinished items are listed separately and the estimated cost of completing any unfinished items likewise listed separately. Thereafter, the Contractor shall pay to the subcontractors, monthly, the amount retained for each incomplete item after each of said items is completed. Before issuance of final payment without any retain age, the subcontractor shall submit satisfactory evidence that all payrolls, material bills and other indebtedness connected with the Project have been paid or otherwise satisfied, warranty information is complete, as-built markups have been submitted and instruction for the County's operating and maintenance personnel is complete. Final payment may be made to certain select subcontractors who work is satisfactorily completed prior to the total completion of the Project but only upon approval of the County.

- D. Delayed Payments by County - If the County shall fail to pay the Contractor within twenty (20) days after the receipt of an approved payment request from the Contractor, then the Contractor may, upon fourteen (14) additional days advance written notice to the County, stop the Project until payment of the Amount owing has been received, provided that the payment request has been submitted in sufficient detail to comply with the guidelines of the Office of the Clerk of the Circuit Court for Leon County. In the event that there is a dispute in the amount of the pay request, then only the disputed amount shall be held until resolved and the undisputed amount shall be paid within the time limits as stated within this paragraph. If undisputed amounts are timely paid, then the Contractor shall not stop the Project in any fashion and the progress of the project shall not be interrupted. Both Parties agree that best efforts will be made to resolve the disputed amount.
- E. Payment for Materials and Equipment - Payments will be made for material and equipment not incorporated in the work but delivered and suitably stored at the site (or another location, subject to prior approval and acceptance by the County on each occasion).
- F. Notice of Commencement not Required. The Parties acknowledge and agree that the County, as a government owner of real property, is not subject to the Construction Lien Law of Chapter 713, Florida Statutes. Accordingly, the County shall not be required to sign and record the Notice of Commencement as referenced therein. Instead, as found by Florida courts, the protections afforded to materialmen and laborers under Chapter 713, Florida Statutes, relating to privately owned property, are adequately provided by either the contractor's execution and recording of a payment and performance bond as required by Section 255.05, Florida Statutes, relating to publicly-owned property or by the requirement of a retainage amount, as the case may be.

7. PROMPT PAYMENT INFORMATION REQUIREMENTS AND NOTICES

- A. The County Project Manager is:
Kenneth H. Cureton, AIA, NCARB
2280 Miccosukee Road
Tallahassee, FL 32308
850-606-1523
CuretonK@leoncountyfl.gov
- B. The Contractor's Project Manager is:
Kevin Strange
1979 Maryland Circle
Tallahassee, FL 32303
850-743-9070
kevin@lloydroofingandconstruction.com
- C. Notices to the Contractor are to be submitted to:
Kevin Strange
1979 Maryland Circle
Tallahassee, FL 32303
850-743-9070
kevin@lloydroofingandconstruction.com
- D. Payment requests are to be submitted to:
Kenneth H. Cureton, AIA, NCARB
2280 Miccosukee Road
Tallahassee, FL 32308
850-606-1523
CuretonK@leoncountyfl.gov

E. Proper form for a payment request for this Agreement is:

An AIA G702 – Application and Certificate for Payment accompanied by an AIA G703 – Continuation Sheet or equivalent format approved by the County. The invoice must be properly addressed to the Agent listed above and delivered to that address. Delivery to another address will void the invoice, and it shall be of no force and effect.

F. The development of a list of items to be completed or corrected upon Substantial Completion shall be in accordance with AIA A201 Substantial Completion requirements included in the project specifications.

G. Payment Dispute Resolution: Section 14.1 of the Leon County Purchasing Policy details the policy and procedures for payment disputes under the Agreement.

8. DISPUTES/REMEDIES

A. All disputes arising under or relating to this Agreement shall be resolved in accordance with this Section, except for disputes related to payments and payment disputes, which shall be addressed and resolved in accordance with Leon County Policy 96-1, as amended.

B. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with the following procedure:

- 1) The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.
- 2) Representatives of both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, they shall report their decision to the Parties in writing.
- 3) If those representatives are unable to reconcile the dispute, they shall report their impasse to the appropriate County Director and the Contractor's designee, who, at their earliest opportunity, shall meet and attempt to reconcile the dispute.
- 4) Should the Director and the Contractor's designee fail to resolve the dispute, they shall report their impasse to the County Administrator, or authorized representative, and the Contractor's designee, who, at their earliest opportunity, shall review and attempt to resolve the dispute.
- 5) If the County Administrator and the Contractor's designee are not able to amicably resolve the dispute within fifteen (15) Business Days after the impasse is reported to them, then either Party can pursue whatever forms of relief that may be available to it under this Agreement, at law, or in equity.

9. 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 subcontractors under it be considered to be employees of the County.

10. INSURANCE

Contractor shall, at its sole expense, procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

- 1) General Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage per occurrence with a \$3,000,000 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) Umbrella: \$5,000,000 combined single limit for bodily injury and property damage combined per occurrence and annual aggregate. The coverage shall provide excess coverage for employer's liability, general liability, including completed operations and auto liability.
- 5) Installation Floater: In the amount of the estimated cost of materials necessary to complete the contract. Should include temporary location, job site, and in transit coverage.
- 6) Pollution Liability Insurance, and/or Environmental Impairment Liability Insurance: \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The coverage shall provide protection for the site owners and operators against third-party liability for bodily injury, property damage and cleanup cost as a result of a pollution event on, at, under or coming from the insured's covered location and/or which may arise from, or in connection with, the performance by the insured, its agents, representatives, employees and/or members **(County is to be named as Additional Insured)**.
- 7) Builder's Risk: If this Contract includes: (1) construction of a new above-ground structure or structures, (2) any addition, improvement, alteration, or repair to an existing structure or structures, or (3) the installation of machinery or equipment into an existing structure or structures, the Contractor shall maintain builders' risk insurance providing coverage to equally protect the interests of Leon County, the Contractor and subcontractors of any tier. Coverage shall be written on a completed value form in an amount at least equal to 100% of the estimated completed value of the project plus any subsequent modifications of that sum. The coverage shall be written on an "all-risk" basis and shall, at a minimum, cover the perils insured under the Insurance Services Office CP 10 30 Special Causes of Loss Form and shall include property in transit and property stored on or off premises that shall become part of the project.

The Contractor agrees not to maintain a wind or flood sub-limit less than 25% of the estimated completed value of the project. The Contractor agrees any flat deductible(s) shall not exceed \$25,000, and any windstorm percentage deductible (when applicable) shall not exceed five percent (5%). The coverage shall not be subject to automatic termination of coverage in the event the project/building is occupied in whole or in part, or put to its intended use, or partially accepted by Leon County. If such restriction exists the Contractor shall request that the carrier endorse the policy to amend the automatic termination clause to only terminate coverage if the policy expires, is cancelled, Leon County's interest in the project ceases, or the project is accepted and insured by Leon County. Fidelity/Dishonesty and/or Commercial Crime: Coverage must be afforded in an amount not less than \$1,000,000 per loss for dishonest acts of the Contractor's employees, including but not limited to theft of money, personal property, vehicles, materials, supplies, equipment, tools, etc. Third-party coverage must be included under the policy.

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 or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.

2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

- 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 the requirements stated herein.

11. PERMITS

The Contractor shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement.

12. LICENSES & REGISTRATIONS

The Contractor shall be responsible for obtaining and maintaining any licenses, certifications, and/or registrations required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida, or any other applicable state or Federal law. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain its license, certification, and/or registration necessary to operate, the Contractor shall be in default of this Agreement as of the date such license, certification, and/or registration is lost.

The Contractor shall be registered to do business with the Florida Department of State prior to execution of this Agreement unless Contractor provides written verification of its exempt status (See applicable sections of Title XXXVI, Chapters 605 through 623, Florida Statutes).

13. WARRANTY OF PERFORMANCE

A. Warranty

The Contractor represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all Work under this Agreement and that each person and entity that will perform the Work is duly qualified to perform such Work by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will perform such Work. The Contractor represents and warrants that the Work shall be performed in a skillful and respectful manner, and that the quality of all such Work shall equal or exceed prevailing industry standards for the performance of such Work.

B. Breach of Warranty

In entering into this Agreement, the Contractor acknowledges that the County is materially relying on the warranties stated in this paragraph. The County shall be entitled to recover any damages it incurs to the extent any such warranty is untrue. In addition, if any such warranty is untrue, the County shall have the right, at its sole discretion, to terminate this Agreement without any further liability to the County, to deduct from any amounts due Contractor under this Agreement the full amount of any value paid in violation of a warranty, and to recover all sums paid to Contractor under this Agreement.

14. ASSIGNMENTS

This Agreement shall not be assigned or sublet in whole or in part without the written consent of the County nor shall the Contractor assign any monies due or to become due to it hereunder without the previous written consent of the County.

15. PAYMENT AND PERFORMANCE BOND

A Combination Payment and Performance Bond in the amount of 100% of the estimated Contract Sum shall be supplied by the Contractor at the time of Agreement execution

Payment and Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida.

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

16. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all

claims, liabilities, damages, losses, costs, including, but not limited to, reasonable attorneys' fees, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents arising out of or under this Agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the Contract Sum paid to the Contractor, and the promises and covenants herein, constitute sufficient consideration for the Contractor's indemnification of the County, its officials, officers and employees.

It is understood that the Contractor's responsibility to indemnify and defend the County, its officials, officers and employees is limited to the Contractor's proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents, or employees.

17. MINORITY BUSINESS ENTERPRISE (M/WBE) PARTICIPATION

The Contractor shall meet or exceed the M/WBE participation levels stated in the Contractor's M/WBE Participation Statement included as part of the Contractor's response for this project, see Exhibit B, attached hereto and made a part hereof.

The Contractor shall provide a monthly report to the Leon County Minority, Women and Small Business Enterprise Division in a format and manner prescribed by the Division. The report shall, at a minimum, indicate the business name of each certified Minority Business Enterprise or Women Business Enterprise sub-contractor utilized, the amount paid, the type of work performed, the appropriate invoice date, and the payment date to the Division.

Should Contractor's sub-contractor utilization fall below the level required in this Agreement or should Contractor substitute MWBE sub-contractors without prior written approval of the Division, the Contractor may be in breach of the Agreement. Contractors found in breach of the Agreement with the County may be suspended which may lead to debarment and prohibit the Contractor from bidding on and/or participating in any future County projects for up to three (3) years as provided in Section 15 of the Purchasing Policy 96-1, as may be amended.

Any change in the subcontractor utilization as listed on the participation plan (Exhibit B), must be approved by the MWSBE Division. Should the Contractor determine that the MWBE named in their participation plan submittal is unavailable or cannot perform the Work, the Contractor shall request a change order. Such change order must be submitted to the MWSBE Division in writing at 315 S. Calhoun Street, Suite 450, Tallahassee, Florida 32301 or by email to Darryl Jones, Deputy Director at DJones@oevforbusiness.org, LaTanya Raffington at LRaffington@oevforbusiness.org, or Shanea Wilks at SWilks@oevforbusiness.org.

18. AUDITS, RECORDS, AND RECORDS RETENTION

By entering into this Agreement, Contractor acknowledges and agrees that any records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of Section 119.071, Florida Statutes. 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 this 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 Subsection B 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. That persons duly authorized by the County and Federal auditors, pursuant to 45 CFR 75.364 shall have full access to and the right to examine this 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. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion or termination of the Agreement if Contractor does not transfer the records to the County.
- G. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

Contractor acknowledges that failure to provide the public records to the County within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. Contractor further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the County. Contractor shall indemnify, defend, and hold the County harmless for and against any and all claims, damage awards, and causes of action arising from Contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes County to seek declaratory, injunctive, or other appropriate relief against Contractor from a Circuit Court in Leon County on an expedited basis to enforce the requirements of this section.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**LEON COUNTY PURCHASING DIVISION
ATTN: MELANIE HOOLEY, PURCHASING DIRECTOR
1800-3 N. BLAIRSTONE ROAD
TALLAHASSEE, FLORIDA 32308
PHONE: 850-606-1600
EMAIL: HOOLEYM@LEONCOUNTYFL.GOV**

19. MONITORING

The Agreement will require the Contractor to permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and Work of the Contractor 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 Contractor a written report of its findings and will include written recommendations with regard to the Contractor's performance of the terms and conditions of this Agreement. The Contractor will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Contractor'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 Contractor being deemed in breach or default of this Agreement; (2) the withholding of payments to the Contractor by the County; and (3) the termination of this Agreement for cause.

20. TERMINATION

Leon County may terminate this Agreement without cause by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder or, in the County's opinion, the Work being performed is not satisfactory. In such case, the County may immediately terminate the Agreement effective upon notice of termination to the Contractor.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.135(2)(a), Florida Statutes, been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.132(2)(b) Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or been engaged in business operations in Cuba or Syria.

21. PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein. This Agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or Work independently.

22. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of its knowledge and belief neither Contractor nor its affiliates has been convicted of a public entity crime. Contractor and its 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 termination of this Agreement by the County.

23. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. 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 grounds

for termination of this Agreement by the County.

24. EMPLOYMENT ELIGIBILITY VERIFICATION

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

25. 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.

26. 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 this Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

27. 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 this Agreement, Contractor shall obtain the prior written consent of the County.

28. FORCE MAJEURE

If either of the Parties is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or Federal government (collectively "Force Majeure"), then the affected party shall be excused from performance hereunder during the period of inability to perform. The party claiming Force Majeure shall promptly notify the other party in writing when upon learning of the existence of a Force Majeure condition, and when the Force Majeure condition has terminated.

Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events related to increased costs associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

29. SOVEREIGN IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement. The County

is included within the definition of “state agencies or subdivisions” in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

30. THIRD PARTY BENEFICIARIES

Neither the County nor the Contractor intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and no third party shall be entitled to assert a right or claim against either of the Parties based upon this Agreement.

31. LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for all actions arising from, related to, or in connection with this Agreement shall be in the state courts of the Second Judicial Circuit in and for Leon County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in Federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Northern District of Florida. By entering into this Agreement, the County and Contractor hereby expressly waive any rights either Party may have to a trial by jury of any civil litigation related to this Agreement.

32. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

33. SEVERABILITY

It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

34. AMENDMENTS

No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of the County and Contractor.

35. 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.

36. INTERPRETATION

This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

37. COUNTERPARTS AND MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals and in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

38. AUTHORITY TO SIGN

Each signatory to this Agreement who signs on behalf of a party expressly represents and warrants that he or she has the authority to sign on behalf of that party.

39. ENTIRE AGREEMENT

This Agreement, including the terms and conditions shown above contains the complete and final agreement between the County and Contractor and no other agreement in any way modifying any of said terms and conditions will be binding upon the County unless made in conformance with this Agreement. Contractor may not unilaterally modify the terms of the Agreement (e.g., attachment or inclusion of standard preprinted forms, product literature, or terms accompanying or affixed to a product or purchase order, whether written or electronic) or by incorporating such terms onto Contractor's invoice or other documents forwarded by Contractor for payment. The County's acceptance of product or processing of documentation on forms furnished by Contractor for approval or payment shall not constitute acceptance of any proposed modification to terms and conditions and any additional or conflicting, terms proposed by Contractor. There shall be no force or effect to any different terms of any related purchase order or similar form even if signed by the Parties after the date hereof.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B

ATTACHMENTS

Exhibit A – Solicitation Document #BC-2024-040

Exhibit B – Contractor's Response to Solicitation #BC-2024-040

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AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND LLOYD ROOFING, INC.
BC-2024-040

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

LEON COUNTY, FLORIDA

LLOYD ROOFING, INC.

By: _____

Vincent S. Long
County Administrator

By: _____

Printed
Name

Date: _____

Title: _____

Date: _____

ATTEST:

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

BY: _____

DATE: _____

APPROVED AS TO LEGAL SUFFICIENCY:

Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

Daniel R. Krumbholz
Assistant County Attorney

Date: _____

ADDENDA REPORT
ITB No. BC-2024-040
LCSO Detention Center Roof Replacement

RESPONSE DEADLINE: September 5, 2024 at 2:00 pm

Wednesday, September 4, 2024

Addenda Issued:

Addendum #1

Aug 6, 2024 12:41 PM

Minor edit to Section 6B of Agreement.

Addendum #2

Aug 14, 2024 8:43 AM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

Addendum #3

Aug 16, 2024 4:01 PM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

Addendum #4

Aug 19, 2024 1:11 PM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

Updated CS-2 of the Drawings (Attachment G) - This updated document corrects titles on the Index of Drawings from "MEP" to "Structural" as clouded in Red.

Attachments:

· [Drawings Updated - \(Secured\)](#)

Addendum #5

Aug 26, 2024 11:55 AM

Please use the [See What Changed](#) link to view all the changes made by this addendum.

Addenda Acknowledgements:

Addendum #1

Proposal	Confirmed	Confirmed At	Confirmed By
----------	-----------	--------------	--------------

MURRAY FORD OF STARKE			
Network Craze			
Patterson Veterinary			
Helena Agri-Enterises, LLC			
C3 of FL LLC			
Fisher Scientific			
BBG Contracting Group, Inc.	X	Aug 28, 2024 8:02 AM	Chris White
Florida Retrofits			
Lloyd Roofing, Inc	X	Aug 26, 2024 1:41 PM	Kevin Strange
Inland Construction and Engineering, Inc.	X	Sep 4, 2024 12:27 PM	Andy Preston

Addendum #2

Proposal	Confirmed	Confirmed At	Confirmed By
MURRAY FORD OF STARKE			
Network Craze			
Patterson Veterinary			
Helena Agri-Enterises, LLC			
C3 of FL LLC			
Fisher Scientific			
BBG Contracting Group, Inc.	X	Aug 28, 2024 8:02 AM	Chris White
Florida Retrofits			
Lloyd Roofing, Inc	X	Aug 26, 2024 1:41 PM	Kevin Strange
Inland Construction and Engineering, Inc.	X	Sep 4, 2024 12:27 PM	Andy Preston

Addendum #3

Proposal	Confirmed	Confirmed At	Confirmed By
MURRAY FORD OF STARKE			
Network Craze			
Patterson Veterinary			
Helena Agri-Enterises, LLC			
C3 of FL LLC			
Fisher Scientific			

BBG Contracting Group, Inc.	X	Aug 28, 2024 8:02 AM	Chris White
Florida Retrofits			
Lloyd Roofing, Inc	X	Aug 26, 2024 1:41 PM	Kevin Strange
Inland Construction and Engineering, Inc.	X	Sep 4, 2024 12:27 PM	Andy Preston

Addendum #4

Proposal	Confirmed	Confirmed At	Confirmed By
MURRAY FORD OF STARKE			
Network Craze			
Patterson Veterinary			
Helena Agri-Enterises, LLC			
C3 of FL LLC			
Fisher Scientific			
BBG Contracting Group, Inc.	X	Aug 28, 2024 8:02 AM	Chris White
Florida Retrofits			
Lloyd Roofing, Inc	X	Aug 26, 2024 1:41 PM	Kevin Strange
Inland Construction and Engineering, Inc.	X	Sep 4, 2024 12:27 PM	Andy Preston

Addendum #5

Proposal	Confirmed	Confirmed At	Confirmed By
MURRAY FORD OF STARKE			
Network Craze			
Patterson Veterinary			
Helena Agri-Enterises, LLC			
C3 of FL LLC			
Fisher Scientific			
BBG Contracting Group, Inc.	X	Aug 28, 2024 8:02 AM	Chris White
Florida Retrofits			
Lloyd Roofing, Inc	X	Aug 26, 2024 1:42 PM	Kevin Strange
Inland Construction and Engineering, Inc.	X	Sep 4, 2024 12:27 PM	Andy Preston

QUESTION & ANSWER REPORT
ITB No. BC-2024-040
LCSO Detention Center Roof Replacement

RESPONSE DEADLINE: September 5, 2024 at 2:00 pm

Wednesday, September 4, 2024

Approved, Unanswered Questions

Approved, Answers Provided

1. Question received via emailed August 8, 2024 at 3:21 PM

Aug 8, 2024 4:04 PM

Question: I hope all is well. The ITB states that that the county is seeking the services of a qualified GC to replace the original roof for the LCSO Detention Center. Seeing that the scope of work centers around roofing would it be acceptable for a Florida licensed roofing contractor to bid on this project (license type CCC)? -Connor Lees

Aug 8, 2024 4:04 PM

Answered by Kenneth Cureton: Florida Licensed General Contractors only are permitted to bid this project as the Prime Contractor.

Aug 12, 2024 7:45 AM

2. Wind Uplift Resistance

Aug 14, 2024 10:35 AM

Question: Specifications 075419-4 Part 2 - Products C. Wind Uplift Resistance Zone 1 - Zone 3: See Structural Drawings. No Structural Drawings provided. Please provide Structural Drawings showing wind uplift in applicable Zones.

Aug 14, 2024 10:35 AM

Answered by Kelly Boyd: See Addendum #3, Attachment H- Structural drawings sheets S1.1, S1.2, S1.3 and S1.4, all dated 2/16/2024.

Aug 16, 2024 4:03 PM

3. PVC Roofing Manufacturers

Aug 14, 2024 10:44 AM

Question: Specifications 075419 - 5,6 2.2, A. 1 PVC Manufacturers Housing Pods: Garland, Soprema, Siplast, Sarnafil 2.3, A. 1 PVC Manufactures Admin Wing: Johns Manville, Sarnafil, Siplast, Firestone Can Manufacturers listed in either Housing Pod or Admin Wing be used in both locations?

Aug 14, 2024 10:44 AM

Answered by Kelly Boyd: Yes

Aug 16, 2024 4:00 PM

4. No subject

Aug 22, 2024 1:27 PM

Question: CS-4 Gen Notes Admin North: Roof Renovation Notes: 2: Remove the gravel and install 1/2" High Density Cover Board. Mechanically Fasten to existing Metal Deck. Question: Is removal of loose gravel sufficient? Question: Can insulation be installed over existing roof surface with low-rise foam insulation adhesive in place of mechanical fastening through roof/LWIC to metal deck?

Aug 22, 2024 1:27 PM

Answered by Kelly Boyd: Question: Is removal of loose gravel sufficient? Answer: The contractor to remove as much of the gravel as possible so that the gravel does not telegraphed through or hinder the installation of the cover board. There should be no loose gravel under cover board. Question: Can insulation be installed over existing roof surface with low-rise foam insulation adhesive in place of mechanical fastening through roof/LWIC to metal deck? Answer: Install cover board with mechanical fasteners.

Aug 26, 2024 8:02 AM

5. Use of a crane

Aug 26, 2024 12:39 PM

Question: It was stated in the Prebid that previous projects had allowed the GC to set up on the exterior side of the fence and crane up materials and manpower. Will this be the case for this project?

Aug 26, 2024 12:39 PM

Answered by Kenneth Cureton: The crane may be set up on the exterior side of the fences and left in place as required throughout the project. There are four (4) access gates to the perimeter fence, one at each corner. if cranes need to be positioned inside the perimeter fence for roof access, they must be removed and placed outside the fence once the materials have been offloaded.

Aug 27, 2024 12:39 PM

6. Lay down yard

Aug 26, 2024 12:39 PM

Question: What areas will be allowed for a lay down yard if utilizing a crane is acceptable?

Aug 26, 2024 12:39 PM

Answered by Kenneth Cureton: Lay down yard will be just inside the perimeter fence near the existing gate(s). Contractor is responsible for ensuring that the materials are secure and located within the designated area(s) at the end of each work day.

Aug 27, 2024 12:39 PM

7. Lay down yard alternates

Aug 26, 2024 12:40 PM

Question: What lay down yard will be allowed if a crane is not acceptable?

Aug 26, 2024 12:40 PM

Answered by Kenneth Cureton: A Crane will be necessary to complete this project. See answer to questions 5 and 6 when posted.

Aug 26, 2024 2:50 PM

8. Temporary toilet

Aug 26, 2024 12:40 PM

Question: Can a temporary toilet be placed on the roof? Can it stay during a regular work week?

Aug 26, 2024 12:40 PM

Answered by Kenneth Cureton: Yes. It was approved to remain on the roof during the course of the project.

Aug 26, 2024 2:50 PM

9. Tool inventory

Aug 26, 2024 12:41 PM

Question: Do tools have to be inventoried if a crane is utilized from the perimeter?

Aug 26, 2024 12:41 PM

Answered by Kenneth Cureton: All tools brought into the secure perimeter (fence line) are required to be inventoried.

Aug 26, 2024 2:48 PM

10. Roof slope

Aug 26, 2024 12:41 PM

Question: Does the existing roof have 1/4" fall? The specifications call for replacement of using 1/4" tapered insulation.

Aug 26, 2024 12:41 PM

Answered by Kenneth Cureton: The slope of the roof may vary. Bid ¼" tapered insulation and adjustments can be made during construction if a different slope is found.

Aug 26, 2024 4:01 PM

11. roof drains

Aug 26, 2024 12:41 PM

Question: Can retrofits be used to rework the existing roof drains?

Aug 26, 2024 12:41 PM

Answered by Kenneth Cureton: No. Refurbish existing drains and install new stainless steel bolts.

Aug 26, 2024 4:01 PM

12. Warranty & flashing

Aug 26, 2024 12:42 PM

Question: Section 075419-3 1.11 States "1. 2. Special warranty includes roof membrane, base flashings, roof insulation, fasteners, cover boards, substrate board, and other components of roofing system." Does this include the flashings and coping?

Aug 26, 2024 12:42 PM

Answered by Kenneth Cureton: Yes.

Aug 26, 2024 4:01 PM

13. Building phases

Aug 26, 2024 12:42 PM

Question: There is a mention of Phases 1-3 and Phase 4 in the plans. Please clarify if the phases 1-3 are the dorms and if 4 is the admin building. Are we executing these buildings per the phases?

Aug 26, 2024 12:42 PM

Answered by Kenneth Cureton: The references to "Phases" are a legacy note from when the project was intended to be phased, and was not removed. All areas indicated in the Bid Documents shall be included in this bid.

Aug 26, 2024 2:48 PM

14. Wood blocking

Aug 26, 2024 12:43 PM

Question: Are the existing wood blockings to be reused or replaced?

Aug 26, 2024 12:43 PM

Answered by Kenneth Cureton: Replace existing wood blocking with new pressure treated wood blocking.

Aug 26, 2024 4:01 PM

15. Moisture report questions

Aug 26, 2024 12:43 PM

Question: The docs reference a moisture report. Are the contractors to include a certain sq footage of replacement of wet LWIC in the base bid?

Aug 26, 2024 12:43 PM

Answered by Kenneth Cureton: Yes, 1,000 square feet. See specification Section 012200 Unit Pricing for additional information.

Aug 26, 2024 2:48 PM

16. No subject

Aug 26, 2024 12:50 PM

Question: Has thickness of LWIC data from each core cut taken been provided? If yes, please state specific page location in spec and/or drawings this data is located. If no, please provide.

Aug 26, 2024 12:50 PM

Answered by Kenneth Cureton: Estimate 10-inches of insulation thickness at wet areas.

Aug 26, 2024 2:48 PM



INVITATION TO BID

FOR

LCSO DETENTION CENTER ROOF REPLACEMENT

BID NUMBER BC-2024-040

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

RELEASE DATE: August 6, 2024

LCSO Detention Center Roof Replacement

- I. Introduction
- II. Bidding Process
- III. Contractor Qualifications
- IV. Award and Contracting Process
- V. Minority, Women, Small Business (MWSBE) Enterprise
- VI. Required Certifications
- VII. Insurance Requirements
- VIII. Terms and Conditions
- IX. Vendor Questionnaire
- X. Bid Table

Attachments:

- A - Bid Response Cover Sheet
- B - Forms for Solicitation - To be completed and submitted
- C - MWSBE Forms
- D - Agreement.pdf
- E - Specifications (Secured)
- F - Non-Disclosure Agreement for Security of Building Plans
- G - Drawings Updated - (Secured)
- H - Structural Roof Windload Plan (Secured)

I. Introduction

A. Summary

Leon County is seeking the services of a qualified licensed General Contractor to replace the original gravel ballasted 3-ply built-up roof with new PVC membrane roof on the North Administration Wing, Pod E/M, F/N, G/O, H/P, A/I and B/J of the LCSO Detention Center. The total roof area under this contract scope of work is 74,275 square feet.

Work to Include:

Installation of new tapered insulation & roof cover boards

Replacement of metal flashing expansion joints, scuppers, and parapet caps

Install new walkway pads.

Refurbish/install associated rooftop mechanical & electrical devices as indicated.

Refurbish existing roof drains.

Reinstallation and certification of lightning protection system.

A **Mandatory Pre-Bid Meeting** will be held on **Wednesday, August 21, 2024, at 10:00 am** at the Main Entrance of the LCSO Detention Center Lobby located at 531 Appleyard Drive, Tallahassee, FL 32304. The bidder shall specify the total of all costs to fully complete tasks outlined in the Specifications.

Attendance is mandatory to be eligible for award.

ACCESS TO PLANS

Certain specifications related to the scope of the proposed work in this solicitation are exempt from disclosure pursuant to Section 119.071, Florida Statutes. Interested contractors will be required to complete a Non-Disclosure Agreement and agree to maintain the exempt nature of the applicable records. Encryption keys and/or passwords to secure documents will be provided to requesting contractors after the submission of the Non-Disclosure Agreement and acceptance by the Leon County Purchasing Division. Non-Disclosure Agreements may be submitted to the Leon County Purchasing Division from the time of Release of the solicitation. At the conclusion of the Mandatory Pre-Bid Meeting, only contractors who attended and signed in at the Mandatory Pre-Bid Meeting will be eligible to receive encryption keys and/or passwords to secure documents. The Non-Disclosure Agreement may be found in Section 11 - Attachment F

Non-Disclosure Agreements can be submitted via e-mail to both BoydKe@leoncountyfl.gov and HooleyM@leoncountyfl.gov or mailed/hand delivered to the Leon County Purchasing Division located at 1800-3 N. Blair Stone Road, Tallahassee, FL 32308.

B. Contact Information

Kelly Boyd

Contract Compliance Specialist

1800-3 N. Blair Stone Road

Tallahassee, FL 32308

Email: boydke@leoncountyfl.gov

Phone: [\(850\) 606-1611](tel:(850)606-1611)

Department:

Procurement

Department Head:

Melanie Hooley

Purchasing Director

C. Timeline

Below is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interests of the public. If any changes to the Schedule of Events are made, the County will post the changes on the County website either as a public meeting notice, or as an addendum, as applicable. It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled. The website address is: <https://procurement.opengov.com/portal/leoncounty>.

Release Project Date	August 6, 2024
Pre-Bid Meeting (Mandatory)	August 21, 2024, 10:00am Detention Center Lobby - Main Entrance 535 Appleyard Drive Tallahassee, FL 32304
Question Submission Deadline	August 26, 2024, 4:00pm
Proposal Submission Deadline	September 5, 2024, 2:00pm

II. Bidding Process

A. BIDDER INSTRUCTIONS

Bidders are expected to examine the specifications, delivery schedule, freight requirements, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern. Bids must be submitted electronically via OpenGov.

B. SPECIAL ACCOMMODATION

Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability must call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the Leon County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955 8771 (TDD).

C. PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

- A. Any person or person's representative seeking an award from such competitive solicitation; and
- B. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

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

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, communications with the County Attorney or communications with the Purchasing Director.

Violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

D. REGISTRATION

Bidders which obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. In order to

register, you must create an account on the County's eProcurement Portal (<https://procurement.opengov.com/portal/leoncounty>), browse to the bid, and then click the "Follow" button.

Failure to register through the Purchasing Division (<https://procurement.opengov.com/portal/leoncounty>) may cause your submittal to be rejected as non-responsive.

E. ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <https://procurement.opengov.com/portal/leoncounty>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make them available for pick up at the Purchasing Division. It is the responsibility of the Bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

F. QUESTIONS AND CLARIFICATIONS

Questions may be submitted directly through the County's e-Procurement Portal located at <https://procurement.opengov.com/portal/leoncounty>. Alternatively, if using email, questions pertaining to bid procedures or regarding the specifications should be addressed to both Melanie Hooley and Kelly Boyd, telephone (850) 606-1600; E-mail: hooleym@leoncountyfl.gov and boydke@leoncountyfl.gov.

If using email, bidders are requested to send such requests to both representatives of the Purchasing Division. Electronic inquiries are preferred over phone.

Each Bidder shall examine the solicitation documents carefully, including the forms and draft agreement; and, no later than the last day for questions listed in schedule of events, shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which the bidder may discover in the solicitation, including the agreement. The County will prepare a written response to each written question, comment, and recommendation that is delivered to the County prior to the deadline listed in the schedule of events. The County's written responses will be issued in an addendum to this solicitation. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in a written addendum from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing will be recognized by the Board as duly authorized expressions on behalf of bidders. Each bidder shall be deemed to have waived all questions that are not submitted to the County in compliance with this section.

G. PREPARATION AND SUBMISSION OF BID

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. The County's only method of submission is electronically via OpenGov. Bids containing any conditions or irregularities of any kind may be rejected by the County.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages,

judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

H. WITHDRAWAL OF BIDS

Bids may be electronically withdrawn from OpenGov by the vendor prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

I. RECEIPT AND OPENING OF BIDS

Bids will be opened publicly at the time and place stated in the Invitation to Bid. When the specified time has arrived no bids received thereafter will be considered. At the time fixed for the opening of bids, the bid tabulation will be made public and will be posted on the Purchasing Division website at: <https://procurement.opengov.com/portal/leoncounty>.

Sealed bids or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier. If the County rejects all Bids submitted in response to this ITB, the rejected Bids remain exempt from public records disclosure until the County posts an intended decision or until the County withdraws the reissued Bid. Bids received by the County pursuant to this ITB will not remain exempt for longer than twelve (12) months after the County rejects such Bids.

J. BID GUARANTEE

Bids shall be accompanied by a 5% bid guarantee which shall be a Bid Bond, Certified or Cashier's Check or Bank Draft (no cash, company, or personal checks will be accepted), made payable to the Board of County Commissioners, Leon County, Florida. Such check, bank draft, or bond shall be submitted with the understanding that the bonds will be held until award of bid.

The County reserves the right to hold the Bid Guarantee until after a contract has been entered into or a purchase order has been executed. The accepted Bidders bid bond will be held until execution of the agreement and may be forfeited due to non- performance.

The check or bond shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw his bid for a period of 90 days after the scheduled closing time for the receipt of bids. It shall also guarantee that the successful bidder will enter into a contract within ten (10) days after he has received notice of acceptance of his bid. In the event of withdrawal of bid, or failure to enter into and fully execute the contract within ten (10) days the contractor may be deemed in to be in default. In such an event, the contractor shall be liable to the County for the full amount of the default.

K. PLANHOLDERS

As a convenience to bidders, the County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at: <https://procurement.opengov.com/portal/leoncounty> by clicking the "Followers" tab on the the advertisement of the respective solicitation. A listing of the registered planholders with their email address is designed to assist bidders in preparation of their responses.

L. REJECTION OF BIDS

The County reserves the right to reject all bids when such rejection is in the best interest of the County.

M. ERRORS AND OMISSIONS

The County and its representatives shall not be responsible for any errors or omission in the ITB. Due care and diligence has been exercised in the preparation of this ITB, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful respondent.

III. Contractor Qualifications

The primary contractor shall be licensed by the State of Florida as a Licensed General Contractor pursuant to Section 489.105(3)(a) Florida Statutes. The Licensed General Contractor shall possess an active and current licensing placard issued by the Florida Department of Business and Professional Regulation (DBPR). Copies of primary contractor's licensing placard(s) shall be submitted to Leon County concurrent with bid. The primary and any subcontractors utilized on this project shall be Florida licensed in their trade.

Failure to provide proof of State of Florida Licensed General Contractor license shall result in the bid being determined as non-responsive.

Contractors shall be licensed in the State of Florida as required by Chapter 489, Florida Statutes. Specific license type for this project shall be as indicated in Sections 489.105(3)(a)-(g) Florida Statutes, as applicable to the scope of work of the project.

Proposed sub-contractors and/or if self-performing, the employee that is performing the work, must hold a license for any specialty work, based on the work required to complete this project.

IV. Award and Contracting Process

A. AWARD OF BIDS

The bid will be awarded to the lowest responsive, responsible bidder. In accordance with Section 287.05701(3), Florida Statutes, in determining whether a bidder is responsible, the County will not request documentation of or consider a bidder's social, political, or ideological interests, nor give preference to a bidder based on such interests. The County reserves the right to waive any minor irregularity in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at:

<https://procurement.opengov.com/portal/leoncounty> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No. 96-1, Purchasing Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, bidders are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Bidders are not to contact departments or divisions regarding the bidder complaint.

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 hours after receipt of the intended recommendation of award and the 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. The notice of protest shall contain at minimum: the name of the Protestor; the Protestor's address and phone number; the name of the Protestor's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section.

B. Agreement

Every procurement for contractual services shall be evidenced by a written agreement. The awarded Bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement. The performance of Leon County of any of its obligations under the agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the agreement for the current and any future periods provided for within the bid specifications.

C. Payment and Performance Bond

A Combination Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution.

Payment and Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

V. Minority, Women, Small Business (MWSBE) Enterprise

A. MWSBE Overview

The Minority Women Small Business Enterprise (MWSBE) Policy of the City of Tallahassee, Leon County Government, and Blueprint Intergovernmental Agency applies to this solicitation. This solicitation has a project specific goal for the participation of Minority Business Enterprise (MBE) and Women Business Enterprise (WBE) firms certified by the Office of Economic Vitality (OEV) MWSBE Division.

- Certified MBE/WBE Participation Project Specific Goal: 7% Aggregate

All respondents, including MBE firms, and WBE firms will meet the project specific goal(s) or demonstrate in their response that a good faith effort was made to meet the project specific goal(s). When an MBE or WBE firm is the prime contractor or consultant, the goal is fulfilled for their certification designation and the other portion of the goal, if present, must be fulfilled. For example, if a certified MBE firm responds to a solicitation as a prime contractor, the goal for MBE participation is fulfilled. The MBE prime contractor remains responsible for meeting the goal for WBE participation.

Certified MBE and WBE firms may participate by providing goods or services in support of the project as subcontractors or subconsultants identified on the Respondent and Team Summary Form.

B. MWSBE Responsive Responses

The MWSBE Division will deem responses responsive to the MWBE Section of the solicitation if they include a completed MWBE Participation Plan and/or Good Faith Effort documentation.

Please complete an MWBE Participation Plan Form, include the MBE and WBE firms on your Respondent and Team Summary Form, and, if you are unable to meet the project specific goal, complete a Good Faith Effort Form. **Failure to provide all MWBE Section Forms in bid submission will result in the bid being deemed nonresponsive.**

If you are unable to meet the project specific goal for MBE and WBE participation, you must submit a Good Faith Effort Form documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

C. MWSBE Contact Information

Respondents needing assistance or guidance with these requirements should contact LaTanya Raffington of the MWSBE Division at Lraffington@oevforbusiness.org OR Shanea Wilks of the MWSBE Division at Swilks@oevforbusiness.org. A directory of certified MBE and WBE firms is available on the OEV website: <https://oevforbusiness.mwsbe.com>.

VI. Required Certifications

A. Licenses and Registrations

The contractor shall be responsible for obtaining and maintaining throughout the contract period any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

B. Local Preference in Purchasing and Contracting (with Local Trades Contractor Work)

- A. Preference in bidding. In purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures in which pricing is the major consideration, the authorized purchasing authority of Leon County may give a preference to local businesses in making such purchase or awarding such contract, as follows:
 1. Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth below, shall be given a preference in the amount of five percent of the bid price.
 2. Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth below, shall be given a preference in the amount of three percent of the bid price.
 3. The maximum cost differential shall not exceed \$20,000.00. Total bid price shall include the base bid and all alternatives or options to the base bids which are part of the bid and being recommended for award by the appropriate authority.
 4. For the purposes of this section, "home office" shall mean a business's principal office or headquarters constituting the center for administration and policymaking.
- B. Local Trades Contractor Work. All contractual awards issued in accordance with the provisions of this subsection (paragraph 2) shall contain aspirational trade contractor work targets, based on market and economic factors, of 85 percent as follows: The successful individuals or firms shall agree to engage not less than 85 percent of the dollar value of trade contractor work with local businesses unless the successful individuals or firms prove to the County's satisfaction, that the trade contractor work is not available locally with the Leon, Gadsden, Wakulla or Jefferson County area. The term "trade contractor" shall mean a subcontractor who contracts with the prime contractor and whose primary activity is performing specific activities (e.g., pouring concrete, masonry, site preparation, framing, carpentry, dry wall installation, electrical, plumbing, painting) in a construction project but is not responsible for the entire project.
- C. Local business definition. For purposes of this section, "local business" shall mean a business which:

1. Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
 2. Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
 3. Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
- D. Certification. Any bidder claiming to be a local business as defined, shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements of above. The Local Vendor Certification Form is enclosed. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a bidder meets the definition of a "local business."

C. 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 the agreement by the County. As part of the bid response to this solicitation, please complete and submit the attached form AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.

D. Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

E. Identical Tie Bids

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

F. Employment Eligibility Verification

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

G. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

H. Scrutinized Company Certification

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of \$1 million or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Florida Statutes, Section 215.4725, Florida Statutes, or with companies engaged in business operations in Cuba or Syria.

VII. Insurance Requirements

A. Overview

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder will be disqualified from award of the contract.

The awarded 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.

VIII. Terms and Conditions

A. Standard Terms and Conditions

The terms and conditions associated with this solicitation are as set forth in the Agreement contained in the "Attachments" section of this solicitation. After the award of the solicitation, the County will finalize the preparation of the Agreement and forward it to the Firm awarded the bid, after which the Firm will have five days to execute the Agreement and return it to the County.

B. Manufacturers' Name and Approved Equivalents

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

C. Conflicting Terms and Conditions

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

D. Penalties

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

- A. Failure to perform according to agreement provisions.
- B. Conviction in a court of law of any criminal offense in connection with the conduct of business
- C. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
- D. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
- E. Other reasons deemed appropriate by the Board of County Commissioners.

IX. Vendor Questionnaire

Bids must be submitted electronically via OpenGov.

A. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

☐ Please confirm

*Response required

B. Human Trafficked Labor*

I certify that this firm does not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

☐ Please confirm

*Response required

C. Bid Guarantee*

A Bid Bond is required for this project. Please upload your Bid Bond here.

If submitting a Cashier's Check in lieu of a Bid Bond, please scan a copy of the cashier's check, upload here, and also mail the original cashier's check to:

Leon County Government - Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

The mailing must have the Project ID (BC-2024-040), the Project Title (LCSO Detention Center Roof Replacement), and the Company Name printed clearly on the front of the envelope.

This must be postmarked no later than the date of the bid opening or your bid will be considered non-responsive.

*Response required

D. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

☐ Please confirm

*Response required

E. Prime Contractor Qualifications*

Copies of primary contractor's licensing placard(s) shall be submitted to Leon County concurrent with bid.

*Response required

F. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Section 287.087, Florida Statutes. See section titled Drug-Free Workplace Requirements for details.

☐ Please confirm

*Response required

G. Scrutinized Company Certification*

As required by Section 287.135(5), Florida Statutes, I certify that the firm is not participating in a boycott of Israel.

☐ Please confirm

*Response required

H. Scrutinized Company Certification*

As required by Section 287.135(5) Florida Statutes, I certify that the firm is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria

☐ Please confirm

*Response required

I. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

I certify that this firm has coverage is in place at the required levels or, if awarded, coverage will be in place at the required levels.

☐ Please confirm

*Response required

J. Bid Response Cover Sheet with Signature*

*Response required

K. MWBE Information / Good Faith Effort*

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

If you are unable to meet the project specific goal for MBE and WBE participation, in addition to the MWBE Participation Plan Form, you must also submit all Good Faith Effort Forms documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

To reiterate, regardless of whether you can meet the Goals or not, you must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

*Response required

L. Additional Forms to Fill Out and Submit*

Please submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see the Attachments section for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Affidavit Immigration Laws
- Equal Opportunity and Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information & Applicable Licenses/Registrations
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)

*Response required

M. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If necessary, please upload a redacted copy of your submittal.

X. Bid Table

PRICE TABLE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Project Cost	1	JOB		
TOTAL					

ADDITIONAL CONTEMPLATED TASK

*Quantity (if any) to be determined. Additional costs will not be a determining factor in award.

Line Item	Description	Unit of Measure	Unit Cost
1	Removal and replacement of insulation system over the 1000 sf included in the project cost/base bid.	SF	


BID RESPONSE COVER SHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Melanie Hooley
Purchasing Director

Carolyn Cummings, Chair
Leon County Government

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

	<u>Lloyd Roofing, Inc.</u>
	(Firm Name)
BY	<u></u>
	(Authorized Representative)
	<u>Kevin Strange, VP</u>
	(Printed or Typed Name)
ADDRESS	<u>1979 Maryland Circle Tallahassee, FL 32303</u>
	<u></u>
EMAIL ADDRESS	<u>kevin@lloydroof.com</u>
TELEPHONE	<u>850-743-9070</u>
FAX	<u>N/A</u>

ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)

Addendum #1 dated KS Initials

Addendum #2 dated KS Initials

Addendum #3 dated KS Initials

Addendum 4 & 5 KS Initials

[LLOYD ROOFING, INC] RESPONSE DOCUMENT REPORT

ITB No. BC-2024-040

[LCSO Detention Center Roof Replacement](#)

RESPONSE DEADLINE: September 5, 2024 at 2:00 pm

Report Generated: Thursday, September 5, 2024

Lloyd Roofing, Inc Response

CONTACT INFORMATION

Company:

Lloyd Roofing, Inc

Email:

kevin@lloydroofingandconstruction.com

Contact:

Kevin Strange

Address:

1979 Maryland Circle
Tallahassee, FL 32303

Phone:

(850) 743-9070

Website:

N/A

Submission Date:

Sep 5, 2024 7:32 AM (Eastern Time)

ADDENDA CONFIRMATION

Addendum #1

Confirmed Aug 26, 2024 5:41 PM by Kevin Strange

Addendum #2

Confirmed Aug 26, 2024 5:41 PM by Kevin Strange

Addendum #3

Confirmed Aug 26, 2024 5:41 PM by Kevin Strange

Addendum #4

Confirmed Aug 26, 2024 5:41 PM by Kevin Strange

Addendum #5

Confirmed Aug 26, 2024 5:42 PM by Kevin Strange

QUESTIONNAIRE

1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

Confirmed

2. Human Trafficked Labor*

I certify that this firm does not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

Confirmed

3. Bid Guarantee*

A Bid Bond is required for this project. Please upload your Bid Bond here.

If submitting a Cashier's Check in lieu of a Bid Bond, please scan a copy of the cashier's check, upload here, and also mail the original cashier's check to:

Leon County Government - Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

The mailing must have the Project ID (BC-2024-040), the Project Title (LCSO Detention Center Roof Replacement), and the Company Name printed clearly on the front of the envelope.

This must be postmarked no later than the date of the bid opening or your bid will be considered non-responsive.

Bid_Bond_-_Lloyd_Roofing.pdf

4. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

Confirmed

5. Prime Contractor Qualifications*

Copies of primary contractor's licensing placard(s) shall be submitted to Leon County concurrent with bid.

2026_FL_GC_License.pdf

6. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Section 287.087, Florida Statutes. See section titled Drug-Free Workplace Requirements for details.

Confirmed

7. Scrutinized Company Certification*

As required by Section 287.135(5), Florida Statutes, I certify that the firm is not participating in a boycott of Israel.

Confirmed

8. Scrutinized Company Certification*

As required by Section 287.135(5) Florida Statutes, I certify that the firm is not participating in a boycott of Israel, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and it does not have business operations in Cuba or Syria

Confirmed

9. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

I certify that this firm has coverage is in place at the required levels or, if awarded, coverage will be in place at the required levels.

Confirmed

10. Bid Response Cover Sheet with Signature*

Bid_Response_Cover_Sheet_.pdf

11. MWBE Information / Good Faith Effort*

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

If you are unable to meet the project specific goal for MBE and WBE participation, in addition to the MWBE Participation Plan Form, you must also submit all Good Faith Effort Forms documenting your efforts to identify MBE and WBE firms to participate in order for your response to remain responsive to this solicitation.

To reiterate, regardless of whether you can meet the Goals or not, you must complete and submit the MWBE Participation Plan Form and any required documentation with your responses.

MWSBE_Forms__LCSO_Detention_Center_Roof_Replacement_-_Lloyd_Roofing.pdf

12. Additional Forms to Fill Out and Submit*

Please submit the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see the Attachments section for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Affidavit Immigration Laws
- Equal Opportunity and Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information & Applicable Licenses/Registrations
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)

Additional_Forms_-_for_Lloyd_Roofing.pdf

13. CONFIDENTIAL, PROPRIETARY OR TRADE SECRET INFORMATION

If necessary, please upload a redacted copy of your submittal.

LCSO_Detention_Center_NOITW_Lloyd_Rfg.pdf

US.FP.14.01_(1_FASTENER_PER_4_SF_AND_PRESCRIPTIVE_ENHANCEMENTS,_4X8_BOARD_FP)_flattened.pdf

LCSO_Detention_Center_NOITW_08282024_Binder1.pdf

PRICE TABLES

PRICE TABLE

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Project Cost	1	JOB	\$2,947,000.00	\$2,947,000.00
TOTAL					\$2,947,000.00

ADDITIONAL CONTEMPLATED TASK

*Quantity (if any) to be determined. Additional costs will not be a determining factor in award.

Line Item	Description	Unit of Measure	Unit Cost
1	Removal and replacement of insulation system over the 1000 sf included in the project cost/base bid.	SF	\$40.00


THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310
Bid BondKNOW ALL MEN BY THESE PRESENTS, THAT WE ' Lloyd Roofing, Inc.1979 Maryland Circle, Tallahassee, FL 32303as Principal, hereinafter called the Principal, and Westfield Insurance CompanyP.O. Box 5001, Westfield Center, OH 44251-5001a corporation duly organized under the laws of the State of OHas Surety, hereinafter called the Surety, are held and firmly bound unto Leon County Board of County Commissioners1800-3 North Blair Stone Road, Tallahassee, FL 32301as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount BidDollars (\$ 5%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for BC-2024-040; Re-roofing of six housing pods and the North Intake Administration Wing at the Leon County Detention Center

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 5th day of September, 2024
COLBERT HAMILTON
(Witness)

Lloyd Roofing, Inc.

(Principal)

(Seal)

By:

KEVIN STRANGE, VP

(Title)

Westfield Insurance Company

(Surety)

(Seal)

By:

Attorney-in-Fact Benjamin R. Campbell

(Title)


Kristie E. Shaw

(Witness)

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME
POWER # AND ISSUED PRIOR TO 01/28/22, FOR ANY PERSON OR PERSONS NAMED BELOW.

General
Power
of Attorney

CERTIFIED COPY

POWER NO. 0997622 00

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.
Westfield Center, Ohio

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint
BENJAMIN R. CAMPBELL, DANIEL L. SHEERADEN, JOINTLY OR SEVERALLY

of **ORLANDO** and State of **FL** its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship.

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their **National Surety Leader** and **Senior Executive** and their corporate seals to be hereto affixed this **26th** day of **JANUARY** A.D., **2022**.

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By:
**Gary W. Stumper, National Surety Leader and
Senior Executive**

State of Ohio
County of Medina ss.:

On this **26th** day of **JANUARY** A.D., **2022**, before me personally came **Gary W. Stumper** to me known, who, being by me duly sworn, did depose and say, that he resides in **Hartford, CT**; that he is **National Surety Leader and Senior Executive** of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



State of Ohio
County of Medina ss.:

David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

I, **Frank A. Carrino**, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this **5th** day of **September** A.D., **2024**.



Frank A. Carrino, Secretary

BPOAC2 (combined) (06-02)



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

STRANGE, KEVIN CHARLES

LLOYD ROOFING, INC.
1979 MARYLAND CIRCLE
TALLAHASSEE FL 32303

LICENSE NUMBER: CGC1526059

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at [MyFloridaLicense.com](https://myfloridalicense.com)

ISSUED: 08/07/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PARTICIPATION PLAN

RESPONDENT: Lloyd Roofing, Inc.

SOLICITATION NUMBER: BC-2024-040

DATE: 08/23/2024

All Respondents, including Minority Business Enterprise (MBE) firms and Women Business Enterprise (WBE) firms, must complete and submit this MWBE Participation Plan with their responses to be deemed responsive to the MWBE Section of this solicitation.

For MWBE participation in Leon County Government, City of Tallahassee, and Blueprint Intergovernmental Agency projects, certified MBE and WBE firms are certified by the Office of Economic Vitality Minority, Women, and Small Business Enterprise (MWSBE) Division. MBE and WBE firms that have their primary business location in Leon, Gadsden, Wakulla, or Jefferson County and that are certified by the Florida Department of Management Services Office of Supplier Diversity also qualify for MWBE participation.

To remain responsive, Respondents must utilize certified MBE and/or WBE firms to fulfill the project specific goal(s). The project specific goal(s) for this solicitation are specified in **Section 1.4** (City of Tallahassee and Blueprint solicitations) or in the **Minority, Women, and Small Business Enterprise (MWSBE) Overview** (Leon County Government solicitations). Respondents that do not meet or exceed the project specific goals must complete the Good Faith Effort Documentation Form to remain responsive, even if they meet a portion of the project specific goal(s).

All necessary MWBE information should be included on the MWBE Forms.

SECTION 1 – MWBE Participation

Complete the following tables for the base bid and any alternates, if applicable. Corresponding Respondent and Team Summary Tables should support the totals in the base bid/alternates. The Total Percentage is calculated by dividing the Total Dollar Amount of Certified Firm Participation by the Total Project Amount. The Certified MBE Firm Participation Total Dollar Amount will correspond to the sum of all dollars spent with Certified MBE Firms listed in the corresponding Respondent and Team Summary Table. The Certified WBE Firm Participation Total Dollar Amount will correspond to the sum of all dollars spent with Certified WBE Firms listed in the corresponding Respondent and Team Summary Table. Round to the nearest whole dollar.

Base Bid

BASE BID		
	Total Dollar Amount	Total Percentage (Firm Participation ÷ Total Project Amount)
Total Project Amount	\$ 2,947,000.00	100%
Certified MBE Firm Participation	\$	%
Certified WBE Firm Participation	\$ 251,140.00	8.5 %

BASE BID RESPONDENT AND TEAM SUMMARY																			
Firm Name (Prime and Subcontractor(s) or Subconsultant(s))	Vendor Phone & Email	Potential Scope of Work	Estimated Percentage of Services	Estimated Dollar Amount of Participation	Indicate the Category that Best Describes Each Firm Listed														
					Non-MWBE		Certified MWBE					Non-Certified MWBE							
					Non-Minority	Certified Small Business	African American	Asian American	Hispanic American	Native American	Non-Minority Female	African American	Asian American	Hispanic American	Native American	Non-Minority Female			
Poole Engineering & Surveying, Inc.	kim@poole-eng.com (850) 528-6394	Engineering Consulting	100%	\$4,500.00								✓							
Mooney Container Services, Inc.	lisa@mooneycontainers.com (850) 877-9477	Dumpsters	100%	\$62,000.00								✓							
Arris General Contractors, Inc.	John Griffin (850) 933-3170	Lightening Protection	100%	\$184,640.00								✓							
TOTAL				\$251,140.00															

ACKNOWLEDGEMENT

I hereby certify, as Respondent to this Solicitation, that the information provided herein is true and correct. I affirm that I have authority to bind Respondent to contractual agreements.

Respondent has communicated with the subcontractors and subconsultants identified herein, and those subcontractors and subconsultants understand that Respondent intends to utilize them on this project, if awarded. Respondent agrees that bad faith or dishonesty in the information provided on this MWBE Participation Plan Form is a violation of [MWSBE Policy](#) Section VIII.G. If awarded, Respondent agrees to utilize the firms identified herein, to endeavor to pay those firms the amounts identified herein to meet the project specific goals for this solicitation, to monitor the work of the firms, to provide subcontractor or subconsultant payment information to the MWSBE Division, and to abide by the [MWSBE Policy](#).

Lloyd Roofing, Inc.

Name of Respondent

Signature 

Kevin Strange

Print Name

Vice President

Title of Signatory

08/23/2024

Date

GOOD FAITH EFFORT DOCUMENTATION FORM

RESPONDENT: Lloyd Roofing, Inc.

SOLICITATION NUMBER: BC-2024-040 **DATE:** 08/23/2024

PROJECT TITLE: LCSO Detention Center Roof Replacement

When Respondent will not commit to meeting the project specific goals identified in the solicitation, Respondent must complete this Good Faith Documentation Effort Form. Failure to do so may result in the response being deemed non-responsive and rendering Respondent ineligible for award.

The list of acceptable Good Faith Effort documentation complies with the [Minority, Women, and Small Business Enterprise Policy](#) adopted by the Blueprint Intergovernmental Agency, City of Tallahassee, and Leon County Government. Respondent can demonstrate Good Faith Effort to secure MBE and WBE participation by completing this Form and providing documentation of the activities on the list.

Documentation of each of the following activities is necessary to receive credit for the Good Faith Effort Activity. **A minimum of five (5) activities with documentation are necessary to establish Good Faith Effort.** Failure to provide documentation of all activities completed by Respondent at the time of submission may result in Respondent being deemed non-responsive to the solicitation.

Please check the appropriate boxes that apply to your good faith activities and provide acceptable documentation as an attachment to this Form. Documentation should be marked with the attachment number identified in the Good Faith Effort Activity Chart on page 2. To document Good Faith Effort Activities 4, 6, 7, 8, 9, and 10, please complete the Good Faith Effort Spreadsheet, available as part of this solicitation, and include the Sound Business Reason Form in Attachment 3 to this form. Please provide documentation supporting the information in the Good Faith Effort Spreadsheet as exhibits to the Good Faith Effort Spreadsheet. If you are unsure what documentation is acceptable to support your Good Faith Effort Activity, descriptions of acceptable documentation are available at the end of this form.

Y/N	GOOD FAITH EFFORT ACTIVITY	ATTACHMENT NUMBER	EXPLAIN
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	1. Attendance at a pre-bid or pre-proposal meeting.	NONE	Attended in person meeting
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	2. Copies of written correspondence sent to the MWSBE Division no later than fifteen (15) business days before the solicitation response deadline seeking help in identifying firms available to meet the project specific goals.	1	OVE, Professional Electrical Services, Inc., Priority Marketing, Mooney Container Services, Inc., Arris General Contractors, Inc., Poole Engineering & Surveying, Inc.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	3. Copies of advertisements placed by the respondent in the local newspaper and minority publications in the Market Area announcing the project and seeking MBE or WBE participation.	2	Ad placed in Tallahassee Democrat
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	4. Copies of written correspondence sent to a certified MBE or WBE firm.	3	Documentation attached.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	5. Documentation that the respondent selected economically feasible portions of work to be performed by MBE and/or WBE firms, including, where appropriate, breaking down contracts or combining elements of work into economically feasible units.	4	Documentation attached.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6. Documentation that the respondent negotiated in good faith with interested MBE and/or WBE firms and did not reject any interested MBE and/or WBE firms without sound business reasons.	3	Documentation attached
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7. Documentation that the respondent reviewed all quotations received from MBE and/or WBE firms, and for those quotations not accepted, an explanation of why the MBE and/or WBE will not be used during the course of the contract.	3	Forwarded emails from those who responded to Kevin for review
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	8. Documentation detailing respondent's effort to contact MBE and/or WBE firms who provide the services needed for the solicitation and indicating that the respondent provided ample time for potential MBE and/or WBE firms to respond, including a chart outlining the methods of contact and schedule or time frame in which respondent conducted its good faith effort.	3	Documentation attached.
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	9. Documentation that the respondent offered to provide interested MBE and/or WBE firms with assistance in reviewing the solicitation plans and specifications at no charge to the MBE and/or WBE firms.	3	Emailed to Mooney Containers, PES & Arris GCI
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	10. Documentation of follow-up telephone calls with potential MBE and/or WBE firms encouraging their participation.	3	*Follow up call to Professional Electrical Service and LVM due to no response via email. *Follow up call to John with Arris GCI regarding scope of work.

ACKNOWLEDGEMENT

I hereby certify that, as Respondent to this Solicitation, that the information provided herein is true and correct. I aver that I have authority to bind Respondent to contractual agreements.

Respondent certifies that Respondent completed Good Faith Effort activities to identify MBE and/or WBE firms to participate in the project advertised in this solicitation. Respondent has communicated with the subcontractors and subconsultants identified herein. Nevertheless, Respondent was unable to commit to meeting or exceeding the project specific goal identified for MBE and/or WBE participation in this solicitation. Where Respondent contacted MBE and/or WBE firms, those firms were unavailable, unable, or otherwise unacceptable for sound business reasons to perform the work necessary for the project. Respondent has included documentation of all Good Faith Effort activities in attachments 1 through 5 to this Form. Respondent further avers that all information submitted in this Form and associated documentation is true, correct, and, in the case of documented correspondence, has not been altered from its original form.

Respondent agrees that bad faith or dishonesty in the information provided on this Good Faith Effort Form is a violation of [MWSBE Policy](#) Section VIII.G. If awarded, Respondent agrees to continue to negotiate with the firms identified herein and to endeavor to meet the project specific goals for this solicitation, to monitor the work of its subcontractor or subconsultant firms, to provide subcontractor or subconsultant payment information to the MWSBE Division, and to abide by the [MWSBE Policy](#).

Lloyd Roofing, Inc.

Vice President

Name of Respondent

Title of Signatory

Signature

08/23/2024

Date

Kevin Strange

Print Name

ATTACHMENT 3 SOUND BUSINESS REASON FORM

RESPONDENT: Lloyd Roofing, Inc.

SOLICITATION NUMBER: BC-2024-040

DATE: 08/23/2024

PROJECT TITLE: LCSO Detention Center Roof Replacement

Complete the Good Faith Effort Spreadsheet. Include as exhibits to the spreadsheet documentation supporting the information in the Good Faith Effort Spreadsheet. This Sound Business Reason Form and the Good Faith Effort Spreadsheet correspond to Good Faith Effort Activities 4, 6, 7, 8, 9, and 10, and should be included as part of Attachment 3 to the Good Faith Effort Documentation Form.

The MBE and/or WBE Firms contacted and identified in the Good Faith Effort Spreadsheet are not suitable to perform the work for the following sound business reasons. Price alone does not constitute a sound business reason unless the respondent can demonstrate that no reasonable price can be obtained from an MBE and/or WBE firm. This information is necessary to demonstrate Good Faith Effort Activity 6.

Given the scope of the project there is only a limited amount of work that is able to be performed using MBE or WBE companies. We have reached out the the appropriate people but ultimately fell short of the goal due to the size of the project.

Complete the Good Faith Effort Spreadsheet. Include as exhibits to the spreadsheet documentation supporting the information in the Good Faith Effort Spreadsheet. This Form and the Good Faith Effort Spreadsheet correspond to Good Faith Effort Activities 4, 6, 7, 8, 9, and 10. Good Faith Effort Spreadsheets longer than 1 page are acceptable.

Good Faith Effort Activity #	Subcontract or Name	Email Address	Telephone Number	Scope of Work	Contact Person	Classification (MBE/WBE)	QUOTE RECEIVED	Type of Contact, Date, Comments	Other Comments or Explanations	Exhibit
4, 8, 9, 10	Painting Contractors, Inc.	painters@paint.com	111-222-3333	Painting	Mr. Painter	<input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Emailed ITB on 3-15-19 Emailed meeting information 3-19-19 Called on 3/20/19 at 2:30 p.m.; left message Emailed reminder about bid 4/1/19 Received bid 4-4-19	***If bid/quote received, but not utilized, provide explanation as to why on Attachment 3.***	1
4, 8, 9, 10	Landscaping 4U	yards@landscaping4u.com	123-345-6789	Landscaping/Sod	Susie Sunflower	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Emailed ITB on 3-15-19 Emailed meeting information 3-19-19 Called on 3/20/19 at 2:30 p.m.; left message Emailed reminder about bid 4/1/19 Called on 4/3/19; not interested at this time No bid received 4-4-20	During phone call on 4/3/19 vendor indicated that they were busy and could not work on this project during the timeframe.	2
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			

Good Faith Effort Activity #	Subcontract or Name	Email Address	Telephone Number	Scope of Work	Contact Person	Classification (MBE/WBE)	QUOTE RECEIVED	Type of Contact, Date, Comments	Other Comments or Explanations	Exhibit
1	Lloyd Roofing, Inc.	kevin@lloydroof.com clay@lloydroof.com	(850) 743-9070 (850) 509-0520	Roofing	Kevin Strange	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Attended in person		
2	Office of Economic Vitality	latanya.raffington@talgov.com	(850) 219-1080	MWSBE Coordinator	Latanya Raffington	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Emailed 08/23 seeking MWSBE vendors		
3	Priority Marketing	mike@prioritymarketing.com	(239) 267-2638	Advertising	Mike Pruchnik	<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Emailed Mike 08/22 requesting ad be placed.		
4, 5, 6, 7, 8, 9 & 10	Mooney Container Services, Inc.	lisa@mooneycontainers.com	(850) 877-9477	Dumpsters	Lisa Mooney	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Emailed ITB 08/23 for quote on dumpsters. Quote obtained		
4, 5, 6, 8, 9 & 10	Professional Electrical Services, Inc.	pesivr@aol.com	(850) 421-7148	Lighning Protection	Victor Roberts	<input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Emailed ITB 08/23 for quote on lightning protection. No response.	Phone call & LVM on 08/30. No response	
4	Poole Engineering & Surveying, Inc.	kim@poole-eng.com	(850) 386-5117	Engineering Consulting	Kim Lee	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Quote attached		
4, 5, 6, 7 & 10	Arris General Contractors, Inc.	j.r.griffin@arrisgci.com	(850) 933-3170	Lighning Protection	John Griffin	<input type="checkbox"/> MBE <input checked="" type="checkbox"/> WBE	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Called and spoke with ITB follow up email on 09/04		
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			
						<input type="checkbox"/> MBE <input type="checkbox"/> WBE	<input type="checkbox"/> Yes <input type="checkbox"/> No			

ACCEPTABLE GOOD FAITH EFFORT DOCUMENTATION

1. Attendance at a pre-bid or pre-proposal meeting.
 - Verified by MWSBE Division based on the signature of firm representative on the meeting sign in sheet.
2. Copies of written correspondence sent to the MWSBE Division no later than fifteen (15) business days before the solicitation response deadline seeking help in identifying firms available to meet the project specific goals.
 - Respondent should include documentation of correspondence with the MWSBE Division as **Attachment 1** to the Good Faith Effort Form. Any of the following documents are acceptable documentation.
 - i. Physical mail with postmark sent to the correct MWSBE Division address.
 - ii. Electronic mail sent to the correct MWSBE Division address.
3. Copies of advertisements placed by the Respondent in the local newspaper and minority publications in the Market Area announcing the project and seeking MBE or WBE participation.
 - Respondent should include documentation of advertisement as **Attachment 2** to the Good Faith Effort Form. Any of the following documents are acceptable documentation.
 - i. Email from publication confirming purchase of the advertisement, including the date of publication.
 - ii. Advertisement as printed in the publication, including the date of publication.
 - iii. Notarized Proof of Publication.
4. Copies of written correspondence sent to a certified MBE or WBE firm. The correspondence should include: 1) the specific work the contractor intends to subcontract; 2) that interest in participation by the MWBE firm on the contract is being solicited; and 3) how to obtain information for the review and inspection of contract plans and specifications.
 - Respondent should provide documentation of correspondence with MBE or WBE firms in **Attachment 3** to the Good Faith Effort Form.
5. Documentation that the respondent selected economically feasible portions of work to be performed by MBE and/or WBE firms, including, where appropriate, breaking down contracts or combining elements of work into economically feasible units. (The ability of the Respondent to perform the work with its own work force will not in itself excuse a contractor from making positive efforts to meet contract goals).
 - Respondent should include documentation of selecting economically feasible portions of the work as **Attachment 4** to the Good Faith Effort Form. Any of the following documents are acceptable documentation.
 - i. Cost estimates, including a selection of portions of the work to be performed by MBE and/or WBE firms.
 - ii. Analysis generated by a project or cost estimator.
6. Documentation that the respondent negotiated in good faith with interested MBE and/or WBE firms and did not reject any interested MBE and/or WBE firms without sound business reasons. Price alone does not constitute a sound business reason unless the respondent can demonstrate that no reasonable price can be obtained from an MBE and/or WBE firm.
 - Respondent should provide documentation of good faith negotiation with MBE or WBE firms in **Attachment 3** to this Form.
7. Documentation that the respondent reviewed all quotations received from MBE and/or WBE firms, and for those quotations not accepted, an explanation of why the MBE and/or WBE will not be used during the course of the contract. (Receipt of a lower quotation from a non-MWBE firm will not in itself excuse a contractor's failure to meet contract goals).
 - Respondent should provide documentation that it reviewed all quotations received from MBE and/or WBE firms in **Attachment 3** to the Good Faith Effort Form.
8. Documentation detailing respondent's effort to contact MBE and/or WBE firms who provide the services needed for the solicitation and indicating that the respondent provided ample time for potential MBE and/or WBE firms to respond, including a chart outlining the methods of contact and schedule or time frame in which respondent conducted its good faith effort.
 - Respondent should provide documentation of effort to contact MBE and/or WBE firms with ample time to respond in **Attachment 3** to the Good Faith Effort Form.
9. Documentation that the respondent offered to provide interested MBE and/or WBE firms with assistance in reviewing the solicitation plans and specifications at no charge to the MBE and/or WBE firms.
 - Respondent should provide documentation that it offered to provide MBE and/or WBE firms with assistance in reviewing the solicitation at no charge in **Attachment 3** to the Good Faith Effort Form.
10. Documentation of follow-up telephone calls with potential MBE and/or WBE firms encouraging their participation.
 - Respondent should provide documentation of follow up calls with potential MBE and/or WBE firms in **Attachment 3** to the Good Faith Effort Form.

From: christy@lloydroof.com
To: latanya.raffington@talgov.com
Cc: [Kevin Strange](#)
Subject: Leon County Detention Center - DBE contractos
Date: Friday, August 23, 2024 11:05:42 AM

Hi LaTanya,

I hope this email finds you well. We're currently working on bidding the Leon County Detention Center project and need to ensure we meet the project's specific goals regarding contractor participation.

Could you please provide a list of contractors who meet the project's goals and specialize in the following areas?

- Electrical
- Plumbing
- Lightning Protection
- Dumpsters
- General Labor
- Painting

Your assistance in identifying these contractors will be greatly appreciated, as it is essential for us to move forward successfully. Thank you for your support, and I look forward to hearing from you soon.

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com

Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303

www.lloydroofingservices.com

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Tallahassee Democrat.

Affidavit of Publication

I Leween Jones, of TALLAHASSEE DEMOCRAT, do hereby certify that from my own knowledge and a check of the files of this newspaper that the advertisement(s) of Lloyd Roofing - Priority Marketing was inserted/published in TALLAHASSEE DEMOCRAT on the following date(s): 8/30/24

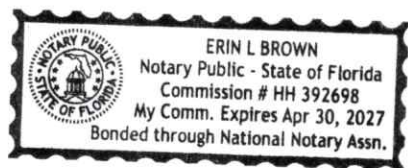
Affidavit completed:

Date: 8/30/2024

By: Leween Jones Title: Project Coordinator

Notary Information:

Affirmed before me this 30th day of August A.D. 2024
Erin L Brown Commission expires: 4-30-27
(signature) (date)



(Notary Seal)

Things

Continued from Page 4B

Smith, Jane Terrell. \$5 donation.
Saturday continues the fun at 4 p.m. with the Bunny Bread Bandits, an old-time accordion and string band featuring lots of Appalachian tunes. That's followed at 8 p.m. with Scott Buchanan's End-of-Summer Musical Explosion with Hot Tamale and Bluegill Bill. Expect a party with summer-themed songs like Heat Wave by Martha and the Vandellas and Summertime Blues by Eddie Cochran. \$10 cover.

3. Start Labor Day with Bluebird Run for Brookie B

Monday, Sept. 2, is the 10th annual Bluebird Run/Walk for Brookie B, to raise suicide awareness, and promote prevention and postvention.

At the Bluebird Run, organizers support those who have lost loved ones to suicide and gather in a safe space to celebrate their memories and have some fun. The Bluebird Run gathers on Labor Day at the JR Alford Greenway, 2500 Pedrick Road (at the very end of the street).

The one-mile fun run (or walk) begins at 8 a.m.; the 5K run, 8:30 a.m. Bring the family, join the fun – food, music, and snow cones! Visit bluebirdrun.com for more info. On site registration is available. For more info, email admin@nami-tallahassee.org, or call 850-841-3386. If you or someone you know is in crisis, call 988.

4. Kaleidoscope of Color Quilt Show at the Fairgrounds

Dive into a world of intricate patterns, vibrant colors, and timeless craftsmanship at the Kaleidoscope of Color, presented by Quilters Unlimited from 10 a.m.-6 p.m. Aug. 31-Sept. 2. The event showcases the work of talented local and regional quilters, each piece a masterpiece of skill and passion. Tickets are \$10 per day, or \$25 for the whole show. Children 15 and under admitted free when accompanied by an adult. Visit quilttallahassee.com.

Whether you're a seasoned quilter or a curious newcomer or a lover of the crafting arts, be inspired by the intricate stitching and innovative techniques on display. A marketplace for purchasing a variety of homemade items is available, in addition to a silent auction and raffle for a beautiful handmade quilt. Enjoy demonstrations on a variety of quilting techniques.

5. Get reel: Tallahassee Film Festival rolls

The 2024 Tallahassee Film Festival aims to be the most dynamic edition yet for the 16th annual celebration of independent moviemaking, which moves downtown for the Labor Day weekend event.

Programs are scheduled Aug. 31 and Sept. 1 on the five-story IMAX screen at the Challenger Learning Center, the festival's presenting sponsor, and its planetarium, as well as at Cap City Video Lounge in Railroad Square. More than 50 films – including eight shorts programs – will be screened at three screens.

The fest kicks off Saturday at 11:15 a.m. with the animated colorfest, "Boys Go to Jupiter." From the website: "Something is rotten in the state of Florida. It's the day after Christmas, and the deadness of the year hangs in the swampy air. We're in the suburbs with Billy 5000, an aimless teen doing his best to fill his days and fill his pockets."



The 10th annual Bluebird Run/Walk for Brookie B to raise suicide awareness, shown here in 2023, takes off on Labor Day, Sept. 2. PROVIDED BY BLUEBIRD RUN



Hot Tamale will perform with the End-of-Summer Musical Explosion at Blue Tavern on Saturday, Aug. 31. PROVIDED BY HOT TAMALE

Get your tickets and passes at tallahasseeilmfestival.com.

OTHER EVENTS

Anderson Brickler Gallery: Visions Beyond: An Afro-futurist Odyssey, opening reception is 5-7 p.m. Friday, Aug. 30,

Anderson Brickler Gallery, 1747 S. Adams St. Take an exciting glimpse at the opening reception of Visions Beyond, a look into the vast universe that is Afro-futurism. Browse through rare cultural artifacts from The Black Panther, Parliament Funkadelic, the Tuskegee Airmen and a series of stunning original photographs of musician Sun Ra.

Blue Tavern: Happy hour with guitarist Rick Redmond, 5-7 p.m. Tuesday at Blue Tavern, 1206 N. Monroe St., followed at 8 p.m. by Bluesday Tuesday with Corey Hall. \$5 cover. Happy hour with Jon Copps, 5-7 p.m. Wednesday, followed at 8 p.m. by Open Mic Night. Happy hour with Bramble's Bluegrass Jam, 5-7 p.m. Thursday, followed at 8 p.m. by Music of the Spheres with Paddy League. \$5 cover.

House of Music: The Rhythm Remedy with the FZB Horns brings its rockin' soul dance revue back to the south side at the House of Music, 2011 S. Monroe St., at 8 p.m. Saturday, Aug. 31. The band is a who's who of Tallahassee journeyman musicians with Mark Blair on vocals, Mike Braver on bass, Kent Rodriguez on guitar, Stephen VanGorder on keys, Greg Moore on drums. The FZB



The Rhythm Remedy brings the cure to House of Music for a show at 8 p.m. Saturday. PROVIDED BY THE RHYTHM REMEDY

Hirns feature Bill Landing on sax and Tom Beethoven on trumpet. The band covers a wide variety of old school dance hits from Motown to classic rock and more. \$10 cover.

Kirtan! with Marty, Jeffji & Adam: Jeffji welcomes Marty Klein and Adam

Gaffney to lead an evening of kirtan chanting (meditative singing from Yoga traditions). A brief, silent meditation will follow each easy-to-learn chant. Friday, Aug. 30, 6:30-8 p.m., at Unity Eastside, 8551 Buck Lake Road. Donations will benefit Unity Eastside. Details at jeffji.com.

Proof Brewing: The Elements Band featuring Jennifer Parks on lead vocals are playing at Proof Brewery, 1320 S. Monroe St., 7-10 p.m. Friday Aug. 30.

The Sound Bar: 30th FSU Jazz Faculty (\$10 cover) 8 p.m. Friday, Aug. 30, at The Sound Bar, 1105 W. Tharpe St. Blues Scratchin Happy Hour, 5-7 p.m. Sunday. \$5 cover.

The Wine House: Corine Samwel and Douce Ambiance will be performing at The Wine House on Market Street from 7-9:30 p.m. Friday, Aug. 30. This will be an evening of European art songs, standard jazz songs, and Gypsy Jazz instrumentals. \$10 cover.

Have an event coming up? Email details to limelight@tallahassee.com.

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241 East Harrison St., Tallahassee, FL 32301
P: 850-224-9476 | www.EOFInc.com | We are Open! M-F 8am-5pm

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Tallahassee Duplicate Bridge Club Classes
Thursdays, Sep 5 - Oct 17, 1-4pm
Fellowship Presbyterian Church
All players welcome, \$10/session
Sign up for fun & to exercise your brain

Contact: jystillwell@comcast.net OR
www.bridgewebs.com/tdbc/ for more information

PARTNER WITH US!

We are excited to announce a new project in the Big Bend area and are actively seeking Minority Business Enterprises (MBE) and Women Business Enterprises (WBE) to participate.

LLOYD ROOFING
Roofing Done Right.

(850) 728-8101 • LloydRoofingServices.com/Partner

From: christy@lloydroof.com
To: "Mike Pruchnik"
Cc: kevin@lloydroof.com
Subject: RE: MBE/WBE advertising
Date: Friday, August 30, 2024 2:48:34 PM
Attachments: [image004.png](#)

Thanks, Mike!

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com
Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303
www.lloydroofingservices.com

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From: Mike Pruchnik <Mike@prioritymarketing.com>
Sent: Friday, August 30, 2024 2:48 PM
To: christy@lloydroof.com
Cc: kevin@lloydroof.com
Subject: RE: MBE/WBE advertising

Here is the ad notarized. You now have all 3 items needed to complete your good faith effort

Mike Pruchnik

Manager, Client Services

Priority Marketing

[Play a Special Message from our Founder, Teri Hansen](#)

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966

p 239.267.2638

c 708.870.4776

e Mike@PriorityMarketing.com

w PriorityMarketing.com

 [Book time to meet with me](#)

From: Mike Pruchnik
Sent: Friday, August 30, 2024 12:00 PM

To: christy@lloydroof.com
Cc: kevin@lloydroof.com
Subject: RE: MBE/WBE advertising

Here is the PDF copy of your ad running in today's paper.

Mike Pruchnik

Manager, Client Services

Priority Marketing

Play a Special Message from our Founder, Teri Hansen

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966

p 239.267.2638

c 708.870.4776

e Mike@PriorityMarketing.com

w PriorityMarketing.com

 [Book time to meet with me](#)

From: christy@lloydroof.com <christy@lloydroof.com>

Sent: Thursday, August 29, 2024 1:47 PM

To: Mike Pruchnik <Mike@prioritymarketing.com>

Cc: kevin@lloydroof.com

Subject: RE: MBE/WBE advertising

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thanks so much, Mike!

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com

Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303

www.lloydroofingservices.com

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From: Mike Pruchnik <Mike@prioritymarketing.com>

Sent: Thursday, August 29, 2024 9:45 AM
To: christy@lloydroof.com
Cc: kevin@lloydroof.com
Subject: RE: MBE/WBE advertising

Hey Christy,

The ad will run tomorrow. Attached is item #1 and #2 to complete your Good Faith Effort Activity 3 from the PDF you shared with me from last week.

1. Email from publication confirming purchase of the advertisement, including the date of publication.
2. Advertisement as printed in the publication, including the date of publication.
3. Notarized Proof of Publication (we are getting this from the publisher today or tomorrow)

Mike Pruchnik

Manager, Client Services

Priority Marketing

Play a Special Message from our Founder, Teri Hansen

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966

p 239.267.2638

c 708.870.4776

e Mike@PriorityMarketing.com

w PriorityMarketing.com

 [Book time to meet with me](#)

From: Mike Pruchnik
Sent: Tuesday, August 27, 2024 9:56 AM
To: christy@lloydroof.com
Cc: kevin@lloydroof.com
Subject: RE: MBE/WBE advertising

That was our request to the Tallahassee Democrat. It appears Friday will be the run date.

Mike Pruchnik

Manager, Client Services

Priority Marketing

Play a Special Message from our Founder, Teri Hansen

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966

p 239.267.2638

c 708.870.4776

e Mike@PriorityMarketing.com

w PriorityMarketing.com

 [Book time to meet with me](#)

From: christy@lloydroof.com <christy@lloydroof.com>

Sent: Tuesday, August 27, 2024 9:54 AM

To: Mike Pruchnik <Mike@prioritymarketing.com>

Cc: kevin@lloydroof.com

Subject: RE: MBE/WBE advertising

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Appreciate it. Please run this as soon as possible.

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com

Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303

www.lloydroofingservices.com

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From: Mike Pruchnik <Mike@prioritymarketing.com>

Sent: Tuesday, August 27, 2024 9:54 AM

To: christy@lloydroof.com

Cc: kevin@lloydroof.com

Subject: RE: MBE/WBE advertising

We'll get this placed and then send you the publication confirmation so you can check off those boxes

Mike Pruchnik

Manager, Client Services

Priority Marketing

[Play a Special Message from our Founder, Teri Hansen](#)

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966

p 239.267.2638

c 708.870.4776

e Mike@PriorityMarketing.com
w PriorityMarketing.com
 [Book time to meet with me](#)

From: christy@lloydroof.com <christy@lloydroof.com>
Sent: Tuesday, August 27, 2024 9:49 AM
To: Mike Pruchnik <Mike@prioritymarketing.com>
Cc: kevin@lloydroof.com
Subject: RE: MBE/WBE advertising

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Looks good! Thank you!

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com
Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303
www.lloydroofingservices.com

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From: Mike Pruchnik <Mike@prioritymarketing.com>
Sent: Tuesday, August 27, 2024 9:47 AM
To: christy@lloydroof.com
Cc: kevin@lloydroof.com
Subject: RE: MBE/WBE advertising

Christy,

What are you're thoughts on this version? This includes the information about the MBE and WBE.

Mike Pruchnik

Manager, Client Services

Priority Marketing

Play a Special Message from our Founder, Teri Hansen

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966

p 239.267.2638

c 708.870.4776

e Mike@PriorityMarketing.com

w PriorityMarketing.com

 [Book time to meet with me](#)

From: christy@lloydroof.com <christy@lloydroof.com>

Sent: Tuesday, August 27, 2024 9:29 AM

To: Mike Pruchnik <Mike@prioritymarketing.com>

Cc: kevin@lloydroof.com

Subject: RE: MBE/WBE advertising

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Can we take out the logo and add the looking for MBE/WBE business info?

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com

Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303

www.lloydroofingservices.com

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From: Mike Pruchnik <Mike@prioritymarketing.com>

Sent: Tuesday, August 27, 2024 8:42 AM

To: Christy Fewell <christy@lloydroof.com>

Cc: kevin@lloydroof.com

Subject: RE: MBE/WBE advertising

Morning Christy,

Attached is the ad we'll run. Please let me know if approved.

The URL links to this page, which has all the details you need to satisfy your good faith obligation: <https://lloydroofingservices.com/partner/>

Mike Pruchnik

Manager, Client Services

Priority Marketing

[Play a Special Message from our Founder, Teri Hansen](#)


a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966

p 239.267.2638

c 708.870.4776

e Mike@PriorityMarketing.com

w PriorityMarketing.com

 [Book time to meet with me](#)

From: Mike Pruchnik

Sent: Monday, August 26, 2024 3:19 PM

To: Christy Fewell <christy@lloydroof.com>

Cc: Ed Kitsos <Ed@prioritymarketing.com>

Subject: RE: MBE/WBE advertising

Hey Ed,

Spoke with Christy and Kevin and LLOYD, we'll secure the 1/8th size ad in black and white.

Run date to be the earliest we can run it.

Lisa is working on completing the design right now.

[@Christy Fewell](#) – this is the landing page we created to drive traffic to for the ad: <https://lloydroofingservices.com/partner/>. Submissions will go to your email address, as well as mine.

Mike Pruchnik

Manager, Client Services

Priority Marketing



[Play a Special Message from our Founder, Teri Hansen](#)

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966

p 239.267.2638

c 708.870.4776

e Mike@PriorityMarketing.com

 PriorityMarketing.com
 [Book time to meet with me](#)

From: Christy Fewell <christy@lloydroof.com>
Sent: Monday, August 26, 2024 3:06 PM
To: Mike Pruchnik <Mike@prioritymarketing.com>
Cc: Ed Kitsos <Ed@prioritymarketing.com>
Subject: Re: MBE/WBE advertising

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1/24 in black & white. Please send me a copy.

Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com
Phone: 850-728-8101 | Mobile: 850-274-3178
1979 Maryland Circle Tallahassee, FL 32303
www.lloydroofingservices.com

From: Mike Pruchnik <Mike@prioritymarketing.com>
Sent: Monday, August 26, 2024 3:02:53 PM
To: christy@lloydroof.com <christy@lloydroof.com>
Cc: Ed Kitsos <Ed@prioritymarketing.com>
Subject: RE: MBE/WBE advertising

Sounds good!

I have to hop into a meeting at 3:30pm. I've included Ed Kitsos on this email, he's been handling the placement coordination with the publication. Please reply all so he can make the placement on the size you want.

Mike Pruchnik

Manager, Client Services

Priority Marketing

Play a Special Message from our Founder, Teri Hansen

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966
p 239.267.2638
c 708.870.4776
e Mike@PriorityMarketing.com
w PriorityMarketing.com

 [Book time to meet with me](#)

From: christy@lloydroof.com <christy@lloydroof.com>

Sent: Monday, August 26, 2024 3:01 PM

To: Mike Pruchnik <Mike@prioritymarketing.com>

Subject: RE: MBE/WBE advertising

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Hey Mike,

Kevin's in a meeting at the moment. As soon as he wraps that up I'll get you an answer.

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com

Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303

www.lloydroofingservices.com

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From: Mike Pruchnik <Mike@prioritymarketing.com>

Sent: Monday, August 26, 2024 1:43 PM

To: Christy Fewell <christy@lloydroof.com>

Subject: RE: MBE/WBE advertising

Importance: High

Hey Christy,

The Tallahassee Democrat finally got back to us with these rates. Based on what you need for this ad, I'm going to suggest the 1/8 size.

The smaller sizes are too small, and we couldn't fit in the information you need to satisfy the good faith effort. Let me know and we'll place the ad and complete the artwork.

- 1/8 of a page 4.91" X 4.92" Black & White ad \$442. Color ad \$530 (Recommended placement)
- 1/12 of a page 3.22" X 4.92" Black & White ad \$295. Color ad \$353
- 1/24 of a page 3.22" X 2.41" Black & White ad \$148. Color ad \$177

Mike Pruchnik

Manager, Client Services

Priority Marketing

Play a Special Message from our Founder, Teri Hansen

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966

p 239.267.2638

c 708.870.4776

e Mike@PriorityMarketing.com

w PriorityMarketing.com



[Book time to meet with me](#)

From: Mike Pruchnik

Sent: Friday, August 23, 2024 1:27 PM

To: Christy Fewell <christy@lloydroof.com>

Subject: RE: MBE/WBE advertising



Mike Pruchnik reacted to your message:

From: Christy Fewell <christy@lloydroof.com>

Sent: Friday, August 23, 2024 5:05:00 PM

To: Mike Pruchnik <Mike@prioritymarketing.com>

Subject: Re: MBE/WBE advertising

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

No pic required. Please proceed with what we discussed on the phone earlier. Thank so much for all your help. It's really appreciated.

Christy Fewell

Commercial Account Administrator

Lloyd Roofing, Inc.

Email: christy@lloydroof.com

Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303

www.lloydroofingservices.com

From: christy@lloydroof.com <christy@lloydroof.com>

Sent: Friday, August 23, 2024 11:25:27 AM

To: 'Mike Pruchnik' <Mike@prioritymarketing.com>

Subject: RE: MBE/WBE advertising

Hey Mike,

Can you place an ad in the Tallahassee Democrat using the attached? Let me know if you need any additional information. We'll need this done ASAP (today if at all possible). Let me know.

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com

Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303

www.lloydroofingservices.com

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From: Mike Pruchnik <Mike@prioritymarketing.com>

Sent: Friday, August 23, 2024 9:49 AM

To: christy@lloydroof.com

Subject: RE: MBE/WBE advertising

Hey Christy,

What is the percent or number of minority and women you need to hire to meet the MBE and WBE requirement? Does this pertain just to the crews who would be working on this job?


Mike Pruchnik

Manager, Client Services

Priority Marketing

[Play a Special Message from our Founder, Teri Hansen](#)

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966

p 239.267.2638
c 708.870.4776
e Mike@PriorityMarketing.com
w PriorityMarketing.com
 [Book time to meet with me](#)

From: Mike Pruchnik
Sent: Friday, August 23, 2024 8:49 AM
To: christy@lloydroof.com
Subject: RE: MBE/WBE advertising

Got it,


I'll have my team look for a couple of ad placement opportunities and let you know what we recommend.

Mike Pruchnik

Manager, Client Services

Priority Marketing

[Play a Special Message from our Founder, Teri Hansen](#)

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966
p 239.267.2638
c 708.870.4776
e Mike@PriorityMarketing.com
w PriorityMarketing.com
 [Book time to meet with me](#)

From: christy@lloydroof.com <christy@lloydroof.com>
Sent: Friday, August 23, 2024 7:26 AM
To: Mike Pruchnik <Mike@prioritymarketing.com>
Subject: RE: MBE/WBE advertising

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It's in Tallahassee. We have businesses that were going to reach out to however we're required to do a list of things and one of those being placing an ad. I'll get with Kevin and get the details for the job listing for the careers page and Indeed.

Warm Regards,

Christy Fewell
Commercial Account Administrator
Lloyd Roofing, Inc.



Email: christy@lloydroof.com
Phone: 850-728-8101 | Mobile: 850-274-3178
1979 Maryland Circle Tallahassee, FL 32303
www.lloydroofingservices.com

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From: Mike Pruchnik <Mike@prioritymarketing.com>

Sent: Thursday, August 22, 2024 4:29 PM

To: christy@lloydroof.com

Subject: RE: MBE/WBE advertising

Hey Christy,

Where is the job located? There might be businesses registered as MBE/WBE in that market first. If so, I would recommend reaching out those first to help save money.

- <https://vendor.myfloridamarketplace.com/search/vendor>
- <https://nmsdc.org/connect/mbe-search/>

If not, then we can your careers page on the website and create the job listings needed to meet the requirements.

You also have a LinkedIn page too, you could create listings on that platform too.

Mike Pruchnik

Manager, Client Services

Priority Marketing

Play a Special Message from our Founder, Teri Hansen

a 12140 Carissa Commerce Court, Suite 201, Fort Myers, FL 33966

p 239.267.2638

c 708.870.4776

e Mike@PriorityMarketing.com

w PriorityMarketing.com

 [Book time to meet with me](#)

From: christy@lloydroof.com <christy@lloydroof.com>

Sent: Thursday, August 22, 2024 10:38 AM

To: Mike Pruchnik <Mike@prioritymarketing.com>

Subject: MBE/WBE advertising

Importance: High

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Hey Mike,

We are bidding a project that requires us to solicit MBE/WBE participation. We are interested in placing an advertisement in the local paper and minority publications, and/or online (indeed / our website). Have you guys done anything like this before?

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com

Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303

www.lloydroofingservices.com

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From: christy@lloydroof.com
To: [Kevin Strange](#)
Subject: RE: Leon County Detention Facility Reroof
Date: Wednesday, September 4, 2024 2:35:14 PM

Kevin,

Please see below from John at Arris General Contractors, Inc. regarding the Lightning Protection.

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com

Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303

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From: John_R Griffin <j.r.griffin@arrisgci.com>
Sent: Wednesday, September 4, 2024 12:43 PM
To: Christy Fewell <christy@lloydroof.com>
Subject: Leon County Detention Facility Reroof

Kevin,

We can provide the Lightning Protection scope of work for \$184,640.00 for the above project. If you would like us to handle any general conditions, we can provide some of those also.

From: christy@lloydroof.com
To: pesivr@aol.com
Cc: "Kevin Strange"
Subject: RE: Opportunity for WBE/MBE Business Participation in Leon County Detention Center Project
Date: Friday, August 30, 2024 2:06:31 PM
Attachments: [Estimate BL64897-90884.pdf](#)

Good Afternoon,

Can you send me a bid for lightning protection based off this quote?

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com
Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303
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From: christy@lloydroof.com <christy@lloydroof.com>
Sent: Friday, August 23, 2024 11:15 AM
To: pesivr@aol.com
Cc: Kevin Strange <kevin@lloydroof.com>
Subject: Opportunity for WBE/MBE Business Participation in Leon County Detention Center Project

Good Morning,

I hope this message finds you well. We are bidding on the Leon County Detention Center project in Tallahassee, FL, and are actively seeking a certified WBE/MBE business to provide the Lightning Protection System for the project. If you need access to the project plans for pricing or any other details, please let us know, and we will provide the necessary information.

Project Details:

- **Location:** Leon County Detention Center, Tallahassee, FL
- **Requirement:** Lightning Protection System
- **Project Start Date:** November 2024

Duration: 6 months

We appreciate your support in helping us meet our project goals and look forward to the possibility of collaborating with a qualified WBE/MBE business.

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com

Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303

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August 28, 2024

Mr. Kevin Strange
Lloyd Roofing, Inc.
1979 Maryland Circle
Tallahassee, FL 32303

RE: LCSO Detention Center Roof Replacement

I would estimate the cost of the of the hauling and disposal of the roof on this project to be \$62,000.00.

Attached please find my WBE certificate. If you have any questions or need any additional information, please don't hesitate to contact me at the number below

Sincerely,

A handwritten signature in black ink, appearing to read "Lisa A. Mooney", is written over the typed name.

Lisa A Mooney

President

Mooney Container Services, Inc.
(850) 877-9477

From: christy@lloydroof.com
To: [Kevin Strange](#)
Subject: RE: Opportunity for WBE/MBE Business Participation in Leon County Detention Center Project
Date: Wednesday, September 4, 2024 3:15:06 PM
Attachments: [image002.png](#)

Kevin,

Please see below from Mooney Containers.

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com
Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303
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From: Lisa Mooney <Lisa@mooneycontainers.com>
Sent: Friday, August 23, 2024 11:31 AM
To: christy@lloydroof.com
Subject: RE: Opportunity for WBE/MBE Business Participation in Leon County Detention Center Project

We would like to partner with you again. An estimated cost would be \$62,000



Lisa A Mooney
President

Email: Lisa@mooneycontainers.com
Phone: 850-877-9477 Mobile: 850-524-2714
PO Box 12399, Tallahassee, FL 32317
www.mooneycontainers.com

From: christy@lloydroof.com <christy@lloydroof.com>
Sent: Friday, August 23, 2024 10:59 AM
To: Lisa Mooney <Lisa@mooneycontainers.com>
Cc: Kevin Strange <kevin@lloydroof.com>

Subject: Opportunity for WBE/MBE Business Participation in Leon County Detention Center Project
Importance: High

Lisa,

I hope this email finds you well. We are currently bidding on the Leon County Detention Center project in Tallahassee, FL, and are seeking a certified WBE/MBE business to provide dumpsters for the duration of the project.

We require 45 dumpsters for waste management on-site. We believe that Mooney Containers, with its strong reputation and commitment to excellence, would be an ideal partner for this aspect of the project.

Project Details:

- **Location:** Leon County Detention Center, Tallahassee, FL
- **Requirement:** 45 dumpsters
- **Project Start Date:** November 2024
- **Duration:** 6 months

We are dedicated to fostering diversity and inclusion in our operations and would be excited to collaborate with your team on this important project. Please let us know your availability to discuss further details, including pricing, delivery schedules, and any specific requirements you might have. We are looking to finalize our partners soon and would appreciate your prompt response. Thank you for considering this opportunity. We look forward to the possibility of working together.

Warm Regards,



Christy Fewell

Commercial Account Administrator
Lloyd Roofing, Inc.

Email: christy@lloydroof.com

Phone: 850-728-8101 | Mobile: 850-274-3178

1979 Maryland Circle Tallahassee, FL 32303

www.lloydroofingservices.com

CONFIDENTIALITY NOTE: This electronic mail transmission may contain information that is confidential, privileged, proprietary or otherwise legally exempt from disclosure. If you are not the intended recipient, you are hereby notified that you are not authorized to read, print, retain, copy, or disseminate this message, any part of it, or any attachments. If you have received this message in error, please immediately delete this message and any attachments from your system and, so that we can prevent this from happening again, notify Lloyd Roofing, Inc of the inadvertent transmission by calling 1-850-728-8101 or by replying to this email. Thank you for your cooperation.

POOLE

**ENGINEERING &
SURVEYING, Inc.**

August 28, 2024

Mr. Kevin Strange
Vice President
Lloyd Roofing, Inc.
Tallahassee, FL

RE: Proposal for Professional Services
LCSO Detention Center Roof Replacement

Mr. Strange,

We can provide Professional Services for the referenced project, as follows:

- Engineering Consulting and Pullout Testing- \$4,500.00

Thank you for the opportunity to provide this quote.

Sincerely,


Brandon Poole
Vice President
Poole Engineering and Surveying, Inc

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. **Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.**

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Lloyd Roofing Inc.

Signature:  Title: Vice President

STATE OF Florida

COUNTY OF Leon

Sworn to and subscribed before me this 3rd day of September, 2024.

Personally known

X

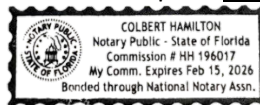

NOTARY PUBLIC

OR Produced identification

Notary Public - State of Florida

(Type of
identification)

My commission expires: 2/15/2026




Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: 

Title: Vice President

Firm: Lloyd Roofing Inc.

Address: 1979 Marylamnd Circle Tallahassee, FL 32303

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the

following: (Check one and sign in the space provided.)

KS This firm complies fully with the above requirements.

_____ This firm does not have a drug free work place program at this time.

KCS
Bidder's Signature

Vice President

Title

9/3/2024
Date

CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name: Lloyd Roofing and Construction	
Street Address: 1979 Maryland Circle	
City, State, Zip: Tallahassee, FL 32303	
Taxpayer ID Number: 30-0605364	
Telephone: (850)-743-9070	Fax:
Trade Style Name: Roofing	

TYPE OF BUSINESS ORGANIZATION (check one)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Trust
<input checked="" type="checkbox"/>	Corporation	<input type="checkbox"/>	Other (specify)
<input type="checkbox"/>	Sub-chapter S Corporation		

State of Incorporation: Florida Date Established: 9/1/2009

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder will be duly bound:

Name	Title	Telephone	E-Mail
Kevin Strange	Vice President	850-743-9070	Kevin@lloydroof.com

FLORIDA CONSTRUCTION INDUSTRIES LICENSING BOARD

Please provide the following information for all licenses required by Florida Statutes of the Prime Contractor for the performance of the work in this project.

Primary Licensee: Kevin Strange	
License Type: General Contractor License	
License Number: CGC1526059	Expiration Date: 8/31/2026
Qualified Business License (certificate of authority) number: P10000014395	
Alternate Licensee:	
License Type: Roofing License	
License Number: CCC1329554	Expiration Date: 8/31/2026

Bidder may use additional sheets to provide information for all applicable licenses and shall provide copies of each license as a part of the bid submittal.

LIST COMPANIES FROM WHOM YOU OBTAIN SURETY

BONDS Surety Company 1

Company Name	McGriff
Contact's Name	Kristie Shaw
Telephone	850-386-2143
Fax	
Address	3522 Thomasville Road - Suite 300, Tallahassee, FL 32309

Surety Company 2

Company Name	
Contact's Name	
Telephone	
Fax	
Address	



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

STRANGE, KEVIN CHARLES

LLOYD ROOFING, INC.
1979 MARYLAND CIRCLE
TALLAHASSEE FL 32303

LICENSE NUMBER: CGC1526059

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at [MyFloridaLicense.com](https://myfloridalicense.com)

ISSUED: 08/07/2024

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE ROOFING CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

LLOYD, TRAVIS J

LLOYD ROOFING, INC.
1979 MARYLAND CIRCLE
TALLAHASSEE FL 32303

LICENSE NUMBER: CCC1329554

EXPIRATION DATE: AUGUST 31, 2026

Always verify licenses online at [MyFloridaLicense.com](https://myfloridalicense.com)

ISSUED: 08/01/2024

Do not alter this document in any form.


This is your license. It is unlawful for anyone other than the licensee to use this document.



<p>Present Amount of Bonding Coverage (\$):</p> <p>\$30,000,000 per project \$60,000,000 Aggregate</p>	<p>Has your application for surety bond ever been declined?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><i>(If yes, please provided detailed information on reverse)</i></p>	<p>During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors or suppliers?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><i>(If yes, please provided detailed information on reverse)</i></p>
--	---	--

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE

THIS 3rd DAY OF September, 2024 .

By:  Title: Vice President

Printed Name and Title: Kevin Strange

NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with Leon County Government, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.
2. The undersigned is authorized to make this Affidavit on behalf of,

Lloyd Roofing, Inc.
(Name of Corporation, Partnership, Individual, etc.)

a General Contractor, formed under the laws of Florida
(Type of Business) (State or Province)

of which he/she is Vice President.
(Sole Owner, partner, president, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.
4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

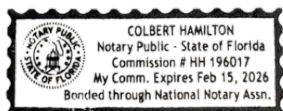
KCS
AFFIANT'S NAME

Vice President
AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this 3rd Day of Sept, 2024.

Personally Known X Or Produced Identification

Type of Identification



Colbert Hamilton
NOTARY PUBLIC
(Print, Type or Stamp Commissioned Name of Notary Public)

My Commission Expires: 2/15/2026

INSURANCE CERTIFICATION FORM

To indicate that Bidder/Respondent understands and is able to comply with the required insurance, as stated in the bid/RFP document, Bidder/Respondent shall submit this insurances sign-off form, signed by the company Risk Manager or authorized manager with risk authority.

- A. Is/are the insurer(s) to be used for all required insurance (except Workers- Compensation) listed by Best with a rating of no less than A:VII?

☒ YES ☐ NO

Commercial General Liability:	Indicate Best Rating:	<u>A-</u>
	Indicate Best Financial Classification:	<u>X</u>

Business Auto:	Indicate Best Rating:	<u>A++</u>
	Indicate Best Financial Classification:	<u>XV</u>

Professional Liability:	Indicate Best Rating:	<u>N/A</u>
	Indicate Best Financial Classification:	<u> </u>

1. Is the insurer to be used for Workers- Compensation insurance listed by Best with a rating of no less than A:VII?

☒ YES ☐ NO

Indicate Best Rating: A+
Indicate Best Financial Classification: X

If answer is NO, provide name and address of insurer:

2. Is the Respondent able to obtain insurance in the following limits (next page) as required for the services agreement?

☒ YES ☐ NO

Insurance will be placed with Florida admitted insurers unless otherwise accepted by Leon County. Insurers will have A.M. Best ratings of no less than A:VII unless otherwise accepted by Leon County.

Required Coverage and Limits

The required types and limits of coverage for this bid/request for proposals are contained within the solicitation package. Be sure to carefully review and ascertain that bidder/proposer either has coverage or will place coverage at these or higher levels.

Required Policy Endorsements and Documentation

Certificate of Insurance will be provided evidencing placement of each insurance policy responding to requirements of the contract.

Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by 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.

Endorsements to insurance policies will be provided as follows:

Additional insured (Leon County, Florida, its Officers, employees and volunteers) - General Liability & Automobile Liability

Primary and not contributing coverage- General Liability & Automobile Liability

Waiver of Subrogation (Leon County, Florida, its officers, employees and volunteers)- General Liability, Automobile Liability, Workers' Compensation and Employer's Liability

Thirty days advance written notice of cancellation to County - General Liability, Automobile Liability, Worker's Compensation & Employer's Liability.


Professional Liability Policy Declaration sheet as well as claims procedures for each applicable policy to be provided

Please mark the appropriate box:

Coverage is in place ☒ Coverage will be placed, without exception ☐

The undersigned declares under penalty of perjury that all of the above insurer information is true and correct.

Name Kevin Strange
Typed or

Signature 

Date Printed 9/4/2024

Title Vice President
(Company Risk Manager or Manager with Risk Authority)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, And OTHER
RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature

Vice President

Title

Lloyd Roofing Inc.

Contractor/Firm

1979 Maryland Circle Tallahassee, FL 32303

Address

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification.

Failure to provide the information requested will result in denial of certification as a local business.

Business Name: Lloyd Roofing Inc.	
Current Local Address: 1979 Maryland Circle Tallahassee, FL 32303	Phone: 850-743-9070 Fax:
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address:	
Home Office Address:	Phone: Fax:



Signature of Authorized Representative

9/3/2024

Date

STATE OF Florida

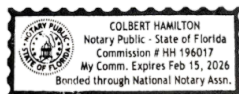
COUNTY OF Leon

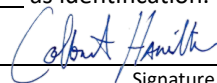
The foregoing instrument was acknowledged before me this 3rd day of September, 2024

By Kevin Strange of Lloyd Roofing,
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a Florida Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)

or has produced Personally Known as identification.





Signature of Notary

Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, If Any

EMPLOYMENT ELIGIBILITY VERIFICATION

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.



Signature

9/3/2024

Date

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION



MAIL COMPLETED FORM AND DOCUMENTS TO:

CLERK OF CIRCUIT COURT & COMPTROLLER LEON COUNTY 301 S. Monroe Street #100 Tallahassee FL32301

PLEASE REFER TO FORM W9 INSTRUCTIONS FOR MORE INFORMATION

DO NOT SEND TO
IRS - SUBMIT
FORM TO
REQUESTING
AGENCY

FCD 04/2016

PART I: VENDOR INFORMATION

1. Legal Business Name: (As it appears on the IRS Income Tax return IRS EIN records, CP575, 147C - or - Social Security Administration records, Social Security Card, certified Form SSA7028)

2. If you use a DBA/Trade Name, please list below:

3. Entity Type (Check only one),

Individual / Sole Proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Government (Local, State, Federal)

Tax-Exempt organization under IRC Section 501 C _____

Limited liability company. Enter tax classification (C=Corporation, S=S corporation, P=partnership)

4. 1099 Reporting: Services provided to the Board of County Commissioners Leon County by vendor, if not applicable skip:

Health care or medical service

Royalties

Legal or attorney services

Other _____

Rental of Real Property

PART II: TAXPAYER IDENTIFICATION NUMBER (TIN) & TAXPAYER IDENTIFICATION TYPE

1. Enter your TIN here (DO NOT USE DASHES)

2. Taxpayer Identification Type (check appropriate box):

Employer ID No. (EIN)

Social Security No. (SSN)

N/A (Non United States
Business Entity)**PART III: ADDRESS**

1. Address:

Address Line #1

2. Remittance Address, IF DIFFERENT:

Address Line #1

Address Line #2

Address Line #2

Address Line #3

Address Line #3

City

State

Zip + 4 Code

City

State

Zip + 4 Code

PART IV: CERTIFICATION

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct tax payer identification number (or I am waiting for a number to be issued to me), **AND**
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have **not** been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, **AND**
3. I am a U.S. Citizen or other U.S. person.

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding

Printed Name

Printed Title

Telephone Number

Signature

Email

Date (mm/dd/yyyy)

PART V: DIRECT DEPOSIT (ACH) This is the County's preferred payment method

Warning: The Board of County Commissioners Leon County will not process International ACH Transactions (IAT). If any payment to you from the County will ever result in an IAT under National Automated Clearing House Association (NACHA) operating rules or if you are not sure if the rules apply to you DO NOT FILL OUT THIS SECTION OF THE FORM. Please provide a copy of a voided check or letter from bank confirming information indicated above.

Include a voided check or letter from financial institution if requesting ACH payments

Type of Account

Checking

Savings

I acknowledge the IAT warning and authorize the Board of County Commissioners Leon County to initiate direct deposit of funds to the account and financial institution indicated, and to recover funds deposited in error if necessary in compliance with NACHA regulations.

Signature

Printed Name

PART VI: OFFICE USE ONLY

OFFICIAL / POC USE ONLY

BUSINESS UNIT

DATE (mm/dd/yyyy)

PHONE NO.

POC (Print name)

POC Initials

CLERK OF COURT FINANCE DEPARTMENT USE ONLY

Instructions for Completing this Form

This form substitutes for the IRS W-9 form. Complete this form if you will receive payment from the Board of County Commissioners Leon County for goods and services. To comply with the Internal Revenue Service (IRS) regulations regarding 1099 reporting, the Board of County Commissioners Leon County is required to collect the following information to be completed on the Substitute W-9 form. The information collected on this form will allow the Board of County Commissioners Leon County to confirm that our records contain the official name of your business, the Tax Identification Number (TIN) that the IRS has on file for your business and business type.

Check the appropriate box(s) that this form is to be utilized and fill in the corresponding section(s) indicated next to the box(s) checked.

PART I: VENDOR INFORMATION

1. **Legal Business Name** Enter the legal name as registered with the IRS or Social Security Administration.
2. **DBA/Trade Name** Individuals leave blank. Sole Proprietorships: Enter DBA (doing business as) name. All Others: Complete only if business name is different than Legal Name.
3. **Entity Type** Check ONE box which describes business entity.
4. **1099 Reporting** Check the appropriate box that applies to the type of services being provided to the Board of County Commissioners Leon County. If the type of service is not specifically stated, then leave blank.

PART II: TAXPAYER IDENTIFICATION NUMBER (TIN) & TAXPAYER IDENTIFICATION TYPE

1. **Taxpayer Identification Number** Enter TIN with no dashes in the boxes provided
 - a. **TIN** is always a 9-digit number. Provide the Social Security Number (SSN) assigned by the Social Security Administration (SSA) or the Federal Employer Identification Number (FEIN) assigned to the business or other entity by the Internal Revenue Service (IRS).
2. **TIN Identification Type** Mark the appropriate box for the TIN provided above.

PART III: ADDRESS

1. **Address** Where correspondence, payment(s), purchase order(s) or 1099s should be sent.
2. **Remittance Address** If different than Address
3. **Zip Code and Phone Number** The 5 + 4 code will be required to be entered for all zip codes. If the last 4 digits are unknown, then 4 zeros (0) can be entered. Do not enter the "-" as part of the zip code. When entering the phone number, only enter the 10 digit number. Do not enter the "(" or "-" as part of the phone number.

PART IV: CERTIFICATION

By signing this document you are certifying that all information provided is accurate and complete. The person signing this document should be the partner in the partnership, an officer of the corporation, the individual or sole proprietor noted under legal name above, or the government official for which the vendor account is established.

Identifying information is required of the person signing the form.

PART V: DIRECT DEPOSIT (ACH) We request that you elect to receive payments from the Board of County Commissioners Leon County through Automated Clearing House (ACH) direct deposit. Please provide a copy of a voided check or letter from financial institution with the banking information. Without one of the two items, ACH information WILL NOT be entered and you will need to resend the requested documents. Select the type of account being provided.

I Acknowledge Print name and sign to acknowledge the IAT warning and to authorize the Board of County Commissioners Leon County to initiate direct deposit of funds to your financial institution provided.

Privacy Act Notice Section 6109 of the Internal Revenue Code requires you to furnish your correct TIN to persons who must file information returns with the Internal Revenue Service.

August 29, 2024

Lloyd Roofing Inc.
1979 Maryland Circle
Tallahassee, FL 32303

Re: Notice of Intent to Warrant (NOITW) REV
LCSO Detention Center
535 Appleyard Drive
Tallahassee, FL 32304

To whom it may concern.

This letter describes materials and assemblies proposed for the subject project as they have been presented to SOPREMA. Please let us know if you believe any of the information indicated below is inaccurate or incomplete so that we may make necessary revisions.

SOPREMA warranty:

Upon successful completion, the proposed Polyvinyl Chloride (PVC) roofing qualifies for the SOPREMA 20-year, Platinum NDL Roof Warranty Form 101.

SOPREMA authorized contractor status:

Lloyd Roofing Inc. (COO16931) is authorized to install the proposed SOPREMA PVC roofing and obtain the SOPREMA warranty indicated herein.

Proposed PVC roofing option 1:

- Structural deck: Concrete with existing lightweight insulating concrete (LWIC).
- Base sheet: One ply of MODIFIED SOPRA-G mechanically fastened using SOPREMA TWIN-LOC nails.
- Base sheet attachment:
 - Roof Zones 1, 2 and 3: Refer to SOPREMA Drawing US.FP.11.07 enclosed.
- SBS modified bitumen base ply: One ply of SOPRALENE® 180 SP heat welded.
- Adhered PVC thermoplastic field membrane: SENTINEL® P150 HFB adhered in a spatter pattern of DUOTACK SPF HFO. Heat-weld all side and end lap cover strips.
- Adhered PVC thermoplastic flashing membrane: SENTINEL P150 adhered with SENTINEL S BONDING ADHESIVE. Heat-weld all side and end laps. Install 1 in termination bar with approved fasteners near the sealed top edge of the flashing.

Proposed PVC roofing option 2:

- Structural deck: Steel with existing LWIC pour.
- Cover board: ½ in 4x8 ft GP-GYPSUM DENSDECK® PRIME ROOF BOARD mechanically fastened into the steel deck using SOPREMA #14 fasteners and 3 in metal insulation plates.

Cover board attachment:

- For roof zones 1, 2 and 3: Refer to SOPREMA Drawing US.FP.14.01 enclosed.
- Adhered PVC thermoplastic field membrane: SENTINEL P150 adhered using SENTINEL H20 or S BONDING ADHESIVE. Heat-weld all side and end laps.
- Adhered PVC thermoplastic flashing membrane: SENTINEL P150 adhered with SENTINEL S BONDING ADHESIVE. Heat-weld all side and end laps. Install 1 in termination bar with approved fasteners near the sealed top edge of the flashing.

ANSI/FM 4474 and/or TAS 114:

The PVC roofing system tested meets the following per ANSI/FM 4474, "*Evaluating the Simulated Wind Uplift Resistance of Roof Assemblies using Static Positive and/or Negative Differential Pressure*", and/or Testing Application Standard (TAS) No. 114 "*Test Procedures for Roof System Assemblies in the High-Velocity Hurricane Zone Jurisdiction*". Refer to the requirements and limitations published in the approvals.

- Option 1, zone 1: -60.0 psf "Maximum Design Pressure" (MDP). Refer to Florida Evaluation Report FL31780-R5, NON-HVHZ System Number LWC-68 for review and acceptance.
- Option 2, zone 1: -45.0 psf "Maximum Design Pressure" (MDP). Refer to Florida Evaluation Report FL19947-R9, NON-HVHZ System Number S-AM-7 for review and acceptance.
 - Provide perimeter and corner attachment enhancements per SOPREMA warranty requirements as indicated herein.

Additional items:

The components and attachment requirements proposed by SOPREMA include the minimum requirements necessary to offer the proposed warranty. SOPREMA products and products sold by SOPREMA are included in the proposed SOPREMA warranty. Non-SOPREMA products and materials not sold by SOPREMA are excluded from SOPREMA warranty coverage. Please refer to SOPREMA US published documentation, Product Data Sheets, Safety Data Sheets, details, agency approvals and other applicable references.

Please contact Brian Szebenyi at 904.687.8774 or bszebenyi@soprema.us if you have questions or require additional information regarding this project.

Sincerely,

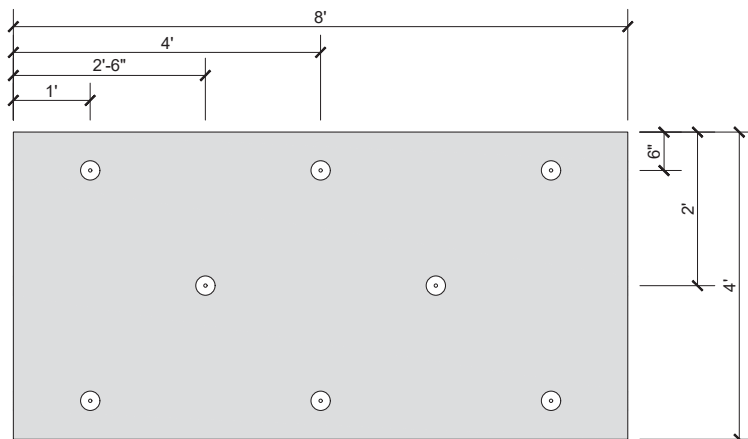


Andrew Schwab
Technical Support Manager
Mobile: 330.466.8441
aschwab@soprema.us

cc: Project File Sales and Technical Staff, SOPREMA
Enc: US.FP.11.07, US.FP.14.01

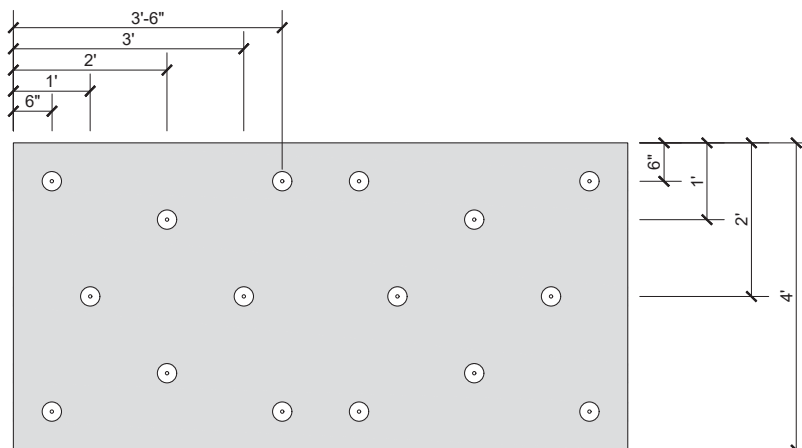
ZONE 1

- ACTUAL ONE (1) FASTENER PER 4 SQUARE FEET
- EIGHT (8) FASTENERS PER BOARD
- ENSURE FASTENER ENGAGES THE TOP FLANGE FOR STEEL DECK APPLICATIONS



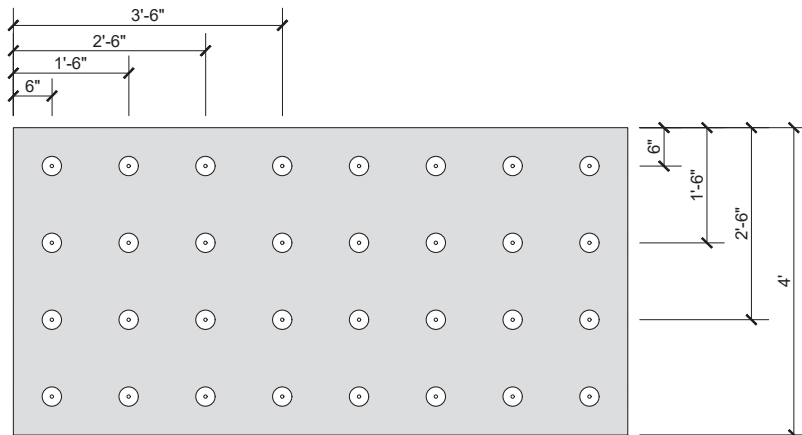
ZONE 2

- ACTUAL ONE (1) FASTENER PER 2 SQUARE FEET
- SIXTEEN (16) FASTENERS PER BOARD
- ENSURE FASTENER ENGAGES THE TOP FLANGE FOR STEEL DECK APPLICATIONS



ZONE 3

- ACTUAL ONE (1) FASTENER PER 1 SQUARE FOOT
- THIRTY TWO (32) FASTENERS PER BOARD
- ENSURE FASTENER ENGAGES THE TOP FLANGE FOR STEEL DECK APPLICATIONS



NOTES:

1. SOPREMA DETAIL DRAWINGS: REFER TO SOPREMA AND OTHER RELATED PUBLISHED DOCUMENTATION, PRODUCT DATA SHEETS (PDS) AND SAFETY DATA SHEETS (SDS) FOR ADDITIONAL INFORMATION. ALL DETAIL DRAWINGS AND RELATED INSTALLATION GUIDELINES ARE PROVIDED BY SOPREMA FOR THE SOLE PURPOSE OF ISSUING A SOPREMA WARRANTY. ACCORDINGLY, THE DETAIL DRAWINGS ARE NOT OFFERED, AND SHOULD NOT BE CONSIDERED, AS A SUBSTITUTE FOR PROFESSIONAL DESIGN SERVICES.
2. SOPREMA NOR ITS EMPLOYEES ARE DESIGNER OF RECORD FOR ANY PROJECT. FASTENING PATTERNS PROVIDED BY SOPREMA ARE FOR SOPREMA WARRANTY PURPOSES ONLY. REFER TO LOCAL BUILDING CODES, DESIGNER OF RECORD DOCUMENTS, AND JURISDICTIONAL/AGENCY APPROVALS FOR PROJECT-SPECIFIC FASTENING REQUIREMENTS.



US CORPORATE ADDRESS
310 QUADRAL DRIVE
WADSWORTH, OHIO 44281
www.soprema.us
Tel: 330.334.0066

PROJECT:

TITLE:

1 FASTENER PER 4 FT²
AND PRESCRIPTIVE ENHANCEMENTS,
4X8 BOARD FASTENING PATTERN

DRAWN BY: SOPREMA TECHNICAL SUPPORT, GGALLOWAY

NO.:

REVISION:

DATE:

DATE: 2.27.2020

SCALE: NTS

DRAWING NUMBER:
US.FP.14.01

USAGE OF THIS DETAIL IS GOVERNED BY THE TERMS OF SERVICE FOR SOPREMA DETAILS.
PLEASE CONSULT THESE TERMS OF SERVICE PRIOR TO UTILIZING THIS DRAWING.

August 28, 2024

Mr. Brian Szebenyi
SOPREMA
310 Quadral Drive
Wadsworth, OH 44281
bszebenyi@soprema.us

Re: Notice of Intent to Warrant (NOITW)
LCSO Detention Center
535 Appleyard Drive
Tallahassee, FL 32304

Dear Mr. Szebenyi,

This letter describes materials and assemblies proposed for the subject project as they have been presented to SOPREMA. Please let us know if you believe any of the information indicated below is inaccurate or incomplete so that we may make necessary revisions.

SOPREMA warranty:

Upon successful completion by an authorized SOPREMA contractor, the proposed Polyvinyl Chloride (PVC) roofing qualifies for the SOPREMA 20 year, Platinum NDL Roof Warranty Form 101.

Proposed (PVC) roofing over area 1:

- Structural deck: Existing concrete with existing Lightweight insulating concrete (LWIC).
- Base sheet: One ply of MODIFIED SOPRA-G mechanically fastened using SOPREMA TWIN-LOC nails.
Base sheet attachment:
 - **Roof Zones 1, 2 and 3:** Refer to SOPREMA Drawing US.FP.11.07 enclosed.
- SBS modified bitumen base ply: One ply of SOPRALENE 180 SP heat welded.
- Adhered PVC thermoplastic flashing membrane: SENTINEL P150 adhered with SENTINEL S BONDING ADHESIVE. Heat-weld all side and end laps. Install 1 in termination bar with approved fasteners near the sealed top edge of the flashing.

Proposed (PVC) roofing over area 2:

- Structural deck: Existing steel with existing Lightweight insulating concrete (LWIC) and BUR roofing.
- Cellular lightweight insulating concrete (LWIC): New CELCORE® MF with CELCORE HS RHEOLOGY MODIFYING ADMIXTURE, Min. 300 psi, Min. 2-inch topcoat with CELCORE PVA CURING COMPOUND, installed to meet the LWIC manufacturers published requirements. Note: SOPREMA recommends including additional one-way vents for LWIC applied to non-venting substrates. Refer to LWIC and one-way vent manufacturers' published literature for additional guidelines and requirements.

- Cover board: 1/2 in 4x8 ft USG SECUROCK® BRAND GYPSUM FIBER ROOF BOARD mechanically fastened with SOPREMA #12 fasteners and 3 in insulation plates.
Cover board attachment:
 - **Roof Zones 1, 2 and 3:** Refer to SOPREMA Drawing US.FP.04.12 enclosed.
- Adhered bare back PVC thermoplastic field membrane: SENTINEL P150 adhered with SENTINEL S BONDING ADHESIVE. Heat-weld all side and end laps.
- Adhered PVC thermoplastic flashing membrane: SENTINEL P150 adhered with SENTINEL S BONDING ADHESIVE. Heat-weld all side and end laps. Install 1 in termination bar with approved fasteners near the sealed top edge of the flashing.

ANSI/FM 4474 and/or TAS 114:

The PVC roofing system tested meets the following per ANSI/FM 4474, "*Evaluating the Simulated Wind Uplift Resistance of Roof Assemblies using Static Positive and/or Negative Differential Pressure*", and/or Testing Application Standard (TAS) No. 114 "*Test Procedures for Roof System Assemblies in the High-Velocity Hurricane Zone Jurisdiction*". Refer to the requirements and limitations published in the approvals.

- Area 1 Zone 1: -60.0 psf "Maximum Design Pressure" (MDP). Refer to Florida Evaluation Report FL31780-R5, NON-HVHZ System Number LWC-68 for review and acceptance.
- Area 2 Zone 1: -97.5 psf "Maximum Design Pressure" (MDP). Refer to Florida Evaluation Report FL31780-R5, NON-HVHZ System Number S-107 for review and acceptance.
 - Provide perimeter and corner attachment enhancements per SOPREMA warranty requirements as indicated herein.

Additional items:

The components and attachment requirements proposed by SOPREMA include the minimum requirements necessary to offer the proposed warranty. SOPREMA products and products sold by SOPREMA are included in the proposed SOPREMA warranty. Non-SOPREMA products and materials not sold by SOPREMA are excluded from SOPREMA warranty coverage. Please refer to SOPREMA US published documentation, Product Data Sheets, Safety Data Sheets, details, agency approvals and other applicable references.

Please contact Brian Szebenyi at 904.687.8774 or bszebenyi@soprema.us if you have questions or require additional information regarding this project.

Sincerely,



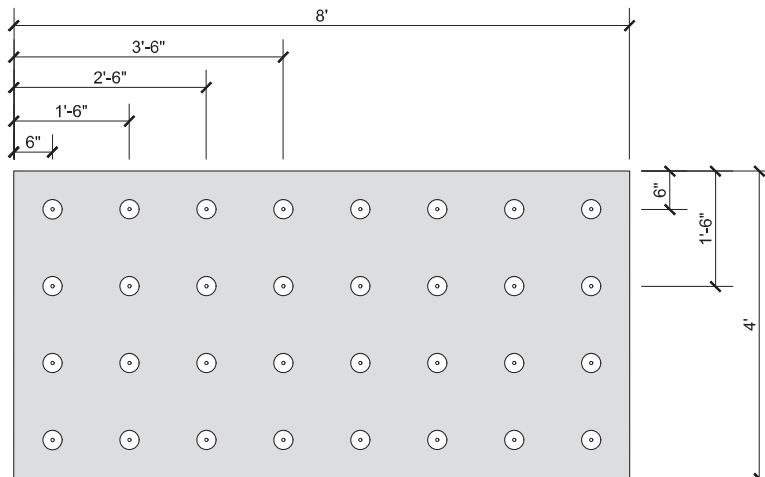
Shawn Collins
Technical Support Coordinator
Mobile: 330.696.5393
shcollins@soprema.us

cc: Project File
Sales and Technical Staff, SOPREMA

Enclosures: US.FP.04.12, US.FP.11.07

1 PER 1 FT² FASTENING PATTERN

- ACTUAL ONE (1) FASTENER PER 1 SQUARE FOOT
- THIRTY TWO (32) FASTENERS PER BOARD
- ENSURE FASTENER ENGAGES THE TOP FLANGE FOR STEEL DECK APPLICATIONS



NOTES:

1. SOPREMA DETAIL DRAWINGS: REFER TO SOPREMA AND OTHER RELATED PUBLISHED DOCUMENTATION, PRODUCT DATA SHEETS (PDS) AND SAFETY DATA SHEETS (SDS) FOR ADDITIONAL INFORMATION. ALL DETAIL DRAWINGS AND RELATED INSTALLATION GUIDELINES ARE PROVIDED BY SOPREMA FOR THE SOLE PURPOSE OF ISSUING A SOPREMA WARRANTY. ACCORDINGLY, THE DETAIL DRAWINGS ARE NOT OFFERED, AND SHOULD NOT BE CONSIDERED, AS A SUBSTITUTE FOR PROFESSIONAL DESIGN SERVICES.
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3. ROOF ZONE GUIDELINES PROVIDED HEREIN ARE OFFERED FOR REFERENCE. REFER TO ASCE/SEI 7 FOR SPECIFIC REQUIREMENTS.



US CORPORATE ADDRESS
310 QUADRAL DRIVE
WADSWORTH, OHIO 44281
www.soprema.us
Tel: 330.334.0066

PROJECT:

TITLE:

1 FASTENER PER 1 FT²,
4X8 BOARD FASTENING PATTERN

DRAWN BY: SOPREMA TECHNICAL SUPPORT, GGALLOWAY

NO.:

REVISION:

DATE:

DATE: 4.20.2020

SCALE: NTS

DRAWING NUMBER:
US.FP.04.12

USAGE OF THIS DETAIL IS GOVERNED BY THE TERMS OF SERVICE FOR SOPREMA DETAILS.
PLEASE CONSULT THESE TERMS OF SERVICE PRIOR TO UTILIZING THIS DRAWING.

ZONE 1

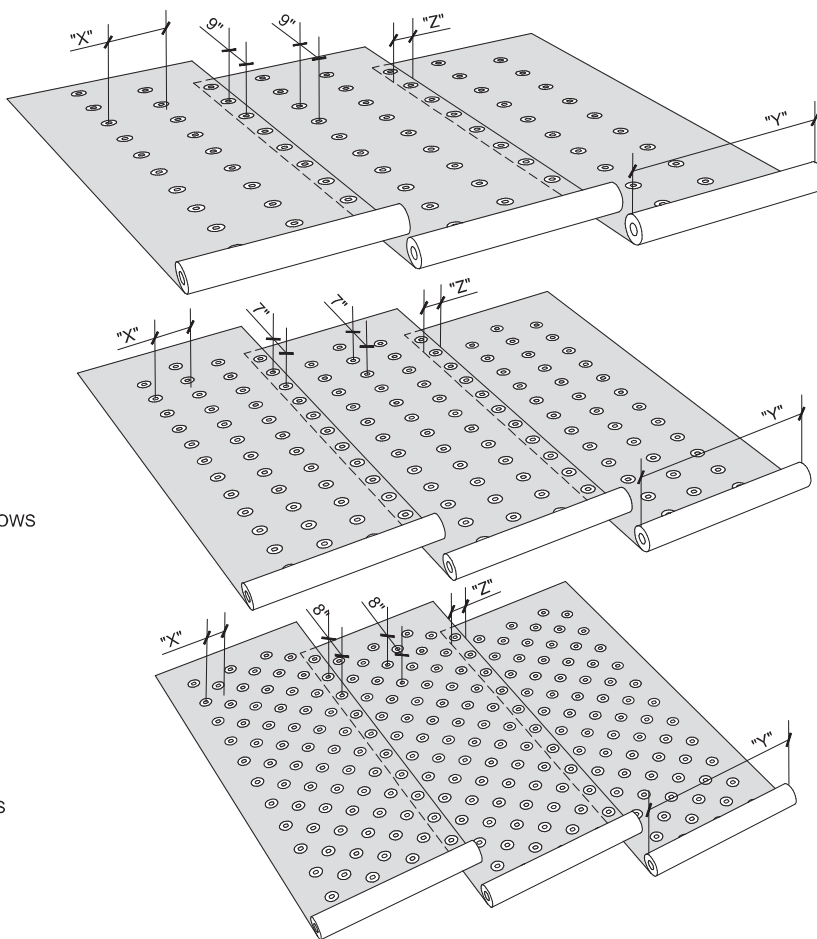
- ONE (1) ROW AT SIDE LAPS SPACED 9" O.C.
- TWO (2) EQUALLY SPACED INTERMEDIATE ROWS SPACED 9" O.C. AND STAGGERED

ZONE 2

- NOMINAL 70% INCREASE
- ONE (1) ROW AT SIDE LAPS SPACED 7" O.C.
- THREE (3) EQUALLY SPACED INTERMEDIATE ROWS SPACED 7" O.C. AND STAGGERED
- PRIME PLATES

ZONE 3

- NOMINAL 160% INCREASE
- ONE (1) ROW AT SIDE LAPS SPACED 8" O.C.
- SIX (6) EQUALLY SPACED INTERMEDIATE ROWS SPACED 8" O.C. AND STAGGERED
- PRIME PLATES



Roll Width (Y)	Lap Width (Z)	Zone	Pattern	Row Spacing (X)	Fasteners Per Square
36in (0.9m)	2in	1	9,9,9	11.33in	141
		2	7,7,7,7	8.5in	242
		3	8,8,8,8,8,8	4.86in	371
36in (0.9m)	3in	1	9,9,9	11in	145
		2	7,7,7,7	8.25in	249
		3	8,8,8,8,8,8	4.71in	382
36in (0.9m)	4in	1	9,9,9	10.67in	150
		2	7,7,7,7	8in	258
		3	8,8,8,8,8,8	4.57in	394
39in (1m)	3in	1	9,9,9	12in	133
		2	7,7,7,7	9in	229
		3	8,8,8,8,8,8	5.14in	350
39in (1m)	4in	1	9,9,9	11.67in	137
		2	7,7,7,7	8.75in	235
		3	8,8,8,8,8,8	5in	360

NOTES:

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US CORPORATE ADDRESS
310 QUADRAL DRIVE
WADSWORTH, OHIO 44281
www.soprema.us
Tel:330.334.0066

PROJECT:

TITLE:

9, 9, 9 BASE SHEET FASTENING PATTERN
AND PRESCRIPTIVE ENHANCEMENTS

DRAWN BY: SOPREMA TECHNICAL SUPPORT, GGALLOWAY

NO.:

REVISION:

DATE:

DATE: 2.18.2020

SCALE: NTS

DRAWING NUMBER:
US.FP.11.07

USAGE OF THIS DETAIL IS GOVERNED BY THE TERMS OF SERVICE FOR SOPREMA DETAILS.
PLEASE CONSULT THESE TERMS OF SERVICE PRIOR TO UTILIZING THIS DRAWING.



Inter-Office Memorandum

Date: September 19, 2024

To: Kelly Boyd, Contract Compliance Specialist
Financial Stewardship/ Purchasing Division

From: Darryl Jones, Deputy Director
Minority, Women, & Small Business Enterprise (MWSBE) - Office of Economic Vitality

Subject: LCSO Detention Center Roof Replacement BC-2024-040

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the MWBE Participation Plan of one bid respondent provided by the Purchasing Division to determine if the 7% Aggregate MWBE Aspirational Goal for Construction Subcontracting was achieved for the LCSO Detention Center Roof Replacement project. Our review is conducted per the MWSBE Consolidated Policy, Leon County Purchasing Policy, and the bid requirements for this procurement as described in the MWSBE Overview (Section V, Sub A) in the solicitation.

One of the two bid responses provided to our office by County Purchasing was considered by the MWSBE Division (as detailed in the following analysis section and tables) and was determined responsive and met the Aggregate Aspirational Goal for Construction Subcontracting. Being determined responsive means that this firm has provided a bid that conforms in all material aspects to the **Invitation To Bid** and or the **Requests For Proposal**, per County Purchasing Policy (Policy#96-1).

Lloyd Roofing, Inc. – Exceeded the MWBE Aggregate Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and Lloyd Roofing, Inc. is deemed responsive to the MWBE section of the bid.

Inland Construction & Engineering, Inc. – Did not meet the MWBE Aggregate Aspirational Goal for Subcontracting, demonstrate Good Faith Effort, or provide supporting documentation to substantiate the firm's Good Faith Effort. Therefore, the MWSBE Division finds that Inland Construction & Engineering, Inc. is not responsive to the MWBE Section of the solicitation and recommends that Inland Construction & Engineering, Inc. be deemed non-responsive to the solicitation.

Analysis for the submitted MWBE Participation Plans for the bid respondents is presented as follows, and in order from the lowest total bid amount to the highest (beginning on the next page):

Lloyd Roofing, Inc. exceeded the MWBE Aggregate Aspirational Goal for Construction Subcontracting; therefore, the Good Faith Effort Form is not required, and Lloyd Roofing, Inc. is deemed responsive to the MWBE section of the bid.

Total Bid Amount	\$2,947,000				
Name of MWBE	Race/Gender	Certifying Agency	Goods & Service	MWBE Dollars	MWBE Utilization Percentage
Poole Engineering & Surveying	Non-Minority Female	Tallahassee-Leon County OEV	Engineering Consulting	\$4,500	.2%
Mooney Container Services, Inc.	Non-Minority Female	Tallahassee-Leon County OEV	Dumpsters	\$62,000	2%
Arris General Contractors, Inc.	Non-Minority Female	Tallahassee-Leon County OEV	Lightening Protection	\$184,640	6.3%
Total MBE Utilization Percentage					0%
Total WBE Utilization Percentage					8.5%
Total MWBE Utilization Percentage					8.5%
Total MWBE Dollars					\$251,140
Satisfied Good Faith Effort					**N/A

** Good Faith documentation was not required by the respondent because the aspirational goals were met or exceeded.

Inland Construction & Engineering, Inc. did not meet the MWBE Aggregate Aspirational Goal for Subcontracting, demonstrate Good Faith Effort, or provide supporting documentation to substantiate the firm's Good Faith Effort. Therefore, the MWSBE Division finds that Inland Construction & Engineering, Inc. is not responsive to the MWBE Section of the solicitation and recommends that Inland Construction & Engineering, Inc. be deemed non-responsive to the solicitation.

Total Bid Amount	\$3,465,287				
Name of MWBE	Race/Gender	Certifying Agency	Goods & Services	MWBE Dollars	MWBE Utilization Percentage
*Hammer Roofing	Native Minority Female	N/A	Roofing & Labor	N/A	N/A
Total MBE Utilization Percentage					0%
Total WBE Utilization Percentage					0%
Total MWBE Utilization Percentage					0%
Total MWBE Dollars					N/A
Satisfied Good Faith Effort					No

*The firm is not located in the Market Area of Leon, Gadsden, Jefferson, and Wakulla counties and holds MBE or WBE certification with the Office of Economic Vitality MWSBE Division. Even though the firm holds an MBE certification with the Office of Supplier Development, it is not located in the Market Area.

**Leon County
Board of County Commissioners
Notes for Agenda Item #16**

Leon County Board of County Commissioners

Agenda Item #16

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Bid Award for the Leon County Sheriff's Office Administration Building Hazard Mitigation Wind Retrofit Project

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services Stephen Kelly, Chief of Building Engineering
Lead Staff / Project Team:	Kenneth H. Cureton, Construction Manager II Melanie Hooley, Director, Division of Purchasing Timothy Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board approval to award the bid for the Leon County Sheriff's Office Administration Building Hazard Mitigation Wind Retrofit Project to Oliver Sperry Renovation and Construction, Inc., the lowest responsible and responsive bidder, in the amount of \$1,253,663.

Fiscal Impact:

This item has a fiscal impact. This project is funded through a Federal Emergency Management Agency Hazard Mitigation Program Grant with a 75 percent (Federal) / 25 percent (County) funding split of total project costs. The bid price exceeds the available project budget by \$145,556. In order to award the bid and move forward with the project, additional match funding to make up the shortfall is available in the Sheriff's Capital Improvement Program (CIP) budget and will be allocated in a separate Carry Forward agenda item at this meeting. Staff will work with the granting agency to secure additional funding for this project to offset a portion of the additional costs.

Staff Recommendation:

Option #1: Approve the bid award to Oliver Sperry Renovation and Construction, Inc., in the amount of \$1,253,663 for the Leon County Sheriff's Office Administration Building Hazard Mitigation Wind Retrofit Project and authorize the County Administrator to execute the Agreement (Attachment #1), and any amendments thereto, subject to legal review by the County Attorney.

Report and Discussion

Background:

This item seeks Board approval to award the bid for the Leon County Sheriff's Office (LCSO) Administration Building Hazard Mitigation Wind Retrofit Project to Oliver Sperry Renovation and Construction, Inc., the lowest responsible and responsive bidder, in the amount of \$1,253,663 (Attachment #1). The project will harden the LCSO Administration Building by retrofitting the roof and replacing the building openings with hurricane impact resistance products.

On February 21, 2023, the Board accepted a Hazard Mitigation Program Grant for the LCSO Administration Building Wind Retrofit Project. The grant is a 75% / 25% split of the total project costs with the federal grant providing 75% and the County paying 25% for the local share.

The LCSO Administration Building was originally constructed as the County Detention Facility in 1965 and was subsequently renovated to an Administration building in 1994 with a 41,400 square foot total floor area. The current facility was constructed under the 1991 Standard Building Code, which required the building to withstand a 100 MPH wind event. As part of the County's maintenance responsibilities for LCSO buildings, a structural analysis of the LCSO Administration Building was performed by an architectural firm.

The architectural firm submitted a report of findings and recommendations to retrofit the building and assisted staff in preparing the construction documents for the recommended scope of work. The report concludes that installing a new metal roof, along with impact-resistant windows and doors, is necessary to ensure the building can withstand a 130 MPH wind event, or Category 3 hurricane, in order to sustain uninterrupted operations.

Analysis:

The Invitation to Bid for the Leon County Sheriff's Office Administration Building Hazard Mitigation Project (BC-2024-042) was advertised through the automated procurement system OpenGov Procurement and in the legal notices of the Tallahassee Democrat on August 13, 2024. A total of 2,147 vendors were notified through the automated procurement system. A total of 30 bid packages were requested, and the County received two responsive bids on September 12, 2024. The lowest responsive bid was received from Oliver Sperry Renovation and Construction, Inc., in the amount of \$1,253,663 (Attachment #2). The full scope of work included in this bid award includes:

- Demolition of existing windows, exterior doors, louvered vents, shingles, gutters and perimeter plywood roof deck.
- Installation of new impact resistant windows and exterior doors, including a roll-up door.
- Installation of new impact resistant louvered vents.
- Installation of new hurricane-resistant truss anchors to exterior walls, re-nail wood decking to trusses and installation of additional screws at parapets.

- Installation of new perimeter plywood roof deck, new standing seam metal roof, flashing and gutters and new tie down straps on rooftop mounted equipment.
- Repairs to the exterior stucco and paint, as well as to the interior drywall in work areas and painting throughout.
- Installation of sealant at all new work as required.

The Minority, Women, & Small Business Enterprise (MWSBE) Division reviewed the project and concluded that due to the prohibition of aspiration goals for federally funded projects, no such goals could be established for this project. The MWSBE Division of the Tallahassee-Leon County Office of Economic Vitality will work closely with the vendor and strongly encourage MBE and WBE participation through purchase(s) of those goods or services to be provided by others. The following affirmative steps are shared with the vendor to facilitate MBE and WBE participation when possible:

- Place qualified small, minority, and woman-owned business on solicitation lists;
- Assure that such businesses are solicited when they are potential sources;
- Divide total requirement, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses;
- Establish delivery schedules, where requirements permit, which encourage such businesses to respond; and
- Use service and assistance from such organization as SBA, Minority Business Development Agency of the Department of Commerce.

The bid price for this project exceeds the available budget by \$145,556. For the bid to be awarded and to move forward with the project, additional match funding to make up the shortfall was identified and is available in the Sheriff's CIP budget, which will be allocated in a separate Carry Forward agenda item at this meeting. Staff will work with the granting agency to secure additional funding for this project to offset the additional costs.

This item seeks Board approval of the bid award and authorization for the County Administrator to execute the Agreement. The project is anticipated to commence in December of 2024, with an anticipated construction completion date in the Fall of 2025.

Options:

1. Approve the bid award to Oliver Sperry Renovation and Construction, Inc., in the amount of \$1,253,663 for the Leon County Sheriff's Office Administration Building Hazard Mitigation Wind Retrofit Project and authorize the County Administrator to execute the Agreement (Attachment 1), and any amendments thereto, subject to legal review by the County Attorney.
2. Do not approve the bid award to Oliver Sperry Renovation and Construction, Inc., in the amount of \$1,253,663 for the Leon County Sheriff's Office Administration Building Hazard Mitigation Wind Retrofit Project.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Draft Agreement for the Leon County Sheriff's Office Administration Building Hazard Mitigation.
2. Bid Tabulation Sheet.

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 **OLIVER SPERRY RENOVATION AND CONSTRUCTION, INC.**, hereinafter referred to as the ("Contractor"), (each a "Party" or together the "Parties") is entered into as of the date of last signature below ("Effective Date"). For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor agrees to provide its services to the County to perform the Work related to Leon County Sheriff's Administration Building Hazard Mitigation set forth in: 1) Bid No.: BC-2024-042 attached hereto and incorporated herein as Exhibit A, with a full version available to view at <https://procurement.opengov.com/portal/leoncounty> ; and 2) the Contractor's bid submission, attached hereto and incorporated herein as Exhibit B (collectively "Work"); 3) Additional Federal Terms and Conditions, attached hereto and incorporated herein as Exhibit C. If any provision contained in this Agreement conflicts with any provision in Exhibit A, Exhibit B or Exhibit C, the provision contained in this Agreement shall govern and control.

2. WORK

Contractor understands that no amount of Work is guaranteed to it nor is the County under any obligation to utilize the services of the Contractor in those instances where the Work to be performed can be done by County personnel or under separate contract. Any Work to be performed shall be upon the written request of the County Administrator or his designee, which request shall set forth the commencement date of such Work and the time within which such Work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TIME AND LIQUIDATED DAMAGES

The date of commencement of the Work shall be as negotiated between the County and the Contractor but shall not exceed fourteen (14) calendar days after the executed Contract has been received by the Contractor, unless specifically authorized by the County due to unforeseen conditions. The official Notice to Proceed with commencement of the Work will be provided to the Contractor in writing by the County and shall indicate the Date of Commencement. Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work not later than two hundred and seventy (270) from the date of commencement of the Work. Substantial Completion shall be defined as indicated in Section 9.8 of the AIA A201-2017 General Conditions of the Contract. If the Work to be performed under this Agreement is not completed to achieve Substantial Completion within the time set forth above, or within such extra time as may be granted by the County, the Contractor shall be deemed to be in default. For each day the Contractor is in default, the Contractor or its Surety shall pay to the County, not as a penalty, but as liquidated damages, the sum of \$1500.00 per calendar day.

The Contractor shall achieve Final Completion within fourteen (14) calendar days of the Date of Issuance of the AIA G704-2017 Certificate of Substantial Completion unless specifically authorized by the County due to unforeseen conditions. Terms of Final Completion shall be defined as indicated in Section 9.10 of the AIA A201-2017 General Conditions of the Contract.

Permitting the Contractor to continue and finish the Work or any part of it after the expiration of the time allowed under this Agreement, including extensions, if any, shall in no way act as a waiver on the part of the County of the liquidated

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND OLIVER SPERRY RENOVATION AND CONSTRUCTION, INC.
 BID NO.: BC-2024-042

damages due under this Agreement.

4. TIME OF THE ESSENCE

Time is of the essence in performing the duties, obligations, and responsibilities required by this Agreement.

The term "Business Day" as it applies to a notice requirement or other such deadline in this Agreement, means any day occurring Monday through Friday, except when such day is deemed to be a Holiday. The term "Holiday" means any day observed as a holiday by the Leon County Board of County Commissioners pursuant BCC Policy 03-16, as may be amended, which, as of the Effective Date of this Agreement, are the following days: New Year's Day, Martin Luther King Jr. Day, Florida Emancipation Day (May 20), Memorial Day, Independence Day, Labor Day, Election Day (first Tuesday after the first Monday in November in even-numbered years), Veteran's Day, Thanksgiving Day, Friday After Thanksgiving Day, and Christmas Day; provided, however, that when any of these observed holidays fall on a Saturday, the preceding Friday shall be the day observed as a holiday, and when any of these observed holidays falls on a Sunday, the following Monday shall be the day observed as a holiday. In addition, when New Year's Day and Christmas Day fall on a Thursday, the Friday following those days shall also be observed as a holiday, and when New Year's Day and Christmas Day fall on a Tuesday, the Monday preceding those days shall also be observed as a holiday.

5. CONTRACT SUM

The Contractor agrees that for the performance of the Work as outlined in Section 1 above, it shall be remunerated by the County for a total sum of **\$1,253,663.00** on completion of the Work and acceptance as satisfactory.

6. PAYMENTS

Payments will be made in accordance with Section 218.70, Florida Statutes, et. seq., the "Local Government Prompt Payment Act."

7. PAYMENTS TO THE CONTRACTOR

A. Pay Requests - The Contractor shall submit to the County via the Architect an AIA G702 – Application and Certificate for Payment accompanied by an AIA G703 – Continuation Sheet or approved equivalent documents. Pay requests shall be sworn statements based upon the progress made and submitted to the County via the Project architect on a monthly basis. Payment by the County to the Contractor of the statement amount shall be made within twenty (20) days of approval by the Project architect and submittal to the County. Five percent (5%) retainage shall be held at the discretion of the County until completion of the Work.

B. Final Payment - Final payment constituting the unpaid balance of the cost of the Project and the Contractor's fee, shall be due and payable within forty-five (45) days after submission of all closeout documents as indicated in the project specifications, along with the following documents:

- a. AIA G702 – Application for Payment and G703 Continuation Sheet for final payment (retainage)
- b. AIA G706 - 1994 Contractor's Affidavit of Payment and G706a-1994 Contractor's Affidavit of Release of Liens
- c. AIA G707-1994 Consent of Surety to Final Payment (with Power of Attorney letter attached)
- d. AIA G704-2017 Certificate of Substantial Completion

However, if there should remain Work to be completed, the Contractor and the Architect-Engineer shall list those items prior to receiving final payment and the County may retain a sum equal to 150% of the estimated cost of completing any unfinished Work and the applicable portion of the Contractor's retainage, provided that said unfinished items are listed separately and estimated cost of completing any unfinished items along with the basis of said costs are likewise listed separately. Thereafter, County shall pay to Contractor, monthly, the amount retained from each incomplete item after each of said items is completed.

C. Payments to Subcontractors - The Contractor shall promptly, but not later than ten (10) days after receipt of payment from the County, pay all the amount due subcontractors less a retainage of five percent (5%). If there

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should remain items to be completed, the Contractor shall list those items required for completion and the Contractor shall require the retain age of a sum equal to 150% of the estimated cost of completing any unfinished items, provided that said unfinished items are listed separately and the estimated cost of completing any unfinished items likewise listed separately. Thereafter, the Contractor shall pay to the subcontractors, monthly, the amount retained for each incomplete item after each of said items is completed. Before issuance of final payment without any retain age, the subcontractor shall submit satisfactory evidence that all payrolls, material bills and other indebtedness connected with the Project have been paid or otherwise satisfied, warranty information is complete, as-built markups have been submitted and instruction for the County 's operating and maintenance personnel is complete. Final payment may be made to certain select subcontractors who work is satisfactorily completed prior to the total completion of the Project but only upon approval of the County.

- D. Delayed Payments by County - If the County shall fail to pay the Contractor within twenty (20) days after the receipt of an approved payment request from the Contractor, then the Contractor may, upon fourteen (14) additional days advance written notice to the County, stop the Project until payment of the Amount owing has been received, provided that the payment request has been submitted in sufficient detail to comply with the guidelines of the Office of the Clerk of the Circuit Court for Leon County. In the event that there is a dispute in the amount of the pay request, then only the disputed amount shall be held until resolved and the undisputed amount shall be paid within the time limits as stated within this paragraph. If undisputed amounts are timely paid, then the Contractor shall not stop the Project in any fashion and the progress of the project shall not be interrupted. Both Parties agree that best efforts will be made to resolve the disputed amount.
- E. Payment for Materials and Equipment - Payments will be made for material and equipment not incorporated in the work but delivered and suitably stored at the site (or another location, subject to prior approval and acceptance by the County on each occasion).
- F. Notice of Commencement not Required. The Parties acknowledge and agree that the County, as a government owner of real property, is not subject to the Construction Lien Law of Chapter 713, Florida Statutes. Accordingly, the County shall not be required to sign and record the Notice of Commencement as referenced therein. Instead, as found by Florida courts, the protections afforded to materialmen and laborers under Chapter 713, Florida Statutes, relating to privately owned property, are adequately provided by either the contractor's execution and recording of a payment and performance bond as required by Section 255.05, Florida Statutes, relating to publicly-owned property or by the requirement of a retainage amount, as the case may be.

8. PROMPT PAYMENT INFORMATION REQUIREMENTS AND NOTICES

- A. The County Project Manager is:
Kenneth H. Cureton, AIA, NCARB
2280 Miccosukee Rd
Tallahassee, FL 32301
(850) 606-1523
curetonk@leoncountyfl.gov
- B. The Contractor's Project Manager is:
Todd Sperry
401 Office Plaza Drive
Tallahassee, FL 32301
(850) 544-2822
tsperry@oliversperryrenovation.com
- C. Notices to the Contractor are to be submitted to:
Todd Sperry
401 Office Plaza Drive
Tallahassee, FL 32301
(850) 544-2822
tsperry@oliversperryrenovation.com

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- D. Payment requests will be subject to review by an agent:

Doug Barlowe
 2074 Centre Pointe Blvd. Suite 200
 Tallahassee, FL 32308
 (850) 224-6301
dbarlowe@bfbbsa.com

- E. Proper form for a payment request for this Agreement is:

An AIA G702 – Application and Certificate for Payment accompanied by an AIA G703 – Continuation Sheet or equivalent format approved by the County. The invoice must be properly addressed to the Agent listed above and delivered to that address. Delivery to another address will void the invoice, and it shall be of no force and effect.

9. DISPUTES/REMEDIES

- A. All disputes arising under or relating to this Agreement shall be resolved in accordance with this Section, except for disputes related to payments and payment disputes, which shall be addressed and resolved in accordance with Leon County Policy 96-1, as amended.
- B. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with the following procedure:
- 1) The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.
 - 2) Representatives of both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, they shall report their decision to the Parties in writing.
 - 3) If those representatives are unable to reconcile the dispute, they shall report their impasse to the appropriate County Director and the Contractor's designee, who, at their earliest opportunity, shall meet and attempt to reconcile the dispute.
 - 4) Should the Director and the Contractor's designee fail to resolve the dispute, they shall report their impasse to the County Administrator, or authorized representative, and the Contractor's designee, who, at their earliest opportunity, shall review and attempt to resolve the dispute.
 - 5) If the County Administrator and the Contractor's designee are not able to amicably resolve the dispute within fifteen (15) Business Days after the impasse is reported to them, then either Party can pursue whatever forms of relief that may be available to it under this Agreement, at law, or in equity.

10. 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 subcontractors under it be considered to be employees of the County.

11. INSURANCE

Contractor shall, at its sole expense, procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Work hereunder by the Contractor, its agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

- A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

- 1) General Liability: \$1,000,000 combined single limit per occurrence for bodily injury and property damage per occurrence with a \$3,000,000 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

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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) Umbrella: \$5,000,000 combined single limit for bodily injury and property damage combined per occurrence and annual aggregate. The coverage shall provide excess coverage for employer's liability, general liability, including completed operations and auto liability.
- 5) Installation Floater: In the amount of the estimated cost of materials necessary to complete the contract. Should include temporary location, job site, and in transit coverage.
- 6) Builder's Risk: If this Contract includes: (1) construction of a new above-ground structure or structures, (2) any addition, improvement, alteration, or repair to an existing structure or structures, or (3) the installation of machinery or equipment into an existing structure or structures, the Contractor shall maintain builders' risk insurance providing coverage to equally protect the interests of Leon County, the Contractor and subcontractors of any tier. Coverage shall be written on a completed value form in an amount at least equal to 100% of the estimated completed value of the project plus any subsequent modifications of that sum. The coverage shall be written on an "all-risk" basis and shall, at a minimum, cover the perils insured under the Insurance Services Office CP 10 30 Special Causes of Loss Form and shall include property in transit and property stored on or off premises that shall become part of the project.

The Contractor agrees not to maintain a wind or flood sub-limit less than 25% of the estimated completed value of the project. The Contractor agrees any flat deductible(s) shall not exceed \$25,000, and any windstorm percentage deductible (when applicable) shall not exceed five percent (5%). The coverage shall not be subject to automatic termination of coverage in the event the project/building is occupied in whole or in part, or put to its intended use, or partially accepted by Leon County. If such restriction exists the Contractor shall request that the carrier endorse the policy to amend the automatic termination clause to only terminate coverage if the policy expires, is cancelled, Leon County's interest in the project ceases, or the project is accepted and insured by Leon County. Fidelity/Dishonesty and/or Commercial Crime: Coverage must be afforded in an amount not less than \$1,000,000 per loss for dishonest acts of the Contractor's employees, including but not limited to theft of money, personal property, vehicles, materials, supplies, equipment, tools, etc. Third-party coverage must be included under the policy.

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

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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 or self-insurance maintained by the County, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees, or volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claims are made or suit is brought, except with respect to the limits of the insurer's liability.

2) All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. Certificates of Insurance acceptable to the County shall be filed with the County prior to the commencement of the work. These policies described above, and any certificates shall specifically name the County as an additional Insured and shall contain a provision that coverage afforded under the policies will not be canceled until at least thirty (30) days prior to written notice has been given to the County.

Cancellation clauses for each policy should read as follows: Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the Certificate Holder named herein.

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 the requirements stated herein.

12. PERMITS

The Contractor shall obtain all necessary permits as required by law to lawfully perform the obligations under this Agreement.

13. LICENSES & REGISTRATIONS

The Contractor shall be responsible for obtaining and maintaining any licenses, certifications, and/or registrations required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida, or any other applicable state or Federal law. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain its license, certification, and/or registration necessary to operate, the Contractor shall be in default of this Agreement as of the date such license, certification, and/or registration is lost.

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The Contractor shall be registered to do business with the Florida Department of State prior to execution of this Agreement unless Contractor provides written verification of its exempt status (See applicable sections of Title XXXVI, Chapters 605 through 623, Florida Statutes).

14. WARRANTY OF PERFORMANCE**A. Warranty**

The Contractor represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all Work under this Agreement and that each person and entity that will perform the Work is duly qualified to perform such Work by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will perform such Work. The Contractor represents and warrants that the Work shall be performed in a skillful and respectful manner, and that the quality of all such Work shall equal or exceed prevailing industry standards for the performance of such Work.

B. Breach of Warranty

In entering into this Agreement, the Contractor acknowledges that the County is materially relying on the warranties stated in this paragraph. The County shall be entitled to recover any damages it incurs to the extent any such warranty is untrue. In addition, if any such warranty is untrue, the County shall have the right, at its sole discretion, to terminate this Agreement without any further liability to the County, to deduct from any amounts due Contractor under this Agreement the full amount of any value paid in violation of a warranty, and to recover all sums paid to Contractor under this Agreement.

15. ASSIGNMENTS

This Agreement shall not be assigned or sublet in whole or in part without the written consent of the County nor shall the Contractor assign any monies due or to become due to it hereunder without the previous written consent of the County.

16. PAYMENT AND PERFORMANCE BOND

A Combination Payment and Performance Bond in the amount of 100% of the estimated Contract Sum shall be supplied by the Contractor at the time of Agreement execution.

Payment and Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida.

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

17. INDEMNIFICATION

The Contractor shall indemnify and hold harmless the County, its officials, officers and employees from and against all claims, liabilities, damages, losses, costs, including, but not limited to, reasonable attorneys' fees, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents arising out of or under this Agreement.

The County may, at its sole option, defend itself or require the Contractor to provide the defense. The Contractor acknowledges that ten dollars (\$10.00) of the Contract Sum paid to the Contractor, and the promises and covenants herein, constitute sufficient consideration for the Contractor's indemnification of the County, its officials, officers and

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employees.

It is understood that the Contractor's responsibility to indemnify and defend the County, its officials, officers and employees is limited to the Contractor's proportionate share of liability caused by the negligent acts or omissions of the Contractor, its delegates, agents, or employees.

18. AUDITS, RECORDS, AND RECORDS RETENTION

By entering into this Agreement, Contractor acknowledges and agrees that any records maintained, generated, received, or kept in connection with, or related to the performance of services provided under, this Agreement are public records subject to the public records disclosure requirements of Section 119.071, Florida Statutes. 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 this 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 Subsection B 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. That persons duly authorized by the County and Federal auditors, pursuant to 45 CFR 75.364 shall have full access to and the right to examine this 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. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion or termination of the Agreement if Contractor does not transfer the records to the County.
- G. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

Contractor acknowledges that failure to provide the public records to the County within a reasonable time may be subject to penalties under Section 119.10, Florida Statutes. Contractor further agrees not to release any records that are statutorily confidential or otherwise exempt from disclosure without first receiving prior written authorization from the County. Contractor shall indemnify, defend, and hold the County harmless for and against any and all claims, damage

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awards, and causes of action arising from Contractor's failure to comply with the public records disclosure requirements of Section 119.07(1), Florida Statutes, or by Contractor's failure to maintain public records that are exempt or confidential and exempt from the public records disclosure requirements, including, but not limited to, any third party claims or awards for attorneys' fees and costs arising therefrom. Contractor authorizes County to seek declaratory, injunctive, or other appropriate relief against Contractor from a Circuit Court in Leon County on an expedited basis to enforce the requirements of this section.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

LEON COUNTY PURCHASING DIVISION

ATTN: MELANIE HOOLEY, PURCHASING DIRECTOR

1800-3 N. BLAIRSTONE ROAD

TALLAHASSEE, FLORIDA 32308

PHONE: 850-606-1600

EMAIL: HOOLEYM@LEONCOUNTYFL.GOV

19. MONITORING

The Agreement will require the Contractor to permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and Work of the Contractor 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 Contractor a written report of its findings and will include written recommendations with regard to the Contractor's performance of the terms and conditions of this Agreement. The Contractor will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The Contractor'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 Contractor being deemed in breach or default of this Agreement; (2) the withholding of payments to the Contractor by the County; and (3) the termination of this Agreement for cause.

20. TERMINATION

Leon County may terminate this Agreement without cause by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder or, in the County's opinion, the Work being performed is not satisfactory. In such case, the County may immediately terminate the Agreement effective upon notice of termination to the Contractor.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.135(2)(a), Florida Statutes, been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under Section 287.132(2)(b) Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or been engaged in business operations in Cuba or Syria.

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21. RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of the Contractor or any subcontractor which is related to the performance of this Agreement. The right expressed herein shall also be included in all contracts or subcontracts that involve the performance of any work or service involving the County.

22. PURCHASES BY OTHER PUBLIC AGENCIES

With the consent and agreement of the successful bidder(s), purchases may be made under this bid by other governmental agencies or political subdivisions within the State of Florida. Such purchases shall be governed by the same pricing, terms and conditions stated herein. This Agreement in no way restricts or interferes with the right of any public agency or political subdivision to bid any or all of the items or Work independently.

23. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of its knowledge and belief neither Contractor nor its affiliates has been convicted of a public entity crime.

24. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this Agreement. 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 grounds for termination of this Agreement by the County.

25. EMPLOYMENT ELIGIBILITY VERIFICATION

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

26. 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.

27. 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 this Agreement time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

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28. 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 this Agreement, Contractor shall obtain the prior written consent of the County.

29. FORCE MAJEURE

If either of the Parties is prevented from or delayed from performing any obligations under this Agreement (except payment or financial obligations) by circumstances beyond its control, including but not limited to fires, hurricanes, severe weather, floods, pandemics, quarantines, war, civil disturbances, acts of terrorism, acts of God, or significant threats of such circumstances, or any future laws, rules, regulations, orders, or acts of any local, state, or Federal government (collectively "Force Majeure"), then the affected party shall be excused from performance hereunder during the period of inability to perform. The party claiming Force Majeure shall promptly notify the other party in writing when upon learning of the existence of a Force Majeure condition, and when the Force Majeure condition has terminated. Notwithstanding anything in this Agreement to the contrary, the term "Force Majeure" does not include or excuse performance under this Agreement for events related to increased costs associated with fuel, labor, labor disputes, insurance, or other expenses of performing the obligations hereunder.

30. SOVEREIGN IMMUNITY

Nothing herein is intended to serve as a waiver of sovereign immunity by the County nor shall anything included herein be construed as consent by the County to be sued by third parties in any matter arising out of this Agreement. The County is included within the definition of "state agencies or subdivisions" in Section 768.28, Florida Statutes, and shall be responsible for the negligent or wrongful acts or omissions of its employees pursuant to Section 768.28, Florida Statutes.

31. THIRD PARTY BENEFICIARIES

Neither the County nor the Contractor intends to directly or substantially benefit a third party by this Agreement. Therefore, the Parties acknowledge that there are no third-party beneficiaries to this Agreement and no third party shall be entitled to assert a right or claim against either of the Parties based upon this Agreement.

32. LAW, JURISDICTION, VENUE, WAIVER OF JURY TRIAL

This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Venue for all actions arising from, related to, or in connection with this Agreement shall be in the state courts of the Second Judicial Circuit in and for Leon County, Florida. If any claim arising from, related to, or in connection with this Agreement must be litigated in Federal court, the exclusive venue for any such lawsuit shall be in the United States District Court or United States Bankruptcy Court for the Northern District of Florida. By entering into this Agreement, the County and Contractor hereby expressly waive any rights either Party may have to a trial by jury of any civil litigation related to this Agreement.

33. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

34. SEVERABILITY

It is intended that each section of this Agreement shall be viewed as separate and divisible, and in the event that any section, or part thereof, shall be held to be invalid, the remaining sections and parts shall continue to be in full force and effect.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND OLIVER SPERRY RENOVATION AND CONSTRUCTION, INC.
BID NO.: BC-2024-042

35. AMENDMENTS

No modification, amendment, or alteration in the terms or conditions contained in this Agreement shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by duly authorized representatives of the County and Contractor.

36. 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.

37. INTERPRETATION

This Agreement shall be interpreted without the aid of any canon, custom, or rule requiring construction against the drafter.

38. COUNTERPARTS AND MULTIPLE ORIGINALS

This Agreement may be executed in multiple originals and in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

39. AUTHORITY TO SIGN

Each signatory to this Agreement who signs on behalf of a party expressly represents and warrants that he or she has the authority to sign on behalf of that party.

ORDER OF PRECEDENCE

1. Agreement
2. Exhibit A
3. Exhibit B
4. Exhibit C

ATTACHMENTS

Exhibit A – Solicitation Document #BC-2024-042

Exhibit B – Contractor's Response to Solicitation #BC-2024-042

Exhibit C – Additional Federal Terms and Conditions

The remainder of this page intentionally left blank.

AGREEMENT BETWEEN LEON COUNTY, FLORIDA AND OLIVER SPERRY RENOVATION AND CONSTRUCTION, INC.

BID NO.: BC-2024-042

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

Date: _____

ATTEST:

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

BY: _____

DATE: _____

APPROVED AS TO LEGAL SUFFICIENCY:

Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

Date: _____

**OLIVER SPERRY RENOVATION AND CONSTRUCTION,
INC.**

By: _____

Printed
Name

Title: _____

Date: _____



INVITATION TO BID

FOR

LCSO ADMINISTRATION BUILDING HAZARD MITIGATION

BID NUMBER BC-2024-042

BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA

RELEASE DATE: August 13, 2024

Bid Title: LCSO ADMINISTRATION BUILDING HAZARD MITIGATION

Bid Number BC-2024-042

Opening Date: September 12, 2024, 2:00 pm

LCSO Administration Building Hazard Mitigation

- I. Introduction
- II. Bidding Process
- III. Contractor Qualifications
- IV. Award and Contracting Process
- V. Minority, Women, Small Business (MWSBE) Enterprise
- VI. Required Certifications
- VII. Insurance Requirements
- VIII. Terms and Conditions
- IX. Bid Table
- X. Vendor Questionnaire

Attachments:

- A - LCSO - Hazard Mitigation specs_041524_pw protected
- B - LCSO - Wind Mitigation CDs - 4.5.2024_pw protected
- C - Additional Federal Terms and Conditions
- D - Agreement
- E - Non-Disclosure Agreement for Security of Building Plans
- F - Additional Forms to Fill Out and Submit
- G - Vendor Criminal History Request Form
- H - Security Awareness Acknowledgement

Bid Title: LCSO ADMINISTRATION BUILDING HAZARD MITIGATION

Bid Number BC-2024-042

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I. Introduction

A. Summary

Leon County is seeking the services of a State of Florida licensed General Contractor to perform work related to Hazard Mitigation (Wind Mitigation) of the Leon County Sheriff's Office Administration Building located at 2825 Municipal Way, Tallahassee, Florida.

The scope of the Services is to provide retrofit measures to upgrade the structural capabilities of the building envelope to withstand a 130 MPH wind event.

Scope of Work includes the following:

- A. Demolition of existing windows, exterior doors, louvered vents, shingles, gutters and perimeter plywood roof deck;
- B. Installation of new impact resistant windows and exterior doors, including roll-up door;
- C. Installation of new impact resistant louvered vents;
- D. Installation of new hurricane-resistant truss anchors to exterior walls, re-nail wood decking to trusses and installation of additional screws at parapets;
- E. Installation of new perimeter plywood roof deck, new standing seam metal roof, new roof flashing, roof expansion joint, new roof gutters and tie down straps on rooftop mounted equipment;
- F. Repair exterior stucco and paint and interior drywall at work areas and paint and;
- G. Install sealant at all new work as required.

A **Mandatory Pre-Bid Meeting** will be held on **Thursday, August 22, 2024, at 10:00 AM** at the Main Entrance of the LCSO Administration Bldg. located at 2825 Municipal Way, Tallahassee, FL 32304. **Attendance is mandatory to be eligible for award.**

ACCESS TO PLANS

Certain specifications related to the scope of the proposed work in this solicitation are exempt from disclosure pursuant to Section 119.071, Florida Statutes. Interested contractors will be required to complete a Non-Disclosure Agreement and agree to maintain the exempt nature of the applicable records. Encryption keys and/or passwords to secure documents will be provided to requesting contractors after the submission of the Non-Disclosure Agreement and acceptance by the Leon County Purchasing Division. Non-Disclosure Agreements may be submitted to the Leon County Purchasing Division from the time of Release of the solicitation. At the conclusion of the Mandatory Pre-Bid Meeting, only contractors who attended and signed in at the Mandatory Pre-Bid Meeting will be eligible to receive encryption keys and/or passwords to secure documents. The Non-Disclosure Agreement may be found in Section 11 - Attachments

Non-Disclosure Agreements can be submitted via e-mail to both HillG@leoncountyfl.gov and HooleyM@leoncountyfl.gov or mailed/hand delivered to the Leon County Purchasing Division located at 1800-3 N. Blair Stone Road, Tallahassee, FL 32308.

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B. Background

All contractors and subcontractors working on-site will be required to submit to a criminal background check (See Attachment G for sample document).

The foreman(s) and other requiring access to the building will be required to complete Security Awareness training and fingerprinting which will permit unescorted access (See Attachment H for training acknowledgement).

A minimum of two workers who have completed Security Awareness training and fingerprinting must be on-site when workers are present.

C. Contact Information

Greg Hill

Procurement Administrator

1800-3 N. Blair Stone Road

Tallahassee, FL 32308

Email: hillg@leoncountyfl.gov

Phone: [\(850\) 606-1600](tel:(850)606-1600)

Department:

Public Works-Engineering

Department Head:

Charles Wu

Director

D. Timeline

Below is the current schedule of the events that will take place as part of this solicitation. The County reserves the right to make changes or alterations to the schedule as the County determines is in the best interests of the public. If any changes to the Schedule of Events are made, the County will post the changes on the County website either as a public meeting notice, or as an addendum, as applicable. It is the responsibility of Registered Planholders and other interested persons and parties to review the Purchasing Division's website to stay informed of the Schedule of Events, addenda issued, and public meetings scheduled. The website address is: <https://procurement.opengov.com/portal/leoncounty>.

Release Project Date	August 13, 2024
Pre-Bid Meeting (Mandatory)	August 22, 2024, 10:00am Leon County Sheriff's Office 2825 Municipal Way Tallahassee, FL
Question Submission Deadline	August 29, 2024, 4:00pm
Bid Submission Deadline	September 12, 2024, 2:00pm

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II. Bidding Process

A. BIDDER INSTRUCTIONS

Bidders are expected to examine the specifications, delivery schedule, freight requirements, bid prices and extensions and all general and special conditions of the bid prior to submission. In case of error in price extension, the unit price will govern. Bids must be submitted electronically via OpenGov.

B. SPECIAL ACCOMMODATION

Any person requiring a special accommodation at a Pre-Bid Conference or Bid opening because of a disability must call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre Bid Conference or Bid opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the Leon County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955 8771 (TDD).

C. PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence with the Purchasing Division requesting clarification or asking questions, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

- A. Any person or person's representative seeking an award from such competitive solicitation; and
- B. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

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

The prohibited communication shall be in effect as of the release of the competitive solicitation and terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a contract, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, communications with the County Attorney or communications with the Purchasing Director.

Violation of this section may result in disqualification from this solicitation and shall be grounds for suspension from doing business with the County.

D. REGISTRATION

Bidders which obtain solicitation documents from sources other than the County Purchasing Division MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. In order to

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register, you must create an account on the County's eProcurement Portal (<https://procurement.opengov.com/portal/leoncounty>), browse to the bid, and then click the "Follow" button.

Failure to register through the Purchasing Division (<https://procurement.opengov.com/portal/leoncounty>) may cause your submittal to be rejected as non-responsive.

E. ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <https://procurement.opengov.com/portal/leoncounty>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make them available for pick up at the Purchasing Division. It is the responsibility of the Bidder prior to submission of any bid to check the above website or contact the Leon County Purchasing Division at (850) 606-1600 to verify any addenda issued. The receipt of all addenda must be acknowledged on the bid response sheet.

F. SUBMITTING QUESTIONS

While the Question and Answer period is open, bidders shall select the Question and Answer tab of the solicitation to submit their questions. **PLEASE DO NOT Email inquiries.**

Each Bidder shall examine the solicitation documents carefully, including the forms and draft agreement; and, no later than the last day for questions listed in schedule of events, shall make a written request to the County for interpretations or corrections of any ambiguity, inconsistency or error which the bidder may discover in the solicitation, including the agreement. The County will prepare a written response to each written question, comment, and recommendation that is delivered to the County prior to the deadline listed in the schedule of events. The County's written responses will be issued in an addendum to this solicitation. The County will not be responsible for oral clarifications. No negotiations, decisions or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in a written addendum from the County may be considered as a duly authorized expression on the behalf of the Board. Also, only communications from firms which are in writing will be recognized by the Board as duly authorized expressions on behalf of bidders. Each bidder shall be deemed to have waived all questions that are not submitted to the County in compliance with this section.

G. PREPARATION AND SUBMISSION OF BID

Each Bidder shall submit Bid Prices and other requested information, including alternates or substitutions if allowed by this invitation to bid, on the proper forms and in the manner herein prescribed. The County's only method of submission is electronically via OpenGov. Bids containing any conditions or irregularities of any kind may be rejected by the County. It is the intention of the County to award this bid based on the lowest total bid price based on the options selected by the County and/or other criteria herein contained meeting all specifications.

Any material submitted to the County that Bidder contends constitutes or contains trade secrets or is otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) ("Trade Secret Materials") must be redacted, conspicuously labeled "EXEMPT FROM PUBLIC RECORD PRODUCTION — TRADE SECRET" and the applicable statutory provision for the exemption must be stated. The Bidder is required to also provide an unredacted copy of the redacted information as part of the Bid. If a third party submits a request to the County for records designated as Trade Secret Materials by a Bidder, the County shall refrain from disclosing the Trade Secret Materials, unless otherwise ordered by a court of competent jurisdiction or authorized in writing by Bidder. By submitting a Bid, Bidder agrees to indemnify and defend the County and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to the nondisclosure of any Trade Secret Materials in response to a records request by a third party.

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H. WITHDRAWAL OF BIDS

Bids may be electronically withdrawn from OpenGov by the vendor prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

I. RECEIPT AND OPENING OF BIDS

Bids will be opened publicly at the time and place stated in the Invitation to Bid. When the specified time has arrived no bids received thereafter will be considered. At the time fixed for the opening of bids, the bid tabulation will be made public and will be posted on the Purchasing Division website at: <https://procurement.opengov.com/portal/leoncounty>.

Sealed bids or replies received by the County pursuant to a competitive solicitation are exempt from public records requirements until such time as the County posts an intended decision or until 30 days after opening of the documents, whichever is earlier. If the County rejects all Bids submitted in response to this ITB, the rejected Bids remain exempt from public records disclosure until the County posts an intended decision or until the County withdraws the reissued Bid. Bids received by the County pursuant to this ITB will not remain exempt for longer than twelve (12) months after the County rejects such Bids.

J. BID GUARANTEE

Bids shall be accompanied by a 5% bid guarantee which shall be a Bid Bond, Certified or Cashier's Check or Bank Draft (no cash, company, or personal checks will be accepted), made payable to the Board of County Commissioners, Leon County, Florida. Such check, bank draft, or bond shall be submitted with the understanding that the bonds will be held until award of bid.

The County reserves the right to hold the Bid Guarantee until after a contract has been entered into or a purchase order has been executed. The accepted Bidders bid bond will be held until execution of the agreement and may be forfeited due to non- performance.

The check or bond shall be submitted with the understanding that it shall guarantee that the Bidder will not withdraw his bid for a period of 90 days after the scheduled closing time for the receipt of bids. It shall also guarantee that the successful bidder will enter into a contract within ten (10) days after he has received notice of acceptance of his bid. In the event of withdrawal of bid, or failure to enter into and fully execute the contract within ten (10) days the contractor may be deemed in to be in default. In such an event, the contractor shall be liable to the County for the full amount of the default.

K. PLANHOLDERS

As a convenience to bidders, the County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at: <https://procurement.opengov.com/portal/leoncounty> by clicking the "Followers" tab on the the advertisement of the respective solicitation. A listing of the registered planholders with their email address is designed to assist bidders in preparation of their responses.

L. REJECTION OF BIDS

The County reserves the right to reject all bids when such rejection is in the best interest of the County.

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M. ERRORS AND OMISSIONS

The County and its representatives shall not be responsible for any errors or omission in the ITB. Due care and diligence has been exercised in the preparation of this ITB, and all information contained herein is believed to be substantially correct. Information is subject to review by the successful respondent.

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III. Contractor Qualifications

The primary contractor shall be licensed by the State of Florida as a Licensed General Contractor pursuant to FS 489.105(3)(a). The Licensed General Contractor shall possess an active and current licensing placard issued by the Florida Department of Business and Professional Regulation (DBPR). Copies of primary contractor's licensing placard(s) shall be submitted to Leon County concurrent with bid. The primary and any subcontractors utilized on this project shall be Florida licensed in their trade.

Failure to provide proof of State of Florida Licensed General Contractor license shall result in the bid being determined as non-responsive.

Contractors shall be licensed in the State of Florida as required by Chapter 489, Florida Statutes. Specific license type for this project shall be as indicated in F.S. sections 489.105(3)(a)-(o) as applicable to the scope of work of the project.

Proposed sub-contractors and/or if self-performing, the employee that is performing the work, must hold a license for any specialty work, based on the work required to complete this project.

Specific license type for this project shall be as indicated in F.S. sections 489.105(3)(a)-(o) as applicable to the scope of work of the project. Contractors, proposed sub-contractors and/or if self-performing, the employee that is performing the work, must hold a Florida license for any specialty work, based on the work required to complete this project. Copies of both the contractor's and any proposed subcontractors' licensing placards and Certificates of Qualifications shall be submitted to Leon County concurrent with bid.

Failure to demonstrate licensing and certifications in the fashion described will result in the bid being determined as non-responsive.

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IV. Award and Contracting Process

A. AWARD OF BIDS

The bid will be awarded to the lowest responsive, responsible bidder. In accordance with Section 287.05701(3), Florida Statutes, in determining whether a bidder is responsible, the County will not request documentation of or consider a bidder's social, political, or ideological interests, nor give preference to a bidder based on such interests. The County reserves the right to waive any minor irregularity in bids and to award a bid in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the County website at:

<https://procurement.opengov.com/portal/leoncounty> for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Failure to file a protest within the time prescribed in Leon County Policy No. 96-1, Purchasing Policy, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings. Notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308. The bidder shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, bidders are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Bidders are not to contact departments or divisions regarding the bidder complaint.

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 hours after receipt of the intended recommendation of award and the 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. The notice of protest shall contain at minimum: the name of the Protestor; the Protestor's address and phone number; the name of the Protestor's representative to whom notices may be sent; the name and bid number of the solicitation; and a brief factual summary of the basis of the protest. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section.

B. Agreement

Every procurement for contractual services shall be evidenced by a written agreement. The awarded Bidder will have five calendar days after receipt to acknowledge the purchase order or execute the agreement. The performance of Leon County of any of its obligations under the agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the agreement for the current and any future periods provided for within the bid specifications.

C. Termination

The County may terminate the agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate the agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the agreement by mailing a notice of termination to the Contractor.

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The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under section 215.4725, Florida Statutes, been placed on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel.

The agreement may be terminated by the County if the Contractor is found to have submitted a false certification as required under section 215.471 (5), Florida Statutes, been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria.

D. Payment and Performance Bond

A Combination Payment and Performance Bond in the amount of 100% of the estimated project cost shall be supplied by the Contractor at the time of Agreement execution.

Payment and Performance Bonds shall provide that, in the event of non-performance on the part of the Contractor the bond can be presented for honor and acceptance at an authorized representative or institution located in Tallahassee, Florida. The Payment and

Payment bonds executed as a result of the requirements herein by a surety shall make reference to Section 255.05, Florida Statutes, by number and shall contain reference to the notice and time limitation provisions in Section 255.05, Florida Statutes.

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V. Minority, Women, Small Business (MWSBE) Enterprise

A. Overview for Projects with Federal Funding Without a Specific MWSBE Goal

There is no Minority and Women Business Enterprise aspirational target prescribed for this solicitation. Each Bidder is strongly encouraged to secure MBE and WBE participation through purchase(s) of those goods or services to be provided by others. Each Bidder must take the following affirmative steps to ensure these firms are used when possible:

1. Place qualified small, minority, and woman-owned business on solicitation lists;
2. Assure that such business are solicited when they are potential sources;
3. Divide total requirement, when economically feasible, into smaller tasks or quantities to permit maximum participation by such businesses;
4. Establish delivery schedules, where requirements permits, which encourage such business to respond; and
5. Use service and assistance from such organization as SBA, Minority Business Development Agency of the Department of Commerce.

Bidders that require assistance or guidance with these MBE, WBE, SBE, and DBE requirements should contact Darryl Jones, Deputy Director for the Tallahassee/Leon County Office of Economic Vitality by telephone (850) 300-7567 or by email DJones@oevforbusiness.org. Alternate contacts are MWSBE Coordinators LaTanya Raffington, and Shanea Wilks by email at lraffington@oevforbusiness.org and swilks@oevforbusiness.org.

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VI. Required Certifications

A. Licenses and Registrations

The contractor shall be responsible for obtaining and maintaining throughout the contract period any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida.

If the bidder is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

B. 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 the agreement by the County. As part of the bid response to this solicitation, please complete and submit the attached form AFFIDAVIT CERTIFICATION IMMIGRATION LAWS.

C. Public Entity Crimes Statement

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

D. Identical Tie Bids

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program.

E. Employment Eligibility Verification

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and

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requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.

F. Equal Opportunity/Affirmative Action Requirements

The contractors and all subcontractors shall agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national origin, sex, age, handicap, marital status, and political affiliation or belief.

For federally funded projects, in addition to the above, the contractor shall agree to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

In addition to completing the Equal Opportunity Statement, the Respondent shall include a copy of any affirmative action or equal opportunity policies in effect at the time of submission.

G. Scrutinized Company Certification

A company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with Leon County for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Florida Statutes, section 215.4725, or is engaged in a boycott of Israel.

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VII. Insurance Requirements

A. Overview

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder will be disqualified from award of the contract.

The awarded 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.

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VIII. Terms and Conditions

A. Standard Terms and Conditions

The terms and conditions associated with this solicitation are as set forth in the Agreement contained in the "Attachments" section of this solicitation. After the award of the solicitation, the County will finalize the preparation of the Agreement and forward it to the Firm awarded the bid, after which the Firm will have five days to execute the Agreement and return it to the County.

B. Manufacturers' Name and Approved Equivalents

Manufacturers' names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition. The bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications for any item(s). If bids are based on equivalent products, indicate on the bid form the manufacturer's name and catalog number. Bidder shall submit with his bid, cuts, sketches, and descriptive literature and/or specifications. The bidder should also explain in detail the reason(s) why and submit proof that the proposed equivalent will meet the specifications and not be considered an exception thereto. The Leon County Board of County Commissioners reserves the right to be the sole judge of what is equal and acceptable. Bids which do not comply with these requirements are subject to rejection. If Bidder fails to name a substitute it will be assumed that he is bidding on, and he will be required to furnish goods identical to bid standard.

C. Conflicting Terms and Conditions

In the instance that terms, conditions, specifications, or other instruments are provided by architects, engineers, or persons other than County Procurement concerning the matters herein, then the terms and conditions in this Solicitation document shall prevail over all other terms and conditions.

D. Penalties

BIDS MAY BE REJECTED AND/OR Bidder(S) DISQUALIFIED FOR THE FOLLOWING REASONS:

- A. Failure to perform according to agreement provisions.
- B. Conviction in a court of law of any criminal offense in connection with the conduct of business
- C. Clear and convincing evidence of a violation of any federal or state anti-trust law based on the submission of bids or proposals, or the awarding of contracts.
- D. Clear and convincing evidence that the bidder has attempted to give a Board employee a gratuity of any kind for the purpose of influencing a recommendation or decision in connection with any part of the Board's purchasing activity.
- E. Other reasons deemed appropriate by the Board of County Commissioners.

Bid Title: LCSO ADMINISTRATION BUILDING HAZARD MITIGATION

Bid Number BC-2024-042

Opening Date: September 12, 2024, 2:00 pm

IX. Bid Table

BID TABLE

Line Item	Description	Quantity	Unit of Measure	Total	Unit Cost
1	BID PRICE	1	PROJECT		
TOTAL					

Bid Title: LCSO ADMINISTRATION BUILDING HAZARD MITIGATION

Bid Number BC-2024-042

Opening Date: September 12, 2024, 2:00 pm

X. Vendor Questionnaire

Bids must be submitted electronically via ProcureNow..

A. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

☐ Please confirm

*Response required

B. Human Trafficked Labor*

I certify that this firm does not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

☐ Please confirm

*Response required

C. Scrutinized Company Certification*

As required by Section 287.135(5), F.S., I certify that the firm is not participating in a boycott of Israel.

☐ Please confirm

*Response required

D. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

I certify that this firm has coverage is in place at the required levels or, if awarded, coverage will be in place at the required levels.

☐ Please confirm

*Response required

E. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Section 287.087, F.S. See section titled Drug-Free Workplace Requirements for details.

☐ Please confirm

*Response required

F. Criminal History and Security Awareness Training*

I certify that I have reviewed the security requirements outlined in Section 1.2 of this solicitation and will comply with such requirements.

Bid Title: LCSO ADMINISTRATION BUILDING HAZARD MITIGATION

Bid Number BC-2024-042

Opening Date: September 12, 2024, 2:00 pm

☐ Please confirm

*Response required

G. Bid Guarantee*

A Bid Bond is required for this project. Please upload your Bid Bond here.

If submitting a Cashier's Check in lieu of a Bid Bond, please scan a copy of the cashier's check, upload here, and also mail the original cashier's check to:

Leon County Government - Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

The mailing must have the Project ID (BC-2024-042), the Project Title (LCSO Administration Building Hazard Mitigation), and the Company Name printed clearly on the front of the envelope.

This must be postmarked no later than the date of the bid opening or your bid will be considered non-responsive.

*Response required

H. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

☐ Please confirm

*Response required

I. Prime Contractor or Sub-contractor Qualifications*

Submit all licenses, certifications, registrations, and work class pre-qualifications required in the solicitation.

Failure to provide proof of State of Florida Licensed General Contractor license shall result in the bid being determined as non-responsive.

*Response required

J. Additional Forms to Fill Out and Submit*

Please submit (as one pdf. file) the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see the Attachments section for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Bid Response Cover Sheet
- Respondent and Team Summary
- Affidavit Immigration Laws
- Equal Opportunity/Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information
- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (if applicable)

Bid Title: LCSO ADMINISTRATION BUILDING HAZARD MITIGATION

Bid Number BC-2024-042

Opening Date: September 12, 2024, 2:00 pm

- Employment Eligibility (E-Verify)
- FDEM Form

*Response required



Procurement

Melanie Hooley, Purchasing Director
1800-3 North Blair Stone Road, Tallahassee, FL 32308

[OLIVERSPERRY RENOVATION] RESPONSE DOCUMENT REPORT

ITB No. BC-2024-042

LCSO Administration Building Hazard Mitigation

RESPONSE DEADLINE: September 12, 2024 at 2:00 pm

Report Generated: Monday, September 16, 2024

OliverSperry Renovation Response

CONTACT INFORMATION

Company:

OliverSperry Renovation

Email:

thunter@oliversperryrenovation.com

Contact:

tiffany hunter

Address:

401 Office Plaza Drive
Tallahassee, FL 32301

Phone:

N/A

Website:

www.oliversperryrenovation.com

Submission Date:

Sep 12, 2024 1:54 PM (Eastern Time)

[OLIVERSPERRY RENOVATION] RESPONSE DOCUMENT REPORT

ITB No. BC-2024-042

LCSO Administration Building Hazard Mitigation

ADDENDA CONFIRMATION

Addendum #1

Confirmed Sep 11, 2024 1:14 PM by tiffany hunter

QUESTIONNAIRE

1. ACCEPTANCE OF COUNTY TERMS AND CONDITIONS*

Leon County objects to and shall not consider any additional terms or conditions submitted by a bidder, including any appearing in documents attached as part of a bidder's response. In submitting its bid response, a bidder agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect. Failure to comply with terms and conditions, including those specifying information that must be submitted with a bid response, shall be grounds for rejecting a bid response or placing a bidder in default.

Confirmed

2. Human Trafficked Labor*

I certify that this firm does not utilize human trafficked labor in compliance with Section 787.06, Florida Statutes.

Confirmed

3. Scrutinized Company Certification*

As required by Section 287.135(5), F.S., I certify that the firm is not participating in a boycott of Israel.

Confirmed

[OLIVERSPERRY RENOVATION] RESPONSE DOCUMENT REPORT

ITB No. BC-2024-042

LCSO Administration Building Hazard Mitigation

4. Insurance Certification*

Bidders' attention is directed to the insurance requirements set forth in the Agreement contained in the "Attachments" section of this solicitation.

I certify that this firm has coverage is in place at the required levels or, if awarded, coverage will be in place at the required levels.

Confirmed

5. Drug-Free Workplace Certification*

As the person authorized to confirm this statement on behalf of this firm, I certify that this firm complies fully with DRUG-FREE WORKPLACE Section 287.087, F.S. See section titled Drug-Free Workplace Requirements for details.

Confirmed

6. Criminal History and Security Awareness Training*

I certify that I have reviewed the security requirements outlined in Section 1.2 of this solicitation and will comply with such requirements.

Confirmed

7. Bid Guarantee*

A Bid Bond is required for this project. Please upload your Bid Bond here.

If submitting a Cashier's Check in lieu of a Bid Bond, please scan a copy of the cashier's check, upload here, and also mail the original cashier's check to:

Leon County Government - Purchasing Division
1800-3 N. Blair Stone Road
Tallahassee, Florida 32308

The mailing must have the Project ID (BC-2024-042), the Project Title (LCSO Administration Building Hazard Mitigation), and the Company Name printed clearly on the front of the envelope.

[OLIVERSPERRY RENOVATION] RESPONSE DOCUMENT REPORT

ITB No. BC-2024-042

LCSO Administration Building Hazard Mitigation

This must be postmarked no later than the date of the bid opening or your bid will be considered non-responsive.

Bid_Bond.pdf

8. Payment and Performance Bond*

A Payment and Performance Bond will be required for this project of the SUCCESSFUL BIDDER. Please confirm.

Confirmed

9. Prime Contractor or Sub-contractor Qualifications*

Submit all licenses, certifications, registrations, and work class pre-qualifications required in the solicitation.

Failure to provide proof of State of Florida Licensed General Contractor license shall result in the bid being determined as non-responsive.

Todd_Sperry_GC_License_8-2024-2026.pdf

10. Additional Forms to Fill Out and Submit*

Please submit (as one pdf. file) the items on the following list and any other items required by any section of this Invitation for Bids. The checklist is provided as a courtesy and may not be inclusive of all items required within this Invitation for Bids.

Please see the Attachments section for all the necessary forms for the bidder to complete for this solicitation. Failure to complete or attach the necessary forms will result in the bidder being deemed nonresponsive.

- Bid Response Cover Sheet
- Respondent and Team Summary
- Affidavit Immigration Laws
- Equal Opportunity/Affirmative Action Statement
- Identical Tie Bid Statement
- Contractor's Business Information

[OLIVERSPERRY RENOVATION] RESPONSE DOCUMENT REPORT

ITB No. BC-2024-042

LCSO Administration Building Hazard Mitigation

- Non-Collusion Affidavit
- Certification/Debarment Form
- Local Vendor Certification (if applicable)
- Employment Eligibility (E-Verify)
- FDEM Form

Final_Additional_Sheets.pdf

PRICE TABLES

BID TABLE

Line Item	Description	Quantity	Unit of Measure	Total	Unit Cost
1	BID PRICE	1	PROJECT	\$1,253,663.00	\$1,253,663.00
TOTAL				\$1,253,663.00	

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Oliver Sperry Renovation and Construction, Inc.
401 Office Plaza Drive, Ste A, Tallahassee, FL 32301

as Principal, hereinafter called the Principal, and Westfield Insurance Company
P.O. Box 5001, Westfield Center, OH 44251-5001

a corporation duly organized under the laws of the State of OH

as Surety, hereinafter called the Surety, are held and firmly bound unto Leon County Board of County Commissioners
1800-3 North Blair Stone Road, Tallahassee, FL 32301

as Oblige, hereinafter called the Oblige, in the sum of Five Percent of Amount Bid
\$62,683.15 Dollars (\$ 5%),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs,
executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for BC-2024-042 LCSO Administration Building Hazard Mitigation

NOW, THEREFORE, if the Oblige shall accept the bid of the Principal and the Principal shall enter into a Contract with the Oblige in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Oblige the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Oblige may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 12th day of September, 2024



Elizabeth Tramonte (Witness)

Oliver Sperry Renovation and Construction, Inc.

(Principal)

(Seal)

By:



CFO/Vice President
(Title)

Westfield Insurance Company

(Surety)

(Seal)

By:



Attorney-In-Fact Benjamin R. Campbell

(Title)

Kristie E. Shaw

(Witness)

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 01/28/22, FOR ANY PERSON OR PERSONS NAMED BELOW.

General
Power
of Attorney

POWER NO. 0997622 00

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.
Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint
BENJAMIN R. CAMPBELL, DANIEL L. SHEERADEN, JOINTLY OR SEVERALLY

of **ORLANDO** and State of FL its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship.

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be It Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be It Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 28th day of JANUARY A.D., 2022.

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By:
Gary W. Stumper, National Surety Leader and
Senior Executive

State of Ohio
County of Medina ss.:

On this 28th day of JANUARY A.D., 2022, before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Hartford, CT; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



State of Ohio
County of Medina ss.:

David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 12th day of September A.D., 2024.



Frank A. Carrino, Secretary

BPOAC2 (combined) (06-02)

STATE OF FLORIDA

**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD**

LICENSE NUMBER: CGC1515431

EXPIRATION DATE: AUGUST 31, 2026

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

SPERRY, TODD HUNTER
OLIVER SPERRY RENOVATION AND CONSTRUCTION, INC.
401 OFFICE PLAZA DRIVE
TALLAHASSEE FL 32301



ISSUED: 08/28/2024

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

BID RESPONSE COVERSHEET

The Board of County Commissioners, Leon County, reserves the right to accept or reject any and/or all bids in the best interest of Leon County.

Melanie Hooley
Purchasing Director

Carolyn Cummings, Chair
Leon County Government

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

	<u>OliverSperry Renovation & Construction Inc.</u> (Firm Name)
BY	<u>Todd Sperry</u> (Authorized Representative)  (Printed or Typed Name)
ADDRESS	<u>401 Office Plaza Drive, Tallahassee Florida 32301</u>
EMAIL ADDRESS	<u>thunter@oliversperryrenovation.com</u>
TELEPHONE	<u>850-386-6383</u>
FEIN	<u>260610310</u>

ADDENDA ACKNOWLEDGMENTS (IF APPLICABLE)

Addendum #1	<u>TS</u> Initials
Addendum #2	<u> </u> Initials
Addendum #3	<u> </u> Initials

RESPONDENT AND TEAM SUMMARY FORM

RESPONDENT: OliverSperry Renovation & Construction Inc.

SOLICITATION NUMBER: BC-2024-042

DATE: 9/11/2024

PROJECT TITLE: LCSO ADMINISTRATION BUILDING HAZARD MITIGATION

Complete the following Table identifying **your firm or company** and **ALL subcontractors or subconsultants** you anticipate utilizing for purposes of responding to this solicitation. Use additional pages if needed.

Section A		RESPONDENT IDENTIFICATION												
In the spaces provided below, list the firms and corresponding information. Use additional pages if needed.														
Firm Name (Prime and Subcontractors) *You <u>MUST</u> include your company or firm on Line 1	Vendor Phone & Email	Total Dollar Amount of Services	Scope of Work	Indicate the Category that Best Describes Each Organization Listed										
				Non-MWBE		Certified MWBE				Non-Certified MWBE				
				Non-Minority	Certified Small Business	African American	Asian American	Hispanic American	Native American	Non-Minority Female	African American	Asian American	Hispanic American	Native American
OliverSperry Renovation & Construction Inc.	850-366-6383 bhunter@oliversperryrenovation.com	\$297,149	General Contractor	X										
Tallahassee Roofing	(850) 562-8366 Gene@tallahasseeroofinginc.com	\$291,130	Roofing	X										
Metro Electric	(850) 222-2804 justin@metroelectricalservices.com	\$19,725	Electric	X										
John D. Jones HVAC	(850) 539-7294 Manager@johnjoneshvac.com	\$67,500	HVAC/Louvers	X										
Miller Glass	(850) 224-6030 cheryl@millerglassco.com	\$399,050	Glass	X										
Patriot Coatings	(368) 654-0846 rjb.patriotcoatings@gmail.com	\$28,015	Painting											X
Anderson Drywall	850-528-9197 rodney.anderson772@gmail.com	\$36,750	Drywall	X										
TOTAL		See Page 2												

Section B		ACKNOWLEDGEMENT (to be completed by the Respondent)	
I hereby certify that, as Respondent to this Solicitation, that the information provided herein is true and correct.			
OliverSperry Renovation & Construction Inc.			
Name of Bidder/Respondent		9/12/2024	
Signature		Date	
Todd Sperry		Vice President/CFO	
Print Name		Title	

RESPONDENT AND TEAM SUMMARY FORM

RESPONDENT: OliverSperry Renovation & Construction Inc.

SOLICITATION NUMBER: BC-2024-042

DATE: 9/11/2024

PROJECT TITLE: LCSO ADMINISTRATION BUILDING HAZARD MITIGATION

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Section A		RESPONDENT IDENTIFICATION													
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				Non-MWBE		Certified MWBE				Non-Certified MWBE					
				Non-Minority	Certified Small Business	African American	Asian American	Hispanic American	Native American	Non-Minority Female	African American	Asian American	Hispanic American	Native American	Non-Minority Female
Great Southern Demolition	850-422-3366 estimating@greatsoutherndemo.com	\$46,000	Demolition	X											
Tallahassee Welding	850-576-95 ksmall@tallahwelding.com	\$17,640	Steel	X											
Overland Door Company	850-386-3667 john@overheadtallahassee.com	\$20,000	Overhead Door	X											
Door Products	850-681-0849 doorproducts@gmail.com	\$30,704	Doors												X
TOTAL		\$1,253,663													

Section B		ACKNOWLEDGEMENT (to be completed by the Respondent)	
I hereby certify that, as Respondent to this Solicitation, that the information provided herein is true and correct.			
OliverSperry Renovation & Construction Inc.			
Name of Bidder/Respondent			
Signature		9/12/2024	
Todd Sperry		Date	
Print Name		Vice President/CFO	
		Title	

**AFFIDAVIT CERTIFICATION
IMMIGRATION LAWS**

Leon County will not intentionally award County contracts to any contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324 A(e) {Section 274a(e) of the Immigration and Nationality Act ("INA").

Leon County may consider the employment by any Contractor of Unauthorized Aliens a violation of Section 274A(e) of the INA. Such violation by the Recipient of the employment provision contained in Section 274A(e) of the INA shall be ground for unilateral cancellation of the contract by Leon County.

BIDDER ATTESTS THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: OliverSperry Renovation & Construction Inc.

Signature: [Signature] Title: Todd Sperry

STATE OF Florida
COUNTY OF Leon

Sworn to and subscribed before me this 12 day of Sept., 2024

Personally known ✓

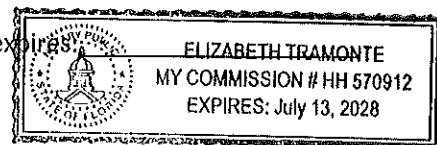
[Signature]
NOTARY PUBLIC

OR Produced identification _____

Notary Public - State of Florida

(Type of
identification)

My commission expires



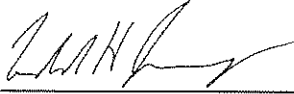
Printed, typed, or stamped commissioned name of notary

The signee of this Affidavit guarantees, as evidenced by the sworn affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

**LEON COUNTY RESERVES THE RIGHT TO REQUEST SUPPORTING DOCUMENTATION,
AS EVIDENCE OF SERVICES PROVIDED, AT ANY TIME.**

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The contractors and all subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: 
Title: Vice President/CFO
Firm: OliverSperry Renovation & Construction Inc.
Address: 401 Office Plaza Drive, Tallahassee Florida 32301

IDENTICAL TIE BIDS

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify the

following: (Check one and sign in the space provided.)

TS This firm complies fully with the above requirements.

 This firm does not have a drug free work place program at this time.



Bidder's Signature

Vice President/CFO

Title

09/11/2024

Date

CONTRACTOR'S BUSINESS INFORMATION

COMPANY INFORMATION

Name: OliverSperry Renovation & Construction Inc.	
Street Address: 401 Office Plaza Drive	
City, State, Zip: Tallahassee Florida 32301	
Taxpayer ID Number: 260610310	
Telephone: 850-386-6383	Fax: N/A
Trade Style Name: Commercial General Construction: Ground Up, Renovations and Building Additions	

TYPE OF BUSINESS ORGANIZATION (check one)

<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/>	Limited Liability Company
<input type="checkbox"/>	General Partnership	<input type="checkbox"/>	Joint Venture
<input type="checkbox"/>	Limited Partnership	<input type="checkbox"/>	Trust
<input type="checkbox"/>	Corporation	<input type="checkbox"/>	Other (specify)
<input checked="" type="checkbox"/>	Sub-chapter S Corporation		

State of Incorporation: Florida Date Established: 2007

AUTHORIZED SIGNATORIES/NEGOTIATORS

The Bidder represents that the following persons are authorized to sign and/or negotiate contracts and related documents to which the bidder will be duly bound:

Name	Title	Telephone	E-Mail
Todd Sperry	Vice President/CFO	850-544-2822	tsperry@oliversperryrenovation.com
Bill Oliver	President	850-510-4524	boliver@oliversperryrenovation.com
Tiffany Hunter	Director of Communications	727-692-0013	thunter@oliversperryrenovation.com
Daniel Klaers	Estimator	321-474-6423	dklaers@oliversperryrenovation.com

Present Amount of Bonding Coverage (\$):	Has your application for surety bond ever been declined? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, please provide detailed information on reverse)	During the past 2 years, have you been charged with a failure to meet the claims of your subcontractors or suppliers? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, please provide detailed information on reverse)
--	---	--

THE UNDERSIGNED, A DULY AUTHORIZED OFFICER OR EMPLOYEE, HEREBY CERTIFIES THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND HAS HEREUNTO SET HIS SIGNATURE

THIS 12 DAY OF September 2024

By:  Title: manager

Printed Name and Title: Elizabeth Tramante, manager

NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with Leon County Government, Leon County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action it may take with respect to this Proposal.
2. The undersigned is authorized to make this Affidavit on behalf of,
OliverSperry Renovation & Construction Inc.
(Name of Corporation, Partnership, Individual, etc.)
 - a General Contractor, formed under the laws of Florida
(Type of Business) (State or Province)of which he/she is Partner
(Sole Owner, partner, president, etc.)
3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Leon County, Florida is directly interested therein.
4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

Todd Sperry

AFFIANT'S NAME

Vice President/CFO

AFFIANT'S TITLE

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this 12 Day of Sept, 2024

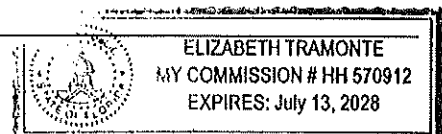
Personally Known ✓ Or Produced Identification

Type of Identification

[Signature]
NOTARY PUBLIC

(Print, Type or Stamp Commissioned Name of Notary Public)

My Commission Expires: _____



**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, And OTHER
RESPONSIBILITY MATTERS PRIMARY COVERED TRANSACTIONS**

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b) Have not within a three-year period preceding this been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of these offenses enumerated in paragraph (1)(b) of this certification; and
 - d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.
- 3) No subcontract will be issued for this project to any party which is debarred or suspended from eligibility to receive federally funded contracts.



Signature

Vice President/CFO

Title

OliverSperry Renovation & Construction Inc.

Contractor/Firm

401 Office Plaza Drive, Tallahassee Florida 32301

Address

LOCAL VENDOR CERTIFICATION

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
- b) Holds any business license required by Leon County (or one of the other local counties), and, if applicable, the City of Tallahassee; and
- c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.

Please complete the following in support of the self-certification.

Failure to provide the information requested will result in denial of certification as a local business.

Business Name: OliverSperry Renovation & Construction Inc.	
Current Local Address: 401 Office Plaza Drive, Tallahassee Florida 32301	Phone: 850-386-6383 Fax: N/A
If the above address has been for less than six months, please provide the prior address.	
Length of time at this address: 14+ years	
Home Office Address:	Phone: Fax:



Signature of Authorized Representative

09-11-2024

Date

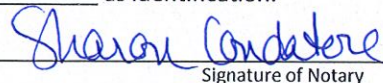
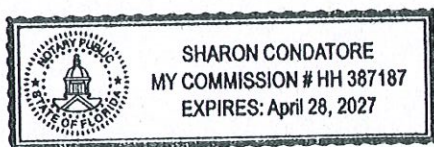
STATE OF

COUNTY OF

FL
Leon

The foregoing instrument was acknowledged before me this 12 day of Sept, 2024
By Todd Sperry of Oliver Sperry Renovation
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a FL Corporation, on behalf of the corporation. He/she is personally known to me
(State or place of incorporation)
or has produced _____ as identification.



Signature of Notary

Print, Type or Stamp Name of Notary

Title or Rank

Serial Number, If Any

EMPLOYMENT ELIGIBILITY VERIFICATION

By providing goods and/or services to the County, the Contractor is obligated to comply with the provisions of Section 448.095, Florida Statutes, "Employment Eligibility." Compliance with Section 448.095, Florida Statutes., includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor affirms and represents that it is registered with the E-Verify system and is using same and will continue to use same as required by Section 448.095, Florida Statutes.



Signature

09-11-2024

Date

FDEM FORM

Certification Regarding
Debarment, Suspension, Ineligibility
And Voluntary Exclusion

Subcontractor Covered Transactions

The prospective subcontractor, Oliver Sperry Renovation + Construction Inc., of the Sub-Recipient certifies, by submission of this document, that neither it, its principals, nor affiliates are presently debarred, suspended, proposed for debarment, declared ineligible, voluntarily excluded, or disqualified from participation in this transaction by any Federal department or agency.

SUBCONTRACTOR

Oliver Sperry Renovation + Construction Inc.

By: [Signature]
Signature

Todd Sperry, VP
Name and Title

401 Office Plaza Dr
Street Address

Tallahassee, FL 32301
City, State, Zip

9/12/24
Date

Leon County
Sub-Recipient's Name

H0904
DEM Contract Number

4399-165-R
FEMA Project Number

EXHIBIT C
ADDITIONAL FEDERAL TERMS AND CONDITIONS

1. DISPUTES/REMEDIES

- a. All disputes arising under or relating to this Agreement shall be resolved in accordance with this Section, except for disputes related to payments and payment disputes, which shall be addressed and resolved in accordance with Leon County Policy 96-1, as amended.
- b. The Parties shall attempt to resolve all disputes that arise under this Agreement in good faith and in accordance with the following procedure:
 - 1) The aggrieved Party shall give written notice to the other Party setting forth the nature of the dispute, date of occurrence (if known), and proposed equitable resolution.
 - 2) Representatives of both Parties shall meet at the earliest opportunity to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of both, they shall report their decision to the Parties in writing.
 - 3) If those representatives are unable to reconcile the dispute, they shall report their impasse to the appropriate County Director and the Contractor's designee, who, at their earliest opportunity, shall meet and attempt to reconcile the dispute.
 - 4) Should the Director and the Contractor's designee fail to resolve the dispute, they shall report their impasse to the County Administrator, or authorized representative, and the Contractor's designee, who, at their earliest opportunity, shall review and attempt to resolve the dispute.
 - 5) If the County Administrator and the Contractor's designee are not able to amicably resolve the dispute within fifteen (15) Business Days after the impasse is reported to them, then either Party can pursue whatever forms of relief that may be available to it under this Agreement, at law, or in equity.

2. EQUAL OPPORTUNITY

During the performance of this contract, the Contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

- c. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.
- d. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- g. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h. The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

3. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

- a. Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such work week.
- b. Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (a) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (a) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (a) of this section.
- c. Withholding for unpaid wages and liquidated damages. Leon County, Florida shall upon its own action

or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b) of this section.

- d. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (a) through (d) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (a) through (d) of this section."

4. COPELAND ANTI-KICKBACK ACT

- a. Contractor. The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- b. Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the Federal Government may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- c. Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12."

5. ACCESS TO RECORDS

- a. The contractor agrees to provide the County, (insert name of grantee), the Federal Government, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- b. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- c. The contractor agrees to provide the County or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract."

6. RETENTION OF RECORDS

The contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case contractor agrees to maintain same until the State of Florida, Leon County Florida, the Comptroller General of the United States, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related to the litigation or settlement of claims."

7. CLEAN AIR ACT

- a. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- b. The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal

government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

- c. The contractor agrees to include these requirements in each subcontract exceeding \$100,000 financed in whole or in part with Federal assistance provided by ARPA.

8. ENERGY EFFICIENCY/CONSERVATION

The contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.”

9. FEDERAL WATER POLLUTION CONTROL ACT

- a. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- b. The contractor agrees to report each violation to the (name of the state agency or local or Indian tribal government) and understands and agrees that the (name of the state agency or local or Indian tribal government) will, in turn, report each violation as required to assure notification to the (name of recipient), Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. The contractor agrees to include these requirements in each subcontract exceeding \$150,000.

10. BYRD ANTI-LOBBYING AMENDMENT, 31 U.S.C. § 1352 (AS AMENDED)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 44 C.F.R. PART 18-CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements (To be submitted with each bid or offer exceeding \$100,000)

11. SUSPENSION AND DEBARMENT

- a. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b. The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not

limited to suspension and/ or debarment.

- d. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

12. PROCUREMENT OF RECOVERED MATERIALS

- a. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA designated items unless the product cannot be acquired –
 - 1) Competitively within a timeframe providing for compliance with the contract performance schedule;
 - 2) Meeting contract performance requirements; or
 - 3) At a reasonable price.
- b. Information about this requirement is available at EPA's Comprehensive Procurement Guidelines web site, <http://www.epa.gov/cpg/>. The list of EPA-designate items is available at <http://www.epa.gov/cpg/products.htm>.

13. COMPLIANCE WITH LOCAL, STATE, AND FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS

The contractor will comply will all applicable local, state, and federal law, regulations, executive orders, policies, procedures, and directives, to include 2 CFR 200.326 and 2 CFR 200, Appendix II, as applicable.

14. NO OBLIGATION BY FEDERAL GOVERNMENT

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

15. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENT OR RELATED ACTS

The contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the contractor's actions pertaining to this contract.

16. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

The Contractor acknowledges that § 200.216 Prohibition on certain telecommunications and video surveillance services or equipment, applies to this contract. The Contractor shall insert the substance of this clause in all subcontracts and other contractual instruments.

17. DOMESTIC PREFERENCES FOR PROCUREMENT (2 C.F.R. § 200.322)

As appropriate and to the greatest extent consistent with law, state and non-state entities should, to the greatest extent practicable under its ARPA award, provide a preference for the purchase of goods, products or materials produced in the United States (including but not limited to iron, aluminum, steel, cement and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. 2 C.F.R. § 200.322 also provides specific definitions for "Produced in the United States" and "manufactured products" that states should review.

18. TEXTING WHEN DRIVING

In accordance with Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving" (10/1/2009) and DOT Order 3902.10 "Text Messaging While Driving" (12/30/2009), the FAA encourages recipients of Federal grant funds to adopt and enforce safety policies that decrease crashes by distracted drivers, including policies to ban text messaging while driving when performing work related to a grant or sub-grant.

In support of this initiative, the County encourages the Contractor to promote policies and initiatives for its employees and other work personnel that decrease crashes by distracted drivers, including policies that ban text messaging while driving motor vehicles while performing work activities associated with the project. The Contractor must include the substance of this clause in all sub-tier contracts exceeding \$3,500 and involve driving a motor vehicle in performance of work activities associated with the project.

19. DAVIS BACON ACT, as amended (40 U.S.C. 3141-3148).

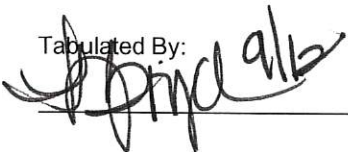
When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination.

LEON COUNTY PURCHASING DIVISION
 BID TABULATION SHEET
 BC-2024-042

Bid Title: LCSO Admin Bldg. Hazard Mitigation
 Opening Date: Thursday, Sept. 12, 2024 at 2:00pm

Item/Vendor	Ames general contractors, Inc.	Diversified Renovations		
Pre-Bid Attendance	✓	✓		
Response Cover Sheet with Signature	✓	✓		
Affidavit Immigration	✓	✓		
Equal Opportunity and Affirmative Action	✓	✓		
Identical Tie Bids	✓	✓		
Contractor's Business Information/Applicable Licenses/Registrations	✓	✓		
Non-Collusion Affidavit	✓	✓		
Certification/Debarment	✓	✓		
Local Vendor Certification	✓	✓		
E-Verify	✓	✓		
HIDEN Form	✓	✓		
Bid Bond	✓	✓		
Bid Price	\$1,888,742.00	\$1,258,663.00		

Tabulated By:

 9/12

 9/12/24

**Leon County
Board of County Commissioners**

Notes for Agenda Item #17

Leon County Board of County Commissioners

Agenda Item #17

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: End-of-Year Status Report on the Fiscal Year 2024 Commissioner Discussion Items

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator
Lead Staff / Project Team:	Lisa Davis, Agenda Coordinator

Statement of Issue:

This item seeks Board acceptance of the end-of-year status report on the Fiscal Year 2024 Commissioner discussion items that have requested staff follow-up during the Comments/Discussion Items portion of the Boards' regular meetings.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the End-of-Year Status Report on the Fiscal Year 2024 Commissioner Discussion Items (Attachment #1).

Report and Discussion

Background:

This item seeks Board acceptance of the end-of-year status report on the Fiscal Year (FY) 2024 Commissioner discussion items. At each regularly scheduled Board meeting under Commissioners' Discussion time, Commissioners have the opportunity to make requests and/or inquiries of staff. If staff action is requested, Board approval is required. The County Administrator, as well as the County Attorney, then make staff assignments of approved requests by the Board. The status of such items is then tracked by Administration and reported to the Board semiannually (mid-year and end-of-year). The County Administrator utilizes the status report year-round as a management tool to ensure the appropriate actions are taken in response to Board direction.

Analysis:

For FY 2024, other than Proclamations, a total of 67 items were generated as a result of Commissioner discussion. Four (4) of those 67 items were derived from discussion at the January 22, 2024 Board Retreat, one (1) was derived from the October 24, 2023 Special Meeting, and the remaining 62 items were the result of Board action during regular Board meetings (Attachment #1).

As reflected in Attachment #1, the agenda items are categorized by status with those recorded as "Done" having been completed in entirety; "In Progress" for agenda items that are currently underway; and "Ongoing" for agenda items that are anticipated to be completed and brought back at a later date. An example of an "Ongoing" discussion item would be the status report requested one year after the conclusion of the Lake Munson drawdown which will be completed and brought back in May of 2025. Of the 67 items generated in FY 2024, 57 items are "Done", seven (7) items are "In Progress", and three (3) items are "Ongoing". Additionally, of the three (3) items carried over from previous fiscal years, two (2) are "Done", and one (1) is "Ongoing".

Options:

1. Accept the End-of-Year Status Report on the Fiscal Year 2024 Commissioner Discussion Items (Attachment #1).
2. Do not accept the End-of-Year Status Report on the Fiscal Year 2024 Commissioner Discussion Items.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. End-of-Year Status Report on the FY 2024 Commissioner Discussion Items

FY 2023/2024
Commissioner Discussion Items Status Report
October 1, 2023 – September 30, 2024

Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Oct. 12, 2021	Dozier	Requested an agenda item on the Basin Plans once the FDEP finalizes and adopts the new statewide stormwater standards, including engaging an outside consultant.	Public Works Brent Pell / Anna Padilla	<u>Ongoing</u> <i>Staff anticipates providing an update to the Board in the Fall of 2025 on the vulnerability assessment process coupled with the County's Water Quality Monitoring Program data which are used to guide the Basin Management Plan Updates.</i>
Feb. 21, 2023	Jan. 23 Retreat	Directed staff to present an agenda item for the Board's consideration to conduct an updated market study to enhance the County's competitiveness in the area of sports tourism.	Admin / Tourism Ben Pingree / Mathieu Cavell / Kerri Post	Done <i>Status Report provided as Agenda Item #25 on October 10, 2023. Blueprint IA Board adopted the Fairgrounds Master Plan at its February 29, 2024 meeting-Agenda Item #5, which included the master plan and Multipurpose Sports Facility Study.</i>
Sept. 12, 2023	Caban	Requested an agenda item providing an analysis on all crimes reported in Leon County with a focus on 32304 crime data, include a comparison of crime rates in like-sized counties, and provide immediate solutions to combat crime and nuisance activity in the Pensacola Street area	Admin Shington Lamy	Done <i>Agenda Item #25 on September 17, 2024.</i>
Oct. 10, 2023	Maddox	Requested an agenda item with a status report on the voluntary and involuntary annexation process for the Board's November 14, 2023 meeting.	County Attorney Chasity O'Steen	Done <i>Agenda Item #20 on November 14, 2023.</i>
	Caban	Requested 1) an agenda item providing an overview on the Blueprint Intergovernmental Agency's organizational structure and governance for the Board's November meeting, 2) invite the City Commission to a joint workshop on Blueprint's organizational and governance structure, and 3) direct the County Attorney to provide an analysis of the current structure, governance, and substantial amendment process for the joint workshop.	Admin / PLACE / County Attorney Ben Pingree / Artie White / Chasity O'Steen	Done <i>Agenda Item #24 on November 14, 2023.</i>
	Minor	Approved adding a Legislative Priority to the County's 2024 Legislative Priority List for the appropriation request of \$950,000 for the Florida African American Heritage Preservation Network.	Admin Nicki Paden	Done <i>Added to Legislative Priorities and included in the 2024 Legislative Priorities Workshop held October 24, 2023.</i>

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Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Oct. 10, 2023 (cont.)	Proctor	Requested the County to notify and request the City remove bushes that impede sight at the intersection of Bragg Dr. and S. Adams St.	Public Works Brent Pell	Done <i>On October 17, 2023, staff conveyed the request to the City and they advised that the request was completed the same week.</i>
	Proctor	Requested an agenda item regarding the removal of brush and ensuring clear sightlines at intersections.	Public Works Brent Pell	Done <i>Agenda Item #16 on February 20, 2024.</i>
Oct. 24, 2023 Special Mtg.	Cummings	Added opposition to the consolidation of the Florida judicial circuits as a legislative priority to the County's 2024 Legislative Priorities.	Admin Nicki Paden	Done <i>Agenda Item #3 on November 14, 2023.</i>
Nov. 14, 2023	Proctor	Requested an agenda item with information on the recently released Biden Administration plan to grow radio spectrum access for wireless communication and the potential benefit for wireless broadband in Leon County.	Admin / OEV Ben Pingree / Keith Bowers	Done <i>Agenda Item #17 on February 20, 2024.</i>
	Proctor	Requested an agenda item exploring strategies for properties inside the Urban Services Area (USA) near the TP Smith Water Reclamation Facility to receive sewer services.	PLACE / Public Works / County Attorney Ben Pingree / Artie White / Brent Pell / Anna Padilla	Done <i>Agenda Item #20 on February 20, 2024.</i>
	Minor	Approved a letter of support for the City's applications for a foreign trade zone designation at the Tallahassee Airport.	Admin Nicki Paden	Done <i>County Administrator sent a letter to the US Foreign Trade Zones Board on November 21, 2023.</i>
	O'Keefe	Requested information back from staff on the Waste Pro issue previously reported in the Clifford Hill Homeowners Association.	ORS Maggie Theriot	Done <i>County Administrator sent an informational email to the Board on November 21, 2023.</i>
	Proctor	Provided a letter regarding the Leon County Detention Center to the County Attorney for follow-up.	County Attorney Chasity O'Steen	Done <i>County Attorney sent a letter to the Office of the State Attorney.</i>
Dec. 12, 2023	Maddox	Approved a \$5,000 sponsorship for DEMP Week events from General Fund Contingency and the associated Budget Amendment	OMB Scott Ross / Roshaunda Bradley	Done <i>Payment request processed on Dec. 14, 2023.</i>

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Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Dec. 12, 2023 (cont.)	Maddox	Requested plans for a 2023 Champions Celebration as part of the 2024 Bicentennial update at the Board's January 22, 2024 Retreat	CMR / Tourism Matt Cavell / Kerri Post	Done <i>Information was including in the Board's January 2024 Retreat agenda. A Champions Celebration followed the FAMU MLK Convocation on January 12, 2024, and on January 15th, both FSU and FAMU participated in the City's MLK Day Community Celebration parade and program at Cascades Park.</i>
Jan. 23, 2024	Jan. 22, 2024 Retreat	Consider a millage reduction to reduce the cost of living in light of economic conditions during the Budget Process.	Admin / OMB Ken Morris / Roshaunda Bradley	Done <i>Budget discussion item #1 for April 23, 2024.</i>
	Jan. 22, 2024 Retreat	Explore a 90-10 split in the employer contribution for the County's healthcare plan during the Budget Process.	OMB / HR Roshaunda Bradley / HR	Done <i>Budget discussion item #5 for April 23, 2024.</i>
	Jan. 22, 2024 Retreat	Requested a status report on the County's Comprehensive Plan Policy (Policy No. 2.1.9) regarding family heir subdivision standards and development rights.	DSEM / PLACE Barry Wilcox / Artie White	Done <i>Agenda Item #14 on May 14, 2024.</i>
	Jan. 22, 2024 Retreat	Approved a Resolution to acknowledge and apologize for the history of racism and slavery in Leon County including any historical role the County may have perpetuated related to racial inequity or bias.	Admin Miranda Hernandez	Done <i>Agenda Item #18 on February 20, 2024.</i>
	Maddox	Schedule a Workshop on the Purchasing Policy Revisions and include an analysis of MSWBE expenditures below the \$250,000 threshold	Admin / OFS / PURCH Ken Morris / Roshaunda Bradley / Melanie Hooley	Done <i>Agenda Item #7 on February 20, 2024. Workshop scheduled for May 28, 2024. Workshop cancelled due to post-storm recovery.</i> <i>Agenda Item #6 on June 11, 2024. Workshop was rescheduled for September 24, 2024.</i>
	Welch	Directed staff to continue to work with the CSC and City to develop a proposal to replicate and fund the CHSP process for children's services through the CSC for FY 2027	Admin / HSCP Shington Lamy / Abby Sanders	<u>Ongoing</u> <i>An update will be provided to the Board in the Spring of 2025.</i>

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Jan. 23, 2024 (cont.)	Welch	1) Approved a \$15,000 sponsorship of the Teaching Our Own History Taskforce symposium being held February 26-27, 2024, from the General Fund Contingency, and approval of the associated Budget Amendment; and 2) Bring back an agenda item for Board consideration that would require future funding requests greater than \$2,500 from General Fund Contingency to be accompanied by an agenda item.	OMB Roshaunda Bradley	1) Done <i>The sponsorship payment was made on February 9, 2024.</i> 2) Done <i>Agenda Item #7 on April 9, 2024.</i>
	Minor	Requested an agenda item to consider accelerating the County's Electric Vehicle (EV) goal of 30% of the light duty vehicle fleet by 2030.	ORS Maggie Theriot / Elizabeth Urquiola	Done <i>Budget discussion item #3 for April 23, 2024.</i>
	Minor	Requested an agenda item to review and update the County's Sustainability Event Guidelines including potential use for the upcoming 2026 World Cross Country Championships at Apalachee Regional Park.	ORS Maggie Theriot / Kate Lovett	<u><i>In Progress</i></u> <i>Staff anticipates an agenda item for the Board's November 19, 2024 Meeting.</i>
	O'Keefe	Requested an agenda item to consider updating the County's parental leave policy including the input from the CSWG on recommended best practices.	HR / OMB Candice Wilson / Roshaunda Bradley	Done <i>Budget discussion item #4 for April 23, 2024.</i>
	Proctor	Requested an update on the installation of street lights on Crawfordville Road, inside the Urban Services Area (USA), from the Wilson Green neighborhood south to Publix.	Public Works Brent Pell	Done <i>County Administrator provided the Board with an email on January 25, 2024</i>
	Proctor	Requested an agenda item providing an update on the Community Reinvestment Act.	PLACE / OEV/ OMB Artie White / Keith Bowers / Roshaunda Bradley	Done <i>Agenda Item #12 on April 9, 2024.</i>
	Proctor	Requested an agenda item providing a status report on additional sewer service inside the Urban Services Area.	PLACE / Planning Artie White / Laurel Harbin	Done <i>Agenda Item #20 on February 20, 2024.</i>
	Proctor	Requested the County's Debt Service Schedule will be provided to the Board in the upcoming Budget process.	OMB Roshaunda Bradley	Done <i>Budget discussion item #1 for April 23, 2024.</i>

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Feb. 20, 2024	Proctor	Requested the Resolution apologizing for the history of slavery and racism in Leon County be widely disseminated in the community including in the newspaper, via the County's Comcast channel, inclusion in the FAMU Meek-Eaton Black archives, and the R.A. Gray State Library and Archives.	CMR Matt Cavell / Kiana Gilley	Done <i>CMR reached out to the FAMU Meek-Eaton Black Archives and the R.A. Gray State Library and Archives for inclusion and display of the resolution. The FAMU Meek-Eaton Black Archives informed the County that they would preserve and display the resolution, and CMR will package a printed resolution to present to the Black Archives. The R.A. Gray State Library and Archives informed the County that the resolution would be more appropriately preserved on the local level and could not offer display as a condition of donation. Newspaper is complete (part of County Link). Comcast is complete too.</i>
	Agenda Item #26	County Attorney's Office identified potential conflicts with the Peddlers Ordinance, which is codified in Chapter 11, Article VI of the Leon County Code, with both the adopted prohibition of solicitation on private property Ordinance and the U.S. Constitution. As a result, an agenda item will be brought back to for consideration whether to repeal the Peddler Ordinance.	Admin Miranda Hernandez	Done <i>Agenda Item #3 on March 19, 2024 requested public hearing for April 9, 2024.</i> <i>Agenda Item #18 on April 9, 2024.</i>
	Proctor	Requested the scheduling of a workshop on the Southside Action Plan including an update on the Banking Community Reinvestment Act for May 28, 2024. (CRA item previously requested on Jan. 23, 2024)	PLACE / OEV/ OMB Artie White / Keith Bowers / Roshaunda Bradley	Done <i>Workshop on the Southside Action Plan was scheduled for May 28, 2024. Cancelled due to post-storm recovery. Agenda Item #17 on June 11, 2024. Workshop was rescheduled for September 24, 2024.</i> <i>Update on the Community Reinvestment Act provided in Agenda Item#12 on April 9, 2024.</i>
March 19, 2024	Maddox / Proctor	Requested an agenda item with recommendations for a suitable location for renaming a street in honor of President Barack Obama.	Admin / DSEM / Public Works Nawfal Ezzagaghi / Barry Wilcox / Brent Pell/	Done <i>Agenda Item #26 on September 17, 2024. The item was tabled.</i>
	Cummings / O'Keefe	Requested an agenda item on the renaming of Courtroom 3A in honor of Judge James Hankinson.	Admin / ORS Ben Pingree / Maggie Theriot	Done <i>Agenda Item# 14 on April 9, 2024</i>

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Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
March 19, 2024 (cont.)	Cummings	Requested staff address the fiscal impact of a 5% raise for county employees at the Board's Budget Workshop.	OMB Roshaunda Bradley	Done <i>Budget discussion item #1 for April 23, 2024.</i>
	Proctor	Requested staff identify appropriate locations around FAMU's campus for the placement of signage recognizing the FAMU football team as 2023 National Champions.	Public Works / CMR Nawfal Ezzagaghi / Brent Pell/ Matt Cavell	<u>In Progress</u> <i>The County collaborated with FAMU to design a roadway sign. FAMU leadership has approved the design and structure of the sign. FAMU Facilities has designated three locations on campus for the signs to be displayed. Signs are scheduled for installation in late October 2024.</i>
	Proctor	Requested an agenda item to establish a protocol to amplify Public Service Announcements for missing children and adults.	IDA Wanda Hunter / Teresa Broxton	Done <i>Agenda Item #10 on June 11, 2024.</i>
April 9, 2024	Caban	Requested staff provide a status report in May 2025, one year after the conclusion of the Lake Munson drawdown.	Public Works Brent Pell / Anna Padilla	<u>Ongoing</u> <i>An agenda item will be prepared for the Board's May 2025 Meeting.</i>
	Minor	Requested the Board be provided with information materials on the code complaint process, code compliance regulation information and covenant creation options to be shared with constituents.	DSEM / CMR Barry Wilcox / Emma Smith / Kianna Gilley	Done <i>An email was provided to the Board on May 7, 2024 from Mathieu Cavell with an informational handout attached.</i>
	O'Keefe	Requested an agenda item to consider adding a member qualification to the County's Affordable Housing Advisory Committee for someone who has received rental assistance or experienced an eviction.	Admin / HSCP Shington Lamy / Jelani Marks	Done <i>Agenda Item #9 on June 11, 2024.</i>
	Welch	Requested an agenda item to consider an ordinance that allows for the use of golf carts on County roadways in retirement communities including Dempsey Mayo Road for residents of the Westminster Oaks retirement community.	Public Works / County Attorney Brent Pell / Chasity O'Steen	<u>In Progress</u> <i>Staff anticipates an agenda item for the Board's November 19, 2024 Meeting.</i>
May 14, 2024	Proctor	Directed staff to conduct a 6-month outreach campaign to promote the benefits of the Comprehensive Plan Land Use Policy 2.1.9 Family Heir	DSEM / CMR Barry Wilcox / Mathieu Cavell / Kianna Gilley	<u>In Progress</u> <i>The Campaign began in July and is ongoing through December. It includes print and digital promotion.</i>

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Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
May 14, 2024 (cont.)	Caban	Directed the County Administrator to allocate \$1 million from the catastrophe fund for a microgrant program for residents and business in unincorporated Leon County	Emergency Management / HSCP Mathieu Cavell / Kevin Peters / Shington Lamy / Abby Sanders	Done <i>Agenda Item #15 on June 11, 2024.</i>
	Caban	Requested community outreach in the rural communities for resources and recovery from the May 10th tornadoes, and suggested service providers come out to the Community Centers to accommodate citizens who lack transportation.	Emergency Management / HSCP Mathieu Cavell / Kevin Peters / Shington Lamy / Abby Sanders	Done <i>Agenda Item #17 on July 9, 2024.</i>
	Caban	Directed staff to provide a General Business agenda item on the private road assistance policy.	Admin / Public Works Ben Pingree / Brent Pell	Done <i>Agenda Item #18 on July 9, 2024.</i>
	Minor	Directed staff, in consultation with the County Attorney's Office, to authorize existing COCA grant funding supported by TDT revenues to be redirected for disaster relief expenses, if allowable.	Tourism / County Attorney Kerri Post / Chasity O'Steen	Done <i>County Attorney's Office and Tourism staff coordinated with COCA on the options of funding for disaster relief expenses. COCA grants allowed to be amended to cover certain recovery costs, but no grantees have requested such amendments as of June 10, 2024.</i>
	Proctor	Directed staff to provide an agenda item on the \$6,000 funding request from the Henry Hill Foundation Inc. for its Emancipation Day celebration event	OMB Roshaunda Bradley / Brandy Furbee	Done <i>Agenda Item #18 on June 11, 2024.</i>
	Proctor	Directed staff to provide an agenda item to consider a \$1,000 sponsorship request for the 100 Black Men of Tallahassee event	OMB Roshaunda Bradley / Brandy Furbee	Done <i>Agenda Item #18 on June 11, 2024.</i>
	O'Keefe	Directed staff to provide an agenda item on creating a Miccosukee Greenway Canopy Road Protection Corridor that would include roadway design standards for the access easements associated with the Greenway property.	Admin / PLACE / Public Works Ben Pingree / Artie White / Brent Pell	Done <i>Agenda Item #19 on July 9, 2024.</i>

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June 11, 2024	Maddox	Directed staff to provide an agenda item on expenditures from the Cat fund, an update on citizens that have been displaced due to the tornadoes, and recommendations for criteria and guidelines for future microgrant programs.	Admin / Emergency Management / OMB Shington Lamy / Matt Cavell / Kevin Peters / Roshaunda Bradley	Done <i>Agenda Item #17 on July 9, 2024.</i>
	Cummings	Directed staff to coordinate with the public speaker regarding complaints of ditches and retention ponds not being maintained and causing flooding in neighborhoods.	Public Works Brent Pell	Done <i>PW staff have completed this follow-up per Brent Pell on July 15, 2024.</i>
July 9, 2024	Maddox	Directed staff to provide a status report at the September 17, 2024 Regular Meeting, on the Interlocal Agreements with the City of Tallahassee for the provision of sewer services, including the rates and fees charged by the City in the unincorporated areas and the collection methods.	County Attorney / Admin / Public Works Chasity O'Steen / Nawfal Ezzagaghi / Brent Pell	Done <i>Agenda Item #21 on September 17, 2024.</i>
	Maddox	Requested an agenda item to discuss an ordinance restricting the sale of animals (dogs, cats, rabbits) by pet stores in Leon County.	Admin / Animal Control Shington Lamy / Cara Aldridge	Done <i>Agenda Item #22 on October 8, 2024.</i>
	Maddox	Requested an agenda item to discuss transitional housing funding opportunities, best practices among other local governments, and options to help address homelessness in Leon County.	Admin / Health and Human Services Shington Lamy / Abigail Thomas	<u><i>In Progress</i></u> <i>Staff anticipates an agenda item for the Board's December 10, 2024 Meeting.</i>
	O'Keefe	Requested a staff report on overall railroad safety in Leon County to include the number of railroad crossings that do not have any vehicle warning indicators.	Admin / Public Works Nawfal Ezzagaghi / Brent Pell	Done <i>Agenda Item #20 on October 8, 2024.</i>
	Minor	Requested staff assess the railroad crossing at Mission Road and Tharpe Street to determine if repairs are needed due to erosion of road materials around the track causing metal to be exposed.	Public Works Brent Pell	Done <i>Agenda Item #16 on September 17, 2024.</i>

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Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
July 9, 2024 (cont.)	Caban	Requested a General Business agenda item to discuss an ordinance related to illegal dumping. Include in the item details of Leon County jurisdiction on State and Federal properties (Apalachicola National Forest and Lake Talquin State Forest).	Admin / DSEM Nawfal Ezzagaghi / Barry Wilcox	<u><i>In Progress</i></u> <i>Staff are coordinating with State/Federal partners and stakeholders. Staff anticipates an agenda item for the Board's December 10, 2024 Meeting.</i>
	Caban	Requested information on why the Board is required to request permission to utilize office budget funding for travel.	Admin Ken Morris / Lisa Davis	Done <i>Agenda Item #3 on September 17, 2024.</i>
	Proctor	Requested the NAACP National Convention be added back to the Commission Calendar.	Admin Lisa Davis	Done <i>Agenda Item #3 on September 17, 2024.</i>
	Proctor	Requested a staff report on the schedule of fees for tow truck services in Leon County.	Admin Ken Morris / Miranda Hernandez	Done <i>Agenda Item #18 on October 8, 2024.</i>
	Proctor	Requested agenda item at the September 17, 2024 Regular Meeting, to discuss support funding for the local chapter of Omega Psi Phi who is hosting the Statewide Meeting in Orlando, Florida.	Admin / OMB Ken Morris / Roshaunda Bradley	Done <i>Requestor withdrew their request for funds from the Board and resubmitted the request to the County, Division of Tourism. This was fulfilled on August 29, 2024.</i>
	Cummings	Directed staff to coordinate with the speaker regarding concerns of conflicting information between the City and the County regarding her Non-Ad Valorem Fire Assessment payments.	OMB Roshaunda Bradley	Done <i>OMB Director met with the speaker immediately following the meeting and addressed all concerns.</i>
Sept. 17, 2024	Caban	Requested an agenda item with all the possible options for improvements to include a potential master plan for the Pensacola Street Corridor and North Monroe Street.	Admin / Planning Nawfal Ezzagaghi / Artie White	<u><i>Ongoing</i></u> <i>An update will be provided to the Board in the Spring of 2025.</i>
	Caban	Requested an agenda item on Leon County's state lobbying services and an option to issue an RFP for additional lobbying services specifically focused on securing state funds.	Admin Nicki Paden	Done <i>The requested information will be included in the materials for the Workshop on the 2025 State and Federal Legislative Priorities to be held on October 22, 2024.</i>
	Maddox	Requested an email update on Century Link broadband service in the Miccosukee community on behalf of a constituent.	Admin / PLACE / OEV Nawfal Ezzagaghi / Artie White / Keith Bowers	Done <i>County Administrator provided an email to Commissioner Maddox on Tuesday, September 24, 2024.</i>

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Meeting Date	Commissioner	Discussion Item	Staff Assigned	Status
Sept. 17, 2024 (cont.)	O'Keefe	Requested an agenda item to consider renaming North Calhoun Street after Reverend R.N. Gooden.	Admin / DSEM Nawfal Ezzagaghi / Barry Wilcox	<u><i>In Progress</i></u> <i>An agenda item will be provided for the Board's December 10, 2024 Meeting.</i>
	O'Keefe	Requested the County Administrator contact the City Manager to offer County assistance to help maintain shelter capacity for animals during the Animal Service Center renovations, and bring an agenda item for Board consideration.	Admin / Animal Control Shington Lamy / Chad Abrams / Cara Aldridge	Done <i>Email sent from the County Administrator to the City Manager on 9/18/24.</i> <i>Agenda Item #22 on October 8, 2024.</i>
	Proctor	Requested approval of funding to sponsor a table at the NAACP Freedom Fund banquet.	OMB Roshaunda Bradley	Done <i>Funding is already included in the budget to sponsor a table at the event.</i>

Leon County
Board of County Commissioners
Notes for Agenda Item #18

Leon County Board of County Commissioners

Agenda Item #18

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on Leon County's Fee Schedule for Towing Services

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator
Lead Staff / Project Team:	Nicki Paden, Assistant to the County Administrator for Legislative and Strategic Initiatives Miranda Hernandez, Management Analyst Cameron Williams, Management Intern

Statement of Issue:

As requested at the July 9, 2024 meeting, this item provides a status report on Leon County's Towing Ordinance (Ordinance No. 15-12), including the fee schedule for towing services in Leon County, and seeks direction to bring back revisions to the County's Towing Ordinance for the Board's consideration. The analysis supports increasing the fee schedule for towing services to align more closely with the rates adopted by the City of Tallahassee and like-sized counties. A draft Ordinance and request to schedule a public hearing would be brought back to the Board at a future meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on Leon County's fee schedule for towing services and direct staff to bring back an agenda item with proposed revisions to the County's Towing Ordinance.

Report and Discussion

Background:

On July 9, 2024, the Board requested a status report on the fee schedule for towing services in Leon County. This item provides a status report on the County's Towing Ordinance, including an overview of the County's current fee schedule for towing services, as well as an analysis of HB 179, as passed during the 2024 Legislative Session, which amended state regulations regarding towing services. This item also seeks direction for staff to prepare revisions to the Towing Ordinance for the Board's consideration prior to scheduling a public hearing. The analysis supports increasing the fee schedule for towing services to align more closely with the rates adopted by the City of Tallahassee and like-sized counties.

Chapters 713 and 754, Florida Statutes (F.S.), establish minimum standards for recovering, towing, or storing vehicles, and authorizes county governments to establish additional regulations for towing services. In addition, under Section 125.0103, F.S., county governments are required to establish maximum rates for towing companies to charge for "trespass towing", which is the removal of vehicles illegally or improperly parked on private property, and "rotation towing", which is the removal of wrecked or disabled vehicles.

On June 28, 2005, the Board adopted Ordinance No. 05-20, establishing rules and regulations for towing services ("Towing Ordinance"), which was codified in Chapter 11, Article IX of the Leon County Code of Laws. The County's Towing Ordinance seeks to promote fair and transparent towing practices, protect the rights of vehicle owners and consumers, and ensure that towing services operate in compliance with local laws and regulations.

Over the years, the County's Towing Ordinance has been reviewed and amended by the Board to reflect changes in the towing industry and to address emerging concerns. Such amendments have been made to reflect the most recent vehicle safety requirements and fee schedule updates; clarify and / or strengthen existing sections; and establish authority and guidelines for the Leon County Sheriff's Office related to the registration and review of towing operators. The County's Towing Ordinance was last amended by the Board in September of 2015 to update the criminal history screening requirement for drivers in accordance with Florida Statutes (Attachment #1). However, the fee schedule in the Ordinance was last updated in November 2013. Should the Board wish to modify the County's Towing Ordinance, a public hearing would be scheduled to consider amending the County's Code of Ordinances.

On March 22, 2024, the Governor approved HB 179, which requires counties to publish maximum towing and storage rates on their websites as well as establish a complaint resolution process regarding fees charged in excess of such rates (Attachment #2). The bill also clarifies provisions related to already-established fees that a towing operator may charge, including administrative fees that may be remitted to counties. Leon County does not currently charge any administrative fees related to towing.

Analysis:

Leon County's Towing Ordinance establishes general rules and regulations for all towing service operators, as well as specific provisions and the maximum rates for trespass towing and rotation towing. The following provides an overview of the County's Towing Ordinance, including an analysis of HB 179, which requires counties to publish maximum towing and storage rates on their websites as well as establish a complaint resolution process regarding fees charged in excess of such rates.

General Provisions of the County's Towing Ordinance

Florida Statutes requires counties to set maximum towing rates. As such, Leon County adopted an Ordinance in 2005 establishing maximum fees pursuant to statutory requirement. Florida Statutes also stipulate that county rates do not apply within a municipality if the municipality chooses to establish its own maximum towing rates. The City of Tallahassee has adopted their own towing ordinance for towing activities within city limits. Therefore, Leon County's ordinance only regulates towing activities in the unincorporated areas of the County. The County's Towing Ordinance authorizes the Leon County Sheriff's Office (LCSO), or designee, to adopt rules and regulations for the implementation and administration of the Ordinance. As authorized, LCSO has established a registration process for all towing establishments operating in unincorporated Leon County to complete, in order to receive an operating permit upon review and approval by LCSO. As part of this process, all owners, towing wrecker operators, and towing service vehicles must be registered with LCSO prior to conducting towing services in unincorporated Leon County. This process ensures that towing operators have the necessary credentials and insurance coverage for operating a towing establishment. LCSO also requires all owners or operators of towing establishments to obtain a wrecker operator's identification card prior to conducting any towing services. As part of the application process, LCSO conducts background checks and driver's license history checks of applicants, along with safety inspections of towing vehicles.

The County's Towing Ordinance outlines requirements for storage of towed vehicles, prohibitions, and other safety provisions to ensure a standard of reasonable care for vehicle owners. The Ordinance outlines storage area requirements for facilities used by towing operators to house towed vehicles, such as the required use of secure locks, sufficient illumination for lighting, and annual inspection of storage areas by LCSO. The Ordinance also outlines prohibitions to promote fair and transparent towing practices and protect the rights of vehicle owners and consumers. These prohibited practices include "crabbing", a situation when a towed vehicle is not traveling in a straight line behind the wrecker and is taking up portions of the roadway, "dragging", when a vehicle is moved prior to being fully and safely hooked up to a wrecker with dollies and safety straps, and operating a wrecker without maintaining the required minimum insurance coverage, among others.

To ensure that towing services operate in compliance with local laws and regulations, the Ordinance establishes penalties and fines for violation of the Ordinance provisions. Penalties include fines, liability for any damage resulting from towing services, and the revocation of towing privileges. The Ordinance authorizes LCSO to enforce and determine penalties to be imposed for violation of the Ordinance provisions. Upon determination by LCSO that a violation has occurred,

the Ordinance provides for a due process hearing to be conducted by the LCSO's Legal Office prior to revocation of towing privileges.

Trespass Towing

Section 125.0103, F.S., requires county governments to establish maximum rates for towing companies to charge for trespass and rotation towing services. However, a municipality within the county may choose to enact an ordinance establishing the maximum towing rates within the municipal boundaries. As defined in the County's Towing Ordinance, trespass towing is the removal of vehicles illegally or improperly parked on private property. The County's maximum fees charged for towing vehicles parked on private property, as established under the County's Towing Ordinance, are provided in Table #1. The County's maximum towing rates were most recently updated in 2013, and are significantly lower than like-sized jurisdictions and the City of Tallahassee. A comprehensive table of comparative rates is included as Attachment #3.

Table #1: Maximum Rates for Trespass Towing Services

Trespass Towing Service	Leon County Maximum Rate*	City of Tallahassee	Like-Sized Counties (Avg.)
Removal of a Class A vehicle	\$88	\$130	\$139
Removal of a Class B vehicle	\$145	\$240	\$252
Removal of a Class C vehicle	\$300	\$400	\$436
Removal of a Class D vehicle	\$400	-	\$537
Storage Fee (after first 24 hours)	\$25/Day	\$25/Day	\$28.20 – \$65.42/Day

**Removal rates based on the gross vehicle weight*

The County's Towing Ordinance outlines required prerequisites that must be fulfilled prior to the towing of vehicles illegally or improperly parked on private property. Private property owners may request that an illegally or improperly parked vehicle be towed from their property at any time of the day so long as that property has signs posted to indicate that unauthorized vehicles will be towed "24 hours per day". Private property owners may also elect to authorize the towing establishment to remove illegally or improperly parked vehicles, without express instruction from the private property owner, between midnight and 7:00 a.m. Similarly, the County's Towing Ordinance requires signage to be posted with towing notice. Property owners must obtain approval by LCSO prior to posting such towing signage. In addition, the County's Towing Ordinance requires that private property owners and the towing establishment have a written agreement for trespass towing services executed and in place at least 24 hours prior to the towing of any vehicle off the private property. The agreement must be submitted to LCSO for approval and include specific provisions including the authorized days/times for trespass towing, the fees to be paid, etc.

Rotation Towing

The Sheriff, or designee, is authorized by Florida Statutes to establish a rotation wrecker towing system utilizing qualified towing wrecker operators for the removal and storage of wrecked, abandoned, or disabled vehicles, when the owner or operator of the vehicle leaves the procurement

of a towing service to the investigating law enforcement officer. As defined in the County's Towing Ordinance, rotation towing is a system whereby a group of towing establishments have agreed to rotate answering calls for towing and storage services when requested by a law enforcement agency at the scene of an accident or an abandoned or disabled vehicle. In 2013, the City of Tallahassee amended their towing ordinance to remove all references to rotation towing services, thereby permitting this service to be regulated solely by the County. The County's Towing Ordinance establishes the maximums fees charged for towing wrecked or disabled vehicles as listed in Table #2.

Table #2: Maximum Rates for Rotation Towing Services

<i>Rotation Towing Service</i>	<i>Leon County Maximum Rate*</i>	<i>Like-Sized Counties (Average)</i>
Removal of a Class A vehicle	\$110 – \$140	\$143
Removal of a Class B vehicle	\$140 – \$170	\$275
Removal of a Class C vehicle	\$300 – \$400	\$480
Removal of a Class D vehicle	\$400 – \$500	\$588
Storage Fee (after first 24 hours)	\$25 – \$50/Day	\$31 – \$80/Day

**Removal rates range based on day/time services are provided. Additional fees may apply for excess time spent at accident scene, use of additional equipment, etc., as outlined in the County's Ordinance.*

As outlined in the County's Towing Ordinance, LCSO is authorized to establish the rotation wrecker towing system for the removal and storage of wrecked, abandoned, or disabled vehicles, when the owner or operator of the vehicle leaves the procurement of a qualified towing wrecker operator to the investigating law enforcement officer. Under this process, qualified towing establishments that are registered with LCSO are placed on a call list, and contacted in ranking order as the need arises, and then rotated to the bottom of the list. This practice streamlines the removal of vehicles from the road and ensures an equitable distribution of towing opportunities. As part of its FY 2025 budget, the Consolidated Dispatch Agency provides funding for the procurement of new computer software which will enable law enforcement officers to directly request towing services from their department-issued cell phone through a mobile application similar to rideshare applications. The new software will assist law enforcement officers responding to motor vehicle accidents by facilitating the removal of disabled vehicles from the roadway while maintaining the existing towing rotation list. It will also provide for a more accurate and transparent accounting of towing rotations and response times.

In addition to the rates established by the County, as required under Section 125.0103, F.S., a local government may also impose a fee of up to 25% of the maximum towing rate when a vehicle is towed from public property. The administrative fee may be imposed on the registered owner or other legally authorized person in control of a vehicle to be collected by the towing company and remitted to the local government to cover the cost of enforcement, including parking enforcement. Leon County does not currently impose any administrative fees on vehicle tows from public property.

HB 179 (2024)

On March 22, 2024, the Governor approved HB 179, which amended Section 125.0103, F.S., effective July 1, 2024. The bill requires local governments with established maximum towing and storage rates to post such rates on their website. In addition, the legislation requires local governments to establish a process for investigating and resolving complaints regarding fees charged in excess of such rates. Accordingly, the County's towing fee schedule has been published on the Leon County Development Support and Environmental Management webpage. In addition, the LCSO Wrecker Administration contact information has been included on the webpage as the designated entity responsible for conducting investigations of alleged violations of the Leon County Municipal Ordinance and Florida laws governing towing. If a vehicle owner believes that the County Ordinance or a provision of Florida law has been violated in a towing situation, they may file a complaint with LCSO's Wrecker Administrator. Finally, HB 179 clarifies that counties may impose an administrative fee of up to 25% of the maximum towing rate to cover the cost of parking enforcement. This fee would be collected by the towing company and remitted to the county when a vehicle is towed from public property. As previously explained, Leon County does not charge an administrative fee on tows from public property.

Meeting with Tow Truck Representatives

County staff met with the representatives of the 15 towing companies which are currently on LCSO's rotation towing system. Based on their feedback, the anticipated implementation of a mobile application by the Consolidated Dispatch Agency to enhance the rotation system is supported, and given that the fee schedule was last updated in 2013, a new revised ordinance is recommended. The analysis supports increasing the fee schedule for towing services to align more closely with the rates adopted by the City of Tallahassee and like-sized counties. Any changes to the fee schedule ordinance would need to be adopted by the Board via resolution at a public hearing. This item seeks direction to prepare revisions to the Towing Ordinance for the Board's consideration prior to scheduling a public hearing. Staff will continue to work with the towing representatives should the Board wish to update the Ordinance and rate structure.

Options:

1. Accept the status report on Leon County's fee schedule for towing services and direct staff to bring back an agenda item with proposed revisions to the County's Towing Ordinance.
2. Accept the status report on Leon County's fee schedule for towing services and take no further action.
3. Do not accept the status report on Leon County's fee schedule for towing services.
4. Board direction.

Recommendation:

Option #1

Attachments:

1. Leon County Ordinance No. 15-12
2. HB 179 – Towing and Storage
3. Comparison of Maximum Rates for Towing Services

ORDINANCE NO. 15-12

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 11, ARTICLE XIII ENTITLED "TOWING SERVICES" OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA; AMENDING SECTION 11-336, WRECKER OPERATOR'S IDENTIFICATION CARD, RENEWAL; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Chapter 11, Article XIII of the Code of Laws of Leon County regulates and licenses towing establishments and towing wrecker operators in Leon County; and

WHEREAS, Section 125.5801, Florida Statutes, authorizes a county to require, by ordinance, state and national criminal history screening for any private contractor, employee of a private contractor, vendor, repair person, or delivery person who is subject to licensing or regulation by the county; and

WHEREAS, Section 125.5801, Florida Statutes, authorizes a county to require, by ordinance, state and national criminal history screening for any private contractor, employee of a private contractor, vendor, repair person, for-hire chauffeur, or delivery person who has direct contact with individual members of the public; and

WHEREAS, pursuant to Section 125.5801, Florida Statutes, a county is authorized to require, by ordinance, fingerprint-based state and national criminal history record checks through the Florida Department of Law Enforcement and Federal Bureau of Investigation; and

WHEREAS, the Board desires to amend Chapter 11, Article XIII of the Code of Laws of Leon County to comport with Section 125.5801, Florida Statutes; and

WHEREAS, the Board finds and declares that amendments to Chapter 11, Article XIII of the Code of Laws of Leon County are necessary for the security and public safety of persons who utilize towing services in Leon County;

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

Section 1. Chapter 11, Article XIII, Section 11-336 of the Code of Laws of Leon County, Florida, is hereby amended to read as follows:

Sec. 11-336. Wrecker operator's identification card; renewal.

(a) No wrecker owner or operator shall conduct towing services without first having obtained a wrecker operator's identification card from the LCSO. After satisfactory completion of the

required application process, the LCSO shall issue an identification card. Each identification card shall contain the following:

- (1) A photograph of the towing wrecker operator;
- (2) The name of the wrecker service and towing wrecker operator's first and last name; and
- (3) A control number that can be linked ~~back~~ to the driver's personal information.;

If the identification card is lost, damaged, stolen or becomes illegible, the card, shall be replaced by the LCSO.

(b) It shall be a violation of this article for the owner of any towing establishment to permit any person to be employed as a towing wrecker operator within the county unless such person has been granted an identification card to engage in consensual or non-consensual towing by the LCSO. Each identification card shall be valid for one year from date of issuance.

(c) In order to secure a towing wrecker operator identification card, an applicant shall comply with the following and provide such information on a form provided by the LCSO.

- (1) The applicant shall be at least 18 years of age.
- (2) The applicant shall possess a valid Florida driver's license for the class of towing vehicle operated and provide a photocopy to the wrecker administrator.
- (3) The applicant shall provide a copy of his/her medical certification card, if applicable.
- (4) The applicant shall be competent by reason of experience and/or training to safely operate the class of towing vehicle driven. The applicant shall be able to demonstrate his/her ability to safely operate the towing vehicle.
- (5) The applicant shall be insured by the towing establishment's insurance provider.
- (6) The applicant shall not have a prior conviction of the following:
 - a. Any felony conviction within the previous five years from the date of application/renewal if his or her civil rights have not been restored.;
 - b. Any conviction, plea of guilty or nolo contendere, regardless of the adjudication of guilt, within the previous ten years from the date of application/renewal, for a felony or first degree misdemeanor directly related to the business of towing motor vehicles.;
 - c. Any conviction, plea of guilty or nolo contendere, regardless of the adjudication of guilt, within the previous five years, of driving under the influence of alcohol, a controlled substance, or a chemical substance, to the extent that normal faculties are impaired.;~~driving with an unlawful blood alcohol level;~~

- d. Any conviction, plea of guilty or nolo contendere, regardless of the adjudication of guilt, for a violent felony offense, sexual, or lewd and lascivious offense, regardless of the amount of time that has elapsed between the date of the application/renewal and the final disposition of the case.
 - e. Any conviction, plea of guilty or nolo contendere, regardless of the adjudication of guilt, for any felony offense(s) that the sheriff or his or her designee determines to be a threat to the safety and welfare of the public, regardless of the amount of time that has elapsed between the date of application/renewal and the final disposition of the case.
 - f. More than two traffic citations resulting from accidents within the previous three years from the date of application/renewal wherein the driver has been found guilty or pled guilty.
 - g. More than two convictions of first degree misdemeanor traffic crimes, including but not limited to, ~~the following:~~ reckless driving, careless driving and racing, within the previous three years from the date of application/renewal wherein the driver has been found guilty or pled guilty.
 - h. More than three separate incidents involving moving violations in any 12-month period within the previous three years from the date of application/renewal wherein the driver has been found guilty or pled guilty.
 - i. Has been classified as a habitual traffic offender (as defined by Florida Statutes) or as defined by the state where he/she previously resided within the previous five years from the date of application/renewal.
- (7) The applicant shall undergo a background check consisting of:
- a. Fingerprint-based state and national criminal history record checks through the Florida Department of Law Enforcement and Federal Bureau of Investigation in accordance with Section 125.5801, Florida Statutes; and Fingerprinting;
 - b. Driver's license history; ~~and~~
 - c. ~~Criminal history check via the Florida Criminal Information Center/National Criminal Information Computer.~~
- (d) Renewals.
- (1) The wrecker operator's identification card shall be renewed annually for operators who remain with the same towing establishment. Prior to an operator towing with a different towing establishment, the operator shall notify the LCSO towing administrator and obtain a new identification card.
- (2) Towing establishments shall be re-inspected every year.

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 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.

DULY PASSED AND ADOPTED BY the Board of County Commissioners of Leon County, Florida, this 13th day of October, 2015.

LEON COUNTY, FLORIDA



BY: Mary Ann Lindley
MARY ANN LINDLEY, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

ATTESTED BY:
BOB INZER, CLERK OF THE CIRCUIT
COURT AND COMPTROLLER

BY: John Stott, Deputy Clerk
CLERK

APPROVED AS TO FORM:
COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA

BY: Herbert W.A. Thiele
HERBERT W.A. THIELE, ESQ.
COUNTY ATTORNEY

F L O R I D A H O U S E O F R E P R E S E N T A T I V E S

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CS/CS/HB 179, Engrossed 1

2024 Legislature

1
2 An act relating to towing and storage; amending ss.
3 125.0103 and 166.043, F.S.; requiring certain counties
4 and municipalities to publish specified rates on their
5 websites and establish a specified process; providing
6 that rates established by the Division of Florida
7 Highway Patrol apply to certain areas of the state;
8 amending s. 321.051, F.S.; prohibiting the division
9 from excluding certain wrecker operators from the
10 wrecker operator system or failing to designate
11 certain wrecker operators as authorized wrecker
12 operators; providing exceptions; requiring, rather
13 than authorizing, the division to establish certain
14 maximum rates; requiring the Department of Highway
15 Safety and Motor Vehicles to publish such rates on its
16 website and establish a specified process; amending s.
17 323.001, F.S.; requiring an investigating agency or
18 certain other persons to take possession of certain
19 vehicles within a specified timeframe, unless another
20 timeframe is otherwise agreed upon; amending s.
21 713.78, F.S.; providing and reordering definitions;
22 authorizing towing-storage operators to charge certain
23 fees; providing that towing-storage operators have a
24 lien on a vehicle or vessel for such fees; authorizing
25 towing-storage operators to enter, using reasonable

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26 care, a vehicle or vessel for specified purposes;
 27 providing liability under certain circumstances;
 28 revising requirements for law enforcement agencies,
 29 counties, municipalities, and the department relating
 30 to the removal of vehicles or vessels; revising
 31 requirements for notices of lien; revising
 32 requirements for towing-storage operators providing
 33 notice to public agencies of jurisdiction; authorizing
 34 certain persons and entities to initiate judicial
 35 proceedings to determine certain findings; authorizing
 36 certain persons and entities to post, without first
 37 initiating judicial proceedings, a cash or surety bond
 38 for a certain amount to have a vehicle or vessel
 39 released; prohibiting the requirement to initiate
 40 judicial proceedings in order to post such bond and
 41 the requirement to use a particular form; requiring
 42 the clerk of the court to automatically issue a
 43 certificate notifying a towing-storage operator to
 44 release the vehicle or vessel; requiring the party
 45 that posts the bond to give a receipt to the towing-
 46 storage operator reciting any property loss or damage
 47 to the vehicle or vessel or the contents thereof, and
 48 waiving such claims if such receipt is not provided;
 49 requiring a towing-storage operator to release or
 50 return the vehicle or vessel to the interested party

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51 that posted the bond; requiring the clerk of the court
52 to release the cash bond or issue a specified notice
53 relating to the surety bond to the towing-storage
54 operator if the interested party does not initiate
55 judicial proceedings within a certain timeframe;
56 providing obligations relating to such notice;
57 providing for expiration of such notice; requiring the
58 court to award all recovery, towing, and storage fees
59 to the towing-storage operator if the defendant
60 prevails in the judicial proceedings; revising the
61 timeframe in which certain unclaimed vehicles or
62 vessels may be sold; revising requirements for notices
63 of sale; requiring approved third-party services to
64 publish public notices of sale and report certain
65 information by specified means to the department;
66 providing the maximum fee that approved third-party
67 services may collect and retain for such services;
68 revising provisions for permission to inspect a
69 vehicle or vessel; providing timeframes in which a
70 vehicle, vessel, or personal property must be made
71 available for inspection and release; revising
72 criminal penalties; requiring towing-storage operators
73 to accept certain documents, one of which must be
74 notarized, as evidence of a person's interest in a
75 vehicle or vessel; prohibiting certain persons from

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being required to furnish more than one form of
current government-issued photo identification for
purposes of verifying their identity; requiring
towing-storage operators to maintain certain records
for a certain period of time; requiring towing-storage
operators to accept certain types of payment;
providing for preemption; requiring towing-storage
operators to maintain a rate sheet; providing
requirements for such rate sheet; providing that
certain fees are unreasonable; requiring towing-
storage operators to maintain an itemized invoice for
specified fees; providing requirements for such
invoice; requiring disclosure of such invoice to
specified persons and entities within a certain
timeframe; providing applicability; making technical
changes; amending s. 715.07, F.S.; conforming a cross-
reference; providing an effective date.

Be It Enacted by the Legislature of the State of Florida:

Section 1. Paragraphs (b) and (c) of subsection (1) of
section 125.0103, Florida Statutes, are amended, and paragraph
(d) is added to that subsection, to read:

125.0103 Ordinances and rules imposing price controls.—

(1)

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(b) This section does not prevent the enactment by local governments of public service rates otherwise authorized by law, including water, sewer, solid waste, public transportation, taxicab, or port rates; ~~or~~ rates for towing of vehicles or vessels from or immobilization of vehicles or vessels on private property; ~~or~~ or rates for removal and storage of wrecked or disabled vehicles or vessels from an accident scene or the removal and storage of vehicles or vessels, in the event the owner or operator is incapacitated, unavailable, leaves the procurement of wrecker service to the law enforcement officer at the scene, or otherwise does not consent to the removal of the vehicle or vessel.

(c) Counties must establish maximum rates which may be charged on the towing of vehicles or vessels from or immobilization of vehicles or vessels on private property or which may be charged for removal and storage of wrecked or disabled vehicles or vessels from an accident scene or for the removal and storage of vehicles or vessels, in the event the owner or operator is incapacitated, unavailable, leaves the procurement of wrecker service to the law enforcement officer at the scene, or otherwise does not consent to the removal of the vehicle or vessel. However, if a municipality chooses to enact an ordinance establishing the maximum rates for the towing or immobilization of vehicles or vessels as described in paragraph (b), the county's ordinance does not apply within such

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municipality.

(d) A county or municipality that has established maximum rates as described in paragraph (c) must publish such rates on its website and must establish a process for investigating and resolving complaints regarding fees charged in excess of such rates. In areas where no maximum rates as described in paragraph (c) have been established, the maximum rates established by the Division of Florida Highway Patrol under s. 321.051(2) apply.

Section 2. Paragraphs (b) and (c) of subsection (1) of section 166.043, Florida Statutes, are amended, and paragraph (d) is added to that subsection, to read:

166.043 Ordinances and rules imposing price controls.—

(1)

(b) This section does not prevent the enactment by local governments of public service rates otherwise authorized by law, including water, sewer, solid waste, public transportation, taxicab, or port rates; ~~or~~ rates for towing of vehicles or vessels from or immobilization of vehicles or vessels on private property; ~~or~~ or rates for removal and storage of wrecked or disabled vehicles or vessels from an accident scene or the removal and storage of vehicles or vessels, in the event the owner or operator is incapacitated, unavailable, leaves the procurement of wrecker service to the law enforcement officer at the scene, or otherwise does not consent to the removal of the vehicle or vessel.

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(c) Counties must establish maximum rates which may be charged on the towing of vehicles or vessels from or immobilization of vehicles or vessels on private property or which may be charged for, removal and storage of wrecked or disabled vehicles or vessels from an accident scene or for the removal and storage of vehicles or vessels, in the event the owner or operator is incapacitated, unavailable, leaves the procurement of wrecker service to the law enforcement officer at the scene, or otherwise does not consent to the removal of the vehicle or vessel. However, if a municipality chooses to enact an ordinance establishing the maximum rates for the towing or immobilization of vehicles or vessels as described in paragraph (b), the county's ordinance established under s. 125.0103 does not apply within such municipality.

(d) A county or municipality that has established maximum rates as described in paragraph (c) must publish such rates on its website and must establish a process for investigating and resolving complaints regarding fees charged in excess of such rates. In areas where no maximum rates as described in paragraph (c) have been established, the maximum rates established by the Division of Florida Highway Patrol under s. 321.051(2) apply.

Section 3. Subsection (2) of section 321.051, Florida Statutes, is amended to read:

321.051 Florida Highway Patrol wrecker operator system; penalties for operation outside of system.—

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176 (2) (a) The Division of Florida Highway Patrol of the
 177 Department of Highway Safety and Motor Vehicles is authorized to
 178 establish within areas designated by the patrol a wrecker
 179 operator system using qualified, reputable wrecker operators for
 180 removal and storage of wrecked or disabled vehicles from a crash
 181 scene or for removal and storage of abandoned vehicles, in the
 182 event the owner or operator is incapacitated or unavailable or
 183 leaves the procurement of wrecker service to the officer at the
 184 scene. All reputable wrecker operators are ~~shall be~~ eligible for
 185 use in the system provided their equipment and drivers meet
 186 recognized safety qualifications and mechanical standards set by
 187 rules of the Division of Florida Highway Patrol for the size of
 188 vehicle it is designed to handle. The division may not exclude a
 189 wrecker operator from the wrecker operator system or fail to
 190 designate a wrecker operator as an authorized wrecker operator
 191 based solely on a prior felony conviction unless such conviction
 192 is for a forcible felony as defined in s. 776.08 or a felony
 193 listed in s. 812.014(2)(c)6. or s. 812.16(2). The division is
 194 authorized to limit the number of wrecker operators
 195 participating in the wrecker operator system, which authority
 196 shall not affect wrecker operators currently participating in
 197 the system established by this section. The division must ~~is~~
 198 ~~authorized to~~ establish maximum rates for the towing and storage
 199 of vehicles removed at the division's request, where such rates
 200 have not been set by a county or municipality pursuant to s.

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125.0103 or s. 166.043. Such rates shall not be considered rules for the purpose of chapter 120; however, the department shall establish by rule a procedure for setting such rates.

(b) The department must publish on its website the maximum rates established under this subsection and must establish a process for investigating and resolving complaints regarding fees charged in excess of such maximum rates.

(c) Any provision in chapter 120 to the contrary notwithstanding, a final order of the department denying, suspending, or revoking a wrecker operator's participation in the system shall be reviewable in the manner and within the time provided by the Florida Rules of Appellate Procedure only by a writ of certiorari issued by the circuit court in the county wherein such wrecker operator resides.

Section 4. Subsection (8) is added to section 323.001, Florida Statutes, to read:

323.001 Wrecker operator storage facilities; vehicle holds.—

(8) If a vehicle is stored at a wrecker operator's facility pursuant to an investigatory hold or a hold for other evidentiary purposes, the investigating agency or other person requiring such hold must take possession of the vehicle within 30 days after the first day on which the vehicle is stored, unless another timeframe is otherwise agreed upon by the wrecker operator and the investigating agency or other person requiring

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the hold.

Section 5. Subsections (1), (2), (4), (5), (6), (8), (9), and (10), paragraph (a) of subsection (11), paragraphs (a) and (d) of subsection (12), paragraphs (a), (b), and (d) of subsection (13), and subsection (17) of section 713.78, Florida Statutes, are amended, and subsections (18), (19), and (20) are added to that section, to read:

713.78 Liens for recovering, towing, or storing vehicles and vessels.—

(1) For the purposes of this section, the term:

(a) ~~(e)~~ "Equivalent commercially available system" means a service that charges a fee to provide vehicle information and that at a minimum maintains records from those states participating in data sharing with the National Motor Vehicle Title Information System.

(b) "Good faith effort" means that all of the following checks have been performed by a towing-storage operator to establish the prior state of registration and title of a vehicle or vessel that has been towed or stored by the towing-storage operator:

1. A check of the department's database for the owner and any lienholder.

2. A check of the electronic National Motor Vehicle Title Information System or an equivalent commercially available system to determine the state of registration when there is not

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251 a current registration record for the vehicle or vessel on file
 252 with the department.

253 3. A check of the vehicle or vessel for any type of tag,
 254 tag record, temporary tag, or regular tag.

255 4. A check of the law enforcement report for a tag number
 256 or other information identifying the vehicle or vessel, if the
 257 vehicle or vessel was towed at the request of a law enforcement
 258 officer.

259 5. A check of the trip sheet or tow ticket of the tow
 260 truck operator to determine whether a tag was on the vehicle or
 261 vessel at the beginning of the tow, if a private tow.

262 6. If there is no address of the owner on the impound
 263 report, a check of the law enforcement report to determine
 264 whether an out-of-state address is indicated from driver license
 265 information.

266 7. A check of the vehicle or vessel for an inspection
 267 sticker or other stickers and decals that may indicate a state
 268 of possible registration.

269 8. A check of the interior of the vehicle or vessel for
 270 any papers that may be in the glove box, trunk, or other areas
 271 for a state of registration.

272 9. A check of the vehicle for a vehicle identification
 273 number.

274 10. A check of the vessel for a vessel registration
 275 number.

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276 11. A check of the vessel hull for a hull identification
277 number which should be carved, burned, stamped, embossed, or
278 otherwise permanently affixed to the outboard side of the
279 transom or, if there is no transom, to the outmost seaboard side
280 at the end of the hull that bears the rudder or other steering
281 mechanism.

282 (c) ~~(d)~~ "National Motor Vehicle Title Information System"
283 means the federally authorized electronic National Motor Vehicle
284 Title Information System.

285 (d) "Newer model" means a vehicle or vessel that is 3
286 model years old or less, beginning with the model year of the
287 vehicle or vessel as year one.

288 (e) "Older model" means a vehicle or vessel that is more
289 than 3 model years old, beginning with the model year of the
290 vehicle or vessel as year one.

291 (f) "Towing-storage operator" means a person who regularly
292 engages in the business of transporting vehicles or vessels by
293 wrecker, tow truck, or car carrier, or the storing of such
294 vehicles or vessels.

295 (g) ~~(a)~~ "Vehicle" means any mobile item, whether motorized
296 or not, which is mounted on wheels.

297 (h) ~~(b)~~ "Vessel" means every description of watercraft,
298 barge, and airboat used or capable of being used as a means of
299 transportation on water, other than a seaplane or a "documented
300 vessel" as defined in s. 327.02.

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(i) ~~(e)~~ "Wrecker" means any truck or other vehicle that
~~which~~ is used to tow, carry, or otherwise transport ~~motor~~
vehicles or vessels upon the streets and highways of this state
and ~~which~~ is equipped for that purpose with a boom, winch, car
carrier, or other similar equipment.

(2) ~~(a)~~ Whenever A towing-storage operator may charge the
owner or operator of a vehicle or vessel only the following fees
for, or incidental to, the recovery, removal, or storage of the
vehicle or vessel:

1. Any reasonable fee for service specifically authorized
under s. 125.0103 or s. 166.043 by ordinance, resolution,
regulation, or rule of the county or municipality in which the
service is performed.

2. Any reasonable fee for service specifically authorized
by the Division of Florida Highway Patrol of the Department of
Highway Safety and Motor Vehicles under s. 321.051(2).

3. Any reasonable fee for service as agreed upon in
writing between a towing-storage operator and the owner of a
vehicle or vessel.

4. Any lien release administrative fee as set forth in
paragraph (15) (a).

5. Any reasonable administrative fee or charge imposed by
a county or municipality pursuant to s. 125.01047, s. 166.04465,
or s. 323.002 upon the registered owner or other legally
authorized person in control of a vehicle or vessel.

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(b) ~~If a towing-storage operator person regularly engaged in the business of transporting vehicles or vessels by wrecker, tow truck, or car carrier recovers, removes, or stores a vehicle or vessel upon instructions from:~~

~~1.(a)~~ The owner thereof;

~~2.(b)~~ The owner or lessor, or a person authorized by the owner or lessor, of property on which such vehicle or vessel is wrongfully parked, and the removal is done in compliance with s. 715.07;

~~3.(c)~~ The landlord or a person authorized by the landlord, when such ~~motor~~ vehicle or vessel remained on the premises after the tenancy terminated and the removal is done in compliance with s. 83.806 or s. 715.104; or

~~4.(d)~~ Any law enforcement agency, county, or municipality, she or he has ~~shall have~~ a lien on the vehicle or vessel for fees specified in paragraph (a) ~~a reasonable towing fee, for a reasonable administrative fee or charge imposed by a county or municipality, and for a reasonable storage fee;~~ except that a storage fee may not be charged if the vehicle or vessel is stored for less ~~fewer~~ than 6 hours.

(c) A towing-storage operator may enter, using reasonable care, a vehicle or vessel for purposes of recovering, removing, or storing such vehicle or vessel. A towing-storage operator is liable for any damage to the vehicle or vessel if such entry is

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not in accordance with the standard of reasonable care.

(4)(a) A towing-storage operator ~~person regularly engaged~~
~~in the business of recovering, towing, or storing vehicles or~~
~~vessels~~ who comes into possession of a vehicle or vessel
pursuant to paragraph (2)(b) ~~subsection (2)~~, and who claims a
lien for recovery, towing, or storage services, must ~~shall~~ give
notice, by certified mail, pursuant to subsection (16), to the
registered owner, the insurance company insuring the vehicle or
vessel notwithstanding s. 627.736, and all persons claiming a
lien thereon, as disclosed by the records in the Department of
Highway Safety and Motor Vehicles or as disclosed by the records
of any corresponding agency in any other state in which the
vehicle or vessel is identified through a records check of the
National Motor Vehicle Title Information System or an equivalent
commercially available system as being titled or registered.

(b) When ~~Whenever~~ a law enforcement agency, county, or
municipality authorizes the removal of a vehicle or vessel, or
~~whenever~~ a towing service, garage, repair shop, or automotive
service, storage, or parking place notifies a ~~the~~ law
enforcement agency of possession of a vehicle or vessel pursuant
to s. 715.07(2)(a)2., if an approved third-party service cannot
obtain the vehicle's or vessel's owner, lienholder, and insurer
information or last state of record pursuant to subsection (16),
then the person in charge of the towing service, garage, repair
shop, or automotive service, storage, or parking place must

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376 request such information from the law enforcement agency of the
 377 jurisdiction where the vehicle or vessel is stored. The law
 378 enforcement agency to which the request was made must ~~shall~~
 379 contact the Department of Highway Safety and Motor Vehicles, or
 380 the appropriate agency of the state of registration, if known,
 381 within 24 hours through the medium of electronic communications,
 382 giving the full description of the vehicle or vessel. Upon
 383 receipt of the full description of the vehicle or vessel, the
 384 department must ~~shall~~ search its files to determine the owner's
 385 name, the insurance company insuring the vehicle or vessel, and
 386 whether any person has filed a lien upon the vehicle or vessel
 387 as provided in s. 319.27(2) and (3) and notify the applicable
 388 law enforcement agency within 72 hours. The person in charge of
 389 the towing service, garage, repair shop, or automotive service,
 390 storage, or parking place must request ~~shall obtain~~ such
 391 information from the applicable law enforcement agency within 5
 392 days after the date of storage and must provide the information
 393 to the approved third-party service in order to transmit notices
 394 as required under subsection (16) ~~shall give notice pursuant to~~
 395 ~~paragraph (a).~~ The department may release the insurance company
 396 information to the requestor notwithstanding s. 627.736.

397 (c) The notice of lien must be sent by an approved third-
 398 party service by certified mail to the registered owner, the
 399 insurance company insuring the vehicle notwithstanding s.
 400 627.736, and all other persons claiming a lien thereon within 5

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7 business days, excluding a Saturday, and Sunday, or federal
legal holiday, after the date of storage of the vehicle or
vessel. ~~However, in no event shall the notice of lien be sent~~
~~less than 30 days before the sale of the vehicle or vessel.~~ The
notice must state all of the following:

1. If the claim of lien is for a vehicle, the last 8
digits of the vehicle identification number of the vehicle
subject to the lien, or, if the claim of lien is for a vessel,
the hull identification number of the vessel subject to the
lien, clearly printed in the delivery address box and on the
outside of the envelope sent to the registered owner and all
other persons claiming an interest in ~~therein~~ or lien on the
vehicle or vessel ~~thereon~~.

2. The name, physical address, and telephone number of the
lienor, and the entity name, as registered with the Division of
Corporations, of the business where the towing and storage
occurred, which must also appear on the outside of the envelope
sent to the registered owner and all other persons claiming an
interest in or lien on the vehicle or vessel.

3. The fact of possession of the vehicle or vessel.

4. The name of the person or entity that authorized the
lienor to take possession of the vehicle or vessel.

5. That a lien as provided in paragraph (2)(b) ~~subsection~~
~~(2)~~ is claimed.

6. That charges have accrued and include an itemized

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statement of the amount thereof.

7. That the lien is subject to enforcement under law and that the owner or lienholder, if any, has the right to initiate judicial proceedings ~~a hearing~~ as set forth in subsection (5).

8. That any vehicle or vessel that remains unclaimed, or for which the charges for recovery, towing, or storage services remain unpaid, may be sold free of all prior liens 35 days after the vehicle or vessel is stored by the lienor if the vehicle or vessel is an older model ~~more than 3 years of age~~ or 57 ~~50~~ days after the vehicle or vessel is stored by the lienor if the vehicle or vessel is a newer model ~~3 years of age or less~~.

9. The address at which the vehicle or vessel is physically located.

(d) The notice of lien may not be sent to the registered owner, the insurance company insuring the vehicle or vessel, and all other persons claiming a lien thereon less than 30 days before the sale of a the vehicle or vessel that is an older model or less than 52 days before the sale of a vehicle or vessel that is a newer model.

(e) If attempts to locate the name and address of the registered owner, the insurance company insuring the vehicle or vessel, and any other person claiming a lien thereon are ~~or~~ ~~lienholder prove unsuccessful, 5 ~~the towing-storage operator shall, after 7~~ business days, excluding a Saturday, and Sunday, ~~or federal legal holiday,~~ after the initial tow or storage, the~~

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451 towing-storage operator must notify the public agency of
 452 jurisdiction where the vehicle or vessel is stored in writing by
 453 certified mail or receipt-acknowledged electronic delivery
 454 ~~acknowledged hand delivery~~ that the towing-storage operator
 455 ~~company~~ has been unable to locate the name and address of the
 456 owner or lienholder and a physical search of the vehicle or
 457 vessel has disclosed no ownership information and a good faith
 458 effort has been made, including records checks of the Department
 459 of Highway Safety and Motor Vehicles database and the National
 460 Motor Vehicle Title Information System or an equivalent
 461 commercially available system. ~~For purposes of this paragraph~~
 462 ~~and subsection (9), the term "good faith effort" means that the~~
 463 ~~following checks have been performed by the company to establish~~
 464 ~~the prior state of registration and for title:~~

- 465 1. ~~A check of the department's database for the owner and~~
 466 ~~any lienholder.~~
- 467 2. ~~A check of the electronic National Motor Vehicle Title~~
 468 ~~Information System or an equivalent commercially available~~
 469 ~~system to determine the state of registration when there is not~~
 470 ~~a current registration record for the vehicle or vessel on file~~
 471 ~~with the department.~~
- 472 3. ~~A check of the vehicle or vessel for any type of tag,~~
 473 ~~tag record, temporary tag, or regular tag.~~
- 474 4. ~~A check of the law enforcement report for a tag number~~
 475 ~~or other information identifying the vehicle or vessel, if the~~

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~~vehicle or vessel was towed at the request of a law enforcement officer.~~

~~5. A check of the trip sheet or tow ticket of the tow truck operator to determine whether a tag was on the vehicle or vessel at the beginning of the tow, if a private tow.~~

~~6. If there is no address of the owner on the impound report, a check of the law enforcement report to determine whether an out-of-state address is indicated from driver license information.~~

~~7. A check of the vehicle or vessel for an inspection sticker or other stickers and decals that may indicate a state of possible registration.~~

~~8. A check of the interior of the vehicle or vessel for any papers that may be in the glove box, trunk, or other areas for a state of registration.~~

~~9. A check of the vehicle for a vehicle identification number.~~

~~10. A check of the vessel for a vessel registration number.~~

~~11. A check of the vessel hull for a hull identification number which should be carved, burned, stamped, embossed, or otherwise permanently affixed to the outboard side of the transom or, if there is no transom, to the outmost seaboard side at the end of the hull that bears the rudder or other steering mechanism.~~

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(5)(a) The registered owner of a vehicle or vessel in the possession of a towing-storage operator, the insurance company insuring such vehicle or vessel, and any other ~~removed pursuant to subsection (2), or any person claiming a lien thereon,~~ other than the towing-storage operator, may initiate judicial proceedings within 10 days after the time she or he has knowledge of the location of the vehicle or vessel, may file a complaint in the county court of competent jurisdiction in the county in which the vehicle or vessel is stored to determine whether the vehicle or vessel her or his property was wrongfully taken or withheld or whether fees were wrongfully charged.

(b) Regardless of whether judicial proceedings have been initiated pursuant to paragraph (a), at any time before the sale of the vehicle or vessel by the towing-storage operator, the an owner of the vehicle or vessel, the insurance company insuring the vehicle or vessel, and any other person claiming a lien thereon, other than the towing-storage operator, or lienholder may have the her or his vehicle or vessel released upon posting with the clerk of the court in the county in which the vehicle or vessel is held a cash or surety bond or other adequate security equal to the amount of the accrued charges set forth in the notice of lien, plus accrued storage charges, at the time of the release of the vehicle or vessel, if any, for towing or storage and lot rental amount to ensure the payment of such charges in the event a court determines that the vehicle or

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vessel was not wrongfully taken or withheld or fees were not
wrongfully charged. The owner of the vehicle or vessel, the
insurance company insuring the vehicle or vessel, and any other
person claiming a lien thereon, other than the towing-storage
operator, may not be required to initiate judicial proceedings
in order to post the bond in the registry of the court and are
not required to use a particular form for posting the bond
unless the clerk provides such form ~~she or he does not prevail.~~
 Upon the posting of the bond and the payment of the applicable
 fee set forth in s. 28.24, the clerk of the court must
automatically ~~shall~~ issue a certificate notifying the towing-
storage operator ~~lienor~~ of the posting of the bond and directing
 the towing-storage operator ~~lienor~~ to release the vehicle or
 vessel to the party that posted the bond. At the time of such
 release, after reasonable inspection, the party that posted the
bond must ~~she or he shall~~ give a receipt to the towing-storage
operator ~~company~~ reciting any claims ~~she or he has~~ for loss or
 damage to the vehicle or vessel or the contents thereof, or such
claims are deemed waived.

1. Upon receiving a copy of a certificate giving notice of
the posting of a bond in the required amount and directing the
release of the vehicle or vessel, a towing-storage operator must
release or return the vehicle or vessel to the party that posted
the bond.

2. If the party posting the bond does not initiate

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judicial proceedings pursuant to paragraph (a) within 45 days
after the issuance of the certificate by the clerk of the court,
then upon request by the towing-storage operator, the clerk of
the court must:

a. Release the cash to the towing-storage operator; or
b. Issue a notice certifying that a judicial proceeding
has not been initiated within 45 days after the issuance of the
certificate and requiring the surety that issued the bond to
promptly pay the full face value of the bond to the towing-
storage operator. The towing-storage operator has the
obligation, upon receipt of the clerk's notice, to timely notify
the surety of such notice. A notice issued by the clerk under
this sub-subparagraph expires 120 days after its issuance if the
notice is not delivered to the surety.

(c) Upon determining the respective rights of the parties,
the court may award damages, attorney ~~attorney's~~ fees, and costs
in favor of the prevailing party. In the any event the defendant
prevails, the final order must ~~shall~~ provide for immediate
payment in full of recovery, towing, and storage fees by the
vehicle or vessel owner or lienholder; or the agency ordering
the tow; or the owner, lessee, or agent thereof of the property
from which the vehicle or vessel was removed.

(6) A vehicle or vessel that is stored pursuant to
paragraph (2) (b) ~~subsection (2)~~ and remains unclaimed, or for
which reasonable charges for recovery, towing, or storing remain

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576 unpaid, and any contents not released pursuant to subsection
577 (10), may be sold by the owner or operator of the storage space
578 for such towing or storage charge 35 days after the vehicle or
579 vessel is stored by the lienor if the vehicle or vessel is an
580 older model ~~more than 3 years of age~~ or 57 ~~50~~ days after the
581 vehicle or vessel is stored by the lienor if the vehicle or
582 vessel is a newer model ~~3 years of age or less~~. The sale must
583 ~~shall~~ be at public sale for cash. If the date of the sale was
584 not included in the notice required in subsection (4), notice of
585 the sale must ~~shall~~ be given to the person in whose name the
586 vehicle or vessel is registered and to all persons claiming a
587 lien on the vehicle or vessel as shown on the records of the
588 Department of Highway Safety and Motor Vehicles or of any
589 corresponding agency in any other state in which the vehicle is
590 identified through a records check of the National Motor Vehicle
591 Title Information System or an equivalent commercially available
592 system as being titled. Notice of the sale must be sent by
593 certified mail to the registered owner of the vehicle or vessel,
594 the insurance company insuring the vehicle or vessel, and the
595 person having the recorded lien on the vehicle or vessel at the
596 address shown on the records of the registering agency at least
597 30 days before the sale of the vehicle or vessel. ~~The notice~~
598 ~~must have clearly identified and printed, if the claim of lien~~
599 ~~is for a motor vehicle,~~ The last 8 digits of the vehicle
600 identification number of the ~~motor~~ vehicle subject to the lien,

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601 or, if the claim of lien is for a vessel, the hull
 602 identification number of the vessel subject to the lien, must be
 603 clearly identified and printed in the delivery address box and
 604 on the outside of the envelope sent to the registered owner, the
 605 insurance company insuring the vehicle or vessel, and all other
 606 persons claiming an interest in ~~therein~~ or lien on the vehicle
 607 or vessel thereon. ~~The notice must be sent to the owner of the~~
 608 ~~vehicle or vessel and the person having the recorded lien on the~~
 609 ~~vehicle or vessel at the address shown on the records of the~~
 610 ~~registering agency at least 30 days before the sale of the~~
 611 ~~vehicle or vessel.~~ The notice must state the name, physical
 612 address, and telephone number of the lienor, and the vehicle
 613 identification number if the claim of lien is for a vehicle or
 614 the hull identification number if the claim of lien is for a
 615 vessel, all of which must also appear in the return address
 616 section on the outside of the envelope containing the notice of
 617 sale. After diligent search and inquiry, if the name and address
 618 of the registered owner or the owner of the recorded lien cannot
 619 be ascertained, the requirements of notice by mail may be
 620 dispensed with. In addition to the notice by mail, public notice
 621 of the time and place of sale must ~~shall~~ be made by publishing a
 622 notice thereof one time, at least 20 ~~10~~ days before the date of
 623 the sale, on the publicly available website maintained by an
 624 approved third-party service. The third-party service must
 625 electronically report to the Department of Highway Safety and

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626 Motor Vehicles, via an electronic data exchange process using a
627 web interface, the name, physical address, and telephone number
628 of the lienor; the time and place of the sale; the vehicle's
629 license plate number, if known; the vehicle identification
630 number, if the claim of lien is for a vehicle, or the hull
631 identification number, if the claim of lien is for a vessel; and
632 the amount due for towing, recovery, storage, and administrative
633 fees. The third-party service that publishes the public notice
634 of sale and electronically reports the required information to
635 the department may collect and retain a service charge of no
636 more than \$1 in a newspaper of general circulation in the county
637 in which the sale is to be held. The proceeds of the sale, after
638 payment of reasonable towing and storage charges, and costs of
639 the sale, in that order of priority, must ~~shall~~ be deposited
640 with the clerk of the circuit court for the county if the owner
641 or lienholder is absent, and the clerk must ~~shall~~ hold such
642 proceeds subject to the claim of the owner or lienholder legally
643 entitled thereto. The clerk is ~~shall be~~ entitled to receive 5
644 percent of such proceeds for the care and disbursement thereof.
645 The certificate of title issued under this section must ~~this law~~
646 ~~shall~~ be discharged of all liens unless otherwise provided by
647 court order. The owner or lienholder may file a complaint after
648 the vehicle or vessel has been sold in the ~~county~~ court of the
649 county in which it is stored. Upon determining the respective
650 rights of the parties, the court may award damages, attorney

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fees, and costs in favor of the prevailing party.

(8) A towing-storage operator ~~person regularly engaged in the business of recovering, towing, or storing vehicles or vessels,~~ except a person licensed under chapter 493 while engaged in "repossession" activities as defined in s. 493.6101, may not operate a wrecker, tow truck, or car carrier unless the name, address, and telephone number of the company performing the service is clearly printed in contrasting colors on the driver and passenger sides of its vehicle. The name must be in at least 3-inch permanently affixed letters, and the address and telephone number must be in at least 1-inch permanently affixed letters.

(9) Failure to make good faith efforts to comply with the notice requirements of this section precludes the imposition of any storage charges against the vehicle or vessel. If a lienor fails to provide notice to a person claiming a lien on a vehicle or vessel in accordance with subsection (4), the lienor may not charge the person for more than 5 ~~7~~ days of storage, but such failure does not affect charges made for towing the vehicle or vessel or the priority of liens on the vehicle or vessel.

(10) A towing-storage operator must ~~Persons who provide services pursuant to this section shall~~ permit vehicle or vessel owners, lienholders, insurance company representatives, or their agents, whose interest in the vehicle or vessel is evidenced by any of the documents listed in subsection (17) ~~which agency is~~

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676 ~~evidenced by an original writing acknowledged by the owner~~
 677 ~~before a notary public or other person empowered by law to~~
 678 ~~administer oaths,~~ to inspect the towed vehicle or vessel and
 679 must ~~shall~~ release to the owner, lienholder, or agent the
 680 vehicle, vessel, or all personal property not affixed to the
 681 vehicle or vessel which was in the vehicle or vessel at the time
 682 the vehicle or vessel came into the custody of the towing-
 683 storage operator. The inspection and release of the vehicle,
 684 vessel, or personal property must be permitted within 1 hour
 685 after the owner, lienholder, insurance company representative,
 686 or their agent presents any of the documents listed in
 687 subsection (17) to the towing-storage operator during normal
 688 business hours at the site where the vehicle or vessel is
 689 stored. Notwithstanding subparagraph (17)(a)6., a rental vehicle
 690 or vessel agreement is not evidence that the person who rented a
 691 vehicle or vessel is an agent of the rental vehicle or vessel
 692 owner for the purpose of releasing the vehicle or vessel.
 693 However, a towing-storage operator must release to the renter of
 694 a rental vehicle or vessel all personal property belonging to
 695 the renter which is not affixed to the rental vehicle or vessel
 696 within 1 hour after the renter's arrival ~~person providing such~~
 697 ~~services.~~

698 (11) (a) A towing-storage operator ~~Any person regularly~~
 699 ~~engaged in the business of recovering, towing, or storing~~
 700 ~~vehicles or vessels~~ who comes into possession of a vehicle or

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vessel pursuant to paragraph (2) (b) ~~subsection (2)~~ and who has
 complied with ~~the provisions of~~ subsections (4) ~~(3)~~ and (6),
 when such vehicle or vessel is to be sold for purposes of being
 dismantled, destroyed, or changed in such manner that it is not
 the ~~motor~~ vehicle or vessel described in the certificate of
 title, must ~~shall~~ report the vehicle to the National Motor
 Vehicle Title Information System and apply to the Department of
 Highway Safety and Motor Vehicles for a certificate of
 destruction. A certificate of destruction, which authorizes the
 dismantling or destruction of the vehicle or vessel described
 therein, is ~~shall be~~ reassignable a maximum of two times before
 dismantling or destruction of the vehicle is ~~shall be~~ required,
 and must ~~shall~~ accompany the vehicle or vessel for which it is
 issued, when such vehicle or vessel is sold for such purposes,
 in lieu of a certificate of title. The application for a
 certificate of destruction must include proof of reporting to
 the National Motor Vehicle Title Information System and an
 affidavit from the applicant that she or he ~~it~~ has complied with
 all applicable requirements of this section and, if the vehicle
 or vessel is not registered in this state or any other state, by
 a statement from a law enforcement officer that the vehicle or
 vessel is not reported stolen, and must ~~shall~~ be accompanied by
 such documentation as may be required by the department.

(12) (a) Any person who violates ~~any provision of~~
~~subsection (1)~~, subsection (2), subsection (4), subsection (5),

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subsection (6), or subsection (7) is guilty of a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(d) Employees of the Department of Highway Safety and Motor Vehicles and law enforcement officers are authorized to inspect the records of a towing-storage operator ~~any person regularly engaged in the business of recovering, towing, or storing vehicles or vessels or transporting vehicles or vessels by wrecker, tow truck, or car carrier,~~ to ensure compliance with the requirements of this section. A towing-storage operator ~~Any person~~ who fails to maintain records, or fails to produce records when required in a reasonable manner and at a reasonable time, commits a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

(13) (a) Upon receipt by the Department of Highway Safety and Motor Vehicles of written notice from a wrecker operator who claims a wrecker operator's lien under subparagraph (2) (b) 4. ~~paragraph (2) (d)~~ for recovery, towing, or storage of an abandoned vehicle or vessel upon instructions from any law enforcement agency, for which a certificate of destruction has been issued under subsection (11) and the vehicle has been reported to the National Motor Vehicle Title Information System, the department shall place the name of the registered owner of that vehicle or vessel on the list of those persons who may not be issued a license plate or revalidation sticker for any motor

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vehicle under s. 320.03(8). If the vehicle or vessel is owned jointly by more than one person, the name of each registered owner must ~~shall~~ be placed on the list. The notice of wrecker operator's lien must ~~shall~~ be submitted on forms provided by the department and, which must include all of the following:

1. The name, address, and telephone number of the wrecker operator.

2. The name of the registered owner of the vehicle or vessel and the address to which the wrecker operator provided notice of the lien to the registered owner under subsection (4).

3. A general description of the vehicle or vessel, including its color, make, model, body style, and year.

4. The vehicle identification number (VIN); registration license plate number, state, and year; validation decal number, state, and year; vessel registration number; hull identification number; or other identification number, as applicable.

5. The name of the person or the corresponding law enforcement agency that requested that the vehicle or vessel be recovered, towed, or stored.

6. The amount of the wrecker operator's lien, not to exceed the amount allowed by paragraph (b).

(b) For purposes of this subsection only, the amount of the wrecker operator's lien for which the department will prevent issuance of a license plate or revalidation sticker may not exceed the amount of the charges for recovery, towing, and

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776 storage of the vehicle or vessel for 7 days. These charges may
 777 not exceed the maximum rates imposed by the ordinances of the
 778 respective county or municipality under ss. 125.0103(1)(c) and
 779 166.043(1)(c). This paragraph does not limit the amount of a
 780 wrecker operator's lien claimed under paragraph (2)(b)
 781 ~~subsection (2)~~ or prevent a wrecker operator from seeking civil
 782 remedies for enforcement of the entire amount of the lien, but
 783 limits only that portion of the lien for which the department
 784 will prevent issuance of a license plate or revalidation
 785 sticker.

786 (d) Upon discharge of the amount of the wrecker operator's
 787 lien allowed by paragraph (b), the wrecker operator must issue a
 788 certificate of discharged wrecker operator's lien on forms
 789 provided by the department to each registered owner of the
 790 vehicle or vessel attesting that the amount of the wrecker
 791 operator's lien allowed by paragraph (b) has been discharged.
 792 Upon presentation of the certificate of discharged wrecker
 793 operator's lien by the registered owner, the department must
 794 ~~shall~~ immediately remove the registered owner's name from the
 795 list of those persons who may not be issued a license plate or
 796 revalidation sticker for any motor vehicle under s. 320.03(8),
 797 thereby allowing issuance of a license plate or revalidation
 798 sticker. Issuance of a certificate of discharged wrecker
 799 operator's lien under this paragraph does not discharge the
 800 entire amount of the wrecker operator's lien claimed under

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paragraph (2)(b) subsection (2), but only certifies to the department that the amount of the wrecker operator's lien allowed by paragraph (b), for which the department will prevent issuance of a license plate or revalidation sticker, has been discharged.

(17) (a) A towing-storage operator must accept an original or a copy of any of the following documents as evidence of a person's interest in a vehicle or vessel:

1. An electronic title.

2. A paper title.

3. A contract between a lender and the owner of the vehicle or vessel.

4. A contract between a lessor and the lessee of the vehicle or vessel.

5. Credentials establishing the person as an employee or contract agent of an insurance company along with documentation identifying the vehicle by the vehicle identification number or vessel by the hull identification number.

6. A written agreement evidencing that the person is an agent of the vehicle or vessel owner or lienholder.

(b) A towing-storage operator may not require any of the documents listed in paragraph (a) to be notarized, except for the agreement in subparagraph (a)6. if such agreement is presented for the purpose of releasing the vehicle or vessel.

(c) Presenting one form of current government-issued photo

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identification constitutes sufficient identity verification for
the purposes of this section ~~A lienor must accept either a copy~~
~~of an electronic title or a paper title as evidence of a~~
~~person's interest in a vehicle or vessel.~~

(18) A towing-storage operator must retain for 3 years
records produced for all vehicles or vessels recovered, towed,
stored, or released. Such records must include at least all of
the following:

(a) All notice publications and certified mailings.

(b) The purchase price of any unclaimed vehicle or vessel
sold.

(c) The names and addresses of persons to which vehicles
or vessels were released.

(d) The names and addresses of vehicle or vessel
purchasers.

(e) All fees imposed under this section, including the
itemized invoice required under paragraph (20)(c).

(19)(a) A towing-storage operator must accept payment for
accrued charges from an authorized person listed in subsection
(10) in any form from at least two of the following
subparagraphs:

1. Cash, cashier's check, money order, or traveler's
check.

2. Bank, debit, or credit card.

3. Mobile payment service, digital wallet, or other

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electronic payment system.

(b) Any of the authorized persons listed in subsection (10) are not required to furnish more than one form of current government-issued photo identification when payment is made in any of the forms listed in paragraph (a).

(c) A county or municipal charter, ordinance, resolution, regulation, or rule that conflicts with paragraph (a) is expressly preempted.

(20) (a) A towing-storage operator must maintain a rate sheet listing all fees for, or incidental to, the recovery, removal, or storage of a vehicle or vessel and must do all of the following:

1. Post the rate sheet at the towing-storage operator's place of business.

2. Make the rate sheet available upon request by the vehicle or vessel owner, lienholder, insurance company, or their agent.

3. Before attaching a vehicle or vessel to a wrecker, furnish the rate sheet to the owner or operator of the vehicle or vessel, if the owner or operator is present at the scene of the disabled vehicle or vessel.

(b) Any fee charged in excess of those listed on the rate sheet required under this subsection is deemed unreasonable.

(c) An itemized invoice of actual fees charged by a towing-storage operator for a completed tow must be produced and

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be available to the vehicle or vessel owner, lienholder,
insurance company, or their agent no later than 1 business day
after:

1. The tow is completed; or

2. The towing-storage operator has obtained all necessary
information to be included on the invoice, including any charges
submitted by subcontractors used by the towing-storage operator
to complete the tow and recovery.

(d) The itemized invoice required under paragraph (c) must
contain all of the following information:

1. The date and time the vehicle or vessel was towed.

2. The location to which the vehicle or vessel was towed.

3. The name, address, and telephone number of the towing-
storage operator.

4. A description of the towed vehicle or vessel, including
the color, make, model, model year, and vehicle identification
number of the vehicle or hull identification number of the
vessel.

5. The license plate number and state of registration for
the towed vehicle or vessel.

6. The cost of the initial towing service.

7. The cost of any storage fees, expressed as a daily
rate.

8. Other fees, including administrative fees, vehicle or
vessel search fees, fees for hazardous material and nonhazardous

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material cleanup, and fees for labor.

9. A list of the services that were performed under a warranty or that were otherwise performed at no cost to the owner of the vehicle or vessel.

(e) Any service performed or fee charged in addition to those described in subparagraph (d)6. or subparagraph (d)7. must be set forth on the itemized invoice required under paragraph (c) individually as a single line item that includes an explanation of the service or fee and the exact amount charged for the service or the exact amount of the fee.

(f) A towing-storage operator must make the itemized invoice required under paragraph (c) available for inspection and copying no later than 48 hours after receiving a written request to inspect such invoice from:

1. A law enforcement agency;
2. The Attorney General; or
3. The vehicle or vessel owner, lienholder, insurance company, or their agent.

Section 6. Paragraph (a) of subsection (2) of section 715.07, Florida Statutes, is amended to read:

715.07 Vehicles or vessels parked on private property; towing.—

(2) The owner or lessee of real property, or any person authorized by the owner or lessee, which person may be the designated representative of the condominium association if the

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real property is a condominium, may cause any vehicle or vessel parked on such property without her or his permission to be removed by a person regularly engaged in the business of towing vehicles or vessels, without liability for the costs of removal, transportation, or storage or damages caused by such removal, transportation, or storage, under any of the following circumstances:

(a) The towing or removal of any vehicle or vessel from private property without the consent of the registered owner or other legally authorized person in control of that vehicle or vessel is subject to substantial compliance with the following conditions and restrictions:

1.a. Any towed or removed vehicle or vessel must be stored at a site within a 10-mile radius of the point of removal in any county of 500,000 population or more, and within a 15-mile radius of the point of removal in any county of fewer than 500,000 population. That site must be open for the purpose of redemption of vehicles on any day that the person or firm towing such vehicle or vessel is open for towing purposes, from 8:00 a.m. to 6:00 p.m., and, when closed, shall have prominently posted a sign indicating a telephone number where the operator of the site can be reached at all times. Upon receipt of a telephoned request to open the site to redeem a vehicle or vessel, the operator shall return to the site within 1 hour or she or he will be in violation of this section.

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b. If no towing business providing such service is located within the area of towing limitations set forth in sub-subparagraph a., the following limitations apply: any towed or removed vehicle or vessel must be stored at a site within a 20-mile radius of the point of removal in any county of 500,000 population or more, and within a 30-mile radius of the point of removal in any county of fewer than 500,000 population.

2. The person or firm towing or removing the vehicle or vessel shall, within 30 minutes after completion of such towing or removal, notify the municipal police department or, in an unincorporated area, the sheriff, of such towing or removal, the storage site, the time the vehicle or vessel was towed or removed, and the make, model, color, and license plate number of the vehicle or description and registration number of the vessel and shall obtain the name of the person at that department to whom such information was reported and note that name on the trip record.

3. A person in the process of towing or removing a vehicle or vessel from the premises or parking lot in which the vehicle or vessel is not lawfully parked must stop when a person seeks the return of the vehicle or vessel. The vehicle or vessel must be returned upon the payment of a reasonable service fee of not more than one-half of the posted rate for the towing or removal service as provided in subparagraph 6. The vehicle or vessel may be towed or removed if, after a reasonable opportunity, the

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owner or legally authorized person in control of the vehicle or vessel is unable to pay the service fee. If the vehicle or vessel is redeemed, a detailed signed receipt must be given to the person redeeming the vehicle or vessel.

4. A person may not pay or accept money or other valuable consideration for the privilege of towing or removing vehicles or vessels from a particular location.

5. Except for property appurtenant to and obviously a part of a single-family residence, and except for instances when notice is personally given to the owner or other legally authorized person in control of the vehicle or vessel that the area in which that vehicle or vessel is parked is reserved or otherwise unavailable for unauthorized vehicles or vessels and that the vehicle or vessel is subject to being removed at the owner's or operator's expense, any property owner or lessee, or person authorized by the property owner or lessee, before towing or removing any vehicle or vessel from private property without the consent of the owner or other legally authorized person in control of that vehicle or vessel, must post a notice meeting the following requirements:

a. The notice must be prominently placed at each driveway access or curb cut allowing vehicular access to the property within 10 feet from the road, as defined in s. 334.03(22). If there are no curbs or access barriers, the signs must be posted not fewer than one sign for each 25 feet of lot frontage.

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1001 b. The notice must clearly indicate, in not fewer than 2-
1002 inch high, light-reflective letters on a contrasting background,
1003 that unauthorized vehicles will be towed away at the owner's
1004 expense. The words "tow-away zone" must be included on the sign
1005 in not fewer than 4-inch high letters.

1006 c. The notice must also provide the name and current
1007 telephone number of the person or firm towing or removing the
1008 vehicles or vessels.

1009 d. The sign structure containing the required notices must
1010 be permanently installed with the words "tow-away zone" not
1011 fewer than 3 feet and not more than 6 feet above ground level
1012 and must be continuously maintained on the property for not
1013 fewer than 24 hours before the towing or removal of any vehicles
1014 or vessels.

1015 e. The local government may require permitting and
1016 inspection of these signs before any towing or removal of
1017 vehicles or vessels being authorized.

1018 f. A business with 20 or fewer parking spaces satisfies
1019 the notice requirements of this subparagraph by prominently
1020 displaying a sign stating "Reserved Parking for Customers Only
1021 Unauthorized Vehicles or Vessels Will be Towed Away At the
1022 Owner's Expense" in not fewer than 4-inch high, light-reflective
1023 letters on a contrasting background.

1024 g. A property owner towing or removing vessels from real
1025 property must post notice, consistent with the requirements in

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1026 sub-subparagraphs a.-f., which apply to vehicles, that
1027 unauthorized vehicles or vessels will be towed away at the
1028 owner's expense.

1029
1030 A business owner or lessee may authorize the removal of a
1031 vehicle or vessel by a towing company when the vehicle or vessel
1032 is parked in such a manner that restricts the normal operation
1033 of business; and if a vehicle or vessel parked on a public
1034 right-of-way obstructs access to a private driveway the owner,
1035 lessee, or agent may have the vehicle or vessel removed by a
1036 towing company upon signing an order that the vehicle or vessel
1037 be removed without a posted tow-away zone sign.

1038 6. Any person or firm that tows or removes vehicles or
1039 vessels and proposes to require an owner, operator, or person in
1040 control or custody of a vehicle or vessel to pay the costs of
1041 towing and storage before redemption of the vehicle or vessel
1042 must file and keep on record with the local law enforcement
1043 agency a complete copy of the current rates to be charged for
1044 such services and post at the storage site an identical rate
1045 schedule and any written contracts with property owners,
1046 lessees, or persons in control of property which authorize such
1047 person or firm to remove vehicles or vessels as provided in this
1048 section.

1049 7. Any person or firm towing or removing any vehicles or
1050 vessels from private property without the consent of the owner

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1051 or other legally authorized person in control or custody of the
 1052 vehicles or vessels shall, on any trucks, wreckers as defined in
 1053 s. 713.78(1) ~~s. 713.78(1)(c)~~, or other vehicles used in the
 1054 towing or removal, have the name, address, and telephone number
 1055 of the company performing such service clearly printed in
 1056 contrasting colors on the driver and passenger sides of the
 1057 vehicle. The name shall be in at least 3-inch permanently
 1058 affixed letters, and the address and telephone number shall be
 1059 in at least 1-inch permanently affixed letters.

1060 8. Vehicle entry for the purpose of removing the vehicle
 1061 or vessel shall be allowed with reasonable care on the part of
 1062 the person or firm towing the vehicle or vessel. Such person or
 1063 firm shall be liable for any damage occasioned to the vehicle or
 1064 vessel if such entry is not in accordance with the standard of
 1065 reasonable care.

1066 9. When a vehicle or vessel has been towed or removed
 1067 pursuant to this section, it must be released to its owner or
 1068 person in control or custody within 1 hour after requested. Any
 1069 vehicle or vessel owner or person in control or custody has the
 1070 right to inspect the vehicle or vessel before accepting its
 1071 return, and no release or waiver of any kind which would release
 1072 the person or firm towing the vehicle or vessel from liability
 1073 for damages noted by the owner or person in control or custody
 1074 at the time of the redemption may be required from any vehicle
 1075 or vessel owner or person in control or custody as a condition

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1076 | of release of the vehicle or vessel to its owner or person in
 1077 | control or custody. A detailed receipt showing the legal name of
 1078 | the company or person towing or removing the vehicle or vessel
 1079 | must be given to the person paying towing or storage charges at
 1080 | the time of payment, whether requested or not.

1081 | Section 7. This act shall take effect July 1, 2024.

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Comparison of Maximum Rates for Trespass Towing Services

(City of Tallahassee & Like-Sized Counties)

Trespass Towing	Leon	City of Tallahassee	Lake	Osceola	St. Johns	St. Lucie	Alachua	Escambia
Class A vehicle (up to 10,000 lb.)	\$88	\$130	\$120	\$125	\$125	\$125	\$160	\$177.74
Class B vehicle (up to 20,000 lb.)	\$145	\$240	\$300	\$250	\$250	\$165	\$250	\$296.23
Class C vehicle (up to 25,000 lb.)	\$300	\$400	\$500	\$375	\$375	\$300	\$650	\$414.73
Class D vehicle (over 25,000 lb.)	\$400	-	\$650	\$500	\$500	-	\$500	\$533.22
Storage Fee (after 24 hours)	\$25/day	\$25/day	\$25 - \$80/ day	\$20 - \$60/ day	\$25 - \$70/ day	\$25 - \$30/ day	\$30 - \$110/ day	\$47.40 - \$82.95/day

**Removal rates based on the gross vehicle weight*

Comparison of Maximum Rates for Rotation Towing Services

(City of Tallahassee & Like-Sized Counties)

Rotation Towing	Leon	City of Tallahassee	Lake	Osceola	St. Johns	St. Lucie	Alachua	Escambia
Class A vehicle (up to 10,000 lb.)	\$110 - \$140	n/a	\$160	\$125	\$125	\$155	\$150	n/a
Class B vehicle (up to 20,000 lb.)	\$140 - \$170	n/a	\$400	\$250	\$250	\$225	\$250	n/a
Class C vehicle (up to 25,000 lb.)	\$300 - \$400	n/a	\$650	\$375	\$375	\$350	\$650	n/a
Class D vehicle (over 25,000 lb.)	\$400 - \$500	n/a	\$850	\$500	\$500	-	\$500	n/a
Storage Fee (after 24 hours)	\$25 - \$40/ Day	n/a	\$35 - \$80/ Day	\$20 - \$60/ day	\$25 - \$70/ Day	\$45 - \$80/ Day	\$30 - \$110/ Day	n/a

**Removal rates range based on day/time services are provided. Additional fees may apply for excess time spent at accident scene, use of additional equipment, etc., as outlined in the County's Ordinance.*

***Neither the City of Tallahassee's nor Escambia County's Towing Ordinances include a rotational towing program.*

**Leon County
Board of County Commissioners
Notes for Agenda Item #19**

Leon County Board of County Commissioners

Agenda Item #19

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Fiscal Year 2024 Tangible Personal Property Annual Report

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Melanie Hooley, Director, Purchasing Division
Lead Staff / Project Team:	Marina Hite, Purchasing Agent & Property Control Specialist

Statement of Issue:

As required by Florida Statutes and Leon County's Tangible Personal Property and Procedures Policy No. 02-5, this agenda item seeks Board acceptance of the Fiscal Year (FY) 2024 Tangible Personal Property Annual Report regarding the disposition of County tangible personal property, including a list of items inactivated from the County's inventory.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the FY 2024 Tangible Personal Property Annual Report.

Report and Discussion

Background:

As required by Florida Statutes and Leon County's Tangible Personal Property and Procedures Policy No. 02-5 (Attachment #1), this agenda item seeks Board acceptance of the FY 2024 Tangible Personal Property Annual Report. The annual report provides the Board information on the disposition of County tangible personal property including a list of items inactivated from the County's inventory (Attachment #2).

Consistent with Florida Statutes and County Policy, the Purchasing Division conducts an annual physical inventory of all tangible personal property items and reports the findings to the Board. The County is responsible for maintaining inventory control on all items under its authority, as well as items of the Property Appraiser, the Tax Collector, the Clerk of Courts, Supervisor of Elections, and the Health Department. Florida Statutes charges County Sheriffs with maintaining their own inventory/property control system. All items were properly inventoried and accounted for during the last fiscal year.

In keeping with the Tangible Personal Property Policy and Procedures, missing items not found during the annual inventory are placed in a holding category of "Items Not Found First Year". Each custodian with items in this category is provided a list and instructions to make every effort to locate the missing items. Items not found during the following annual inventory are inactivated from the Property Control records.

Analysis:

The annual status report on tangible personal property is summarized in three categories: Surplus Auctions, Annual Inventory, and Inactivation of Property Items.

Surplus Auctions

Disposition of tangible personal property of local governments is controlled by Section 274.05, Florida Statutes. The statute requires counties to dispose of tangible personal property by public sale, either to other government units or to the public. Several sales were held during FY 2024 via the PublicSurplus.com internet auction site. Net proceeds from the sale of vehicles and office equipment totaled \$649,064.

Annual Inventory

Property Control staff and department custodians have recently conducted the FY 2024 annual inventory of 8,632 tangible personal property assets valued at \$73,916,629. All items were accounted for in FY 2024.

Inactivation of Property Items

There are several reasons that items are recommended to be inactivated from the property records. Reasons for inactivation include being sold, donated, traded-in, dealer buy-back, returned,

discarded, cannibalized, lost, recycled, duplicated tags, tagged in error, no longer meet the Tangible Personal Property threshold, and inventory not found for two years.

The total number of property items inactivated in FY 2024 is 3,426 (Attachment #2). Listed in Table #1 are the reasons for inactivation and the number of items by category.

Table #1: Inactivated Inventory Items

Reason	Number of Items
Goodwill Donation	587
Recycled, Discarded, Cannibalized, Not Found in Two Years	1,264
Trade In / Dealer buy back	12
Sold	57
Duplicate / Tagged in Error	6
Below Tangible Personal Property Threshold	1,500
Total	3,426

Staff conducted a comprehensive review of the inventory records and identified approximately 1,200 property items that needed to be officially removed from the inventory list. While these items have been properly accounted for and disposed of over the past decade, they were inadvertently left on the inventory list. Additionally, staff identified 1,500 items that fall below the tangible personal property threshold and are therefore not required to be included in the inventory. Removing these items is a crucial bookkeeping measure to ensure accurate tracking of the County's assets.

Options:

1. Accept the FY 2024 Tangible Personal Property Annual Report.
2. Do not accept the FY 2024 Tangible Personal Property Annual Report.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Policy No. 02-05 "Tangible Personal Property Policy and Procedures"
2. FY 2024 List of Tangible Personal Property Items Inactivated from the Property Control Records

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

Policy No. 02-5

Title:	Tangible Personal Property Policy and Procedures
Date Adopted:	June 8, 2021
Effective Date:	June 8, 2021
Reference:	Chapter 274, Florida Statutes
Policy Superseded:	Policy No. 98- , adopted November 24, 1998; Policy No. 02-5, adopted April 16, 2002; revised December 13, 2005; revised September 24, 2019

It shall be the policy of Leon County, Florida, that Policy No. 02-5 "Tangible Personal Property Policy and Procedures" adopted by the Board of County Commissioners on September 24, 2019, is hereby amended, and a revised policy is hereby adopted in its place, to wit:

**LEON COUNTY GOVERNMENT
TANGIBLE PERSONAL PROPERTY POLICY AND PROCEDURES**

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SECTION I DEFINITIONS

1. County Tangible Personal Property is defined as property which:
 - a. is not fixed in place and not an integral part of a structure or facility;
 - b. is not an integral part or component of another piece of equipment;
 - c. has an original acquisition cost of \$1,000 or more;
 - d. is not consumed in use; and
 - e. has a useful life of one year or more after initial acquisition.
2. Property Custodian is defined as any department head, division head, or County employee under Leon County Government as designated by the County Administrator; any Constitutional Officer of the County, except for the Sheriff; the Court Administrator; and any other individual or entity having possession and control of County tangible personal property.
3. Custodian's Delegate means a person under the supervision of the Property Custodian, to which person the Custodian may delegate the use and immediate control of property, and from whom the Custodian may require custody receipts.
4. Gaining Custodian is a Property Custodian who is adding inventory.
5. Losing Custodian is a Property Custodian who is removing inventory.
6. Property Control is the program within the Purchasing Division charged with the responsibility of maintaining the records for County tangible personal property, of conducting annual physical inventories of all tangible personal property owned by the County, of tagging or otherwise labeling property acquired by the County and of coordinating other matters related to County tangible personal property including its transfer, cannibalization, and disposal.
7. Fiscal Year means the County government's fiscal year (October 1 - September 30) as established by Section 129.04, Florida Statutes.
8. Surplus refers to items no longer needed or used by a custodian that are transferred to the Surplus Account and which may be obtained by other custodians.
9. Salvage refers to items that are unserviceable or uneconomically repairable and transferred to the Salvage Account for disposition through sale, donation or discard.
10. Storage refers to those items being stored at a facility other than the work location of a property custodian for use at a later date but retained on the custodian's inventory.
11. Cannibalize refers to the removal of parts from one asset to repair another piece of property for use or for installation on other property to which parts are no longer available or are uneconomical to purchase.

SECTION II TANGIBLE PERSONAL PROPERTY RECORDS AND REPORTS

1. Property Control shall record all tangible personal property acquired by the County in the Fixed Asset Accounting System. This system shall include all information required by Florida Statutes and the Chief Financial Officer.
2. Each Property Custodian will be provided, upon request, the Inventory Report of all property under their control. The Property Custodian shall review the Inventory Report for accuracy and notify Property Control of any corrections required.
3. Each Property Custodian shall provide a monthly notification of property acquisitions to property control.

SECTION III ACQUISITION OF TANGIBLE PERSONAL PROPERTY

1. Property is acquired by the County:
 - a. By the direct purchase of property using County funds.
 - b. By donation from private individuals, state or other governmental agencies.
 - c. By the direct purchase of property using grant, state or federal funds.
 - d. By lease-purchase agreement.
2. Purchase of Property with County Funds:
 - a. Board Operations
 - 1) Each County Department, through the designated Department Head, is authorized to procure property through the County Purchasing Department if specifically budgeted in a "56400" object account and the individual item is over \$1,000 in cost. Constitutional Officers have the authority to make procurements from their own budgets. The Sheriff's Department is specifically excluded from the provision of this manual.
 - 2) Acquisition by County Departments, except for the Health Department: The necessary information to record these procurements in the Fixed Asset Accounting System will be obtained by Property Control from the Finance Department through the data contained in paid vouchers. At the time this information is acquired, a property number will be assigned, and the item will be tagged by Property Control in accordance with procedures described in Section VI of this policy.
 - b. Constitutional Officers (Tax Collector, Property Appraiser, Supervisor of Elections, Clerk of Courts).

- 1) The Departments under the Constitutional Officers acquire tangible personal property through procurement from their own budgets.
- 2) In order for Property Control to record such items, it will be necessary for the Property Custodian/Delegate of these Constitutional Offices to provide information to Property Control for evaluation, tagging and subsequent inclusion of the property in the tangible personal property record. The Property Control Form shall be used by the Property Custodian/Delegate to inform Property Control.

c. Health Department

- 1) The Health Department receives tangible personal property through procurement with State and/or County funds.
- 2) It will be necessary for the Property Custodian/Delegate to use the same Property Control Form as described above to inform Property Control of all acquired tangible personal property items.

3. Property Donated to the County:

Any tangible personal property donated to the County by governmental agencies, private enterprise or by individuals will be listed on the Property Control Form by the appropriate Property Custodian and forwarded to Property Control within 15 days of receipt of such items. The form should include all known information on the item donated. Property Control will, as soon as possible, inspect the property and evaluate it as to serviceability and value, and then determine whether or not it should be included on the Property Control Form. All such items approved for inclusion in the inventory will be tagged and entered in the Tangible Personal Property Record.

4. Purchase of Property using grant, state or federal funds:

Tangible personal property acquired by any County agency or department from other resources such as Federal or State Grants shall be accounted for in the same manner as property acquired with County Funds. The Finance Department will notify the Property Custodian of any exception to this standard procedure (OMB Circular No. A-87).

5. Lease-Purchase Agreements:

- a. In accordance with the criteria set forth in the Financial Accounting Standards Board's Statement No. 13, Accounting for Leases, all tangible personal property items acquired through lease-purchase agreement by any County department or agency will be included in the Tangible Personal Property Record at the beginning of the term of the agreement. Property Control will notify the department or agency receiving the item of any exception to this rule.
- b. It is the responsibility of the Property Custodian or Delegate to inform Property Control of all lease-purchase agreements pertaining to tangible personal property and to provide them with a copy of the agreement.

SECTION IV PROPERTY TRANSFERS AND SURPLUS PROPERTY

1. Transfers of tangible personal property between Property Custodians will be handled as follows:
 - a. The Losing Custodian will, for each different Gaining Custodian, complete one Property Control Form. On the form, the Losing Custodian will include for each item the following: the Property Control Number and a brief description, including its serial number. The form will then be sent to Property Control to initiate the transfer. If an item(s) needs to be moved, Property Control shall forward a copy of the form to Facilities Management. Then the original form shall be forwarded to the gaining Property Custodian to sign and return to Property Control.
 - b. Property Control will make the necessary adjustments to the property records.
2. Internal Transfer of Property Between Locations:
 - a. Some Property Custodians have large accounts with tangible personal property located in several different locations. Examples are: Tax Collector, Supervisor of Elections, Clerk of the Circuit Court, Public Library, and Public Works. These separate locations are identified on the Tangible Personal Property Record. It is the responsibility of the Property Custodian to advise Property Control of any transfer of tangible personal property from one location to another in order to keep the Property Record up to date. Notification should be made on the Transfer of Tangible Personal Property Form. Temporary transfers need not be reported, but all permanent or indefinite transfers should be reported as soon as they occur.
 - b. Property Control will make the necessary adjustments to the property records.
3. Surplus property will be held in place and reported to Property Control. If a redistribution of the property is not immediately possible, it will be moved to a designated storage site and deleted from the reporting Property Custodian's Inventory Record by Property Control.

SECTION V PROPERTY DISPOSAL

Disposal of property will be conducted in accordance with Chapter 274, Florida Statutes, and the below sections.

1. When a decision has been reached by the Property Custodian to cannibalize or dispose of unserviceable or uneconomically repairable equipment, the following procedure will apply:
 - a. Prior to actual disposal or cannibalization, a Property Control Form outlining the action and the reason(s) for said action shall be completed by the Property Custodian and forwarded to Property Control. Property Control shall update the property control records. Prior to the end of the Fiscal Year, Property Control shall write an agenda item as a status report to the Board to include all deleted items from the Tangible Personal Property Record. The deleted items shall all be removed as of September 30 of the current Fiscal Year.
 - b. The Leon County authorized recycling center(s) is the designated location for all junked property,

including all hazardous waste.

2. When a decision has been reached by the Property Custodian to dispose of Grant Funded Assets, the following procedure will apply:

The Property Custodian will review all Terms and Conditions associated with assets acquired with grant funds in accordance with 2 CFR 200.311(c) prior to disposal. Property Control will ensure compliance with all Terms and Conditions associated with assets acquired with Federal or State Grants as described in Section III (4) prior to disposal.

SECTION VI PHYSICAL INVENTORY, TAGGING AND CONDITION CODING OF PROPERTY ITEMS

1. Each item of tangible personal property located in inventory shall be marked or tagged with its property number and the inscription, "Property of Leon County, Florida", in accordance with Chapter 274, Florida Statutes, Florida Administrative Code and the Rules of the Chief Financial Officer, Rule 69I-73.001.
2. Physical inventories will be conducted by Property Control. Such inventories will be in coordination with the appropriate Property Custodian or his designated delegate. The individual taking the inventory should not be the Property Custodian charged with the items to be inventoried.
3. The type of inventory conducted will fall into one of three categories as indicated below:
 - a. New - The initial inventory for setting up the Tangible Personal Property Record of a new or reorganized department.
 - b. Annual - An inventory of all tangible personal property shall be taken once each fiscal year in each department.
 - c. Special - An inventory taken at the request of the Property Custodian when there is a change of a Property Custodian or by direction of the Leon County Government. An inventory shall be taken by Property Control of all tangible personal property within a department when there is a change in the Property Custodian or his designated Delegate.
4. The inventory will be an actual physical verification that a specific item exists at the site and in the condition indicated on the Tangible Personal Property Record. The most recent copy of the Tangible Personal Property Record will be used when conducting the inventory.
5. Every item located on the inventory will be classified as to its general condition and serviceability.
 - a. Property other than vehicles:
 - 1) Condition "1", Good means the item is serviceable, new or in almost new condition showing little sign of wear and tear.
 - 2) Condition "2", Fair means the item is still serviceable for its primary use but shows definite signs of wear and tear.
 3. Condition "3", Poor means the item was found to be unserviceable at the time of

inventory. Such items should be disposed of or declared surplus in accordance with applicable provisions in this manual.

- b. Vehicle Condition Coding:
 - 1) Condition "1", Good, a serviceable vehicle with over 50% of its life expectancy, mileage and/or operating hours remaining.
 - 2. Condition "2", Fair, a serviceable vehicle with less than 50% of its life expectancy, mileage and/or operating hours remaining.
 - 3. Condition "3", Poor, a vehicle which is determined to be unserviceable.
 - c. Items previously marked or tagged, but for some reason the marking is not legible or is missing, will be retagged using the original Property Control Number.
6. During the Physical Inventory, if tangible personal property is found that is not on the property record, action will be taken by Property Control to evaluate it and place it on the Property Record in the department where it was found.
7. Upon completion of an inventory, the Property Custodian will acknowledge acceptance of all property as listed on the current inventory report. It shall be the responsibility of the Property Custodian to trace and reconcile to the satisfaction of Property Control all discrepancies existing between the inventory and the Tangible Personal Property Record. Any discrepancies remaining unreconciled 15 days after inventory, as authorized by the Board and the Rules of the Chief Financial Officer shall be placed in a holding category of items not found the first year. Each Property Custodian with items in this category is provided a list and instructions to make every effort to locate the missing items. Items not found during the following annual inventory shall be deleted from the Property Control records.

SECTION VII SPECIAL ACCOUNTING AND REPORTING PROCEDURES

This section covers special procedures not otherwise outlined in this manual.

- 1. Lost or Stolen Property:
 - a. When it is evident that an item of tangible personal property has been lost or stolen, immediate action will be taken by the Property Custodian to locate it. If the item has been determined stolen, Property Control must supply the incident report that was received from law enforcement. If the item cannot be located, Property Control will be notified by memorandum by the Property Custodian.
 - b. Property Control will use the memorandum and any additional information as is appropriate as a basis to remove the item from the Property Records.
- 2. Tangible Personal Property Installed on Vehicles or on Other Major Items of Equipment:
 - a. In the interest of economy, the County may, from time to time, purchase a vehicle or a major

piece of equipment and subsequently purchase additional items for installation using County manpower and resources to complete the piece of equipment or to fill a special requirement.

- b. Items of this nature will not be accounted for separately but will be considered a part of the basic major item. The Property Record will show the Base Cost as the cost of the basic item plus the cost of any additional item(s) installed thereon.
- c. Items in this category include, but are not limited to, the following:
 - 1) Vehicle bodies.
 - 2) Installed hoists and winches.
 - 3) Installed air compressors.
 - 4) Storage tanks installed on vehicles or trailers.
 - 5) Installed flashing lights, light assemblies and sirens.
 - 6) Any other miscellaneous items like those above.
- d. Excluded from this policy are radios and communication equipment which will be shown on the Tangible Personal Property Record separately.
- e. The Property Custodian will notify Property Control of any changes to the basic major item.
- f. When County warrants or other acquisition documents reflect procurement of items as are described above, Property Control will prepare the necessary documents to add the item(s) to the basic piece of equipment on the Property Record.
- g. When a vehicle or other major piece of equipment is disposed of or traded, and the installed property item is recaptured for subsequent use, it will be the responsibility of the Property Custodian to advise Property Control of the action and of the anticipated use of the recovered item.

3. Review of Disposition of Tangible Personal Property Report:

Property Control will conduct a thorough review of the Tangible Personal Property Report to ensure complete and accurate information prior to its submission to the Board of County Commissioners. The review will be conducted by:

- a. Property Control Specialist
- b. Procurement Administrator
- c. Purchasing Director

Revised 6/8/2021

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39839	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39840	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39841	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39842	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39843	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39844	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39845	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39846	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39847	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39848	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39849	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39850	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39851	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39885	NEC PROJECTOR	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39889	ROTARY TILLER-COUNTYLINE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39890	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39891	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40047	LENOVO THINKPAD P14s	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40021	3XLOGIC NVR	5301	ADMIN.-CLERKS OFFICE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40030	CREDENZA 2	100	BOARD OF COUNTY COMMISSIONERS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40031	CREDENZA 3	100	BOARD OF COUNTY COMMISSIONERS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40062	8CY DUMPSTER	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40044	LENOVO THINKPAD P14s	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40066	Hobart Handler 210MVP MIG Welder	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39912	SIERRA WIRELESS XR80 GATEWAY	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40092	STIHL CONCRETE SAW	4331	STORM WATER CONSTRUCTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40025	VIVOTECH PANORAMIC CAMERA	301	TOURIST DEVELOPMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40117	DANBY REFRIGERATOR	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
40024	VIVOTECH PANORAMIC CAMERA	301	TOURIST DEVELOPMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40026	VIVOTECH PANORAMIC CAMERA	301	TOURIST DEVELOPMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39982	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39984	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39986	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39989	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39991	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40023	VIVOTECH PANORAMIC CAMERA	301	TOURIST DEVELOPMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39435	ZOLL AED 3	130	O.M.B.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39436	ZOLL AED 3	130	O.M.B.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40028	CREDENZA	100	BOARD OF COUNTY COMMISSIONERS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40029	CREDENZA 1	100	BOARD OF COUNTY COMMISSIONERS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
40032	CHAIR - RIGHT	100	BOARD OF COUNTY COMMISSIONERS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40033	CHAIR - LEFT	100	BOARD OF COUNTY COMMISSIONERS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40111	3XLOGIC NVR	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39978	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39979	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39980	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39981	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39983	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39985	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39987	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39988	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39992	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39998	RUCKUS T750SE OUTDOOR WAP	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
40004	RUCKUS T750SE OUTDOOR WAP	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39916	PROFORCE DEBRIS BLOWER	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39990	6' EXTRA HD PORTABLE TABLE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39060	AUDIOCODES M1KB-VM-FXS-O	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39061	AUDIOCODES M1KB-VM-1SPAN	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39062	AUDIOCODES M1KB-VM-1SPAN	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39063	AUDIOCODES M1KB-VM-1SPAN	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39064	AUDIOCODES M1KB	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39065	BLACKBOX TL601A-R2	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39066	BLACKBOX TL601A-R2	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39067	CATALYST 2960X-24TS-L	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39068	CATALYST 2960X-24TS-L	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39071	CATALYST 2960X-48TS-L	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39075	FORTINET FG-60E	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71390	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71393	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71314	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71328	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71343	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71371	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71377	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71334	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71368	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71332	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71315	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71365	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71318	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71329	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71386	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
71369	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71320	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71354	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71326	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71322	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71341	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71331	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71392	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71336	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71372	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71323	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71324	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71340	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71350	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71361	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71419	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71348	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
71338	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71355	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71319	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71342	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71351	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71330	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71352	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71312	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71321	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71345	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
71385	OPTIPLEX 5090 MFF	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39463	POWER PRO COT	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39464	POWER PRO COT	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39465	POWER PRO COT	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39810	QNAP TS-h3088XU-RP NAS SERVER	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39808	CHECK POINT 6200+ APPLIANCE	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39809	CHECK POINT 6200+ APPLIANCE	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39833	SMITHS 5030C X-RAY SYSTEM	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39835	CROWN WAV60-118	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39837	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39838	GALAXY NOTE 10	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39081	BOOKCASE/LA TERIAL FILE	120	COUNTY ATTORNEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39086	ROOT GRAPPLE-RAKE MASTER	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39091	NVR V7000 (DVR)	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39092	NVR V7000 (DVR)	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39144	PIPE/CABLE LOCATOR	4331	STORM WATER CONSTRUCTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39170	POWER LOAD 6390	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39174	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39175	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39093	LATITUDE 7410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39094	LATITUDE 7410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39095	LATITUDE 7410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39096	LATITUDE 7410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39097	LATITUDE 7410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39098	LATITUDE 7410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39099	LATITUDE 7410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39100	LATITUDE 7410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39101	LATITUDE 7410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39102	LATITUDE 7410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39200	Computer Testing/LAN Station	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39202	CANON TM-30536 PLOTTER/PRINTER	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39266	HONDA PRESSURE WASHER	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39265	LAND PRIDE BOX BLADE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39270	POWER PRO COT	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39271	POWER PRO COT	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39272	POWER PRO COT	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39273	POWER PRO COT	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39274	POWER PRO COT	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39278	IP 4X LIGHTCATCHER CAMERA	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39056	POWEREDGE R340	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39057	POWEREDGE R340	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39058	POWEREDGE R340	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39059	POWEREDGE R340	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39288	SATELLITE PHONE	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39289	SATELLITE PHONE	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39366	OPTIPLEX 7090	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39367	VIEWSCAN MICROFILM SCANNER	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39372	UNDER-COUNTER ICE MAKER	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39277	LAMBDA 3960X WORKSTATION	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39377	POWEREDGE R750 SERVER	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39384	TRIMBLE R2 RECEIVER	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39400	STORAGE CABINET	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39401	STORAGE CABINET	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39410	NVR V7000	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39373	TRIMBLE R1 GNSS	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39374	TRIMBLE R1 GNSS	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39403	ZOLL AED 3	130	O.M.B.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39405	ZOLL AED 3	130	O.M.B.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39406	ZOLL AED 3	130	O.M.B.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39423	EXECUTIVE DESK	120	COUNTY ATTORNEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39424	CREDENZA	120	COUNTY ATTORNEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39444	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39445	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39449	DELL EMC HS-XAC SERVER	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39450	DELL EMC HSX-600 SERVER	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39457	MTS POWER LOAD COT	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39011	MEDIANT 1000B	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39012	MEDIANT 1000B	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39018	PROLIANT ML110 G10	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39019	READYNAS	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39025	2960X-48TS	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39026	2960X-48TS	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39027	MEDIANT 1000B	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39028	MEDIANT 1000B	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39029	MEDIANT 1000B	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
70267	DELL LATITUDE 5290 2 IN 1	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
70268	DELL LATITUDE 5290 2 IN 1	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70270	DELL LATITUDE 7390 2 IN 1	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
70257	LATITUDE 5290	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
70258	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
70243	LATITUDE 7480	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38753	ICE O MATIC	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38729	POWEREDGE R740	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38647	LECTERN W/SOUND SYSTEM	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38794	HP LASERJET M609X	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38797	LATITUDE 5290 2 IN 1	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38800	4K DIGITAL MEDIA PRESENTATIO N SYSTEM	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38801	4K DIGITAL MEDIA PRESENTATIO N SYSTEM	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38802	4K DIGITAL MEDIA PRESENTATIO N SYSTEM	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38804	SMASUNG 75" 4K TV	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38803	SMASUNG 75" 4K TV	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38809	DELL 32 MONITOR	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38810	DELL 32 MONITOR	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38814	TRIMBLE R1 GNSS RECEIVER	431	TRANSPORTAT ION MAINT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38821	STAIR CHAIR PRO 6252	130	O.M.B.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38808	20 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38812	20 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38844	MINI-ROOTER XP-PWR FEED	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38835	DELL OUTLET LATITUDE 13-7300	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38836	DELL OUTLET LATITUDE 13-7300	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38837	DELL OUTLET LATITUDE 13-7300	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38838	DELL OUTLET LATITUDE 13-7300	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38839	DELL OUTLET LATITUDE 13-7300	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38840	DELL OUTLET LATITUDE 13- 7300	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38841	DELL OUTLET LATITUDE 13- 7300	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38842	DELL OUTLET LATITUDE 13- 7300	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38843	DELL OUTLET LATITUDE 13- 7300	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38825	IPAD	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
70409	LATITUDE 3500	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
70505	LATITUDE 3510	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
70509	LATITUDE 3510	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
70510	LATITUDE 3510	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38660	4-CHANNEL EARS	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38661	4-CHANNEL EARS	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38662	4-CHANNEL EARS	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38664	4-CHANNEL EARS	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
70560	DELL LATITUDE 7410	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38060	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38061	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38062	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38063	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38946	TEMP SCREENING KIOSK	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38947	TEMP SCREENING KIOSK	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38948	TEMP SCREENING KIOSK	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38949	TEMP SCREENING KIOSK	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38950	TEMP SCREENING KIOSK	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38951	TEMP SCREENING KIOSK	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38934	TENT	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38926	PROG. AUTOFOLDER	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38927	PROG. AUTOFOLDER	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38928	PROG. AUTOFOLDER	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38969	APC SMARTUPS 3000VA	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38970	APC SMARTUPS 3000VA	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39078	EXECUTIVE DESK	120	COUNTY ATTORNEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38976	BANDURA CYBER APPLIANCE	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38977	BANDURA CYBER APPLIANCE	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39079	CREDENZA	120	COUNTY ATTORNEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
39080	OVERHEAD STORAGE	120	COUNTY ATTORNEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37464	DELL PRECISION T7810	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37413	DELL LATITUDE E5470	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37610	MOTOROLA PORTABLE RADIO	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37611	MOTOROLA PORTABLE RADIO	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37612	MOTOROLA PORTABLE RADIO	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37613	MOTOROLA PORTABLE RADIO	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37643	DELL LATITUDE 7275	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37654	DIGITAL WATCHDOG (DVR)	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37655	TRIMBLE R1 RECEIVER	4311	TRANSPORTAT ION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37657	TRIMBLE R1 RECEIVER	4311	TRANSPORTAT ION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37656	TRIMBLE R1 RECEIVER	4311	TRANSPORTAT ION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37686	PRESSURE WASHER E4040H	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37708	GRADE LASER Spectra Precision®	433	STORM WATER MAINTENANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37702	DELL LATITUDE 12 5285	532	STATE ATTORNEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37733	DELL LATITUDE 5580	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37910	DELL LATITUDE 7275	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37911	DELL LATITUDE 7275	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37912	DELL LATITUDE 7275	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37876	DELL POWEREDGE R740 SERVER	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37915	DELL POWEREDGE R630	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37878	DELL LATITUDE 7480	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37877	DELL LATITUDE 7480	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37879	DELL LATITUDE 7480	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37880	DELL LATITUDE 7480	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37881	DELL LATITUDE 7480	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37882	DELL LATITUDE 7480	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37883	DELL LATITUDE 7480	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37884	DELL LATITUDE 7480	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37887	DELL LATITUDE 12 5285	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37897	DELL LATITUDE 12 5285	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37899	DELL LATITUDE 12 5285	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37906	DELL LATITUDE 12 5285	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37907	DELL LATITUDE 12 5285	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37928	DESK	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37929	LOVE SEAT	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38268	APC SMART UPS	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38274	EPSON WHITE BOARD PROJECTOR	420	ENVIRON. COMPLIANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38260	LATITUDE 7380	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38305	SAMSUNG 82" TV	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37967	F-550 AMBULANCE	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38373	DELL POWEREDGE R740	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38372	DELL POWEREDGE R740	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38378	DELL LATITUDE 5290 2 IN 1	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38390	DELL POWEREDGE R740	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38391	DELL POWEREDGE R740	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38369	DELL LATITUDE 7390	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38414	DELL XPS 13 2 IN 1	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38466	FUJITSU Q737 TABLET	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38398	POWEREDGE T130 SERVER	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38422	LATITUDE 5490	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38423	LATITUDE 5490	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38535	ICE O MATIC	544	PRE-TRIAL/PROBATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38512	LARYNGOSCOPE-VIDEO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38521	LARYNGOSCOPE-VIDEO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38568	INFUSION PUMP	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38569	INFUSION PUMP	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38648	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38649	40 YD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38650	20 YD ROLL OFF CONTAINER	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38651	20 YD ROLL OFF CONTAINER	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38652	FUJITSU Q738 TABLET	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38654	FUJITSU Q738 TABLET	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
38672	DESK	370	HOUSING & HUMAN SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
70266	DELL LATITUDE 5290 2 IN 1	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36723	EVID SLATE UNIT	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36716	HITACHI INTERACTIVE WHITEBOARD	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36753	DELL R430 SERVER	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36752	DELL R430 SERVER	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36740	DELL LATITUDE RUGGED 14	600	SHERIFF OFFICE/ADMIN	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36742	DELL LATITUDE RUGGED 14	600	SHERIFF OFFICE/ADMIN	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36744	DELL LATITUDE RUGGED 14	600	SHERIFF OFFICE/ADMIN	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36747	DELL LATITUDE E5450	600	SHERIFF OFFICE/ADMIN	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36735	DELL 32 MONITOR	220	BUILDING INSPECTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36766	DELL R820 SERVER	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36774	DELL R430 SERVER	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36775	SHARP 70" TV	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36798	DELL LATITUDE 3550	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36799	DELL LATITUDE 3550	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36803	DELL LATITUDE 3550	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37081	QUANTUM SCALAR TAPE DRIVES	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37074	DELL MONITOR 32"	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37125	PLATE TAMPER	433	STORM WATER MAINTENANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37119	DELL LATITUDE 7350	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37104	DELL LATITUDE RUGGED EXTREME	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37157	DELL LATITUDE 12 EXTREME	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36913	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36914	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36915	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36916	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37174	ROLL OFF CONTAINER 20YRD	444	HAZARDOUS WASTE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37175	ROLL OFF CONTAINER 20YRD	444	HAZARDOUS WASTE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37172	ROLL OFF CONTAINER 20YRD	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37173	ROLL OFF CONTAINER 20YRD	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36927	ZOOMLOCK TOOL/ACCESSORIES	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36888	HP Z220 PC	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36845	KVM MASTERVIEW	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36940	LETTER OPENER ASCOM OP16	517	TAX COLL.-CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36919	ZEBRA MOBILE BAR CODE PRINTER	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36931	COMPACTOR/CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36932	COMPACTOR/CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36792	F-450 AMBULANCE	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37226	BILLYGOAT BRUSHCUTTER	433	STORM WATER MAINTENANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37204	DELL 32" MONITOR	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37214	FUJITSU Q736 HYBRID TABLET	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37217	FUJITSU Q736 HYBRID TABLET	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37424	NORTEL ETHERNET SWITCH	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37425	NORTEL ETHERNET SWITCH	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37441	STAIR CHAIR PRO 6252	130	O.M.B.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37336	DELL LATITUDE 7275	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37252	DELL LATITUDE E7270	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37474	MICROSOFT SURFACE PRO 4	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37475	MICROSOFT SURFACE PRO 4	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37518	OKI C9650 PRINTER	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37519	OKI C9650 PRINTER	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37520	OKI C9650 PRINTER	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37522	OKI C9650 PRINTER	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37524	EXACOM EARS 104	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37525	EXACOM EARS 104	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37532	HP PAVILION	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37534	MOTOROLA XLT5000 CONSOLETTTE	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37535	MOTOROLA XLT5000 CONSOLETTTE	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37536	MOTOROLA XLT5000 CONSOLETTTE	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37538	SONY LCD MONITOR	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37539	SONY LCD MONITOR	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37550	SKYBASE MSAT-G2	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37551	SKYBASE G2 SATELLITE PHONE	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37537	CISCO 2960	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
37601	BILLY GOAT LITTER VACUUM	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35795	PORTABLE XTS 1500	4321	RIGHT-OF-WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35737	CASIO PROJECTOR XJ-H1700	360	COOPERATIVE EXTEN.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35820	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35821	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35822	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35823	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35824	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35825	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35826	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35827	OKI C9650 PRINTER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35832	DELL LATITUDE E5430	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35836	CARESCAPE V100 MONITOR	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35837	CARESCAPE V100 MONITOR	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35838	CARESCAPE V100 MONITOR	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35839	CARESCAPE V100 MONITOR	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35840	CARESCAPE V100 MONITOR	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35742	WATCHGUARD FIREWALL	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35747	DELL R210 POWEREDGE	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35744	DIGI CONNECT 32	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35748	DELL R320 POWEREDGE	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35973	FUJITSU 6670 POST IMPRINTER	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35749	WATCHGUARD FIREWALL	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35746	DELL R210 POWEREDGE	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35745	APC UPS 2200	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35855	SAMSUNG 65" LED TV	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35856	SYNOLOGY RACKSTATION	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35857	SYNOLOGY RACKSTATION	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35858	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35859	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35891	CDA CONSOLES	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36127	DELL POWEREDGE R730	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36128	DELL POWEREDGE R730	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36141	DELL LAPTOP 15 5000	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36142	DELL LAPTOP 15 5000	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36143	DELL LAPTOP 15 5000	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36453	SONY XD CAMERA	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36463	DELL LAPTOP E5550	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36467	PRESSURE WASHER (DEWALT)	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36468	SEWER MACHINE (RIDGID)	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36529	GEM5000+ GAS ANALYZER	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36608	FLUKE THERMAL IMAGER	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36609	FLUKE POWER LOGGER	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36109	F-450 AMBULANCE	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36112	F-450 AMBULANCE	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36661	FLUKE OPTIVIEW XG	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36663	APC SMART UPS 3000VA	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36664	APC SMART UPS 3000VA	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36667	POWEREDGE R730 SERVER	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36670	POWEREDGE R730 SERVER	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36674	APC SMART UPS 3000VA	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36675	APC SMART UPS 3000VA	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36705	PORTABLE APX 1000	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36706	PORTABLE APX 1000	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36708	LENOVO THINKPAD YOGA 15	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36709	LENOVO THINKPAD YOGA 15	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36715	STIHL CUTOFF SAW	4311	TRANSPORTATION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36718	TRIMBLE R1	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36730	EVID SLATE UNIT	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36729	EVID SLATE UNIT	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36728	EVID SLATE UNIT	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36727	EVID SLATE UNIT	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36726	EVID SLATE UNIT	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36725	EVID SLATE UNIT	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
36724	EVID SLATE UNIT	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34368	EPSON DFX-9000 PRINTER	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34571	SERVER, DELL R410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34529	PORTABLE XTS 2500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34537	LIFEPAK 15	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34551	LIFEPAK 15	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34553	LIFEPAK 15	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34565	LIFEPAK 15 AC POWER SUPPLY	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34703	SAFE	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34763	POWEREDGE R720	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34792	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34793	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34794	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34783	CPU, PANASONIC TOUGHBOOK 19	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34821	ROLL-OFF CONTAINER, 20YRD	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34822	ROLL-OFF CONTAINER, 20YRD	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34823	ROLL-OFF CONTAINER, 20YRD	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34824	ROLL-OFF CONTAINER 20YRD	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34825	ROLL-OFF CONTAINER 20YRD	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34826	ROLL-OFF CONTAINER 20YRD	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34876	SERVER, DELL R720	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34880	ICE-O-MATIC UNDER COUNTER	301	TOURIST DEVELOPMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35055	PRINTER, HP M602X	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35056	PRINTER, HP M602X	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35059	RIDGID XL-C PRESS RINGS KIT	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35058	RIDGID PRESSING TOOL RP 330	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35061	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35062	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35063	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35064	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35069	PORTABLE XTS 2000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35068	PORTABLE XTS 2000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35067	PORTABLE XTS 2000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35066	PORTABLE XTS 2000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35065	PORTABLE XTS 2000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35089	SERVER, DELL R420	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35090	SERVER, DELL R420	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35102	REAR STORAGE CABINET	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35104	HARRIS MOBILE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35109	60" ROOT RAKE FOR SKID STEER	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35111	SERVER, DELL R720	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35114	INTERNATIONAL AMBULANCE	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35119	AED, LIFEPAK CRPLUS	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35117	AED, LIFEPAK CRPLUS	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35118	AED, LIFEPAK CRPLUS	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35235	LUCAS CHEST COMPRESSION SYSTEM	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35236	LUCAS CHEST COMPRESSION SYSTEM	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35103	REAR STORAGE CABINET	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35105	HARRIS MOBILE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35106	HARRIS MOBILE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35217	SERVER, DELL T320	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35418	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35471	CPU, LAPTOP DELL E5530	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35492	GEM 5000+GAS ANALYZER	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35510	SHARP 60" LED TV	410	PUBLIC SAFETY COMPLEX	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35589	WHIRLPOOL REFRIGERATO R	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35590	WHIRLPOOL REFRIGERATO R	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35592	DUPLO FOLDER DF980	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35600	DISC REPAIR SYSTEM, RTI AUTOSMART	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35518	DELL POWEREDGE R720	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35612	LENOVO IDEAPAD	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35599	DELL LATITUDE E7240	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35753	POWEREDGE R720XD	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
35791	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32323	Rack 3 - RF - Even Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32324	Rack 4 - Network Rack & MOSCAD	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32374	Microwave System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32364	Microwave DC Power Plant	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32359	DC Power System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32344	RACK 1 - RF - Odd Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32341	RACK 2 - Combiner Rack/Frequency Synchronization	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32343	Rack 3 - RF - Even Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32342	Rack 4 - Network Rack & MOSCAD	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32373	Microwave System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32349	RACK 1 - RF - Odd Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32351	RACK 2 - Combiner Rack/Frequency Synchronization	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32350	Rack 3 - RF - Even Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32352	Rack 4 - Network Rack & MOSCAD	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32348	Comparator Rack	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32347	Simulcast Controller/Netwo rk/ Rack	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32345	CNI RACK	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32346	CORE LAN RACK	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32354	MASTER SITE SERVER RACK	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32380	BiDirectional Amplifiers	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32379	BiDirectional Amplifiers	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32381	BiDirectional Amplifiers	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32378	BiDirectional Amplifiers	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32353	Interoperability Stations Rack	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32357	DC Power System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32363	DC Power System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32368	Microwave DC Power Plant	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32358	DC Power System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33054	MOBILE XTL1500	425	FLEET MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33957	BARCODE SCANNER, HONEYWELL	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34079	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34081	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34078	CPU, DELL 780	517	TAX COLL.-CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34082	CPU, LAPTOP DELL LATITUDE	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34083	CPU, LAPTOP DELL LATITUDE	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34084	CPU, LAPTOP DELL LATITUDE	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34097	SERVER, DELL R710	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34098	SERVER, DELL MD1200	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34096	SERVER, DELL MD1200	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34109	DRIP TORCH	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34111	DRIP TORCH	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32187	PORTABLE XTS 2500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34143	TELESCOPIC ARMS	4311	TRANSPORTATION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34144	TELESCOPIC ARMS	4311	TRANSPORTATION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34145	DOCUMENT SHREDDER	515	TAX COLL-BLOUNTSTOWN	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34248	FIELD CONTROLLER, TRIMBLE	415	SURVEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34250	AIR QUALITY METER	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34320	LIGHTSPEED AUDIO SYSTEM	360	COOPERATIVE EXTEN.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34289	PRINTER, HP 4015N	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34331	SERVER, DELL R410	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34332	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34354	MONITOR, 30" DELL	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34355	MONITOR, 30" DELL	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34356	MONITOR, 30" DELL	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34373	CPU, LAPTOP DELL E6520	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34374	CPU, LAPTOP DELL E6520	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34376	CPU, LAPTOP DELL E6520	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34377	CPU, LAPTOP DELL E6520	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34384	ICE O MATIC	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34390	SERVER, DELL R710	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34391	SERVER, DELL R710	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34466	MONITOR 30" DELL	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34468	SERVER DELL R710	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34501	CPU, LAPTOP DELL M6600	514	TAX COLL.-BOA	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33497	WALK THRU DETECTOR	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33688	DUPLO FOLDER DF915	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33689	DISC REPAIR MACHINE, RTI	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33692	LAPTOP, DELL E6410	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33693	LAPTOP, DELL E6410	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33694	LAPTOP, DELL E6410	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33695	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33697	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33702	CPU, LAPTOP DELL LATITUDE	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33718	PHOTO LIGHT KIT	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33719	CAMERA, CANON EOS 7D	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33721	PROJECTOR	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33749	FORKLIFT, CATERPILLAR	444	HAZARDOUS WASTE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33896	LARYNGOSCO PE-VIDEO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33894	LARYNGOSCO PE-VIDEO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33895	LARYNGOSCO PE-VIDEO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33897	LARYNGOSCO PE-VIDEO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33898	LARYNGOSCO PE-VIDEO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33899	LARYNGOSCO PE-VIDEO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33915	HIGHBACK CHAIR RED	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33916	MOBILE RADIO XTL 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33917	MOBILE RADIO XTL 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33918	MOBILE RADIO XTL 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33919	MOBILE RADIO XTL 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33925	DIESEL GENERATOR FRONTIER	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33924	GASOLINE GENERATOR FRONTIER	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33923	PORTABLE COMPRESSOR FRONTIER	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33928	E911 SERVER/ROUTER	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33929	E911 SERVER/ROUTER	600	SHERIFF OFFICE/ADMIN	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32317	RACK 1 - RF - Odd Channel Base Stations	110	COUNTY ADMINISTRATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32320	RACK 2 - Combiner Rack/Frequency Synchronization	110	COUNTY ADMINISTRATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32318	Rack 3 - RF - Even Channel Base Stations	110	COUNTY ADMINISTRATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32319	Rack 4 - Network Rack & MOSCAD	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32376	RACK 5 Microwave System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32362	RACK 6 Microwave DC Power Plant	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32361	RACK 7 DC Power System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32330	RACK 1 - RF - Odd Channels Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32331	RACK 2 - Combiner Rack/Frequency Synchron1zation	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32329	Rack 3 - RF - Even Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32332	Rack 4 - Network Rack & MOSCAD	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32370	Microwave System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32366	Microwave DC Power Plant	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32355	DC Power System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32333	RACK 1 - RF - Odd Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32335	RACK 2 - Combiner Rack/Frequency Synchronization	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32336	Rack 3 - RF - Even Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32334	Rack 4 - Network Rack & MOSCAD	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32377	Microwave System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32367	DC Power System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32326	RACK 1 - RF - Odd Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32327	RACK 2 - Combiner Rack/Frequency Synchronization	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32328	Rack 3 - RF - Even Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32325	Rack 4 - Network Rack & MOSCAD	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32372	Microwave System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32360	DC Power System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32339	RACK 1 - RF - Odd Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32337	RACK 2 - Combiner Rack/Frequency Synchronization	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32340	Rack 3 - RF - Even Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32338	Rack 4 - Network Rack & MOSCAD	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32371	Microwave System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32365	Microwave DC Power Plant	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32356	DC Power System	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32322	RACK 1 - RF - Odd Channel Base Stations	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32321	RACK 2 - Combiner Rack/Frequency Synchronization	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32266	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32211	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32269	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32280	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32213	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32284	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32201	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32259	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32274	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32225	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32267	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32251	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32283	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32220	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32237	PORTABLE XTS 1500	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32239	PORTABLE XTS 1500	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33129	PORTABLE XTS 2500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33130	PORTABLE XTS 2500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32993	SERVER, IBM X3350	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32996	CPU, DELL PRECISION M60	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33149	CISCO SWITCH 2960	517	TAX COLL.- CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33145	SERVER, DELL R710	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33146	SERVER, DELL R710	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33195	KVM SWITCH	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33225	SERVER, DELL POWERVAULT MD3000i	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33226	SERVER, DELL POWERVAULT MD3000i	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33221	SERVER, DELL POWEREDGE R710	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33222	SERVER, DELL POWEREDGE R710	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33223	SERVER, DELL POWEREDGE R710	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33224	SERVER, DELL POWEREDGE R710	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33249	CPU, LAPTOP DELL LATITUDE	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33250	CPU, LAPTOP DELL LATITUDE	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33251	CPU, LAPTOP DELL LATITUDE	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33252	CPU, LAPTOP DELL LATITUDE	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33253	CPU, LAPTOP DELL LATITUDE	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33254	CPU, LAPTOP DELL LATITUDE	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33255	CPU, LAPTOP DELL LATITUDE	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33256	CPU, LAPTOP DELL LATITUDE	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33257	CPU, LAPTOP DELL LATITUDE	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33258	CPU, LAPTOP DELL LATITUDE	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33237	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33240	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33241	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33242	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33243	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33244	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33245	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33246	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33248	PRINTER, OKI 9650	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33156	CISCO 5508	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33157	CISCO 5508	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33290	GRAPPLE RAKE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33430	PROJECTOR, EPSON 1725	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33500	PROJECTOR, DELL 4610X DLP	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33615	INTERNATIONAL AMBULANCE	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33496	MONITOR, 30" DELL	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33259	ACCUVOTE ENVELOPE SCANNER(AVES)	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33260	CPU, DELL VOSTRO (AVES)	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33261	SERVER DELL T110 (AVES)	520	SUPERVISOR OF ELECT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33620	NORTEL 4526G SWITCH	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33621	NORTEL 4526G SWITCH	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33618	NORTEL 5520 SWITCH	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33619	NORTEL 5520 SWITCH	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33622	APC SMARTUPS 3000VA	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32303	MOBILE XTL1500	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32118	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32134	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32138	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32262	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32272	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32223	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32277	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32265	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32278	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32236	PORTABLE XTS 1500	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32218	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32254	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32234	PORTABLE XTS 1500	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32230	PORTABLE XTS 1500	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32212	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32203	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32282	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32246	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32204	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32208	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32228	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32260	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32200	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32209	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32270	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32249	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32250	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32221	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32279	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32264	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32275	PORTABLE XTS 1500	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32215	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32202	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32256	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32205	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32271	PORTABLE XTS 1500	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32252	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32227	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32253	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32224	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32216	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32287	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32206	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32217	PORTABLE XTS 1500	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32240	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32245	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32286	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32258	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32257	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32244	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32276	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32255	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32261	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32219	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32210	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32207	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32247	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32214	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32226	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32235	PORTABLE XTS 1500	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32273	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32248	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32229	PORTABLE XTS 1500	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32864	PORTABLE XTS 1500	416	CONSTRUCTION MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32124	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32389	MOBILE XTL1500	433	STORM WATER MAINTENANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32154	PORTABLE XTS 1500	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33039	MOBILE XTL1500	4312	TRANSPORTATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32314	MOBILE XTL1500	4331	STORM WATER CONSTRUCTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32092	PORTABLE XTS 1500	4312	TRANSPORTATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32181	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32145	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32386	MOBILE XTL1500	432	RIGHT-OF-WAY MGMT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33053	MOBILE XTL1500	425	FLEET MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32142	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32172	PORTABLE XTS 2500	4331	STORM WATER CONSTRUCTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32867	PORTABLE XTS 1500	416	CONSTRUCTION MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32180	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33055	MOBILE XTL1500	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32411	MOBILE XTL1500	4311	TRANSPORTATION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32083	PORTABLE XTS 1500	431	TRANSPORTATION MAINT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33065	MOBILE XTL1500	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32148	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32316	MOBILE XTL1500	4331	STORM WATER CONSTRUCTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33052	MOBILE XTL1500	425	FLEET MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32153	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32136	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32081	PORTABLE XTS 1500	431	TRANSPORTATION MAINT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32147	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33068	MOBILE XTL1500	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32127	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32097	PORTABLE XTS 1500	431	TRANSPORTATION MAINT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33047	MOBILE XTL1500	4312	TRANSPORTATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32859	PORTABLE XTS 1500	416	CONSTRUCTION MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32288	MOBILE XTL1500	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32292	MOBILE XTL1500	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32114	PORTABLE XTS 1500	201	ANIMAL CONTROL	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32166	PORTABLE XTS 2500	4311	TRANSPORTATION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32174	PORTABLE XTS 2500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32139	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32094	PORTABLE XTS 1500	4321	RIGHT-OF-WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32135	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32297	MOBILE XTL1500	431	TRANSPORTATION MAINT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33067	MOBILE XTL1500	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33056	MOBILE XTL1500	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32144	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32091	PORTABLE XTS 1500	433	STORM WATER MAINTENANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32412	MOBILE XTL1500	4311	TRANSPORTAT ION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32866	PORTABLE XTS 1500	416	CONSTRUCTIO N MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32413	MOBILE XTL1500	4331	STORM WATER CONSTRUCTIO N	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32084	PORTABLE XTS 1500	431	TRANSPORTAT ION MAINT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33060	MOBILE XTL1500	194	ENVIRONMENT AL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32143	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33062	MOBILE XTL1500	194	ENVIRONMENT AL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32863	PORTABLE XTS 1500	416	CONSTRUCTIO N MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32164	PORTABLE XTS 2500	4331	STORM WATER CONSTRUCTIO N	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32146	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32298	MOBILE XTL1500	431	TRANSPORTAT ION MAINT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32141	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33061	MOBILE XTL1500	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32289	MOBILE XTL1500	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32133	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33059	MOBILE XTL1500	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32088	PORTABLE XTS 1500	4321	RIGHT-OF-WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33063	MOBILE XTL1500	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32129	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32093	PORTABLE XTS 1500	433	STORM WATER MAINTENANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32837	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32838	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32946	SERVER, IBM P6 550	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32787	EMERGENCY CALL STATION	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33003	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33005	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33008	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33010	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33011	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33012	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33014	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33015	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33024	SONY CAMCORDER	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33117	ROLL-OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33118	ROLL-OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33046	MOBILE XTL1500	431	TRANSPORTATION MAINT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32769	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32095	PORTABLE XTS 1500	433	STORM WATER MAINTENANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32110	PORTABLE XTS 1500	201	ANIMAL CONTROL	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32117	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32393	MOBILE XTL1500	4311	TRANSPORTATION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33049	MOBILE XTL1500	433	STORM WATER MAINTENANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33058	MOBILE XTL1500	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32085	PORTABLE XTS 1500	431	TRANSPORTATION MAINT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32086	PORTABLE XTS 1500	4312	TRANSPORTATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32122	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32865	PORTABLE XTS 1500	416	CONSTRUCTION MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32295	MOBILE XTL1500	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32151	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32108	PORTABLE XTS 1500	201	ANIMAL CONTROL	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32150	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32112	PORTABLE XTS 1500	201	ANIMAL CONTROL	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32388	MOBILE XTL1500	4331	STORM WATER CONSTRUCTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33069	MOBILE XTL1500	432	RIGHT-OF-WAY MGMT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32109	PORTABLE XTS 1500	201	ANIMAL CONTROL	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32407	MOBILE XTL1500	433	STORM WATER MAINTENANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32132	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32860	PORTABLE XTS 1500	416	CONSTRUCTION MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32175	PORTABLE XTS 2500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32391	MOBILE XTL1500	433	STORM WATER MAINTENANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33050	MOBILE XTL1500	431	TRANSPORTATION MAINT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32130	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32394	MOBILE XTL1500	432	RIGHT-OF-WAY MGMT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32168	PORTABLE XTS 2500	4321	RIGHT-OF-WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32123	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32149	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32121	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33066	MOBILE XTL1500	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32408	MOBILE XTL1500	4311	TRANSPORTATION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32125	PORTABLE XTS 1500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32131	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33064	MOBILE XTL1500	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32113	PORTABLE XTS 1500	201	ANIMAL CONTROL	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32858	PORTABLE XTS 1500	416	CONSTRUCTION MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32398	MOBILE XTL1500	4312	TRANSPORTATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32128	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32115	PORTABLE XTS 1500	201	ANIMAL CONTROL	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
33045	MOBILE XTL1500	431	TRANSPORTATION MAINT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32111	PORTABLE XTS 1500	201	ANIMAL CONTROL	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32405	MOBILE XTL1500	4311	TRANSPORTATION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32126	PORTABLE XTS 1500	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32082	PORTABLE XTS 1500	4312	TRANSPORTATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32382	MOBILE XTL1500	4312	TRANSPORTATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32390	MOBILE XTL1500	4312	TRANSPORTATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31826	CISCO 2811 CATALYST	513	TAX COLL.- SUGAR CREEK	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31830	F-150	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
31827	RADIO, MOTOROLA XTS2500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31849	CPU, LAPTOP DELL D830	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31841	SERVER, IBM P55A	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31894	PORTABLE BACKSTOP	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31895	PORTABLE BACKSTOP	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31896	PORTABLE BACKSTOP	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31913	CPU, DELL 755	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31946	MAIL SLOT SORTER 96" WIDE	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31813	DOLPHIN 9500 PORTABLE PC	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31814	DOLPHIN 9500 PORTABLE PC	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31987	DEFIBRILATOR, PHILIPS	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32053	FLUKE POWER LOGGER	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32052	EXTENDO BED	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32056	ROLL-OFF RECYCLING CAN	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32057	ROLL-OFF RECYCLING CAN	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32058	ROLL-OFF RECYCLING CAN	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729185	MINOLTA BIZHUB 350	193	ROBERTS-STEVENS MSC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729186	MINOLTA BIZHUB 350	193	ROBERTS-STEVENS MSC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729187	MINOLTA BIZHUB 350	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729188	MINOLTA BIZHUB 350	193	ROBERTS-STEVENS MSC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729189	MINOLTA BIZHUB 350	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729190	MINOLTA BIZHUB 350	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729191	MINOLTA BIZHUB 350	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729192	MINOLTA BIZHUB 350	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729193	MINOLTA BIZHUB 350	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729194	MINOLTA BIZHUB 350	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729195	MINOLTA BIZHUB 350	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729196	MINOLTA BIZHUB 350	193	ROBERTS-STEVENS MSC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3729197	MINOLTA BIZHUB 350	190	PUBLIC DENTAL UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32471	SERVER, DELL 2950	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32473	SERVER, DELL 2950	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32474	SERVER, DELL 2950	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32565	CAMERA, CANON REBEL DSLR	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32580	H.DUTY BENCH GRINDER	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32581	PRINTER, HP 9050N	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32603	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32604	COT, STRYKER POWER PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32678	SERVER, DELL 2950	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32763	KVM SWITCH	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32780	CROWN WAVE WAV50-118	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32794	SERVER, IBM p6-550	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32820	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32822	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32823	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32824	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32825	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32826	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32827	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32828	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32829	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32831	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32818	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32819	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32821	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32830	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32872	HAND FOGGER, COLT	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32806	CISCO 2960	517	TAX COLL.- CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32833	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32834	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32835	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
32836	ROLL-OFF RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30885	RADIO,MOTO ASTRO XTS5000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30969	CHAIR, HIGHBACK, BLUE	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31117	SCANNER, ECLIPSE 500	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31120	SWITCH, BAYSTACK 5510-48T	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31121	SWITCH, BAYSTACK 5510-48T	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30986	SERVER, DELL 2850	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31189	PROJECTOR, DELL 2400MP DLP	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31190	MARANTZ PORTABLE CDR420	532	STATE ATTORNEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31191	MARANTZ PORTABLE CDR420	532	STATE ATTORNEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31186	PORJECTOR, EIKI XB27N	360	COOPERATIVE EXTEN.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
31193	PRINTER, HP 5550N	360	COOPERATIVE EXTEN.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31176	EUROSCAN SCREENER	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31177	SURESIGHT SCREENING PKG	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31200	SWITCH, BAYSTACK 5510-24T	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31202	SWITCH, BAYSTACK 5510-24T	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31173	RECEIVER,DTN /METEORLOGIX	4331	STORM WATER CONSTRUCTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31267	SERVER, IBM P5 550	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31410	DUMPSTER	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31413	TRAILER, HAULMARK ENCLOSED	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31414	TRAILER, ENCLOSED HAULMARK	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31420	NETTOOL PRO II	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31403	SERVER, IBM P5 55A	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31426	DUMPSTER	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31433	PRINTER, OKIDATA 9600N	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
31595	UPS, APC XL 3000VA	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31596	UPS, APC XL 3000VA	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31496	MOTROLA HANDHELD XTS5000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31497	MOTROLA HANDHELD XTS5000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31499	MOTROLA HANDHELD XTS5000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31606	ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31607	ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31608	ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31609	ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31610	ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31611	ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31616	ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31617	ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31618	ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31619	ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
31614	ROLL-OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31602	ROLL-OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31603	ROLL-OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31604	ROLL-OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31605	ROLL-OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31628	CPU, LAPTOP DELL 640M	517	TAX COLL.- CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31626	CPU, LAPTOP DELL 640M	514	TAX COLL.- BOA	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31639	INFINISTREAM ETHERNET APPLIANC	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31643	MEDIA CABINET W/PLEXI DOOR	420	ENVIRON. COMPLIANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31644	BARCODE SCANNER	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31645	BARCODE SCANNER	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31668	CAMERA & 2 LENSES NIKON D-200	360	COOPERATIVE EXTEN.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31694	BOOK CART, ALUMINUM	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31695	BOOK CART, ALUMINUM	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31731	SERVER, DELL 2970	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
31782	CPU, DELL D830 LAPTOP	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31784	SWITCH, NORTEL 5510-24T	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31789	PROJECTOR, EPSON PRO CINEMA	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31805	APC SMARTUPS XL 3000VA	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31807	APC SMARTUPS XL 3000VA	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31808	CPU, LAPTOP SONY VAIO	514	TAX COLL.-BOA	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31779	PHILIPS VITALS MONITOR	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31780	PHILIPS VITALS MONITOR	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31781	PHILIPS VITALS MONITOR	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
31812	COT, STRYKER MX-PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29451	CPU,LAPTOP DELL C640	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29452	CPU,LAPTOP DELL C640	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29453	CPU,LAPTOP DELL C640	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29801	SERVER DELL 1850	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
30028	CONFERENCE TABLE	360	COOPERATIVE EXTEN.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30029	CONFERENCE TABLE	360	COOPERATIVE EXTEN.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30015	DEERE REAR BLADE ATTACHMENT	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29457	COMPUTER, TABLET HP	514	TAX COLL.-BOA	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30176	WATER EXTRACTOR, AQUACLEAN	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30183	COT, STRYKER MX-PRO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30198	DEFIBRILATOR, LIFEPAK EXPRESS	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30199	DEFIBRILATOR, LIFEPAK EXPRESS	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30201	DEFIBRILATOR, LIFEPAK EXPRESS	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30202	DEFIBRILATOR, LIFEPAK EXPRESS	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30203	DEFIBRILATOR, LIFEPAK EXPRESS	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30200	DEFIBRILATOR, LIFEPAK EXPRESS	360	COOPERATIVE EXTEN.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30193	CPU,DELL GX280	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30194	CPU,DELL GX280	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
30214	PRINTER,HP 4350N	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30216	BAYSTACK 470-48T SWITCH	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30261	IBM FLAT PANEL CONSOLE	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30264	CPU,DELL LATITUDE D610 LAPTOP	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30300	CLUB CAR UTILITY VEHICLE	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30301	CLUB CAR UTILITY VEHICLE	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30188	SERVER RACK DELL 4210	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30304	BAYSTACK 48T SWITCH	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30397	CISCO CATALYST 2811	517	TAX COLL.-CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30507	CPU,NOTEBOOK DELL 610	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30508	CPU,NOTEBOOK DELL 610	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30222	REMOTE,CRES TRON STX-1700C	380	EMERGENCY MANAGEMENT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30521	KVM SWITCH 16 PORT	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
30538	SERVER, DELL 2850	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30749	SERVER, DELL 2850	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30750	SERVER, DELL 2850	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30751	SERVER, DELL 2850	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30857	RECYCLE CAN ENCLOSURE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30858	RECYCLE CAN ENCLOSURE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30859	RECYCLE CAN ENCLOSURE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30860	RECYCLE CAN ENCLOSURE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30861	RECYCLE CAN ENCLOSURE	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30867	RADIO,KENWOOD UHF	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30868	RADIO,KENWOOD UHF	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30887	CPU, SONY VAIO NOTEBOOK	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30891	ROUTER,NORT EL PASSPORT 1624G	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30892	ROUTER,NORT EL PASSPORT 1624G	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30894	ROUTER,NORT EL BAYSTACK 5510	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
30895	ROUTER,NORT EL BAYSTACK 5510	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30896	ROUTER,NORT EL BAYSTACK 5510	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30897	ROUTER,NORT EL BAYSTACK 5510	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30899	ROUTER,NORT EL BAYSTACK 5510	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30451	CPU, LAPTOP DELL D600	540	COURT ADMINISTRATO R	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30455	DEFIBRILATOR	420	ENVIRON. COMPLIANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30911	UPS, APC 3000	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30453	PROJECTOR, EIKI LC-XB27	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30091	ROUTER, BAYSTACK 5510	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30942	DEFIBRILATOR	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30960	DEFIBRILATOR	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30940	SAFE, FIRE KING	521	ELECTIONS WAREHOUSE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30876	RADIO,MOTO ASTRO XTS5000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30877	RADIO,MOTO ASTRO XTS5000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
30878	RADIO,MOTO ASTRO XTS5000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30879	RADIO,MOTO ASTRO XTS5000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30883	RADIO,MOTO ASTRO XTS5000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30884	RADIO,MOTO ASTRO XTS5000	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28787	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28805	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28816	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28880	MOTOROLA HAND HELD TYPE 2	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
18648	STRETCHER/G URNEY, 1-MAN ALL-LEVEL	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26651	SCANNER, SCANMARK250 0	194	ENVIRONMENT AL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27649	CATALYST 2950	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27771	ROLL OFF CONTAINERS	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28041	RADIO 800 MHZ	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28788	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
28896	MOTOROLA TYPE 2	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23924	LASER PRINTER (H.P. LASERJET 4	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27274	DELL C840 LAPTOP	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27800	ULTIRUM TAPE AUTOLOADER	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28765	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28793	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
14736	RECYCLING CONTAINER, DROP-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15887	RECYCLE CONTAINER W/LARGE OPEN	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
19856	TABLE, ADDENDA STYLE PANEL BAS	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23622	DOAR VIDEO/AUDIO SWITCHER, 6X1 VERT	540	COURT ADMINISTRATOR	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23715	PRINTER (H.P. LASERJET 4	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28803	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
13871	BOOKDROP, PORTABLE	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
15028	RECYCLE CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
24357	HUB/24-PORT ETHERNET SWITCH (C	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25857	BLEACHERS	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26320	SCALE INDICATOR	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27952	SMART UPS 3000	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28760	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15885	ROLL-OFF CONTAINER, ENCLOSED W	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
19854	TABLE, ADDENDA STYLE PANEL BAS	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25559	METAL BUILDING - 10 X 14	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26723	LAPTOP, DELL INSPIRON 4000	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27098	CREDENZA WITH ORGANIZER	517	TAX COLL.-CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28783	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27276	DELL LAPTOP COMPUTER	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
13371	CABINET, GRAY MICROFILM	5313	OFFICIAL RECORDS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
18284	CIRCULATION CONTROL UNIT (3M 9	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27444	SERVER, DELL POWEREDGE 2550	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27859	IBM RS 6000 SERVER	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30694	RADIO,PORTABLE MOTO XTS2500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28826	40 YARD CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30696	RADIO,PORTABLE MOTO XTS2500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29409	DRUM ROLLER	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30697	RADIO,PORTABLE MOTO XTS2500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30708	CPU, DELL GX620	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30691	RADIO,PORTABLE MOTO XTS2500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29541	COPIER CANNON	516	TAX COLL-CROSS CREEK	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
30692	RADIO,PORTABLE MOTO XTS2500	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29575	PLOTTER/PRINTER, HP C7780C	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
29706	COMPUTER DELL 4300	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29727	CPU,LAPTOP DELL 505D	5318	CLERK- SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29435	FIREWALL,SON ICWALL	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29436	CISCO, 2950	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29437	CISCO, 2900	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29447	CISCO 3550	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29448	CISCO 2950	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29450	PROJECTOR, SHARP PG- A10X	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29444	PRINTER, HP 4200N	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3700746	COMPUTER	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3700767	COMPUTER	193	ROBERTS- STEVENS MSC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3700922	COPY/FAX/PRI NTER MINOLTA	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
G3700924	COPY/FAX/PRI NTER	193	ROBERTS- STEVENS MSC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28757	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28758	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
28759	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28769	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28771	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28772	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28776	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28778	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28779	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28780	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28781	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28782	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28784	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28786	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
28789	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28791	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28792	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28795	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28796	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28797	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28798	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28799	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28800	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28801	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28802	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28806	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28807	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28808	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28809	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28810	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
28811	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28812	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28813	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28814	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28817	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28827	40 YARD CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28828	40 YARD CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28881	MOTOROLA HAND HELD TYPE 2	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28882	MOTOROLA HAND HELD TYPE 2	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28887	MOTOROLA HAND HELD TYPE 2	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28891	MOTOROLA TYPE III	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28892	MOTOROLA TYPE III	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28893	MOTOROLA TYPE III	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28894	MOTOROLA TYPE III	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28895	MOTOROLA TYPE III	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28901	MOTOROLA TYPE 2	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
28903	MOTOROLA TYPE2	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29192	40 YARD CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29194	40 YARD CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29195	40 YARD CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
07545	ASSEMBLY HOIST, 500 LB. SWING-	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
08078	TRAINING-STATION, ELECTRICITY	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27661	VIEW STATION	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28773	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28794	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28804	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28815	MOTOROLA BASE RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28886	MOTOROLA HAND HELD TYPE 2	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
29193	40 YARD CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
21815	CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
24356	CISCO, 24-PORT ETHERNET SWITCH	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
27125	NT-IL, NETTOOL INLINE VERSION	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28749	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28768	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27121	NOTEBOOK COMPUTER, ACER	514	TAX COLL.- BOA	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27124	NT-IL, NETTOOL INLINE VERSION	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27128	LAPTOP, GATEWAY SOLO 9550	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27168	COMPUTER, ITI SUPER MINI TOWER	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27177	SERVER, IBM P SERIES 660	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27190	COMPUTER, ITI MINI TOWER	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27244	DELL OPTIPLEX GX240	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27251	DELL OPTIPLEX GX240	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27257	SERVER, DELL POWEREDGE 2550	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27273	HITACHI PROJECTOR	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
27277	DELL LAPTOP C840	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27457	CISCO 3005 CONCENTRATOR	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27495	BAGGAGE XRAY MACHINE	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27505	WORKSTATION /DESK	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27557	LAMINATOR	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27559	SERVER DELL 2550	193	ROBERTS- STEVENS MSC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27648	CATALYST 2950	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27655	CATALYST 2950	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27660	VIEW STATION	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27673	CPU/DELL/4500 S SERIES	540	COURT ADMINISTRATOR	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27681	CISCO L3 SWITCH 3550	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27682	CISCO L3 SWITCH 3550	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27684	CISCO L3 SWITCH 3500	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27758	MINI TOWERS	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27766	MINI TOWERS	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
27768	ROLL OFF CONTAINERS GREEN	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27777	CANNON MICROFILM 400	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27789	COLOR LASERJET	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27801	SUPER MINI TOWER	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27803	LAPTOP TOUGHBOOK 72	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27805	OPTIPLEX COMPUTERS	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27806	OPTIPLEX COMPUTERS	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27811	PLOTTER,HP 500PS	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27812	PRINTER, HP 4100N	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27837	LAPTOPS PENTIUM 4	540	COURT ADMINISTRATOR	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27838	LAPTOPS PENTIUM 4	540	COURT ADMINISTRATOR	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27866	POWEREDGE 2600	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27926	OPTIVIEW NETWORK ANALYZER	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27938	CISCO SWITCH 10/100	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27958	POWER EDGE 4210 "RACK"	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
27963	PRINTER, HP LJ 4600 DTN	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28050	40 YARD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28051	40 YARD ROLL OFF CONTAINER	437	ROLL-OFF SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28160	APC SMART UPS 3000	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28264	EXECUTIVE DESK	516	TAX COLL-CROSS CREEK	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28306	CPU, GATEWAY LAPTOP	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28432	DELL COMPUTER 4600	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28435	DELL COMPUTER 4600	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28490	DELL COMPUTER 4600	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28623	DELL DIMENSION 4600	5308	SUPPORT SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28649	SONY DIGITAL HANDYCAM	110	COUNTY ADMINISTRATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28702	VIDEO CABINET	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28707	DELL DIMENSION 4600	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
28723	DELL DIMENSION 4600	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28741	MOTOROLA HANDHELD RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28742	MOTOROLA HANDHELD RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28743	MOTOROLA HANDHELD RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28744	MOTOROLA HANDHELD RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28745	MOTOROLA HANDHELD RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28746	MOTOROLA HANDHELD RADIO	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28748	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28752	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28754	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
28755	MOTOROLA RADIO HAND HELD	911	EMS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25860	BLEACHERS	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25861	BLEACHERS	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
25941	CPU, DELL 4100 WORKSTATION	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26129	PROJECTOR, KODAK DP1100-DCP	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26138	LCD PROJECTOR, EIKI	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26139	PROJECTOR, EIKI	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26162	15-YD HOOK-LIFT ROLL-OFF CONTA	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26163	15-YD HOOK-LIFT ROLL-OFF CONTA	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26164	15-YD HOOK-LIFT ROLL-OFF CONTA	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26165	15-YD HOOK-LIFT ROLL-OFF CONTA	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26179	VINYL SHELTER, TAN 44X45X21	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26184	LCD PROJECTOR, DUKANE	420	ENVIRON. COMPLIANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26210	AIR FLOW METER, ALNOR ELECTRON	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26261	U-SHAPED WORKSTATION /DESK	110	COUNTY ADMINISTRATI ON	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
26316	U-SHAPED DESK WITH HUTCH	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26331	DESK/WORKSTATION	370	HOUSING & HUMAN SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26366	BLEACHERS, 3-ROW 15 FEET LONG	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26367	BLEACHERS, 3-ROW 15 FEET LONG	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26368	BLEACHERS, 3-ROW 15 FEET LONG	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26369	BLEACHERS, 3-ROW 15 FEET LONG	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26442	EXECUTIVE CHAIR, BURGUNDY LEAT	540	COURT ADMINISTRATOR	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26443	METAL DETECTOR, WALK-THRU	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26445	METAL DETECTOR, WALK-THRU	601	LC. JAIL	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26471	MOBILE RADIO	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26474	MOBILE RADIO, 800 MHZ MODEL 1	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26475	MOBILE RADIO, 800 MHZ MODEL 1	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
26476	MOBILE RADIO, 800 MHZ MODEL 1	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26523	DEFIBRILATOR	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26524	DEFIBRILATOR	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26531	TAPE DRIVE, RS/6000 H80	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26559	BADGE PRINTER, DATACARD IMAGEC	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26587	MONITOR, DELL 1701FP	193	ROBERTS- STEVENS MSC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26594	MONITOR, DELL 1701FP	193	ROBERTS- STEVENS MSC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26598	COMPUTER, DELL OPTIPLEX GX110	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26637	SWITCH, NORTEL BAYSTACK 450-24	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26642	PRINTER, HP 4550N	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26652	PROJECTOR, MITSUBISHI LVP-X80U	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26662	PRINTER, HP 4050N	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26719	TAPE CLUSTER, STORAGETEK L20	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
26722	CPU- ITI W/19" MONITOR	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26767	CISCO 2900XL	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26770	MONITOR, VIEWSONIC 21"	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26780	PRINTER, HP 4050N	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26783	PRINTER, HP 4050N	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26784	PRINTER, HP 4500N COLOR	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26796	ROUTER SWITCH, BAYSTACK 350-24	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26804	COMPUTER, COMPAQ DESKPRO TOWER	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26805	SATELLITE RECEIVER, GENERAL IN	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26812	LAPTOP, DELL LATITUDE C810	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26864	CISCO AS5300	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26865	Z SCREEN (PLACED OVER MONITOR)	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26871	MOBILE RADIO, MOTOROLA MCS2000	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
26878	PODIUM WITH SOUND SYSTEM	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26884	BURTON CHAIR, BLACK UPHOLSTERY	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26885	ULTRAMATIC PHOROPTOR, WOODLYN	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26887	SLIT LAMP, WOODLYN	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26889	BIO WITH TRANSFORMER, KEELER	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
26969	COMPUTER, ITI SUPER MINITOWER	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27027	NETWORK CONNECTIVITY TESTER	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27031	FLUKE NETTOOL	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27071	PRINTER, HP 4100N	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27072	PRINTER, HP 4100N	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27100	CREDENZA WITH ORGANIZER	517	TAX COLL.-CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
27111	PROJECTOR, HITACHI	517	TAX COLL.-CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
21148	AUTOCLAVE, CASSETTE (SCISCAN S	190	PUBLIC DENTAL UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
21522	READER, MOTORIZED (KODAK EYECO	5315	MICROFILM-OPS.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
21614	AIR-CLEANING MACHINE, AIR-ACTI	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
21669	PAINT CAN CRUSHER, BLUE 15/1 M	444	HAZARDOUS WASTE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
21670	PAINT CAN OPENER (EDLUND 700)	444	HAZARDOUS WASTE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
21812	CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
21813	CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
21814	CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
21868	LASER PRINTER (H.P. LASERJET I	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
22136	PIPE & CABLE LOCATOR/TRANSMITT	4331	STORM WATER CONSTRUCTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
22171	CAMERA, DIGITAL (KODAK DC50 ZO	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
22283	COMPRESSOR, SPEEDAIRE 5	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
22433	FILE CABINET, 4-DRAWER FIREPRO	5319	HUMAN RESOURCES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
22434	PUMP, 3HP RED (BELL & GOSSETT	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
22456	LASER PRINTER (H.P. LASERJET 5	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
22544	LASER PRINTER (H.P. LASERJET 5	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
22607	TAPE RACK	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
22704	ROUTER (CISCO 2600)	514	TAX COLL.-BOA	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
22726	COMMAND CENTER/WORK STATION	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
22912	READER PRINTER (MINOLTA RP603Z	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23241	CANCELLING MACHINE/PERF ORATOR	5302	FINANCE DIVISION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23249	CPU (TEXAS INSTRUMENTS EXTENSA	540	COURT ADMINISTRATOR	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23375	HDSL (PROLINK PAIRGAIN CAMPUS-	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23451	READER/PRINTER (MINOLTA RP603Z	5310	MISDEMEANOR	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23542	MONITOR, 21 COMPAQ QVIS	512	PROPERTY APPRAISER	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23596	LASER PRINTER (H.P. LASERJET 4	5305	TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23617	PRINTER EPSON DFX-8000	517	TAX COLL.-CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
23623	PROJECTOR (DOAR ILLUSTRATOR2 A	540	COURT ADMINISTRATOR	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23624	PROJECTOR (DOAR ILLUSTRATOR2 A	540	COURT ADMINISTRATOR	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23626	CABINET, MOBILE	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23713	LASER PRINTER (H.P. LASERJET 4	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23758	FILE CABINET, 10-DRAWER 16MM F	5310	MISDEMEANOR	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23842	FILM CABINET, 10-DRAWER BEIGE	5313	OFFICIAL RECORDS	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23923	LASER PRINTER (H.P. LASERJET 4	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23952	PUMP HEAD, HYDRAULIC ALUMINUM	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
23968	AERATOR, GREEN (MILLCREEK 630)	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
24109	DETECTION SYSTEM (3M 2302DM)	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
24166	TRENCH BOX, RED (LPI-633)	4331	STORM WATER CONSTRUCTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
24201	CHAIR, HIGH-BACK SWIVEL-TILT B	110	COUNTY ADMINISTRATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
24261	MONITOR, 6" FLAT (MARSHALL)	540	COURT ADMINISTRATOR	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
24296	DETECTOR/MONITOR, GAS DYNAMATI	4331	STORM WATER CONSTRUCTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
24308	WORK DESK/SHELVES	420	ENVIRON. COMPLIANCE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
24649	MONITOR IBM	421	G.I.S. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
24717	WORK STATION/DESK	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
24938	PLOTTER, ROLAND	4311	TRANSPORTATION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
24940	DESK, CREDENZA AND HUTCH	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25099	COMPUTER, CSI	514	TAX COLL.-BOA	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25131	CATALYST 6506	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25214	CATALYST 3524XLENT	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25561	GENERATOR-DAYTON	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25564	CONFERENCE TABLE, CHERRY	120	COUNTY ATTORNEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25602	ROUTER, CISCO 2621	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25603	ROUTER, CISCO 2621	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
25605	WORKSTATION WITH HUTCH, CHERRY	5301	ADMIN.-CLERKS OFFICE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25635	SURVEILLANCE SYSTEM, SONITROL	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25641	PRINTER, IBM DOT MATRIX	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25835	COLPOSCOPE W/MONITOR, VIDEOPATH	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25839	AUTOCLAVE, M9 ULTRACLAVE	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25840	EKG, ECLIPSE LEII	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25841	EXAM CHAIR, RITTER 319 POWER	191	SOUTHSIDE HEALTH CLINIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25855	BLEACHERS	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25856	BLEACHERS	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25858	BLEACHERS	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
25859	BLEACHERS	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
10562	MEDIA SAFE, 2532 CTS, FIREPROO	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
10988	JOINTER PLANER, CRAFTSMAN	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
11200	DIE-CUTTER W/2,4,6 & 10 LETTER	4311	TRANSPORTATION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
11439	FILE CABINET, 10-DRAWER FILM	5315	MICROFILM-OPS.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
11440	FILE CABINET, (10-DRAWER?) FIL	5315	MICROFILM-OPS.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
11641	PANABOARD (PANASONIC KX B550E)	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
11864	UTILITY BUILDING, 12' X 36' AL	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
11904	EKG MACHINE W/ACC (BURDICK)	193	ROBERTS-STEVENSON MSC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
11972	PAINT-SPRAYER (SHERWIN WILLIAM	436	PARKS & RECREATION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
12133	TABLE SAW (DAYTON 3Z997)	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
12325	FILING SYSTEM, MEDICAL RECORDS	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
12517	DESK, GEORGIAN PARTNERS(YA TES	517	TAX COLL.-CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
12520	SOFA, LEATHER (YATES FURNITURE	517	TAX COLL.-CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
12567	TRAILER, 2-SECT. FIELD OFFICE(150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
12890	CABINET, 11-DRAWER MICROFILM	5315	MICROFILM-OPS.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
13637	ATLAS STAND W/5 PULL-OUT SHELV	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
13874	TABLE, SINGLE-SIDED 3-SECTIONE	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
13876	TABLE, SINGLE-SIDED 3-SECTIONE	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
13879	DESK, 60"X30" CLERICAL (ALMA)	113	VOLUNTEER SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
13977	TABLE, 30 X 16"H ROUND OCCASI	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
14005	CREDENZA, CLERICAL	113	VOLUNTEER SERVICES	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
14289	WELDER, MILLER MATIC 200	150	FACILITIES MGT.	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
14701	FILE CABINET, MICROFICHE 5-DRA	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
14737	RECYCLE CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
14738	RECYCLE CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
14739	RECYCLE CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
14740	RECYCLE CONTAINER, HOOK-LIFT S	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
14741	RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
14742	RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15013	RECYCLE CONTAINER	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15020	RECYCLE CONTAINER, HOOK LIFT	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15021	RECYCLE CONTAINER, HOOK LIFT	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15026	RECYCLE CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15027	RECYCLE CONTAINER, HOOK LIFT R	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15306	WEIGHT INDICATOR DISPLAY BOX	443	LANDFILL FACILITY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15372	RECYCLE CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15373	RECYCLE CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15884	ROLL-OFF CONTAINER, ENCLOSED W	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15886	RECYCLE CONTAINER W/LARGE OPEN	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15888	RECYCLE CONTAINER W/LARGE OPEN	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
15909	CRYOSURGICAL FREEZING UNIT	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
15910	COLPOSCOPE, ZOOM STAR	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
17179	ROLL-OFF CONTAINER, FLAT-BED B	4331	STORM WATER CONSTRUCTION	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
17245	REFLECTOMETER, PAVEMENT(MICROL	4311	TRANSPORTATION TRAFFIC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
17600	KING FILE CABINET, 36 X 48	415	SURVEY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
17613	RECYCLING CONTAINER, ROLL-OFF	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
17696	CONCENTRATOR, SYN-OPTICS	193	ROBERTS-STEVENSON MSC	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
17697	CONCENTRATOR SYN-OPTICS 2800A	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
18120	ULTRAClave STERILIZER (RITTER	192	MUNICIPAL WAY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
18927	ELEVATION-MEASURING DEVICE W/R	194	ENVIRONMENTAL HEALTH UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
19108	RECYCLE CONTAINER, GREEN	441	RECYCLING	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
19512	PRINTER, EPSON DFX-8000	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
19662	PRINTER (EPSON DFX-5000+)	5318	CLERK-SYSTEMS SUPPORT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
19852	TABLE, ADDENDA STYLE PANEL BAS	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
19853	TABLE, ADDENDA STYLE PANEL BAS	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
19855	TABLE, ADDENDA STYLE PANEL BAS	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
19857	TABLE, ADDENDA STYLE PANEL BAS	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
19858	TABLE, ADDENDA STYLE PANEL BAS	240	L. COLLINS LIBRARY	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
20007	READER/PRINTER MINOLTA RP600Z	517	TAX COLL.-CARRIAGE GATE	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
20410	SERVER&EXT. TAPE DRIVE IBM	514	TAX COLL.-BOA	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
20556	PROPHYLAXIS UNIT, (CAVITRON 30	190	PUBLIC DENTAL UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
20797	LASER PRINTER (H.P. LASERJET I	171	INFO. SVCS. (M.I.S.)	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
21146	X-RAY MACHINE W/12 CONE (GREND	190	PUBLIC DENTAL UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
21147	X-RAY MACHINE PANORAMIC	190	PUBLIC DENTAL UNIT	09/13/2024 01:35:07 PM	Status	Inactive	Active	MARINA HITE	Import
34593	DETECTION SYSTEM	2433	LAKE JACKSON LIBRARY	09/05/2024 12:16:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
32942	SELF BOOK CHECK, 3M 6420	2433	LAKE JACKSON LIBRARY	09/05/2024 12:16:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
14730	BOOKCHECK/D ESENSITIZER (3M 955	2433	LAKE JACKSON LIBRARY	09/05/2024 12:16:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
38705	CHEVROLET SUBURBAN	911	EMS	09/03/2024 01:25:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
31615	ROLL-OFF CONTAINER	1000	AUCTION-SOLD ITEMS	08/29/2024 08:58:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
26319	ROLL-OFF CONTAINER, 20-YARD W/	1000	AUCTION-SOLD ITEMS	08/29/2024 08:58:22 AM	Status	Inactive	Active	MARINA HITE	User Edit
26168	40-YARD ROLL-OFF CONTAINER, OP	1000	AUCTION-SOLD ITEMS	08/29/2024 08:57:56 AM	Status	Inactive	Active	MARINA HITE	User Edit
26161	20-YARD ROLL-OFF CONTAINER	1000	AUCTION-SOLD ITEMS	08/29/2024 08:57:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
26160	20-YARD ROLL-OFF CONTAINER	1000	AUCTION-SOLD ITEMS	08/29/2024 08:57:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
25878	ROLL-OFF CONTAINER, 40-YARD OP	1000	AUCTION-SOLD ITEMS	08/29/2024 08:56:36 AM	Status	Inactive	Active	MARINA HITE	User Edit
25864	ROLL-OFF CONTAINERS, 40-YARD O	1000	AUCTION-SOLD ITEMS	08/29/2024 08:56:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
25863	ROLL-OFF CONTAINERS, 40-YARD O	1000	AUCTION-SOLD ITEMS	08/29/2024 08:55:41 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
23950	CONTAINER, 40 CU. YD. ROLL-OFF	1000	AUCTION-SOLD ITEMS	08/29/2024 08:55:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
23182	CONTAINER, 40 CU. YD. OPEN-TOP	1000	AUCTION-SOLD ITEMS	08/29/2024 08:54:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
23181	CONTAINER, 40 CU. YD. OPEN-TOP	1000	AUCTION-SOLD ITEMS	08/29/2024 08:54:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
21808	CONTAINER, ROLL-OFF 40 CU. YD.	1000	AUCTION-SOLD ITEMS	08/29/2024 08:53:53 AM	Status	Inactive	Active	MARINA HITE	User Edit
21807	CONTAINER, ROLL-OFF 40 CU. YD.	1000	AUCTION-SOLD ITEMS	08/29/2024 08:53:26 AM	Status	Inactive	Active	MARINA HITE	User Edit
21806	CONTAINER, ROLL-OFF 40 CU. YD.	1000	AUCTION-SOLD ITEMS	08/29/2024 08:53:00 AM	Status	Inactive	Active	MARINA HITE	User Edit
21640	CONTAINER, ROLL-OFF 40 CU. YD.	1000	AUCTION-SOLD ITEMS	08/29/2024 08:52:27 AM	Status	Inactive	Active	MARINA HITE	User Edit
21203	CONTAINER, ROLL-OFF CLOSED PYR	1000	AUCTION-SOLD ITEMS	08/29/2024 08:51:59 AM	Status	Inactive	Active	MARINA HITE	User Edit
21202	CONTAINER, ROLL-OFF CLOSED PYR	1000	AUCTION-SOLD ITEMS	08/29/2024 08:51:26 AM	Status	Inactive	Active	MARINA HITE	User Edit
15319	ROLL-OFF CONTAINER, 40 CU. YD.	1000	AUCTION-SOLD ITEMS	08/29/2024 08:50:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
38442	GLOBAL AUTO FLOOR SCRUBBER	997	DONATION	08/28/2024 01:43:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
38438	RICOH 6430DN PRINTER	997	DONATION	08/28/2024 01:43:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
38437	RICOH 6430DN PRINTER	997	DONATION	08/28/2024 01:42:30 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38436	RICOH 6430DN PRINTER	997	DONATION	08/28/2024 01:41:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
20555	PROPHYLAXIS UNIT, AIR-POLISH.	190	PUBLIC DENTAL UNIT	08/27/2024 08:51:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
11986	AUTOCLAVE (PELTON & CRANE)	190	PUBLIC DENTAL UNIT	08/27/2024 08:46:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
19940	PHONE-DIALER, AUTOMATIC TEMP.-	150	FACILITIES MGT.	08/21/2024 09:15:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
34392	F-350	1000	AUCTION-SOLD ITEMS	08/19/2024 09:30:43 AM	Status	Inactive	Active	MARINA HITE	User Edit
29731	F-350	998	SALVAGE	08/19/2024 09:15:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
37938	3M BOOK CHECK ON-COUNTER	2431	BL PERRY LIBRARY	07/08/2024 09:00:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
27531	DETECTION SYSTEM	2431	BL PERRY LIBRARY	07/08/2024 08:57:53 AM	Status	Inactive	Active	MARINA HITE	User Edit
34444	CONFERENCE TABLE	2432	EASTSIDE LIBRARY	07/08/2024 08:57:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
34399	DETECTION SYSTEM	2432	EASTSIDE LIBRARY	07/08/2024 08:56:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
34385	SELF BOOK CHECK KIOSK	2432	EASTSIDE LIBRARY	07/08/2024 08:56:21 AM	Status	Inactive	Active	MARINA HITE	User Edit
25953	DOOR ALARM	2434	NORTHEAST LIBRARY	07/08/2024 08:53:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
14879	BOOK RETURN, HIGHSMITH PREMIUM	998	SALVAGE	07/08/2024 07:52:47 AM	Status	Inactive	Active	MARINA HITE	User Edit
34622	BOOKCHECK-ON-COUNTER	998	SALVAGE	07/08/2024 07:52:01 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34243	WALK-THRU DETECTION SYSTEM	998	SALVAGE	07/08/2024 07:51:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
19907	DETECTION SYSTEM	998	SALVAGE	07/08/2024 07:50:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
34455	LOUNGE CHAIR	998	SALVAGE	07/08/2024 07:49:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
32759	AED, PHILIPS	798	BUYBACK/TRADED/DEFECT/RETURNED	07/05/2024 08:03:38 AM	Status	Inactive	Active	MARINA HITE	User Edit
32521	DEFIBRILATOR, PHILIPS	798	BUYBACK/TRADED/DEFECT/RETURNED	07/05/2024 08:03:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
28740	MOTOROLA HANDHELD RADIO	911	EMS	06/20/2024 09:50:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
28737	MOTOROLA HANDHELD RADIO	911	EMS	06/20/2024 09:49:37 AM	Status	Inactive	Active	MARINA HITE	User Edit
28736	MOTOROLA HANDHELD RADIO	911	EMS	06/20/2024 09:49:17 AM	Status	Inactive	Active	MARINA HITE	User Edit
28735	MOTOROLA HANDHELD RADIO	911	EMS	06/20/2024 09:49:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
28731	MOTOROLA HANDHELD RADIO	911	EMS	06/20/2024 09:48:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
28730	MOTOROLA HANDHELD RADIO	911	EMS	06/20/2024 09:48:34 AM	Status	Inactive	Active	MARINA HITE	User Edit
28729	MOTOROLA HANDHELD RADIO	911	EMS	06/20/2024 09:48:21 AM	Status	Inactive	Active	MARINA HITE	User Edit
28728	MOTOROLA HANDHELD RADIO	911	EMS	06/20/2024 09:48:08 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
28676	MOTOROLA RADIO BASE	911	EMS	06/20/2024 09:47:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
28675	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:47:39 AM	Status	Inactive	Active	MARINA HITE	User Edit
28674	MOTOROLA RADIO BASE	911	EMS	06/20/2024 09:47:22 AM	Status	Inactive	Active	MARINA HITE	User Edit
28673	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:47:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
28672	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:46:53 AM	Status	Inactive	Active	MARINA HITE	User Edit
28671	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:46:35 AM	Status	Inactive	Active	MARINA HITE	User Edit
28670	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:46:16 AM	Status	Inactive	Active	MARINA HITE	User Edit
28669	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:46:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
28668	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:45:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
28667	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:45:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
28666	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:44:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
28665	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:44:39 AM	Status	Inactive	Active	MARINA HITE	User Edit
28664	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:44:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
28663	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:44:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
28662	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:43:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
28661	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:43:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
28660	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:43:19 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
28659	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:43:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
28658	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:42:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
28657	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:42:30 AM	Status	Inactive	Active	MARINA HITE	User Edit
28656	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:42:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
28655	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:41:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
28654	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:41:30 AM	Status	Inactive	Active	MARINA HITE	User Edit
28653	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:40:40 AM	Status	Inactive	Active	MARINA HITE	User Edit
28652	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:39:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
28651	KENWOOD MOBILE RADIO	911	EMS	06/20/2024 09:38:51 AM	Status	Inactive	Active	MARINA HITE	User Edit
31800	RADIO,MOBILE MOTOROLA PM1500	911	EMS	06/20/2024 09:32:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
31905	RADIO, MOTOROLA XTL5000	911	EMS	06/20/2024 09:32:31 AM	Status	Inactive	Active	MARINA HITE	User Edit
32059	RADIO, PORTABLE XTS 2500I	911	EMS	06/20/2024 09:32:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
32060	RADIO, PORTABLE XTS 2500I	911	EMS	06/20/2024 09:32:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
32061	RADIO, PORTABLE XTS 2500I	911	EMS	06/20/2024 09:31:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
32062	RADIO, PORTABLE XTS 2500I	911	EMS	06/20/2024 09:31:38 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32063	RADIO, PORTABLE XTS 2500I	911	EMS	06/20/2024 09:31:26 AM	Status	Inactive	Active	MARINA HITE	User Edit
32065	RADIO, PORTABLE XTS 2500I	911	EMS	06/20/2024 09:31:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
32066	RADIO, PORTABLE XTS 2500I	911	EMS	06/20/2024 09:30:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
32189	PORTABLE XTS 2500	911	EMS	06/20/2024 09:30:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
32193	PORTABLE XTS 2500	911	EMS	06/20/2024 09:30:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
32198	PORTABLE XTS 2500	911	EMS	06/20/2024 09:30:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
32199	PORTABLE XTS 2500	911	EMS	06/20/2024 09:30:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
33670	MOBILE XTL 2500	911	EMS	06/20/2024 09:09:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
34223	MOTOROLA XTS2500	911	EMS	06/20/2024 09:09:34 AM	Status	Inactive	Active	MARINA HITE	User Edit
34224	MOTOROLA XTS2500	911	EMS	06/20/2024 09:09:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
34225	MOTOROLA XTS2500	911	EMS	06/20/2024 09:09:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
34226	MOTOROLA XTS2500	911	EMS	06/20/2024 09:08:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
34227	MOTOROLA XTS2500	911	EMS	06/20/2024 09:08:44 AM	Status	Inactive	Active	MARINA HITE	User Edit
34246	PORTABLE XTS 1500	911	EMS	06/20/2024 09:08:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
34247	PORTABLE XTS 1500	911	EMS	06/20/2024 09:08:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
34768	MOTOROLA XTL 2500	911	EMS	06/20/2024 09:08:01 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34769	KENWOOD RADIO	911	EMS	06/20/2024 09:07:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
34770	KENWOOD RADIO	911	EMS	06/20/2024 09:07:30 AM	Status	Inactive	Active	MARINA HITE	User Edit
34771	MOTOROLA XTL 2500	911	EMS	06/20/2024 09:07:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
34786	KENWOOD RADIO	911	EMS	06/20/2024 09:06:57 AM	Status	Inactive	Active	MARINA HITE	User Edit
35078	MOBILE XLT 2500	911	EMS	06/20/2024 09:06:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
35079	MOBILE XLT 2500	911	EMS	06/20/2024 09:06:22 AM	Status	Inactive	Active	MARINA HITE	User Edit
35080	MOBILE XLT 1500	911	EMS	06/20/2024 09:06:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
35081	MOBILE XLT 2500	911	EMS	06/20/2024 09:05:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
35122	KENWOOD RADIO	911	EMS	06/20/2024 09:05:34 AM	Status	Inactive	Active	MARINA HITE	User Edit
35123	KENWOOD RADIO	911	EMS	06/20/2024 09:05:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
35219	KENWOOD RADIO	911	EMS	06/20/2024 09:04:47 AM	Status	Inactive	Active	MARINA HITE	User Edit
35506	PORTABLE XTS 2000	911	EMS	06/20/2024 09:04:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
35507	PORTABLE XTS 2000	911	EMS	06/20/2024 09:03:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
35845	PORTABLE XTS 2000	911	EMS	06/20/2024 09:03:44 AM	Status	Inactive	Active	MARINA HITE	User Edit
35846	PORTABLE XTS 2000	911	EMS	06/20/2024 09:03:31 AM	Status	Inactive	Active	MARINA HITE	User Edit
35847	PORTABLE XTS 2000	911	EMS	06/20/2024 09:03:17 AM	Status	Inactive	Active	MARINA HITE	User Edit
35849	PORTABLE XTS 2000	911	EMS	06/20/2024 09:03:01 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35850	PORTABLE XTS 2000	911	EMS	06/20/2024 09:02:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
34657	PLOTTER, CANON IPF765	430	OPERATIONS ADMIN.	06/20/2024 07:52:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
24685	DESK, EXECUTIVE	400	PUBLIC WORKS ADMIN.	06/20/2024 07:50:43 AM	Status	Inactive	Active	MARINA HITE	User Edit
37432	JOHN DEERE 644K LOADER	443	LANDFILL FACILITY	06/19/2024 03:34:38 PM	Status	Inactive	Active	MARINA HITE	User Edit
33707	BUSH HOG 3715	443	LANDFILL FACILITY	06/19/2024 03:34:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
33106	BUSH HOG 3715	443	LANDFILL FACILITY	06/19/2024 03:33:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
32868	PORTABLE XTS 1500	443	LANDFILL FACILITY	06/19/2024 03:32:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
32302	MOBILE XTL1500	443	LANDFILL FACILITY	06/19/2024 03:32:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
32301	MOBILE XTL1500	443	LANDFILL FACILITY	06/19/2024 03:32:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
32300	MOBILE XTL1500	443	LANDFILL FACILITY	06/19/2024 03:31:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
32299	MOBILE XTL1500	443	LANDFILL FACILITY	06/19/2024 03:31:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
32296	MOBILE XTL1500	443	LANDFILL FACILITY	06/19/2024 03:31:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
32293	MOBILE XTL1500	443	LANDFILL FACILITY	06/19/2024 03:30:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
32291	MOBILE XTL1500	443	LANDFILL FACILITY	06/19/2024 03:30:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
32105	PORTABLE XTS 1500	443	LANDFILL FACILITY	06/19/2024 03:30:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
31286	PORTABLE RADIO XTS2500	443	LANDFILL FACILITY	06/19/2024 03:30:10 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
30112	PORTABLE RADIO XTS2500	443	LANDFILL FACILITY	06/19/2024 03:29:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
30040	PORTABLE RADIO XTS2500	443	LANDFILL FACILITY	06/19/2024 03:29:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
29205	SPREADER BAR, YELLOW	443	LANDFILL FACILITY	06/19/2024 03:28:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
27509	PORTABLE FABRIC STRUCTURE, 32	443	LANDFILL FACILITY	06/19/2024 03:27:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
24138	SHELTER, PORTABLE VINYL 20'X20	443	LANDFILL FACILITY	06/19/2024 03:27:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
24137	SHELTER, PORTABLE VINYL 20'X20	443	LANDFILL FACILITY	06/19/2024 03:27:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
23991	SHELTER, PORT. GREEN VINYL 32'	443	LANDFILL FACILITY	06/19/2024 03:27:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
23947	METHANE TESTER (NEOTRONICS)	443	LANDFILL FACILITY	06/19/2024 03:26:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
23946	METHANE TESTER (NEOTRONICS)	443	LANDFILL FACILITY	06/19/2024 03:26:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
21036	DEODORIZING SPRAY UNIT (LECO 5	443	LANDFILL FACILITY	06/19/2024 03:26:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
18293	OIL PUMP, HEAVY-DUTY (ALEMITE	443	LANDFILL FACILITY	06/19/2024 03:25:55 PM	Status	Inactive	Active	MARINA HITE	User Edit
18292	OIL PUMP, HEAVY-DUTY (ALEMITE	443	LANDFILL FACILITY	06/19/2024 03:25:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
15633	LUBE PUMP, AIR-OPERATED	443	LANDFILL FACILITY	06/19/2024 03:25:13 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36950	LIGHTSPEED AUDIO SYSTEM	2431	BL PERRY LIBRARY	06/19/2024 03:05:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
27587	DISPLAY TOWER 5 TIER	2431	BL PERRY LIBRARY	06/19/2024 03:05:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
27586	DISPLAY TOWER 5 TIER	2431	BL PERRY LIBRARY	06/19/2024 03:04:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
27575	DISPLAY UNIT 3 TIER	2431	BL PERRY LIBRARY	06/19/2024 03:04:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
27574	DISPLAY UNIT 3 TIER	2431	BL PERRY LIBRARY	06/19/2024 03:04:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
27573	DISPLAY UNIT 3 TIER	2431	BL PERRY LIBRARY	06/19/2024 03:03:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
27572	DISPLAY UNIT 3 TIER	2431	BL PERRY LIBRARY	06/19/2024 03:03:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
27548	WORKSTATION	2431	BL PERRY LIBRARY	06/19/2024 03:02:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
27547	WORKSTATION	2431	BL PERRY LIBRARY	06/19/2024 03:02:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
27533	ATLAS STAND	2431	BL PERRY LIBRARY	06/19/2024 03:01:55 PM	Status	Inactive	Active	MARINA HITE	User Edit
25122	PROJECTOR, KODAK	2431	BL PERRY LIBRARY	06/19/2024 03:01:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
34428	COMPUTER STATION	2432	EASTSIDE LIBRARY	06/19/2024 03:00:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
34427	COMPUTER STATION	2432	EASTSIDE LIBRARY	06/19/2024 02:59:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
34425	COMPUTER STATION	2432	EASTSIDE LIBRARY	06/19/2024 02:59:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
34353	DUMPSTER	2432	EASTSIDE LIBRARY	06/19/2024 02:57:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
34649	HITACHI PROJECTOR	2434	NORTHEAST LIBRARY	06/19/2024 02:51:20 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
30958	SELF BOOKCHECK SYSTEM, 3M	2434	NORTHEAST LIBRARY	06/19/2024 02:49:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
29208	BOOK CHECK	2434	NORTHEAST LIBRARY	06/19/2024 02:49:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
28111	VIDEO TOWERS	2434	NORTHEAST LIBRARY	06/19/2024 02:49:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
28110	VIDEO TOWERS	2434	NORTHEAST LIBRARY	06/19/2024 02:48:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
25838	OAK ROTOR SQUARE FOR VIDEOS	2434	NORTHEAST LIBRARY	06/19/2024 02:48:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
25837	OAK ROTOR SQUARE FOR VIDEOS	2434	NORTHEAST LIBRARY	06/19/2024 02:48:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
25836	OAK ROTOR SQUARE, 6 TIER, PAPE	2434	NORTHEAST LIBRARY	06/19/2024 02:47:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
25834	OAK CD DISPLAYER, 3 DRAWERS W/	2434	NORTHEAST LIBRARY	06/19/2024 02:47:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
25833	OAK CD DISPLAYER, 3 DRAWERS W/	2434	NORTHEAST LIBRARY	06/19/2024 02:46:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
25832	OAK CD DISPLAYER, 3 DRAWERS W/	2434	NORTHEAST LIBRARY	06/19/2024 02:46:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
25831	OAK CD DISPLAYER, 3 DRAWERS W/	2434	NORTHEAST LIBRARY	06/19/2024 02:45:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
19906	BOOKCHECK (3M 955C)	2434	NORTHEAST LIBRARY	06/19/2024 02:45:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
34500	CPU, LAPTOP DELL M6600	997	DONATION	06/19/2024 01:47:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
34077	CPU, DELL 780	997	DONATION	06/19/2024 01:46:47 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34072	CPU, DELL 780	997	DONATION	06/19/2024 01:46:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
38707	TATTLE-TAPE GATE	240	L. COLLINS LIBRARY	06/11/2024 09:04:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
37170	3M SELF CHECK	240	L. COLLINS LIBRARY	06/11/2024 09:03:47 AM	Status	Inactive	Active	MARINA HITE	User Edit
34204	PROJECTOR, HITACHI CPX3011	240	L. COLLINS LIBRARY	06/11/2024 09:03:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
34203	PROJECTOR, HITACHI CPX3011	240	L. COLLINS LIBRARY	06/11/2024 09:03:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
30959	SELF CHECK 6420 3M	240	L. COLLINS LIBRARY	06/11/2024 08:59:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
30922	SELF CHECK, "3M" 6210	240	L. COLLINS LIBRARY	06/11/2024 08:58:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
31260	VAN, FORD FREESTAR	1000	AUCTION-SOLD ITEMS	06/04/2024 12:33:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
31449	FORD EXPLORER	1000	AUCTION-SOLD ITEMS	06/04/2024 12:13:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
32605	F-250	1000	AUCTION-SOLD ITEMS	06/04/2024 12:08:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
32767	BOBCAT 2200G ATV	1000	AUCTION-SOLD ITEMS	06/04/2024 12:02:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
36108	F-450 AMBULANCE	1000	AUCTION-SOLD ITEMS	06/04/2024 11:56:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
36111	F-450 AMBULANCE	1000	AUCTION-SOLD ITEMS	06/04/2024 09:19:57 AM	Status	Inactive	Active	MARINA HITE	User Edit
35532	RAM TRADESMAN CARGO VAN	1000	AUCTION-SOLD ITEMS	06/04/2024 09:06:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
39355	SOUND MASKING SYSTEM	520	SUPERVISOR OF ELECT.	06/03/2024 10:37:36 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38751	TURTLE SHELL	520	SUPERVISOR OF ELECT.	06/03/2024 10:37:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
38750	TURTLE SHELL	520	SUPERVISOR OF ELECT.	06/03/2024 10:37:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
37735	BIG ASS FAN	799	DOUBLE TAG-- MISTAKE	06/03/2024 10:36:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
38439	BIG ASS FAN	799	DOUBLE TAG-- MISTAKE	06/03/2024 10:35:34 AM	Status	Inactive	Active	MARINA HITE	User Edit
38932	BIG ASS FAN	799	DOUBLE TAG-- MISTAKE	06/03/2024 10:33:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
38929	WAREHOUSE MEZZANINE	799	DOUBLE TAG-- MISTAKE	06/03/2024 10:32:31 AM	Status	Inactive	Active	MARINA HITE	User Edit
39269	H4 MULTI-SENSOR CAMERA	799	DOUBLE TAG-- MISTAKE	06/03/2024 10:31:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
39268	H4 MULTI-SENSOR CAMERA	799	DOUBLE TAG-- MISTAKE	06/03/2024 10:31:26 AM	Status	Inactive	Active	MARINA HITE	User Edit
71049	OPTIPLEX 3080 MFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:46:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
71048	OPTIPLEX 3080 MFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:46:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
70989	Optiplex 7080 MFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:46:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
70239	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:45:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
70238	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:45:38 PM	Status	Inactive	Active	MARINA HITE	User Edit
70237	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:45:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
70236	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:45:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
70235	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:44:52 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70234	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:44:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
70233	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:44:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
70232	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:44:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
70231	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:44:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
70230	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:43:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
70229	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:43:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
70228	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:43:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
70227	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:43:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
70226	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:42:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
70225	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:42:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
70224	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:42:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
70223	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:42:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
70222	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:42:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
70221	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:41:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
70220	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:41:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
70219	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:41:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
70218	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:41:11 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70217	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:41:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
70216	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:40:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
70215	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:40:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
70214	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:40:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
70213	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:40:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
70212	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:39:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
70211	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:39:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
70210	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:39:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
70209	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:39:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
70208	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:39:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
70207	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:38:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
70206	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:38:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
70205	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:38:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
70204	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:38:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
70203	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:37:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
70202	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:37:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
70201	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:37:30 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70200	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:37:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
70199	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:37:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
70198	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:36:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
70196	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:36:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
70194	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:36:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
70193	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:36:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
70192	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:35:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
70191	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:35:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
70190	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:35:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
70189	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:35:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
70188	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:34:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
70187	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:34:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
70186	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:34:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
70185	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:34:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
70184	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:34:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
70183	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:33:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
70182	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:33:39 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70181	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:33:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
70180	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:33:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
70179	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:32:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
70178	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:32:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
70177	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:32:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
70176	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:32:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
70174	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:32:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
70173	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:31:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
70172	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:31:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
70171	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:31:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
70170	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:31:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
70169	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:30:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
70168	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:30:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
70167	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:30:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
70166	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:30:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
70165	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:30:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
70164	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:29:55 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70163	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:29:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
70162	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:29:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
70161	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:29:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
70160	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:29:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
70159	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:28:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
70158	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:28:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
70157	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:28:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
70156	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:28:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
70155	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:28:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
70154	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:27:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
70153	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:27:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
70152	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:27:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
70151	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:27:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
70150	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:27:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
70149	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:26:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
70148	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:26:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
70147	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:26:26 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70146	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:26:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
70145	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:25:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
70144	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:25:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
70143	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:25:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
70142	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:25:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
70141	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:25:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
70140	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:25:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
70139	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:24:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
70138	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:24:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
70137	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:24:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
70136	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:23:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
70135	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:23:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
70134	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:23:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
70133	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:23:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
70131	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:23:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
70130	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:22:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
70129	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:22:40 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70128	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:22:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
70127	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:22:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
70126	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:22:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
70125	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:21:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
70124	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:21:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
70123	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:21:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
70122	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:21:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
70121	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:21:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
70119	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:20:38 PM	Status	Inactive	Active	MARINA HITE	User Edit
70117	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:20:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
70116	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:20:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
70115	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:20:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
70114	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:19:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
70113	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:19:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
70112	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:19:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
70111	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:19:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
70110	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:18:52 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70109	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:18:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
70108	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:18:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
70107	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:18:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
70106	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:17:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
70105	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:17:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
70104	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:17:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
70103	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:17:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
70102	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:17:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
70101	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:16:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
70100	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:16:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
70099	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:16:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
70098	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:15:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
70097	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:15:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
70096	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:15:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
70095	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:15:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
70094	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:14:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
70093	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:14:33 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70091	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:14:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
70090	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:14:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
70089	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:13:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
70088	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:13:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
70087	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:13:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
70086	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:12:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
70085	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:12:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
70084	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:12:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
70083	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:12:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
70082	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:11:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
70081	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:11:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
70080	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:11:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
70079	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:11:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
70078	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:11:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
70077	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:10:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
70076	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:10:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
70075	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:10:31 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70074	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:10:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
70073	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:10:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
70072	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:09:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
70071	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:09:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
70070	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:09:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
70069	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:09:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
70068	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:08:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
70067	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:08:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
70066	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:08:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
70065	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:08:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
70064	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:08:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
70063	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:07:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
70062	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:07:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
70061	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:07:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
70060	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:07:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
70059	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:07:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
70058	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:06:58 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70057	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:06:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
70056	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:06:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
70055	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:06:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
70054	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:06:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
70053	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:05:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
70052	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:05:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
70051	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:05:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
70050	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:05:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
70049	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:05:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
70048	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:04:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
70047	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:04:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
70046	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:04:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
70044	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:04:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
70043	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:03:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
70042	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:03:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
70041	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:03:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
70040	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:03:20 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70039	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:03:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
70038	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:02:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
70037	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:02:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
70036	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:02:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
70035	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:02:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
70034	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:01:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
70033	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:01:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
70032	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:01:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
70031	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:01:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
70030	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:00:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
70029	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:00:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
70028	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 03:00:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
70027	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:59:55 PM	Status	Inactive	Active	MARINA HITE	User Edit
70026	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:59:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
70025	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:59:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
70024	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:59:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
70023	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:59:08 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70022	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:58:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
70021	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:58:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
70020	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:58:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
70019	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:58:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
70018	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:58:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
70017	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:57:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
70016	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:57:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
70015	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:57:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
70014	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:57:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
70012	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:56:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
70011	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:56:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
70010	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:56:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
70009	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:56:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
70008	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:56:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
70007	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:55:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
70006	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:55:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
70005	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:55:29 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
70004	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:55:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
70003	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:55:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
70002	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:54:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
70001	OPTIPLEX 7060	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:54:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
40018	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:54:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
40017	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:54:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
40016	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:54:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
39903	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:53:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
39900	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:53:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
39899	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:53:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
39898	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:53:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
39408	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:52:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
39407	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:52:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
39389	IPAD	301	TOURIST DEVELOPMENT	05/17/2024 02:52:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
39388	IPAD	301	TOURIST DEVELOPMENT	05/17/2024 02:52:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
39349	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:52:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
39336	Samsung Galaxy TabS6	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:51:49 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39335	Samsung Galaxy TabS6	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:51:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
39246	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:51:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
39244	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:50:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
39243	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:50:38 PM	Status	Inactive	Active	MARINA HITE	User Edit
39242	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:50:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
39241	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:50:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
39240	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:49:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
39239	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:49:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
39238	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:49:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
39237	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:49:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
39236	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:49:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
39235	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:48:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
39234	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:48:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
39233	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:48:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
39232	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:48:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
39231	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:47:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
39230	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:47:43 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39229	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:47:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
39228	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:47:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
39227	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:46:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
39226	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:46:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
39225	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:46:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
39224	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:46:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
39223	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:46:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
39222	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:45:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
39221	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:45:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
39220	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:45:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
39218	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:45:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
39217	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:45:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
39216	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:44:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
39215	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:44:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
39214	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:44:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
39213	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:44:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
39212	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:43:47 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39211	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:43:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
39210	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:43:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
39209	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:43:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
39208	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:42:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
39207	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:42:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
39206	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:42:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
39205	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:42:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
39204	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:42:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
39203	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:41:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
39073	DIGIBOX TS4	380	EMERGENCY MANAGEMENT	05/17/2024 02:41:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
39072	DIGIBOX TS4	380	EMERGENCY MANAGEMENT	05/17/2024 02:41:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
39024	PORTSERVER TS4	380	EMERGENCY MANAGEMENT	05/17/2024 02:41:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
39013	PORTSERVER TS4	380	EMERGENCY MANAGEMENT	05/17/2024 02:41:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
38945	DELL INSPIRON 15 5000	520	SUPERVISOR OF ELECT.	05/17/2024 02:40:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
38944	DELL INSPIRON 15 5000	520	SUPERVISOR OF ELECT.	05/17/2024 02:40:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
38943	DELL INSPIRON 15 5000	520	SUPERVISOR OF ELECT.	05/17/2024 02:40:04 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38942	DELL INSPIRON 15 5000	520	SUPERVISOR OF ELECT.	05/17/2024 02:39:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
38941	DELL INSPIRON 15 5000	520	SUPERVISOR OF ELECT.	05/17/2024 02:39:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
38940	DELL INSPIRON 15 5000	520	SUPERVISOR OF ELECT.	05/17/2024 02:39:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
38939	DELL INSPIRON 15 5000	520	SUPERVISOR OF ELECT.	05/17/2024 02:39:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
38938	DELL INSPIRON 15 5000	520	SUPERVISOR OF ELECT.	05/17/2024 02:38:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
38937	DELL INSPIRON 15 5000	520	SUPERVISOR OF ELECT.	05/17/2024 02:38:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
38936	DELL INSPIRON 15 5000	520	SUPERVISOR OF ELECT.	05/17/2024 02:38:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
38935	DELL INSPIRON 15 5000	520	SUPERVISOR OF ELECT.	05/17/2024 02:38:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
38896	DELL PRECISION 3420	520	SUPERVISOR OF ELECT.	05/17/2024 02:37:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
38895	DELL PRECISION 3420	520	SUPERVISOR OF ELECT.	05/17/2024 02:37:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
38894	SAMSUNG GALAXY TAB S6	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:37:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
38893	SAMSUNG GALAXY TAB S6	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:37:11 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38892	SAMSUNG GALAXY TAB S6	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:36:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
38891	SAMSUNG GALAXY TAB S6	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:36:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
38864	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:36:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
38863	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:36:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
38856	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:36:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
38855	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:35:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
38854	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:35:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
38853	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:35:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
38852	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:35:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
38851	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:35:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
38792	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:34:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
38674	DESK	370	HOUSING & HUMAN SERVICES	05/17/2024 02:34:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
38673	DESK	370	HOUSING & HUMAN SERVICES	05/17/2024 02:34:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
38656	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:34:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
38655	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:34:01 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38621	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:33:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
38595	HP LASERJET M607N PRINTER	5318	CLERK- SYSTEMS SUPPORT	05/17/2024 02:33:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
38594	HP LASERJET M607N PRINTER	5318	CLERK- SYSTEMS SUPPORT	05/17/2024 02:33:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
38578	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:33:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
38566	CISCO 2960X	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:32:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
38561	PORTABLE XTS 1500	4321	RIGHT-OF-WAY	05/17/2024 02:32:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
38560	PORTABLE XTS 1500	432	RIGHT-OF- WAY MGMT.	05/17/2024 02:32:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
38559	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:32:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
38558	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:31:55 PM	Status	Inactive	Active	MARINA HITE	User Edit
38557	TOPAZ T- LBK755 SIGNATURE PAD	600	SHERIFF OFFICE/ADMIN	05/17/2024 02:31:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
38556	TOPAZ T- LBK755 SIGNATURE PAD	600	SHERIFF OFFICE/ADMIN	05/17/2024 02:31:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
38555	TOPAZ T- LBK755 SIGNATURE PAD	600	SHERIFF OFFICE/ADMIN	05/17/2024 02:31:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
38554	TOPAZ T- LBK755 SIGNATURE PAD	600	SHERIFF OFFICE/ADMIN	05/17/2024 02:31:06 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38553	ZEBRA GX420T THERMAL PRINTER	600	SHERIFF OFFICE/ADMIN	05/17/2024 02:30:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
38552	ZEBRA GX420T THERMAL PRINTER	600	SHERIFF OFFICE/ADMIN	05/17/2024 02:30:38 PM	Status	Inactive	Active	MARINA HITE	User Edit
38551	ZEBRA GX420T THERMAL PRINTER	600	SHERIFF OFFICE/ADMIN	05/17/2024 02:30:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
38550	ZEBRA GX420T THERMAL PRINTER	600	SHERIFF OFFICE/ADMIN	05/17/2024 02:30:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
38498	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:29:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
38497	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:29:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
38496	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:29:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
38495	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:29:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
38494	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:29:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
38493	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:28:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
38492	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:28:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
38491	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:28:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
38490	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:28:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
38489	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:27:52 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38488	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:27:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
38487	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:27:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
38486	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:27:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
38485	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:26:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
38484	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:26:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
38483	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:26:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
38482	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:26:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
38481	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:26:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
38480	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:25:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
38479	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:25:38 PM	Status	Inactive	Active	MARINA HITE	User Edit
38478	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:25:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
38477	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:25:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
38476	OPTIPLEX 7060 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:24:55 PM	Status	Inactive	Active	MARINA HITE	User Edit
38384	DELL INSPIRON 13 7000	520	SUPERVISOR OF ELECT.	05/17/2024 02:24:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
38383	MICROSOFT SURFACE PRO	520	SUPERVISOR OF ELECT.	05/17/2024 02:24:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
38381	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:24:17 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38368	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:23:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
38367	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:23:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
38366	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:23:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
38365	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:23:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
38361	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:22:55 PM	Status	Inactive	Active	MARINA HITE	User Edit
38360	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:22:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
38359	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:22:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
38358	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:22:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
38357	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:22:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
38355	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:21:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
38354	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:21:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
38353	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:21:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
38352	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:21:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
38350	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:20:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
38349	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:20:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
38347	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:20:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
38346	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:19:59 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38344	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:19:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
38343	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:19:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
38339	OPTIPLEX 7050 SFF	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:18:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
38338	OPTIPLEX 3050 MICRO	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:18:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
38337	OPTIPLEX 3050 MICRO	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:18:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
38336	OPTIPLEX 3050 MICRO	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:18:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
38335	OPTIPLEX 3050 MICRO	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:13:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
38320	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:13:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
38302	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:12:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
38296	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:12:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
38295	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:12:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
38294	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:11:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
38293	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:11:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
38292	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:11:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
38289	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:11:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
38288	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:11:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
38287	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:10:47 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38286	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:10:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
38285	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:10:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
38284	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:10:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
38283	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:09:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
38282	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:09:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
38281	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:09:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
38280	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:09:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
38279	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:08:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
38278	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:08:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
38277	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:08:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
38276	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:08:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
38275	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:08:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
38269	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:07:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
38262	IPAD	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:07:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
38186	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:07:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
38180	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:06:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
38179	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:06:20 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38176	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:05:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
38171	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:05:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
38168	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:04:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
38165	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:04:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
38164	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:04:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
38162	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:03:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
38160	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:03:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
38154	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:02:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
38150	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:01:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
38148	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:00:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
38146	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:00:38 PM	Status	Inactive	Active	MARINA HITE	User Edit
38145	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:00:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
38144	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 02:00:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
38143	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:59:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
38141	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:59:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
38140	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:59:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
38137	OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:58:49 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38123	DELL 3040 MICRO	380	EMERGENCY MANAGEMENT	05/17/2024 01:58:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
38118	DELL 3040 MICRO	380	EMERGENCY MANAGEMENT	05/17/2024 01:58:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
38116	DELL 3040 MICRO	380	EMERGENCY MANAGEMENT	05/17/2024 01:57:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
38115	DELL 3040 MICRO	380	EMERGENCY MANAGEMENT	05/17/2024 01:57:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
38114	DELL 3040 MICRO	380	EMERGENCY MANAGEMENT	05/17/2024 01:57:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
38109	DELL 3040 MICRO	380	EMERGENCY MANAGEMENT	05/17/2024 01:57:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
38099	DELL 3040 MICRO	380	EMERGENCY MANAGEMENT	05/17/2024 01:57:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
38076	DELL 3040 MICRO	380	EMERGENCY MANAGEMENT	05/17/2024 01:56:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
38043	DELL 3040 MICRO	380	EMERGENCY MANAGEMENT	05/17/2024 01:56:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
37886	MOTOROLA XTL1500 MOBILE	210	MOSQUITO CONTROL	05/17/2024 01:56:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
37868	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:55:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
37867	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:55:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
37864	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:55:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
37861	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:54:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
37860	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:54:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
37859	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:53:49 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37857	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:53:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
37856	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:53:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
37855	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:52:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
37854	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:52:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
37852	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/17/2024 01:52:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
30396	CPU DELL GX620	997	DONATION	05/17/2024 01:43:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
27065	MOBILE SOUND SYSTEM	997	DONATION	05/17/2024 01:43:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
38499	VIEWSONIC PROJECTOR PRO9510L	997	DONATION	05/17/2024 01:42:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
38317	HITACHI PROJECTOR	997	DONATION	05/17/2024 01:42:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
37546	DELL LATITUDE E6530	997	DONATION	05/17/2024 01:14:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
37527	DELL LATITUDE E6530	997	DONATION	05/17/2024 01:14:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
37528	DELL LATITUDE E6530	997	DONATION	05/17/2024 01:14:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
38006	PRECISION 3420	997	DONATION	05/17/2024 01:13:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
38542	FUJITSU Q738 TABLET	997	DONATION	05/17/2024 01:13:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
38540	FUJITSU Q738 TABLET	997	DONATION	05/17/2024 01:13:27 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38539	FUJITSU Q738 TABLET	997	DONATION	05/17/2024 01:13:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
38541	FUJITSU Q738 TABLET	997	DONATION	05/17/2024 01:12:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
38538	FUJITSU Q738 TABLET	997	DONATION	05/17/2024 01:12:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
38537	FUJITSU Q738 TABLET	997	DONATION	05/17/2024 01:12:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
38653	FUJITSU Q738 TABLET	997	DONATION	05/17/2024 01:11:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
37723	DELL LATITUDE 12 RUGGED	997	DONATION	05/17/2024 01:11:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
35736	DELL 9020	997	DONATION	05/17/2024 01:10:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
35550	CPU, DELL 9020	997	DONATION	05/17/2024 01:10:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
37715	DELL LATITUDE 12 RUGGED	997	DONATION	05/17/2024 01:09:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
35566	CPU, DELL 9020	997	DONATION	05/17/2024 01:09:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
37526	DELL LATITUDE E6530	997	DONATION	05/17/2024 01:07:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
37549	DELL LATITUDE E6530	997	DONATION	05/17/2024 01:06:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
36549	LATITUDE 14 RUGGED	997	DONATION	05/17/2024 01:06:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
37521	OKI C9650 PRINTER	997	DONATION	05/17/2024 01:04:55 PM	Status	Inactive	Active	MARINA HITE	User Edit
34754	PRINTER, FEEDER, CONVEYOR-xante	997	DONATION	05/17/2024 01:04:39 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34080	PRINTER, OKI 9650	997	DONATION	05/17/2024 01:04:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
33696	PRINTER, OKI 9650	997	DONATION	05/17/2024 01:04:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
33262	HEAVY DUTY PRINTER CART	997	DONATION	05/17/2024 01:03:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
33247	PRINTER, OKI 9650	997	DONATION	05/17/2024 01:03:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
36117	F-450 AMBULANCE	1000	AUCTION-SOLD ITEMS	05/17/2024 12:34:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
36114	F-450 AMBULANCE	1000	AUCTION-SOLD ITEMS	05/17/2024 12:32:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
37851	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:52:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
37848	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:52:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
37846	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:51:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
37844	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:51:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
37840	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:50:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
37838	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:50:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
37837	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:50:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
37836	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:49:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
37835	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:49:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
37833	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:49:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
37832	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:48:43 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37830	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:48:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
37829	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:47:55 PM	Status	Inactive	Active	MARINA HITE	User Edit
37826	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:47:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
37824	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:46:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
37819	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:46:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
37815	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:45:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
37814	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:45:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
37810	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:44:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
37809	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:44:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
37805	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:43:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
37804	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:43:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
37802	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:42:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
37801	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:42:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
37797	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:42:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
37794	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:41:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
37793	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:41:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
37792	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:40:55 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37787	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:40:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
37785	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:39:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
37784	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:39:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
37781	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:39:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
37780	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:39:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
37779	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:38:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
37778	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:38:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
37777	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:38:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
37774	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:38:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
37772	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:37:38 PM	Status	Inactive	Active	MARINA HITE	User Edit
37769	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:37:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
37768	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:37:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
37766	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:36:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
37764	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:36:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
37763	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:36:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
37755	MOTOROLA XTS2500 PORTABLE	210	MOSQUITO CONTROL	05/07/2024 03:35:44 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37752	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:35:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
37749	DELL OPTIPLEX 7050	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:34:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
37740	DELL LATITUDE 12 5285	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:34:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
37739	DELL LATITUDE 12 5285	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:34:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
37738	DELL LATITUDE 12 5285	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:34:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
37737	DELL LATITUDE 12 5285	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:34:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
37736	DELL LATITUDE 12 5285	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:33:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
37698	DELL PORTABLE TOUCHSCREEN	911	EMS	05/07/2024 03:33:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
37683	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:32:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
37682	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:32:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
37681	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:32:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
37680	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:31:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
37679	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:31:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
37678	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:31:10 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37677	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 03:30:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
37676	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:45:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
37675	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:45:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
37674	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:45:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
37673	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:45:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
37672	DELL ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:44:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
37593	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:44:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
37591	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:43:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
37589	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:43:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
37588	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:43:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
37587	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:43:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
37586	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:43:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
37585	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:42:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
37583	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:42:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
37581	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:42:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
37579	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:42:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
37578	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:41:49 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37577	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:41:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
37558	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:40:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37507	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:40:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
37502	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:39:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
37498	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:39:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
37497	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:39:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
37496	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:39:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
37495	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:38:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
37492	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:38:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
37491	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:38:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
37488	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:37:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
37486	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:37:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
37485	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:37:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
37483	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:36:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
37435	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:36:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
37434	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:36:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
37422	IPAD	520	SUPERVISOR OF ELECT.	05/07/2024 01:36:02 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37421	IPAD PRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:35:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
37419	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:35:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
37418	IPAD	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:34:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
37417	IPAD	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:34:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
37407	MAC MINI	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:34:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
37402	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:34:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
37400	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:33:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
37390	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:32:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
37389	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:32:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
37387	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:31:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
37385	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:31:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37383	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:31:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
37381	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:30:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
37380	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:30:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
37379	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:30:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
37377	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:30:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
37375	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:29:59 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37374	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:29:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
37373	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:29:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
37371	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:29:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
37370	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:28:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
37369	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:28:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
37368	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:28:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
37367	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:28:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
37366	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:28:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
37365	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:27:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
37364	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:27:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
37363	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:27:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
37362	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:27:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
37360	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:26:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
37358	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:26:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
37356	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:26:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
37354	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:26:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
37353	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:25:57 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37352	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:25:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
37350	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:25:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
37349	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:25:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
37347	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:25:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
37346	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:24:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
37343	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:24:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
37342	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:24:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37341	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:24:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
37340	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:24:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
37339	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:20:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
37300	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:20:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
37298	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:20:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
37295	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:20:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
37293	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:19:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
37292	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:19:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
37291	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:19:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
37290	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:19:05 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37285	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:18:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
37284	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:18:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
37283	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:18:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
37281	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:17:55 PM	Status	Inactive	Active	MARINA HITE	User Edit
37280	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:17:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
37279	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:17:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
37278	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:17:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
37277	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:17:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
37275	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:16:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
37274	DELL OPTIPLEX 7440	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:16:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
37256	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:16:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
37253	IPAD PRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:15:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
37171	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:15:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
37160	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:15:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
37155	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:15:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
37154	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:14:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
37152	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:14:26 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37150	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:14:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
37138	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:13:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
37136	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:13:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
37132	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:12:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
37130	DELL OPTIPLEX 7040	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:10:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
37126	IPAD	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:09:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
37075	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:09:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
37062	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:09:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
37061	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:09:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
37060	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:08:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
37059	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:08:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
37058	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:08:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
37057	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:08:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
37056	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:08:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
37055	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:07:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
37054	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:07:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
37053	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:07:20 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37052	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:07:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
37051	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:06:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
37050	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:06:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
37049	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:06:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
37048	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:06:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
37047	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:05:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
37046	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:05:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
37045	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:05:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
37044	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:05:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
37043	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:04:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
37042	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:04:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
37041	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:04:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
37040	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:04:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
37039	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:04:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
37038	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:03:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
37037	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:03:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
37036	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:03:09 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37035	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:02:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
37034	DELL 3040 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:02:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
37033	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:02:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37032	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:02:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
37031	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:02:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
37030	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:01:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
37029	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:01:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
37028	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:01:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
37027	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:01:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
37026	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:00:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
37025	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:00:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
37024	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 01:00:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
37023	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:55:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
37022	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:55:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
37021	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:55:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
37020	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:54:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
37019	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:54:40 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37018	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:54:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37017	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:54:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
37016	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:53:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
37015	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:53:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
37014	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:53:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
37013	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:53:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
37012	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:53:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
37011	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:52:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
37010	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:52:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
37009	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:52:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
37008	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:52:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
37007	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:51:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
37006	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:51:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
37005	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:51:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37004	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:51:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
37003	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:50:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
37002	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:50:42 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37001	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:50:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
37000	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:49:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
36999	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:49:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
36998	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:49:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
36997	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:49:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
36996	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:48:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
36995	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:48:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
36994	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:27:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
36993	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:27:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
36992	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:27:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
36991	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:22:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
36990	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:22:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
36989	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:22:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
36988	DELL OPTIPLEX 9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:22:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
36978	IPAD	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:21:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
36974	HP ELITE DESK 800	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:21:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
36973	HP ELITE DESK 800	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:21:25 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36972	HP ELITE DESK 800	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:21:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
36971	HP ELITE DESK 800	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:20:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
36964	DELL OPTIPLEX 3046 MICRO	520	SUPERVISOR OF ELECT.	05/07/2024 12:20:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
36963	DELL OPTIPLEX 3046 MICRO	520	SUPERVISOR OF ELECT.	05/07/2024 12:20:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
36962	DELL OPTIPLEX 3046 MICRO	520	SUPERVISOR OF ELECT.	05/07/2024 12:20:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
36961	DELL OPTIPLEX 3046 MICRO	520	SUPERVISOR OF ELECT.	05/07/2024 12:20:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
36960	DELL OPTIPLEX 3046 MICRO	520	SUPERVISOR OF ELECT.	05/07/2024 12:19:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
36959	DELL OPTIPLEX 3046 MICRO	520	SUPERVISOR OF ELECT.	05/07/2024 12:19:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
36958	DELL OPTIPLEX 3046 MICRO	520	SUPERVISOR OF ELECT.	05/07/2024 12:19:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
36957	DELL OPTIPLEX 3046 MICRO	520	SUPERVISOR OF ELECT.	05/07/2024 12:19:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
36956	DELL OPTIPLEX 3046 MICRO	520	SUPERVISOR OF ELECT.	05/07/2024 12:18:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
36955	DELL 3046 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:18:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
36954	DELL 3046 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:18:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
36952	DELL 3046 MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:17:46 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36884	DELL OPTIPLEX 3030 AIO	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:17:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
36771	CANOE	434	STORM WATER ENGINEERING	05/07/2024 12:17:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
36769	IPAD	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:16:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
36710	IPAD	171	INFO. SVCS. (M.I.S.)	05/07/2024 12:15:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
36701	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:15:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
36700	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:15:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
36699	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:15:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
36698	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:15:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
36697	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:14:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
36696	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:14:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
36695	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:14:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
36694	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:14:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
36693	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:13:50 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36692	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:13:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
36691	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:13:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
36690	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:13:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
36689	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:12:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
36688	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:12:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
36687	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 12:12:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
36686	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 09:50:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
36685	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 09:50:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
36684	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 09:50:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
36683	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 09:50:00 AM	Status	Inactive	Active	MARINA HITE	User Edit
36682	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 09:49:47 AM	Status	Inactive	Active	MARINA HITE	User Edit
36681	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 09:49:33 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36680	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 09:49:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
36679	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 09:49:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
36678	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 09:48:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
36677	Avaya 1324GT switch	5318	CLERK-SYSTEMS SUPPORT	05/07/2024 09:48:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
36658	IPAD	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:48:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
36647	OPTIPLEX 3020M	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:48:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
36642	OPTIPLEX 3020M	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:47:57 AM	Status	Inactive	Active	MARINA HITE	User Edit
36639	OPTIPLEX 3020M	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:47:44 AM	Status	Inactive	Active	MARINA HITE	User Edit
36633	OPTIPLEX 3020M	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:47:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
36632	OPTIPLEX 3020M	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:47:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
36519	IPAD	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:47:06 AM	Status	Inactive	Active	MARINA HITE	User Edit
36518	IPAD	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:46:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
36516	9020	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:46:26 AM	Status	Inactive	Active	MARINA HITE	User Edit
36503	9020MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:46:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
36502	9020MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:46:00 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36501	9020MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:45:47 AM	Status	Inactive	Active	MARINA HITE	User Edit
36500	9020MICRO	997	DONATION	05/07/2024 09:45:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
36498	9020MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:45:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
36495	9020MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:45:06 AM	Status	Inactive	Active	MARINA HITE	User Edit
36491	9020MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:44:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
36490	9020MICRO	997	DONATION	05/07/2024 09:44:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
36489	9020MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:44:30 AM	Status	Inactive	Active	MARINA HITE	User Edit
36488	9020MICRO	997	DONATION	05/07/2024 09:44:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
36487	9020MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:44:00 AM	Status	Inactive	Active	MARINA HITE	User Edit
36484	9020MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:43:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
36483	9020MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:43:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
36481	9020MICRO	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:43:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
36460	IPAD	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:43:06 AM	Status	Inactive	Active	MARINA HITE	User Edit
36445	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:42:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
36444	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:42:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
36443	DELL 3020 MICRO PC	997	DONATION	05/07/2024 09:42:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
36442	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:42:15 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36441	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:42:02 AM	Status	Inactive	Active	MARINA HITE	User Edit
36440	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:41:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
36439	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:41:35 AM	Status	Inactive	Active	MARINA HITE	User Edit
36438	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:41:22 AM	Status	Inactive	Active	MARINA HITE	User Edit
36437	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:34:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
36436	DELL 3020 MICRO PC	997	DONATION	05/07/2024 09:34:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
36435	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:33:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
36434	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:33:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
36433	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:33:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
36432	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:33:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
36431	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 09:33:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
36430	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:52:30 AM	Status	Inactive	Active	MARINA HITE	User Edit
36429	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:52:16 AM	Status	Inactive	Active	MARINA HITE	User Edit
36428	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:52:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
36427	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:51:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
36426	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:51:35 AM	Status	Inactive	Active	MARINA HITE	User Edit
36425	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:51:20 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36424	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:51:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
36423	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:50:51 AM	Status	Inactive	Active	MARINA HITE	User Edit
36422	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:50:38 AM	Status	Inactive	Active	MARINA HITE	User Edit
36421	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:50:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
36420	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:49:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
36419	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:49:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
36418	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:49:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
36417	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:49:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
36416	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:48:59 AM	Status	Inactive	Active	MARINA HITE	User Edit
36415	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:48:47 AM	Status	Inactive	Active	MARINA HITE	User Edit
36414	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:48:35 AM	Status	Inactive	Active	MARINA HITE	User Edit
36413	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:48:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
36412	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:48:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
36411	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:47:47 AM	Status	Inactive	Active	MARINA HITE	User Edit
36410	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:47:34 AM	Status	Inactive	Active	MARINA HITE	User Edit
36409	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:47:22 AM	Status	Inactive	Active	MARINA HITE	User Edit
36408	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:47:10 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36407	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:46:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
36406	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:46:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
36405	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:46:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
36404	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:46:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
36403	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:46:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
36402	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:45:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
36401	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:45:35 AM	Status	Inactive	Active	MARINA HITE	User Edit
36400	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:45:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
36399	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:45:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
36398	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:44:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
36397	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:44:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
36396	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:44:34 AM	Status	Inactive	Active	MARINA HITE	User Edit
36395	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:44:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
36394	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:44:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
36393	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:37:35 AM	Status	Inactive	Active	MARINA HITE	User Edit
36392	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:37:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
36391	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:37:04 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36390	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:36:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
36389	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:36:38 AM	Status	Inactive	Active	MARINA HITE	User Edit
36388	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:36:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
36387	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:36:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
36386	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:35:59 AM	Status	Inactive	Active	MARINA HITE	User Edit
36385	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:35:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
36384	DELL 3020 MICRO PC	997	DONATION	05/07/2024 08:35:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
36383	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:35:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
36382	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:35:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
36381	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:34:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
36380	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:34:31 AM	Status	Inactive	Active	MARINA HITE	User Edit
36379	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:34:17 AM	Status	Inactive	Active	MARINA HITE	User Edit
36378	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:34:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
36377	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:33:51 AM	Status	Inactive	Active	MARINA HITE	User Edit
36376	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:33:39 AM	Status	Inactive	Active	MARINA HITE	User Edit
36375	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:33:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
36374	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:33:11 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36373	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:32:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
36372	DELL 3020 MICRO PC	997	DONATION	05/07/2024 08:32:44 AM	Status	Inactive	Active	MARINA HITE	User Edit
36371	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:31:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
36370	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:31:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
36369	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:31:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
36368	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:31:16 AM	Status	Inactive	Active	MARINA HITE	User Edit
36367	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:31:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
36366	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:30:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
36365	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:30:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
36364	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:30:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
36363	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:30:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
36361	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:29:37 AM	Status	Inactive	Active	MARINA HITE	User Edit
36360	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:29:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
36359	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:28:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
36358	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:27:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
36357	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:27:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
36356	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:27:31 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36355	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:27:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
36354	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:27:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
36353	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:26:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
36352	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:26:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
36351	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:26:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
36350	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:26:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
36349	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:26:00 AM	Status	Inactive	Active	MARINA HITE	User Edit
36347	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:25:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
36346	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:25:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
36345	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:25:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
36344	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:25:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
36343	DELL 3020 MICRO PC	997	DONATION	05/07/2024 08:24:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
36342	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:24:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
36341	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:24:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
36340	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:24:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
36339	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:24:00 AM	Status	Inactive	Active	MARINA HITE	User Edit
36337	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:23:48 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36336	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:23:35 AM	Status	Inactive	Active	MARINA HITE	User Edit
36335	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:23:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
36334	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:23:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
36333	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:22:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
36332	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:22:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
36331	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:22:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
36330	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:22:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
36329	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/07/2024 08:21:50 AM	Status	Inactive	Active	MARINA HITE	User Edit
29388	PROJECTOR, VIEWSONIC PJ501	998	SALVAGE	05/07/2024 07:19:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
36328	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:41:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
36327	DELL 3020 MICRO PC	997	DONATION	05/06/2024 07:41:34 AM	Status	Inactive	Active	MARINA HITE	User Edit
36326	DELL 3020 MICRO PC	997	DONATION	05/06/2024 07:41:22 AM	Status	Inactive	Active	MARINA HITE	User Edit
36325	DELL 3020 MICRO PC	997	DONATION	05/06/2024 07:41:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
36324	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:40:57 AM	Status	Inactive	Active	MARINA HITE	User Edit
36323	DELL 3020 MICRO PC	997	DONATION	05/06/2024 07:40:39 AM	Status	Inactive	Active	MARINA HITE	User Edit
36322	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:40:25 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36321	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:40:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
36320	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:39:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
36319	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:39:40 AM	Status	Inactive	Active	MARINA HITE	User Edit
36318	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:39:27 AM	Status	Inactive	Active	MARINA HITE	User Edit
36317	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:39:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
36316	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:39:02 AM	Status	Inactive	Active	MARINA HITE	User Edit
36315	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:38:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
36314	DELL 3020 MICRO PC	997	DONATION	05/06/2024 07:38:36 AM	Status	Inactive	Active	MARINA HITE	User Edit
36313	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:38:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
36312	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:38:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
36310	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:37:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
36309	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:37:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
36308	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:37:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
36307	DELL 3020 MICRO PC	997	DONATION	05/06/2024 07:37:17 AM	Status	Inactive	Active	MARINA HITE	User Edit
36306	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:37:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
36305	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:36:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
36304	DELL 3020 MICRO PC	997	DONATION	05/06/2024 07:36:32 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36303	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:36:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
36302	DELL 3020 MICRO PC	997	DONATION	05/06/2024 07:36:06 AM	Status	Inactive	Active	MARINA HITE	User Edit
36301	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:35:53 AM	Status	Inactive	Active	MARINA HITE	User Edit
36300	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:35:37 AM	Status	Inactive	Active	MARINA HITE	User Edit
36299	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:35:21 AM	Status	Inactive	Active	MARINA HITE	User Edit
36298	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:35:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
36297	DELL 3020 MICRO PC	997	DONATION	05/06/2024 07:34:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
36296	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:34:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
36295	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:34:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
36294	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:34:16 AM	Status	Inactive	Active	MARINA HITE	User Edit
36293	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:34:00 AM	Status	Inactive	Active	MARINA HITE	User Edit
36292	DELL 3020 MICRO PC	997	DONATION	05/06/2024 07:32:50 AM	Status	Inactive	Active	MARINA HITE	User Edit
36291	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:32:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
36290	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:32:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
36289	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:32:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
36288	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:31:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
36287	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:31:39 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36285	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:31:27 AM	Status	Inactive	Active	MARINA HITE	User Edit
36284	DELL 3020 MICRO PC	997	DONATION	05/06/2024 07:31:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
36283	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:31:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
36282	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:30:44 AM	Status	Inactive	Active	MARINA HITE	User Edit
36281	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:30:31 AM	Status	Inactive	Active	MARINA HITE	User Edit
36280	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:30:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
36279	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:30:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
36278	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:29:47 AM	Status	Inactive	Active	MARINA HITE	User Edit
36277	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/06/2024 07:29:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
36276	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:49:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
36275	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:49:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
36274	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:48:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
36273	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:48:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
36272	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:48:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
36271	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:48:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
36269	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:48:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
36268	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:47:51 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36267	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:47:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
36266	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:47:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
36265	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:47:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
36264	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:46:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
36263	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:46:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
36262	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:46:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
36261	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:46:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
36260	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:46:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
36259	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:45:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
36258	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:45:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
36257	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:45:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
36256	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:45:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
36255	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:44:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
36254	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:44:40 PM	Status	Inactive	Active	MARINA HITE	User Edit
36253	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:44:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
36252	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:44:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
36251	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:44:03 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36250	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:43:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
36249	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:43:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
36248	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:43:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
36246	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:42:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
36245	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:42:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
36244	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:42:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
36243	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:42:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
36242	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:42:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
36241	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:41:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
36240	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:41:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
36239	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:41:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
36238	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:41:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
36237	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:41:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
36236	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:40:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
36235	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:40:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
36234	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:40:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
36233	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:40:10 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36232	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:39:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
36231	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:39:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
36230	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:39:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
36229	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:39:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
36228	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:39:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
36227	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:38:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
36226	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:38:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
36225	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:38:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
36224	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:37:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
36223	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:37:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
36222	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:37:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
36221	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:37:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
36220	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:37:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
36219	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:36:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
36218	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:36:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
36217	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:36:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
36216	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:36:12 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36215	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:35:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
36214	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:35:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
36213	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:35:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
36212	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:35:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
36211	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:35:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
36210	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:34:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
36209	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:34:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
36208	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:34:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
36207	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:33:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
36206	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:33:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
36205	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:33:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
36204	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:33:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
36202	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:32:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
36201	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:32:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
36199	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:32:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
36198	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:32:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
36197	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:31:54 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36196	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:31:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
36195	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:31:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
36194	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:31:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
36193	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:31:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
36192	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:30:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
36191	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:30:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
36190	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:30:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
36189	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:30:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
36188	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:29:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
36187	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:29:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
36186	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:29:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
36185	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:29:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
36184	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:29:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
36183	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:28:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
36182	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:28:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
36181	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:28:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
36180	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:28:09 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36179	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:27:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
36178	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:27:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
36177	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:27:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
36176	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:27:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
36175	DELL 3020 MICRO PC	997	DONATION	05/02/2024 12:27:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
36174	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 12:26:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
36173	DELL 3020 MICRO PC	997	DONATION	05/02/2024 10:24:53 AM	Status	Inactive	Active	MARINA HITE	User Edit
36172	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:24:40 AM	Status	Inactive	Active	MARINA HITE	User Edit
36171	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:24:27 AM	Status	Inactive	Active	MARINA HITE	User Edit
36170	DELL 3020 MICRO PC	997	DONATION	05/02/2024 10:24:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
36169	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:24:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
36168	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:23:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
36167	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:23:36 AM	Status	Inactive	Active	MARINA HITE	User Edit
36166	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:23:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
36165	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:23:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
36164	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:22:51 AM	Status	Inactive	Active	MARINA HITE	User Edit
36163	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:22:39 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36162	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:22:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
36161	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:22:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
36160	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:22:00 AM	Status	Inactive	Active	MARINA HITE	User Edit
36159	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:21:40 AM	Status	Inactive	Active	MARINA HITE	User Edit
36158	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:21:27 AM	Status	Inactive	Active	MARINA HITE	User Edit
36157	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:21:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
36156	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:20:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
36155	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:20:43 AM	Status	Inactive	Active	MARINA HITE	User Edit
36154	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:20:30 AM	Status	Inactive	Active	MARINA HITE	User Edit
36153	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:20:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
36152	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:20:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
36151	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:19:50 AM	Status	Inactive	Active	MARINA HITE	User Edit
36150	DELL 3020 MICRO PC	997	DONATION	05/02/2024 10:19:37 AM	Status	Inactive	Active	MARINA HITE	User Edit
36149	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:19:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
36148	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:19:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
36147	DELL 3020 MICRO PC	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:18:57 AM	Status	Inactive	Active	MARINA HITE	User Edit
36146	DELL 3020 MICRO PC	997	DONATION	05/02/2024 10:18:38 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36119	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:18:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
36011	DELL 9020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:17:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
36005	DELL LAPTOP 3521	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:17:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
36003	DELL LAPTOP 3521	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:17:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
36002	DELL LAPTOP 3521	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:17:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
36001	DELL LAPTOP 3521	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:17:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
35998	DELL LAPTOP 3521	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:16:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
35995	DELL LAPTOP 3521	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:16:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
35990	DELL LAPTOP 3521	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:16:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
35988	DELL LAPTOP 3521	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:16:16 AM	Status	Inactive	Active	MARINA HITE	User Edit
35987	DELL LAPTOP 3521	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:16:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
35978	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:15:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
35970	HP ENVY LAPTOP	5318	CLERK- SYSTEMS SUPPORT	05/02/2024 10:15:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
35854	DELL INSPIRON TOUCHSCREE N LAPTOP	5318	CLERK- SYSTEMS SUPPORT	05/02/2024 10:15:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
35853	DELL INSPIRON TOUCHSCREE N LAPTOP	5318	CLERK- SYSTEMS SUPPORT	05/02/2024 10:15:05 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35787	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:14:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
35726	DELL 9020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:14:36 AM	Status	Inactive	Active	MARINA HITE	User Edit
35710	DELL 9020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:14:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
35703	DELL 9020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:14:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
35700	DELL 9020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:13:56 AM	Status	Inactive	Active	MARINA HITE	User Edit
35666	IPAD	520	SUPERVISOR OF ELECT.	05/02/2024 10:13:40 AM	Status	Inactive	Active	MARINA HITE	User Edit
35659	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:13:16 AM	Status	Inactive	Active	MARINA HITE	User Edit
35658	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:13:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
35657	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:12:51 AM	Status	Inactive	Active	MARINA HITE	User Edit
35656	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:12:36 AM	Status	Inactive	Active	MARINA HITE	User Edit
35655	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:12:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
35654	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:12:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
35653	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:11:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
35652	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:11:39 AM	Status	Inactive	Active	MARINA HITE	User Edit
35651	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:11:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
35649	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:11:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
35648	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:10:53 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35647	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:10:39 AM	Status	Inactive	Active	MARINA HITE	User Edit
35646	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:10:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
35645	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:10:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
35644	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:09:57 AM	Status	Inactive	Active	MARINA HITE	User Edit
35643	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:09:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
35642	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:09:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
35640	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:09:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
35639	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:08:56 AM	Status	Inactive	Active	MARINA HITE	User Edit
35638	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:08:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
35637	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:08:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
35636	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:08:16 AM	Status	Inactive	Active	MARINA HITE	User Edit
35635	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:08:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
35634	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:07:51 AM	Status	Inactive	Active	MARINA HITE	User Edit
35633	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:07:30 AM	Status	Inactive	Active	MARINA HITE	User Edit
35632	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:07:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
35631	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:07:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
35630	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:06:54 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35629	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:06:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
35628	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:06:27 AM	Status	Inactive	Active	MARINA HITE	User Edit
35627	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:06:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
35625	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:06:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
35624	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:05:51 AM	Status	Inactive	Active	MARINA HITE	User Edit
35623	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:05:37 AM	Status	Inactive	Active	MARINA HITE	User Edit
35622	CPU, DELL 3020	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:05:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
35619	CPU, DELL INSPIRON 15	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:05:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
35618	CPU, DELL INSPIRON 15	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:04:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
35617	CPU, DELL INSPIRON 15	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:04:43 AM	Status	Inactive	Active	MARINA HITE	User Edit
35616	CPU, DELL INSPIRON 15	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:04:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
35615	CPU, DELL INSPIRON 15	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:04:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
35614	CPU, DELL INSPIRON 15	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:04:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
35613	CPU, DELL INSPIRON 15	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:03:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
35593	APPLE MAC MINI	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:03:36 AM	Status	Inactive	Active	MARINA HITE	User Edit
35522	EPSON POWERLITE 435W PROJECTOR	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:03:24 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35493	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:03:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
35489	MICROSOFT SURFACE PRO 2	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:02:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
35479	MICROSOFT SURFACE PRO	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:02:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
35388	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:02:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
35382	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:02:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
35376	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:01:56 AM	Status	Inactive	Active	MARINA HITE	User Edit
35320	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:00:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
35316	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:00:34 AM	Status	Inactive	Active	MARINA HITE	User Edit
35310	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:00:21 AM	Status	Inactive	Active	MARINA HITE	User Edit
35301	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 10:00:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
35276	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:59:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
35269	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:59:38 AM	Status	Inactive	Active	MARINA HITE	User Edit
35264	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:59:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
35255	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:59:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
35150	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:58:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
35143	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:58:46 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35134	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:58:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
35050	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:58:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
35025	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:58:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
34983	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:57:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
34970	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:57:31 AM	Status	Inactive	Active	MARINA HITE	User Edit
34968	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:57:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
34927	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:57:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
34902	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:56:44 AM	Status	Inactive	Active	MARINA HITE	User Edit
34899	CPU, DELL 3010	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:56:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
34874	MICROSOFT SURFACE PRO	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:56:16 AM	Status	Inactive	Active	MARINA HITE	User Edit
34873	MICROSOFT SURFACE PRO	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:56:02 AM	Status	Inactive	Active	MARINA HITE	User Edit
34859	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:55:50 AM	Status	Inactive	Active	MARINA HITE	User Edit
34797	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:55:34 AM	Status	Inactive	Active	MARINA HITE	User Edit
34762	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:55:22 AM	Status	Inactive	Active	MARINA HITE	User Edit
34746	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:55:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
34736	DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:54:57 AM	Status	Inactive	Active	MARINA HITE	User Edit
34735	DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:54:41 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34731	DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:54:26 AM	Status	Inactive	Active	MARINA HITE	User Edit
34730	DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:54:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
34727	DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:53:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
34722	DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:53:38 AM	Status	Inactive	Active	MARINA HITE	User Edit
34721	DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:53:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
34719	DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:53:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
34701	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:52:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
34691	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:52:34 AM	Status	Inactive	Active	MARINA HITE	User Edit
34688	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:52:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
34682	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:52:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
34678	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:51:53 AM	Status	Inactive	Active	MARINA HITE	User Edit
34670	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:51:40 AM	Status	Inactive	Active	MARINA HITE	User Edit
34655	CPU, DELL LAPTOP E5520	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:51:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
34653	CPU, DELL LAPTOP E5520	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:51:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
34652	CPU, DELL LAPTOP E5520	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:51:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
34635	HP TOUCHSMART ELITE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:50:42 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34634	HP TOUCHSMART ELITE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:50:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
34633	HP TOUCHSMART ELITE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:50:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
34632	HP TOUCHSMART ELITE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:49:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
34631	HP TOUCHSMART ELITE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:49:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
34629	HP TOUCHSMART ELITE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:49:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
34628	HP TOUCHSMART ELITE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:49:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
34627	HP TOUCHSMART ELITE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:48:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
34621	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:48:38 AM	Status	Inactive	Active	MARINA HITE	User Edit
34616	CPU, LAPTOP DELL VOSTRO	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:48:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
34615	CPU, LAPTOP DELL VOSTRO	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:47:59 AM	Status	Inactive	Active	MARINA HITE	User Edit
34614	CPU, LAPTOP DELL VOSTRO	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:47:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
34613	CPU, LAPTOP DELL VOSTRO	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:47:26 AM	Status	Inactive	Active	MARINA HITE	User Edit
34611	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:46:56 AM	Status	Inactive	Active	MARINA HITE	User Edit
34592	CPU, DELL 790	997	DONATION	05/02/2024 09:46:45 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34524	MAC MINI	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:46:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
34509	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:46:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
34507	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:45:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
34506	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:45:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
34495	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:45:26 AM	Status	Inactive	Active	MARINA HITE	User Edit
34494	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:45:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
34492	CPU, DELL 790	997	DONATION	05/02/2024 09:45:00 AM	Status	Inactive	Active	MARINA HITE	User Edit
34490	CPU, DELL 790	997	DONATION	05/02/2024 09:44:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
34487	CPU, DELL 790	997	DONATION	05/02/2024 09:44:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
34486	CPU, DELL 790	997	DONATION	05/02/2024 09:44:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
34471	MAC MINI	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:44:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
34450	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:43:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
34449	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:43:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
34448	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:43:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
34447	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:42:59 AM	Status	Inactive	Active	MARINA HITE	User Edit
34446	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:42:38 AM	Status	Inactive	Active	MARINA HITE	User Edit
34398	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:42:23 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34396	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:42:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
34362	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:41:53 AM	Status	Inactive	Active	MARINA HITE	User Edit
34360	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:41:39 AM	Status	Inactive	Active	MARINA HITE	User Edit
34357	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:41:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
34325	IPAD	520	SUPERVISOR OF ELECT.	05/02/2024 09:41:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
34324	IPAD	520	SUPERVISOR OF ELECT.	05/02/2024 09:40:56 AM	Status	Inactive	Active	MARINA HITE	User Edit
34323	IPAD	520	SUPERVISOR OF ELECT.	05/02/2024 09:40:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
34306	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:40:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
34271	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:40:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
34270	SAMSUNG GALAXY TAB	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:39:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
34249	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:39:38 AM	Status	Inactive	Active	MARINA HITE	User Edit
34230	PANASONIC CAMCORDER	911	EMS	05/02/2024 09:39:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
34229	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:39:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
34221	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:38:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
34218	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:38:43 AM	Status	Inactive	Active	MARINA HITE	User Edit
34205	CPU, DELL 790	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:38:30 AM	Status	Inactive	Active	MARINA HITE	User Edit
34161	CPU, DELL780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:38:18 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34153	CPU, DELL780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:38:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
34135	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:37:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
34134	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:37:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
34120	CPU, LAPTOP HP 6550B	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:37:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
34089	CPU, HP PRO 3000	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:37:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
34068	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:36:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
34058	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:36:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
34052	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:35:57 AM	Status	Inactive	Active	MARINA HITE	User Edit
34049	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:35:43 AM	Status	Inactive	Active	MARINA HITE	User Edit
34048	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:35:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
34047	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:35:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
34037	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:34:56 AM	Status	Inactive	Active	MARINA HITE	User Edit
34036	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:34:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
34030	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:34:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
34027	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:34:17 AM	Status	Inactive	Active	MARINA HITE	User Edit
34024	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:33:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
34023	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:33:44 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34021	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:33:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
34020	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:33:16 AM	Status	Inactive	Active	MARINA HITE	User Edit
34019	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:33:02 AM	Status	Inactive	Active	MARINA HITE	User Edit
34018	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:32:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
34017	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:32:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
33996	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:32:17 AM	Status	Inactive	Active	MARINA HITE	User Edit
33994	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:32:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
33992	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:31:50 AM	Status	Inactive	Active	MARINA HITE	User Edit
33991	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:31:37 AM	Status	Inactive	Active	MARINA HITE	User Edit
33988	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:31:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
33980	CPU, LAPTOP DELL E5510	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:31:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
33977	CPU, LAPTOP DELL E5510	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:30:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
33949	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:30:39 AM	Status	Inactive	Active	MARINA HITE	User Edit
33948	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:30:22 AM	Status	Inactive	Active	MARINA HITE	User Edit
33932	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:30:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
33905	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:29:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
33903	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:29:40 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33889	CPU, LENOVO ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:29:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
33886	CPU, LENOVO ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:29:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
33868	CPU, LENOVO ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:28:50 AM	Status	Inactive	Active	MARINA HITE	User Edit
33853	CPU, LENOVO ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:28:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
33830	CPU, LENOVO ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:28:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
33786	CPU, LENOVO ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:27:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
33781	CPU, LENOVO ALL IN ONE	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:27:39 AM	Status	Inactive	Active	MARINA HITE	User Edit
33753	CPU, LAPTOP DELL E5510	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:27:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
33752	CPU, LAPTOP DELL E5510	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:27:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
33751	CPU, LAPTOP DELL E5510	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:26:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
33750	CPU, LAPTOP DELL E5510	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:26:38 AM	Status	Inactive	Active	MARINA HITE	User Edit
33690	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:26:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
33684	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:25:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
33671	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:25:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
33659	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:25:17 AM	Status	Inactive	Active	MARINA HITE	User Edit
33652	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:25:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
33651	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:24:50 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33650	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:24:35 AM	Status	Inactive	Active	MARINA HITE	User Edit
33648	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:24:17 AM	Status	Inactive	Active	MARINA HITE	User Edit
33646	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:24:02 AM	Status	Inactive	Active	MARINA HITE	User Edit
33645	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:23:47 AM	Status	Inactive	Active	MARINA HITE	User Edit
33641	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:23:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
33638	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:23:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
33635	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:20:40 AM	Status	Inactive	Active	MARINA HITE	User Edit
33634	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:20:26 AM	Status	Inactive	Active	MARINA HITE	User Edit
33633	IPAD	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:20:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
33614	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:19:57 AM	Status	Inactive	Active	MARINA HITE	User Edit
33613	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:19:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
33612	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:19:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
33611	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:19:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
33610	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:18:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
33606	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:01:27 AM	Status	Inactive	Active	MARINA HITE	User Edit
33604	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:01:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
33601	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 09:00:32 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33597	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:59:59 AM	Status	Inactive	Active	MARINA HITE	User Edit
33591	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:59:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
33590	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:50:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
33585	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:50:27 AM	Status	Inactive	Active	MARINA HITE	User Edit
33583	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:50:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
33579	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:50:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
33578	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:49:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
33575	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:49:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
33572	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:49:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
33570	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:49:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
33569	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:48:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
33568	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:48:36 AM	Status	Inactive	Active	MARINA HITE	User Edit
33564	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:48:23 AM	Status	Inactive	Active	MARINA HITE	User Edit
33558	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:48:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
33557	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:47:57 AM	Status	Inactive	Active	MARINA HITE	User Edit
33556	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:47:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
33553	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:47:28 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33552	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:47:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
33551	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:47:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
33549	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:45:02 AM	Status	Inactive	Active	MARINA HITE	User Edit
33547	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:44:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
33543	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:44:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
33537	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:44:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
33530	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:44:06 AM	Status	Inactive	Active	MARINA HITE	User Edit
33522	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:43:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
33521	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:43:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
33520	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:43:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
33518	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:43:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
33517	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:43:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
33516	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:42:38 AM	Status	Inactive	Active	MARINA HITE	User Edit
33514	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:42:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
33512	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:42:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
33509	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:41:59 AM	Status	Inactive	Active	MARINA HITE	User Edit
33508	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:41:45 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33507	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:41:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
33505	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:41:19 AM	Status	Inactive	Active	MARINA HITE	User Edit
33504	CPU, DELL 380	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:41:06 AM	Status	Inactive	Active	MARINA HITE	User Edit
33397	CPU, HP MINI 5102	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:40:53 AM	Status	Inactive	Active	MARINA HITE	User Edit
33389	CPU, HP MINI 5102	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:40:39 AM	Status	Inactive	Active	MARINA HITE	User Edit
33386	CPU, HP MINI 5102	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:40:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
33365	CPU, HP MINI 5102	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:40:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
33362	CPU, HP MINI 5102	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:39:56 AM	Status	Inactive	Active	MARINA HITE	User Edit
33303	CPU, HP MINI 5102	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:39:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
33287	PRINTER, HP 4015N	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:39:27 AM	Status	Inactive	Active	MARINA HITE	User Edit
33283	PRINTER, HP 4015N	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:39:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
33235	CPU , DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:38:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
33190	CPU, DELL 780	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:38:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
33151	CPU, LAPTOP HP 6730B	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:38:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
33111	CPU, DELL 780	5318	CLERK- SYSTEMS SUPPORT	05/02/2024 08:38:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
33002	JON BOAT FL- 3259NZ	434	STORM WATER ENGINEERING	05/02/2024 08:37:56 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33001	PETITE PONAR DREDGE	434	STORM WATER ENGINEERING	05/02/2024 08:37:41 AM	Status	Inactive	Active	MARINA HITE	User Edit
32983	GARMIN HANDHELD GPS	434	STORM WATER ENGINEERING	05/02/2024 08:37:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
32982	MICROSCOPE ILLUMINATOR DUAL ARM	434	STORM WATER ENGINEERING	05/02/2024 08:37:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
32981	MICROSCOPE, MOTIC SMZ-168	434	STORM WATER ENGINEERING	05/02/2024 08:36:50 AM	Status	Inactive	Active	MARINA HITE	User Edit
32916	CPU, DELL 760	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:36:37 AM	Status	Inactive	Active	MARINA HITE	User Edit
32906	CPU, DELL 760	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:36:21 AM	Status	Inactive	Active	MARINA HITE	User Edit
32891	CPU, DELL 760	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:36:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
32889	CPU, DELL 760	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:35:51 AM	Status	Inactive	Active	MARINA HITE	User Edit
32876	PROJECTOR, DELL 4310WX	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:18:02 AM	Status	Inactive	Active	MARINA HITE	User Edit
32857	CPU, H-P LAPTOP 6730B	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:17:50 AM	Status	Inactive	Active	MARINA HITE	User Edit
32856	CPU, H-P LAPTOP 6730B	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:17:37 AM	Status	Inactive	Active	MARINA HITE	User Edit
32855	CPU, H-P LAPTOP 6730B	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:17:24 AM	Status	Inactive	Active	MARINA HITE	User Edit
32854	CPU, H-P LAPTOP 6730B	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:17:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
32853	CPU, H-P LAPTOP 6730B	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:16:57 AM	Status	Inactive	Active	MARINA HITE	User Edit
32852	CPU, H-P LAPTOP 6730B	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:11:10 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
32851	CPU, H-P LAPTOP 6730B	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:10:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
32850	CPU, H-P LAPTOP 6730B	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:10:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
32775	CPU, LAPTOP HP ELITEBOOK 2730p	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:10:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
32774	CPU, LAPTOP HP ELITEBOOK 2730p	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:09:59 AM	Status	Inactive	Active	MARINA HITE	User Edit
32706	TV, SAMSUNG 32" LCD	110	COUNTY ADMINISTRATI ON	05/02/2024 08:09:46 AM	Status	Inactive	Active	MARINA HITE	User Edit
32663	PROJECTOR, DELL DLP 1409X	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:09:30 AM	Status	Inactive	Active	MARINA HITE	User Edit
31968	CPU, DELL 330	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:09:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
31967	CPU, DELL 330	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:08:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
31965	CPU, DELL 330	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:08:43 AM	Status	Inactive	Active	MARINA HITE	User Edit
31962	CPU, DELL 330	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:08:29 AM	Status	Inactive	Active	MARINA HITE	User Edit
31960	CPU, DELL 330	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:08:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
31959	CPU, DELL 330	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:08:00 AM	Status	Inactive	Active	MARINA HITE	User Edit
31654	PROJECTOR, DELL 1800MP DLP	2434	NORTHEAST LIBRARY	05/02/2024 08:07:44 AM	Status	Inactive	Active	MARINA HITE	User Edit
31434	CPU, DELL OPTIPLEX 745	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:07:30 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
31232	CPU, DELL GX620	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:07:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
30864	PROJECTOR, EPSON MOVIE MATE	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:07:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
30811	CPU, DELL GX620	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:06:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
30788	CPU, DELL GX620	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:06:27 AM	Status	Inactive	Active	MARINA HITE	User Edit
30617	CPU, DELL GX620	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:06:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
30607	CPU, DELL GX620	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:05:34 AM	Status	Inactive	Active	MARINA HITE	User Edit
30602	CPU, DELL GX620	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:05:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
30564	CPU, DELL GX620	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:05:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
28007	ATX MINI TOWER 300W	171	INFO. SVCS. (M.I.S.)	05/02/2024 08:04:51 AM	Status	Inactive	Active	MARINA HITE	User Edit
37820	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 08:02:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
37153	DELL OPTIPLEX 7040	997	DONATION	05/02/2024 08:01:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
37765	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 08:01:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
37834	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 08:01:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
38020	PRECISION 3420	997	DONATION	05/02/2024 08:00:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
37575	DELL OPTIPLEX 7040	997	DONATION	05/02/2024 08:00:40 AM	Status	Inactive	Active	MARINA HITE	User Edit
37133	DELL OPTIPLEX 7040	997	DONATION	05/02/2024 08:00:24 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37818	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 08:00:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
38374	OPTIPLEX 7050 SFF	997	DONATION	05/02/2024 07:59:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
37817	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 07:59:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
37789	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 07:59:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
37982	PRECISION 3420	997	DONATION	05/02/2024 07:58:58 AM	Status	Inactive	Active	MARINA HITE	User Edit
38001	PRECISION 3420	997	DONATION	05/02/2024 07:58:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
38014	PRECISION 3420	997	DONATION	05/02/2024 07:58:26 AM	Status	Inactive	Active	MARINA HITE	User Edit
37394	DELL OPTIPLEX 7040	997	DONATION	05/02/2024 07:58:11 AM	Status	Inactive	Active	MARINA HITE	User Edit
38151	OPTIPLEX 7050	997	DONATION	05/02/2024 07:57:55 AM	Status	Inactive	Active	MARINA HITE	User Edit
37751	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 07:57:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
38139	OPTIPLEX 7050	997	DONATION	05/02/2024 07:57:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
37825	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 07:56:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
38142	OPTIPLEX 7050	997	DONATION	05/02/2024 07:56:36 AM	Status	Inactive	Active	MARINA HITE	User Edit
38033	PRECISION 3420	997	DONATION	05/02/2024 07:56:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
37998	PRECISION 3420	997	DONATION	05/02/2024 07:56:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
37503	DELL OPTIPLEX 7040	997	DONATION	05/02/2024 07:55:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
38149	OPTIPLEX 7050	997	DONATION	05/02/2024 07:55:26 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37762	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 07:55:10 AM	Status	Inactive	Active	MARINA HITE	User Edit
37987	PRECISION 3420	997	DONATION	05/02/2024 07:54:53 AM	Status	Inactive	Active	MARINA HITE	User Edit
37767	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 07:54:36 AM	Status	Inactive	Active	MARINA HITE	User Edit
38159	OPTIPLEX 7050	997	DONATION	05/02/2024 07:54:14 AM	Status	Inactive	Active	MARINA HITE	User Edit
37776	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 07:53:59 AM	Status	Inactive	Active	MARINA HITE	User Edit
37978	PRECISION 3420	997	DONATION	05/02/2024 07:53:43 AM	Status	Inactive	Active	MARINA HITE	User Edit
37796	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 07:53:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
38024	PRECISION 3420	997	DONATION	05/02/2024 07:53:09 AM	Status	Inactive	Active	MARINA HITE	User Edit
38177	OPTIPLEX 7050	997	DONATION	05/02/2024 07:44:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
70262	DELL LATITUDE 5290 2 IN 1	997	DONATION	05/02/2024 07:44:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
70013	OPTIPLEX 7060 SFF	997	DONATION	05/02/2024 07:43:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
70197	OPTIPLEX 7060 SFF	997	DONATION	05/02/2024 07:43:26 AM	Status	Inactive	Active	MARINA HITE	User Edit
70092	OPTIPLEX 7060 SFF	997	DONATION	05/02/2024 07:43:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
70045	OPTIPLEX 7060 SFF	997	DONATION	05/02/2024 07:42:52 AM	Status	Inactive	Active	MARINA HITE	User Edit
70120	OPTIPLEX 7060 SFF	997	DONATION	05/02/2024 07:42:36 AM	Status	Inactive	Active	MARINA HITE	User Edit
37872	TERADECK CUBE 655	997	DONATION	05/02/2024 07:42:18 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38178	OPTIPLEX 7050	997	DONATION	05/02/2024 07:42:00 AM	Status	Inactive	Active	MARINA HITE	User Edit
37403	DELL OPTIPLEX 7040	997	DONATION	05/02/2024 07:41:44 AM	Status	Inactive	Active	MARINA HITE	User Edit
37487	DELL OPTIPLEX 7040	997	DONATION	05/02/2024 07:41:28 AM	Status	Inactive	Active	MARINA HITE	User Edit
36362	DELL 3020 MICRO PC	997	DONATION	05/02/2024 07:41:12 AM	Status	Inactive	Active	MARINA HITE	User Edit
37750	DELL OPTIPLEX 7050	997	DONATION	05/02/2024 07:40:54 AM	Status	Inactive	Active	MARINA HITE	User Edit
37401	DELL OPTIPLEX 7040	997	DONATION	05/02/2024 07:40:37 AM	Status	Inactive	Active	MARINA HITE	User Edit
37994	PRECISION 3420	997	DONATION	05/02/2024 07:40:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
37128	DELL OPTIPLEX 7040	997	DONATION	05/02/2024 07:40:01 AM	Status	Inactive	Active	MARINA HITE	User Edit
37991	PRECISION 3420	997	DONATION	05/01/2024 03:47:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
37993	PRECISION 3420	997	DONATION	05/01/2024 03:47:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
37564	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:46:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
37500	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:46:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
37484	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:46:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
36247	DELL 3020 MICRO PC	997	DONATION	05/01/2024 03:45:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
37986	PRECISION 3420	997	DONATION	05/01/2024 03:45:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37398	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:45:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
37996	PRECISION 3420	997	DONATION	05/01/2024 03:44:49 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37995	PRECISION 3420	997	DONATION	05/01/2024 03:44:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
37992	PRECISION 3420	997	DONATION	05/01/2024 03:44:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
37999	PRECISION 3420	997	DONATION	05/01/2024 03:43:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
37559	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:43:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37595	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:43:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
37574	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:35:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
36041	DELL 3020M	997	DONATION	05/01/2024 03:35:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
37146	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:34:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
37393	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:34:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
37392	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:34:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
38034	PRECISION 3420	997	DONATION	05/01/2024 03:33:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
38021	PRECISION 3420	997	DONATION	05/01/2024 03:33:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
37822	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 03:33:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
38183	OPTIPLEX 7050	997	DONATION	05/01/2024 03:32:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
37582	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:32:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
37596	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 03:32:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
38340	OPTIPLEX 7050 SFF	997	DONATION	05/01/2024 03:31:53 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38027	PRECISION 3420	997	DONATION	05/01/2024 03:31:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
38003	PRECISION 3420	997	DONATION	05/01/2024 02:31:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
37391	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 02:30:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
37989	PRECISION 3420	997	DONATION	05/01/2024 02:30:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
38000	PRECISION 3420	997	DONATION	05/01/2024 02:30:10 PM	Status	Inactive	Active	MARINA HITE	User Edit
38030	PRECISION 3420	997	DONATION	05/01/2024 02:29:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
38161	OPTIPLEX 7050	997	DONATION	05/01/2024 02:29:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
37148	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 02:29:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
38167	OPTIPLEX 7050	997	DONATION	05/01/2024 02:28:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
35374	CPU, DELL 3010	997	DONATION	05/01/2024 02:28:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
37976	PRECISION 3420	997	DONATION	05/01/2024 02:27:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
37493	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 02:27:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
35330	CPU, DELL 3010	997	DONATION	05/01/2024 02:27:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
38170	OPTIPLEX 7050	997	DONATION	05/01/2024 02:27:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
37811	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:26:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
37843	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:26:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
37858	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:25:53 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37821	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:25:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
37813	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:25:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
38181	OPTIPLEX 7050	997	DONATION	05/01/2024 02:24:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
37151	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 02:24:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
37816	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:24:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
37806	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:24:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
38029	PRECISION 3420	997	DONATION	05/01/2024 02:23:39 PM	Status	Inactive	Active	MARINA HITE	User Edit
37827	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:23:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
38011	PRECISION 3420	997	DONATION	05/01/2024 02:23:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
37566	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 02:22:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
38175	OPTIPLEX 7050	997	DONATION	05/01/2024 02:22:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
37795	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:22:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
37775	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:21:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
37866	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:21:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
37788	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:21:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
37790	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:20:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
37770	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:20:28 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37134	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 02:20:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
37997	PRECISION 3420	997	DONATION	05/01/2024 02:19:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
37980	PRECISION 3420	997	DONATION	05/01/2024 02:19:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
38184	OPTIPLEX 7050	997	DONATION	05/01/2024 02:18:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
37399	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 02:18:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
38031	PRECISION 3420	997	DONATION	05/01/2024 02:18:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
38018	PRECISION 3420	997	DONATION	05/01/2024 02:17:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
37841	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:17:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
37831	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:17:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
38138	OPTIPLEX 7050	997	DONATION	05/01/2024 02:16:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
37618	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 02:16:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
37562	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 02:16:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
37791	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 02:15:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
36517	9020	997	DONATION	05/01/2024 02:15:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
38169	OPTIPLEX 7050	997	DONATION	05/01/2024 02:14:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
38155	OPTIPLEX 7050	997	DONATION	05/01/2024 02:14:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
37773	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 01:20:23 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38157	OPTIPLEX 7050	997	DONATION	05/01/2024 01:20:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
38362	OPTIPLEX 7050 SFF	997	DONATION	05/01/2024 01:19:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
38356	OPTIPLEX 7050 SFF	997	DONATION	05/01/2024 01:19:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
38182	OPTIPLEX 7050	997	DONATION	05/01/2024 01:18:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
38023	PRECISION 3420	997	DONATION	05/01/2024 01:18:25 PM	Status	Inactive	Active	MARINA HITE	User Edit
38166	OPTIPLEX 7050	997	DONATION	05/01/2024 01:17:59 PM	Status	Inactive	Active	MARINA HITE	User Edit
37865	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 01:17:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
37563	DELL OPTIPLEX 7040	997	DONATION	05/01/2024 01:17:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
38185	OPTIPLEX 7050	997	DONATION	05/01/2024 01:16:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
38364	OPTIPLEX 7050 SFF	997	DONATION	05/01/2024 01:16:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
38351	OPTIPLEX 7050 SFF	997	DONATION	05/01/2024 01:15:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
38348	OPTIPLEX 7050 SFF	997	DONATION	05/01/2024 01:15:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
38345	OPTIPLEX 7050 SFF	997	DONATION	05/01/2024 01:14:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
38342	OPTIPLEX 7050 SFF	997	DONATION	05/01/2024 01:14:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
38163	OPTIPLEX 7050	997	DONATION	05/01/2024 01:14:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
37849	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 01:13:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
37798	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 01:13:23 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37828	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 01:13:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
38147	OPTIPLEX 7050	997	DONATION	05/01/2024 01:12:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
38646	OPTIPLEX XE3	997	DONATION	05/01/2024 01:12:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
38153	OPTIPLEX 7050	997	DONATION	05/01/2024 01:11:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
37807	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 01:11:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37862	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 01:10:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
37799	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 01:10:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
37823	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 12:50:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
37842	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 12:45:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
37869	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 12:45:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
37786	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 12:44:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
38152	OPTIPLEX 7050	997	DONATION	05/01/2024 12:44:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
37812	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 12:43:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
38174	OPTIPLEX 7050	997	DONATION	05/01/2024 12:43:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
37800	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 12:42:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
37808	DELL OPTIPLEX 7050	997	DONATION	05/01/2024 12:41:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
31785	FORD EXPLORER	1000	AUCTION-SOLD ITEMS	04/25/2024 08:15:33 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
38032	PRECISION 3420	997	DONATION	04/24/2024 01:50:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
29137	F-150	1000	AUCTION-SOLD ITEMS	04/22/2024 03:05:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
28823	F-150	1000	AUCTION-SOLD ITEMS	04/22/2024 03:02:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
31431	F-150	1000	AUCTION-SOLD ITEMS	04/22/2024 02:59:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
36138	MACK ROLL-OFF TRUCK	1000	AUCTION-SOLD ITEMS	04/22/2024 02:55:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
37091	FORD EXPLORER	1000	AUCTION-SOLD ITEMS	04/22/2024 02:49:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
35075	CHEVROLET SUBURBAN	1000	AUCTION-SOLD ITEMS	04/22/2024 02:46:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
27843	FORD EXPLORER SUV	1000	AUCTION-SOLD ITEMS	04/22/2024 09:39:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
32691	TORO GROUNDMASTER 3505-D	1000	AUCTION-SOLD ITEMS	04/02/2024 08:25:08 AM	Status	Inactive	Active	MARINA HITE	User Edit
34470	F-350	1000	AUCTION-SOLD ITEMS	04/02/2024 08:14:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
32875	SAMSUNG 46" LCD DISPLAY	998	SALVAGE	03/29/2024 08:03:15 AM	Status	Inactive	Active	MARINA HITE	User Edit
30037	CISCO CATALYST 6506	998	SALVAGE	03/29/2024 08:02:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
23707	LASER PRINTER (H.P. LASERJET 4	998	SALVAGE	03/29/2024 07:53:31 AM	Status	Inactive	Active	MARINA HITE	User Edit
30676	UPS	998	SALVAGE	03/29/2024 07:53:17 AM	Status	Inactive	Active	MARINA HITE	User Edit
36137	DELL KACE K1200S	998	SALVAGE	03/29/2024 07:53:02 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
29637	PROJECTOR, SHARP PG-C45X	997	DONATION	03/29/2024 07:52:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
35870	DELL T1700	997	DONATION	03/29/2024 07:52:00 AM	Status	Inactive	Active	MARINA HITE	User Edit
36804	DELL LATITUDE 3550	997	DONATION	03/29/2024 07:51:47 AM	Status	Inactive	Active	MARINA HITE	User Edit
36810	DELL LATITUDE 3550	997	DONATION	03/29/2024 07:51:33 AM	Status	Inactive	Active	MARINA HITE	User Edit
35807	DELL VENUE PRO	997	DONATION	03/29/2024 07:51:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
37850	DELL OPTIPLEX 7050	997	DONATION	03/29/2024 07:51:04 AM	Status	Inactive	Active	MARINA HITE	User Edit
38012	PRECISION 3420	997	DONATION	03/29/2024 07:50:50 AM	Status	Inactive	Active	MARINA HITE	User Edit
37771	DELL OPTIPLEX 7050	997	DONATION	03/29/2024 07:50:36 AM	Status	Inactive	Active	MARINA HITE	User Edit
37847	DELL OPTIPLEX 7050	997	DONATION	03/29/2024 07:44:02 AM	Status	Inactive	Active	MARINA HITE	User Edit
38341	OPTIPLEX 7050 SFF	997	DONATION	03/29/2024 07:43:49 AM	Status	Inactive	Active	MARINA HITE	User Edit
37229	DELL LATITUDE E7270	997	DONATION	03/29/2024 07:43:35 AM	Status	Inactive	Active	MARINA HITE	User Edit
37410	DELL LATITUDE E7270	997	DONATION	03/29/2024 07:43:20 AM	Status	Inactive	Active	MARINA HITE	User Edit
37228	DELL LATITUDE E7270	997	DONATION	03/29/2024 07:43:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
37411	DELL LATITUDE E7270	997	DONATION	03/29/2024 07:42:48 AM	Status	Inactive	Active	MARINA HITE	User Edit
37494	DELL OPTIPLEX 7040	997	DONATION	03/29/2024 07:42:33 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35721	DELL 9020	997	DONATION	03/29/2024 07:42:17 AM	Status	Inactive	Active	MARINA HITE	User Edit
37659	FUJITSU Q736 TABLET	997	DONATION	03/29/2024 07:41:59 AM	Status	Inactive	Active	MARINA HITE	User Edit
37706	DELL LATITUDE 12 5285	997	DONATION	03/29/2024 07:41:45 AM	Status	Inactive	Active	MARINA HITE	User Edit
35298	CPU, DELL 3010	997	DONATION	03/29/2024 07:41:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
37803	DELL OPTIPLEX 7050	997	DONATION	03/29/2024 07:41:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
37981	PRECISION 3420	997	DONATION	03/29/2024 07:41:03 AM	Status	Inactive	Active	MARINA HITE	User Edit
34919	CPU, DELL 3010	997	DONATION	03/29/2024 07:40:50 AM	Status	Inactive	Active	MARINA HITE	User Edit
70195	OPTIPLEX 7060 SFF	997	DONATION	03/29/2024 07:40:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
70132	OPTIPLEX 7060 SFF	997	DONATION	03/29/2024 07:38:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
70118	OPTIPLEX 7060 SFF	997	DONATION	03/29/2024 07:37:47 AM	Status	Inactive	Active	MARINA HITE	User Edit
36286	DELL 3020 MICRO PC	997	DONATION	03/29/2024 07:37:32 AM	Status	Inactive	Active	MARINA HITE	User Edit
37908	DELL LATITUDE 12 5285	997	DONATION	03/29/2024 07:37:13 AM	Status	Inactive	Active	MARINA HITE	User Edit
37898	DELL LATITUDE 12 5285	997	DONATION	03/29/2024 07:28:50 AM	Status	Inactive	Active	MARINA HITE	User Edit
37892	DELL LATITUDE 12 5285	997	DONATION	03/29/2024 07:28:35 AM	Status	Inactive	Active	MARINA HITE	User Edit
37905	DELL LATITUDE 12 5285	997	DONATION	03/29/2024 07:28:20 AM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
37890	DELL LATITUDE 12 5285	997	DONATION	03/29/2024 07:28:05 AM	Status	Inactive	Active	MARINA HITE	User Edit
37700	DELL LATITUDE 12 5285	997	DONATION	03/29/2024 07:27:42 AM	Status	Inactive	Active	MARINA HITE	User Edit
37644	DELL LATITUDE E5470	997	DONATION	03/28/2024 04:12:43 PM	Status	Inactive	Active	MARINA HITE	User Edit
37704	DELL LATITUDE 12 5285	997	DONATION	03/28/2024 04:12:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37900	DELL LATITUDE 12 5285	997	DONATION	03/28/2024 04:12:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
37894	DELL LATITUDE 12 5285	997	DONATION	03/28/2024 04:11:56 PM	Status	Inactive	Active	MARINA HITE	User Edit
37703	DELL LATITUDE 12 5285	997	DONATION	03/28/2024 04:11:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
37640	DELL LATITUDE 7275	997	DONATION	03/28/2024 04:11:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
37988	PRECISION 3420	997	DONATION	03/28/2024 04:11:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
70345	DELL LATITUDE 5290 2 IN 1	997	DONATION	03/28/2024 04:11:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
37701	DELL LATITUDE 12 5285	997	DONATION	03/28/2024 04:10:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
38156	OPTIPLEX 7050	997	DONATION	03/28/2024 04:10:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
36906	DELL LATITUDE 7275	997	DONATION	03/28/2024 04:10:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
36513	9020	997	DONATION	03/28/2024 04:10:02 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
39281	LATITUDE 7389	997	DONATION	03/28/2024 04:09:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
38528	LATITUDE 5290	997	DONATION	03/28/2024 04:08:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
33288	PRINTER, HP 4015N	997	DONATION	03/28/2024 04:07:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
35860	DELL T1700	997	DONATION	03/28/2024 04:07:38 PM	Status	Inactive	Active	MARINA HITE	User Edit
37513	DELL PRECISION T3620	997	DONATION	03/28/2024 04:07:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
36133	HP LASERJET M602X	997	DONATION	03/28/2024 04:04:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
36135	HP LASERJET M602X	997	DONATION	03/28/2024 04:03:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
35015	CPU, DELL 3010	997	DONATION	03/28/2024 04:03:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
34980	CPU, DELL 3010	997	DONATION	03/28/2024 04:03:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
34957	CPU, DELL 3010	997	DONATION	03/28/2024 04:03:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
34897	CPU, DELL 3010	997	DONATION	03/28/2024 04:02:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
35261	CPU, DELL 3010	997	DONATION	03/28/2024 04:02:38 PM	Status	Inactive	Active	MARINA HITE	User Edit
35258	CPU, DELL 3010	997	DONATION	03/28/2024 04:02:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
35309	CPU, DELL 3010	997	DONATION	03/28/2024 04:02:08 PM	Status	Inactive	Active	MARINA HITE	User Edit
35286	CPU, DELL 3010	997	DONATION	03/28/2024 04:01:54 PM	Status	Inactive	Active	MARINA HITE	User Edit
35275	CPU, DELL 3010	997	DONATION	03/28/2024 04:01:34 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35369	CPU, DELL 3010	997	DONATION	03/28/2024 04:01:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
35332	CPU, DELL 3010	997	DONATION	03/28/2024 04:01:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
35327	CPU, DELL 3010	997	DONATION	03/28/2024 04:00:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
32417	CPU, DELL 755	997	DONATION	03/28/2024 04:00:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
30325	CPU, DELL GX620	997	DONATION	03/28/2024 04:00:15 PM	Status	Inactive	Active	MARINA HITE	User Edit
37947	LATITUDE 3580	997	DONATION	03/28/2024 04:00:01 PM	Status	Inactive	Active	MARINA HITE	User Edit
37414	DELL LATITUDE E5470	997	DONATION	03/28/2024 03:59:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
35695	DELL M4800 LAPTOP	997	DONATION	03/28/2024 03:59:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
35676	DELL M4800 LAPTOP	997	DONATION	03/28/2024 03:59:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
31848	SERVER, DELL 840	997	DONATION	03/28/2024 03:58:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
31933	PROJECTOR, HITACHI CPX400	997	DONATION	03/28/2024 03:58:28 PM	Status	Inactive	Active	MARINA HITE	User Edit
31304	PROJECTOR, LCD	997	DONATION	03/28/2024 03:58:11 PM	Status	Inactive	Active	MARINA HITE	User Edit
31303	PROJECTOR, LCD	997	DONATION	03/28/2024 03:57:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
35674	DELL M4800 LAPTOP	997	DONATION	03/28/2024 03:57:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
32949	CPU, LAPTOP HP MINI 2140	997	DONATION	03/28/2024 03:57:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
34982	CPU, LAPTOP DELL E5530	997	DONATION	03/28/2024 03:57:04 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
31555	CPU, DELL LAPTOP D820	997	DONATION	03/28/2024 03:56:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
36000	DELL LAPTOP 3521	997	DONATION	03/28/2024 03:56:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
35967	DELL LAPTOP 15 5000 SERIES	997	DONATION	03/28/2024 03:56:23 PM	Status	Inactive	Active	MARINA HITE	User Edit
35964	DELL LAPTOP 15 5000 SERIES	997	DONATION	03/28/2024 03:56:09 PM	Status	Inactive	Active	MARINA HITE	User Edit
35805	DELL VENUE PRO	997	DONATION	03/28/2024 03:55:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
30520	CPU,LAPTOP DELL D810	997	DONATION	03/28/2024 03:55:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
34813	CPU, DELL 7010	997	DONATION	03/28/2024 03:55:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
35256	CPU, DELL 3010	997	DONATION	03/28/2024 03:55:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
34298	CPU, DELL T3500	997	DONATION	03/28/2024 03:54:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
34282	CPU, DELL T3500	997	DONATION	03/28/2024 03:54:30 PM	Status	Inactive	Active	MARINA HITE	User Edit
34297	CPU, DELL T3500	997	DONATION	03/28/2024 03:54:16 PM	Status	Inactive	Active	MARINA HITE	User Edit
34695	CPU, DELL 790	997	DONATION	03/28/2024 03:54:02 PM	Status	Inactive	Active	MARINA HITE	User Edit
36505	9020	997	DONATION	03/28/2024 03:53:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
36514	9020	997	DONATION	03/28/2024 03:52:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
30923	CPU, DELL PRECISION 380	997	DONATION	03/28/2024 03:52:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
34610	CPU, DELL 790	997	DONATION	03/28/2024 03:52:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
35166	CPU, DELL 3010	997	DONATION	03/28/2024 03:52:03 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36136	DELL KACE K1100S	997	DONATION	03/28/2024 03:45:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
35993	DELL LAPTOP 3521	997	DONATION	03/28/2024 03:45:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
34758	CPU, LAPTOP DELL E5530	997	DONATION	03/28/2024 03:45:00 PM	Status	Inactive	Active	MARINA HITE	User Edit
35350	CPU, DELL 3010	997	DONATION	03/28/2024 03:44:45 PM	Status	Inactive	Active	MARINA HITE	User Edit
37783	DELL OPTIPLEX 7050	997	DONATION	03/28/2024 03:44:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37078	DELL OPTIPLEX 9020	997	DONATION	03/28/2024 03:44:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
36939	DELL LATITUDE E5470	997	DONATION	03/28/2024 03:43:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
36508	9020	997	DONATION	03/28/2024 03:43:44 PM	Status	Inactive	Active	MARINA HITE	User Edit
35170	CPU, DELL 7010	997	DONATION	03/28/2024 03:43:27 PM	Status	Inactive	Active	MARINA HITE	User Edit
37568	DELL OPTIPLEX 7040	997	DONATION	03/28/2024 03:43:12 PM	Status	Inactive	Active	MARINA HITE	User Edit
34063	CPU, DELL 780	997	DONATION	03/28/2024 03:42:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
34053	CPU, DELL 780	997	DONATION	03/28/2024 03:42:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
34050	CPU, DELL 780	997	DONATION	03/28/2024 03:41:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
33720	CPU, DELL 780	997	DONATION	03/28/2024 03:40:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
33990	CPU, DELL 780	997	DONATION	03/28/2024 03:40:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
37590	DELL OPTIPLEX 7040	997	DONATION	03/28/2024 03:39:59 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
34046	CPU, DELL 780	997	DONATION	03/28/2024 03:39:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
37576	DELL OPTIPLEX 7040	997	DONATION	03/28/2024 03:38:57 PM	Status	Inactive	Active	MARINA HITE	User Edit
37943	LATITUDE 3580	997	DONATION	03/28/2024 03:38:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
37782	DELL OPTIPLEX 7050	997	DONATION	03/28/2024 03:38:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
35540	CPU, DELL 9020	997	DONATION	03/28/2024 03:37:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
37515	DELL PRECISION T3620	997	DONATION	03/28/2024 03:37:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
37552	DELL PRECISION T1700	997	DONATION	03/28/2024 03:37:22 PM	Status	Inactive	Active	MARINA HITE	User Edit
35563	CPU, DELL 9020	997	DONATION	03/28/2024 03:37:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
37940	OPTIPLEX 7450	997	DONATION	03/28/2024 03:36:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
37939	OPTIPLEX 7450	997	DONATION	03/28/2024 03:36:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
34748	CPU, DELL 790	997	DONATION	03/28/2024 03:36:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
34726	DELL 790	997	DONATION	03/28/2024 03:36:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
35268	CPU, DELL 3010	997	DONATION	03/28/2024 03:35:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
37156	DELL OPTIPLEX 7040	997	DONATION	03/28/2024 03:35:35 PM	Status	Inactive	Active	MARINA HITE	User Edit
37149	DELL OPTIPLEX 7040	997	DONATION	03/28/2024 03:35:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
37142	DELL OPTIPLEX 7040	997	DONATION	03/28/2024 03:35:07 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36506	9020	997	DONATION	03/28/2024 03:34:53 PM	Status	Inactive	Active	MARINA HITE	User Edit
35868	DELL T1700	997	DONATION	03/28/2024 03:34:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
35689	DELL M4800 LAPTOP	997	DONATION	03/28/2024 03:34:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
34275	CPU, DELL T3610	997	DONATION	03/28/2024 03:33:51 PM	Status	Inactive	Active	MARINA HITE	User Edit
34956	CPU, DELL 3010	997	DONATION	03/28/2024 03:33:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
35395	CPU, DELL T3600	997	DONATION	03/28/2024 03:33:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
36800	DELL LATITUDE 3550	997	DONATION	03/28/2024 03:33:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
35799	DELL VENUE PRO	997	DONATION	03/28/2024 03:32:48 PM	Status	Inactive	Active	MARINA HITE	User Edit
35801	DELL VENUE PRO	997	DONATION	03/28/2024 03:32:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
36976	DELL VENUE PRO	997	DONATION	03/28/2024 03:32:17 PM	Status	Inactive	Active	MARINA HITE	User Edit
35536	DELL VENUE PRO 11	997	DONATION	03/28/2024 03:31:55 PM	Status	Inactive	Active	MARINA HITE	User Edit
37063	DELL LATITUDE E7270	997	DONATION	03/28/2024 03:31:37 PM	Status	Inactive	Active	MARINA HITE	User Edit
37212	FUJITSU Q736 HYBRID TABLET	997	DONATION	03/28/2024 03:31:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
34127	CPU, DELL 780	997	DONATION	03/28/2024 03:31:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
36902	DELL LATITUDE 7275	997	DONATION	03/28/2024 03:30:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
35687	DELL M4800 LAPTOP	997	DONATION	03/28/2024 03:30:36 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
35469	CPU, LAPTOP DELL E5530	997	DONATION	03/28/2024 03:30:18 PM	Status	Inactive	Active	MARINA HITE	User Edit
35989	DELL LAPTOP 3521	997	DONATION	03/28/2024 03:30:03 PM	Status	Inactive	Active	MARINA HITE	User Edit
35459	CPU, LAPTOP DELL E5530	997	DONATION	03/28/2024 03:29:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
36796	DELL LATITUDE 3550	997	DONATION	03/28/2024 03:29:34 PM	Status	Inactive	Active	MARINA HITE	User Edit
36801	DELL LATITUDE 3550	997	DONATION	03/28/2024 03:29:20 PM	Status	Inactive	Active	MARINA HITE	User Edit
35966	DELL LAPTOP 15 5000 SERIES	997	DONATION	03/28/2024 03:29:06 PM	Status	Inactive	Active	MARINA HITE	User Edit
35662	DELL VENUE 11 PRO	997	DONATION	03/28/2024 03:28:52 PM	Status	Inactive	Active	MARINA HITE	User Edit
36603	DELL VENUE 11 PRO	997	DONATION	03/28/2024 03:28:32 PM	Status	Inactive	Active	MARINA HITE	User Edit
37158	DELL LATITUDE 12 EXTREME	997	DONATION	03/28/2024 03:28:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
37159	DELL LATITUDE 12 EXTREME	997	DONATION	03/28/2024 03:27:46 PM	Status	Inactive	Active	MARINA HITE	User Edit
36816	DELL LATITUDE 3550	997	DONATION	03/28/2024 03:27:29 PM	Status	Inactive	Active	MARINA HITE	User Edit
35478	LENOVO YOGA TABLET	997	DONATION	03/28/2024 03:27:13 PM	Status	Inactive	Active	MARINA HITE	User Edit
35088	CPU, DELL 7010	997	DONATION	03/28/2024 03:26:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
30395	CPU DELL GX620	997	DONATION	03/28/2024 03:26:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
34921	CPU, DELL 3010	997	DONATION	03/28/2024 03:26:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
38004	PRECISION 3420	997	DONATION	03/28/2024 03:25:49 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
33132	PROJECTOR, EPSON 1735W	997	DONATION	03/28/2024 03:25:24 PM	Status	Inactive	Active	MARINA HITE	User Edit
36553	LATITUDE 14 RUGGED	997	DONATION	03/28/2024 03:25:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
37108	DELL 3550 LAPTOP	997	DONATION	03/28/2024 03:24:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
32155	PORTABLE XTS 1500	997	DONATION	03/28/2024 03:24:33 PM	Status	Inactive	Active	MARINA HITE	User Edit
33264	TERASTATION PRO II 6TB	997	DONATION	03/28/2024 03:24:07 PM	Status	Inactive	Active	MARINA HITE	User Edit
34630	HP TOUCHSMART ELITE	997	DONATION	03/28/2024 03:23:50 PM	Status	Inactive	Active	MARINA HITE	User Edit
35611	IPAD	998	SALVAGE	03/28/2024 03:14:47 PM	Status	Inactive	Active	MARINA HITE	User Edit
36122	IPAD	998	SALVAGE	03/28/2024 03:14:31 PM	Status	Inactive	Active	MARINA HITE	User Edit
34702	IPAD	998	SALVAGE	03/28/2024 03:14:14 PM	Status	Inactive	Active	MARINA HITE	User Edit
36532	IPAD	998	SALVAGE	03/28/2024 03:13:58 PM	Status	Inactive	Active	MARINA HITE	User Edit
34239	IPAD	998	SALVAGE	03/28/2024 03:13:42 PM	Status	Inactive	Active	MARINA HITE	User Edit
38850	IPAD	998	SALVAGE	03/28/2024 03:13:21 PM	Status	Inactive	Active	MARINA HITE	User Edit
36464	IPAD	998	SALVAGE	03/28/2024 03:13:05 PM	Status	Inactive	Active	MARINA HITE	User Edit
34261	IPAD	998	SALVAGE	03/28/2024 03:12:36 PM	Status	Inactive	Active	MARINA HITE	User Edit
34267	IPAD	998	SALVAGE	03/28/2024 03:12:19 PM	Status	Inactive	Active	MARINA HITE	User Edit
36466	IPAD	998	SALVAGE	03/28/2024 03:12:04 PM	Status	Inactive	Active	MARINA HITE	User Edit

Asset Number	Asset Desc	Custodian Number	Custodian Name	Date/Time	Field/Action	New Value	Old Value	User Name	History Type
36461	IPAD	998	SALVAGE	03/28/2024 03:11:49 PM	Status	Inactive	Active	MARINA HITE	User Edit
36125	IPAD	998	SALVAGE	03/28/2024 03:11:26 PM	Status	Inactive	Active	MARINA HITE	User Edit
37163	IPAD	998	SALVAGE	03/28/2024 03:11:04 PM	Status	Inactive	Active	MARINA HITE	User Edit
37246	IPAD	171	INFO. SVCS. (M.I.S.)	03/28/2024 12:42:41 PM	Status	Inactive	Active	MARINA HITE	User Edit
34800	SUPERIOR BROOM DT80	1000	AUCTION- SOLD ITEMS	03/06/2024 11:27:02 AM	Status	Inactive	Active	MARINA HITE	User Edit
31259	MACK CT 713 TRUCK, ROLL- OFF	1000	AUCTION- SOLD ITEMS	03/06/2024 11:26:25 AM	Status	Inactive	Active	MARINA HITE	User Edit
34751	SUPERIOR BROOM DT80- CT	1000	AUCTION- SOLD ITEMS	03/06/2024 11:26:07 AM	Status	Inactive	Active	MARINA HITE	User Edit
35033	SUPERIOR BROOM	1000	AUCTION- SOLD ITEMS	03/06/2024 11:25:43 AM	Status	Inactive	Active	MARINA HITE	User Edit
35032	SUPERIOR BROOM	1000	AUCTION- SOLD ITEMS	03/06/2024 11:24:21 AM	Status	Inactive	Active	MARINA HITE	User Edit
24132	SAFE, FIRE GREY (ADESCO)	997	DONATION	03/05/2024 08:53:39 AM	Status	Inactive	Active	MARINA HITE	User Edit
35516	CATERPILLER CR660 TREE TRUCK	1000	AUCTION- SOLD ITEMS	03/04/2024 07:15:18 AM	Status	Inactive	Active	MARINA HITE	User Edit
35815	MASSEY FERGUSON 5470	1000	AUCTION- SOLD ITEMS	02/23/2024 07:57:22 AM	Status	Inactive	Active	MARINA HITE	User Edit

**Leon County
Board of County Commissioners**

Notes for Agenda Item #20

Leon County Board of County Commissioners

Agenda Item #20

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on Railroad Crossing Maintenance and Safety in Leon County

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Brent Pell, Director, Public Works Charles Wu, Director, Engineering Services
Lead Staff / Project Team:	Tim Barden, Administrative Services Manager

Statement of Issue:

This item seeks Board acceptance of a status report on railroad crossing maintenance and safety in Leon County. This item provides information on the status of safety installations including signage, crossing warning lights, and gates at all of the railroad crossings in Leon County where costs of maintenance are shared by the County and the railroad.

Fiscal Impact:

This item has no fiscal impact. The Public Works operating budget includes funding each year for ongoing maintenance needs for railroad crossings at County maintained roads. There will be costs associated with future railroad crossing repairs which will be brought back in an agreement with the railroad company for Board consideration.

Staff Recommendation:

Option #1: Accept the status report on railroad crossing maintenance and safety in Leon County.

Report and Discussion

Background:

This item seeks Board acceptance of a status report on railroad crossing maintenance and safety in Leon County. On July 9, 2024, the Board requested a status report on the safety of all of the railroad crossings in Leon County where the County shares the costs of maintenance with the railroad. This item provides information on the status of safety installations including signage, crossing warning lights and gates and an update on future crossing maintenance.

The County shares the maintenance costs associated with certain railroad crossings with Florida Gulf & Atlantic Railroad, LLC (FG&A). FG&A began operations locally on June 1, 2019, after acquiring the line from CSX Transportation, Inc. FG&A is a subsidiary of Pinsky Railroad Company, an independent railroad holding and rail services management company headquartered in Jacksonville, Florida, which owns and operates six short regional railroad lines. FG&A operates 430 miles of track, running east/west along the I-10 corridor and through Tallahassee/Leon County between Baldwin, Florida, and Pensacola, Florida, with a branch line that runs between Tallahassee and Attapulgus, GA. The County, the Florida Department of Transportation (FDOT) and the City of Tallahassee (City) collectively pay the costs of maintenance for 36 vehicle and pedestrian railroad crossings in Leon County. Of this total, the County is responsible for 11 crossings and the other 25 crossings are addressed by FDOT or the City.

Since 1985, Leon County has had numerous agreements with the railroad (CSX and now FG&A) for the installation and maintenance of crossing traffic control devices of the 11 Leon County maintained railroad crossings (Attachment #1), as follows:

1. Aenon Church Road
2. Barineau Road
3. Baum Road
4. Benjamin Chaires Road
5. Capitola Road
6. Charies Cross Road
7. Fred George Road
8. Gearhart Road
9. Geddie Road
10. Tharpe Street
11. Tower Road

These agreements have included the installation of new traffic control devices or upgrades to existing devices at various locations. The costs of these installations were typically incurred by the railroad with the County paying the ongoing annual maintenance costs for traffic control devices (crossing warning lights, flashers, and gates). The Public Works operating budget includes funding for these ongoing maintenance costs annually.

In addition, there have been separate agreements for when railroad crossings on County maintained roads fall into disrepair. In recent months, the Board has approved two agreements with FG&A for new crossing surface installations at Tower Road and Tharpe Street/Mission Road. With these agreements, the work was performed by the railroad company and the costs for these installations were incurred by the County. The analysis section will provide an update on future crossing surface installations.

Analysis:

Leon County currently maintains 11 railroad crossings. The traffic control device maintenance is paid annually by the County to FG&A from the Public Works budget. FG&A does monthly inspections of all crossing warning lights (flashers), signs, and gates according to Federal Regulations. There are three different ways the railroad company knows if the devices are malfunctioning: 1) field report by a citizen calling the number on the sign at the crossing location; 2) through the railroad company's monthly inspections; and 3) the conductor of a train visually identifying that the crossing traffic control devices are not functioning properly and notifying the railroad. All of the traffic control devices at the County maintained railroad crossings are operating as designed.

As stated previously, in the last few months, the Board has approved agreements with FG&A for the installation of new crossing surfaces and pavement markings at the Tower Road and Tharpe Street/Mission Road crossings. Recognizing that additional crossings are in various states of deterioration from traffic volume and the age of the infrastructure, staff, in coordination with FG&A, have identified seven additional crossings that will need surface repairs to address safety issues and improve rideability for the driver. The crossings in need of repair are:

1. Aenon Church Road
2. Baum Road
3. Benjamin Chaires Road
4. Chaires Cross Road
5. Capitola Road
6. Fred George Road
7. Gearhart Road

Staff is working with FG&A to address safety issues at an unsignalized crossing on the Road to the Lake that serves the private road of Lafayette Cove and the County property in the Chaires Community, and will present an item to the Board if any action is required. Additionally, staff is working with FG&A on a master agreement for all future crossing repairs. That agreement will be presented as an agenda item for the Board's consideration at a future meeting. The agreement will determine the prioritization schedule for the repair of crossings.

Options:

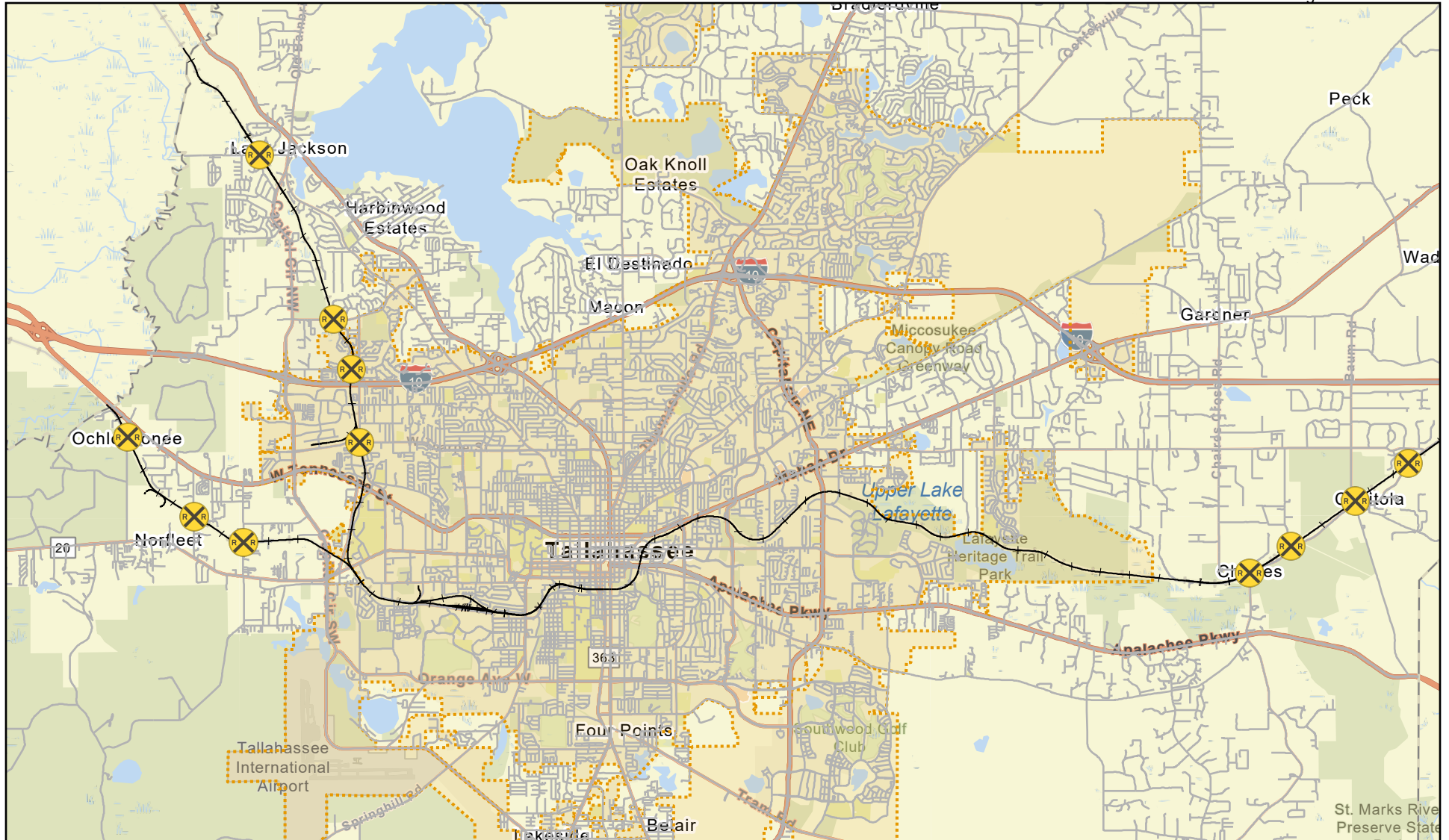
1. Accept the status report on Railroad Crossing Safety and Maintenance in Leon County.
2. Do not accept the status report on the Railroad Crossing Safety and Maintenance in Leon County.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Map of Railroad Crossings at County Maintained Roads



Railroad Crossings at County Maintained Roads

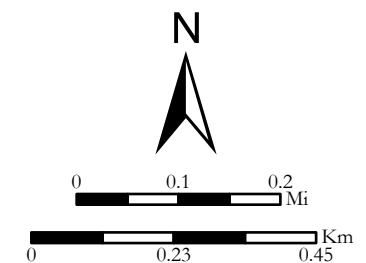
Legend

- Railroad
- Streets
- Tallahassee City Limits



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.

Coordinate System: WGS 1984 Web Mercator Auxiliary Sphere
created 9/11/2024
update: tricia/railroadcrossing



Leon County
Board of County Commissioners
Notes for Agenda Item #21

Leon County Board of County Commissioners

Agenda Item #21

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Leon County Detention Facility Needs Assessment Final Report

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator
Lead Staff / Project Team:	Teresa Broxton, Director, Office of Intervention and Detention Alternatives

Statement of Issue:

This item seeks Board acceptance of the Leon County Detention Facility Needs Assessment Final Report which provides an analysis and recommendations to effectively manage the population of the facility over the next 25 years.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the Leon County Detention Facility Needs Assessment Final Report and direct staff to provide an annual update on the implementation of the recommendations outlined in the Report (Attachment #1).

Report and Discussion

Background:

This item seeks the Board's acceptance of the Leon County Detention Facility (LCDF) Needs Assessment Final Report (Report) which provides an analysis and recommendations to effectively manage the population of the facility over the next 25 years (Attachment #1). The recommendations of the Report primarily focus on system improvements to the criminal court case process which consist of the Courts, State Attorney's Office and Public Defender's Office to ensure continued adequate space in the LCDF. The item also recommends annual updates be provided to the Board on the efforts to implement the recommendations detailed in the Report.

This Report advances the following FY 2022 – FY 2026 Strategic Initiative:

- *Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders and support reentry through regional partnerships and state and national efforts. (2022 – 23)*

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

- *(Q3) Provide essential public safety infrastructure and services while supporting early intervention and prevention strategies.*

Leon County has a long history of coordinating with criminal justice partners to proactively and effectively manage the population at the detention facility. As authorized by Section, 951.061, Florida Statutes (F.S.), the County designates the Leon County Sheriff as the Chief Correctional Officer. As such, the Sheriff is responsible for administrative oversight of the LCDF in accordance with all existing state laws. The County maintains fiscal responsibility for the LCDF to ensure that the Sheriff carries out all public safety duties related to the care and custody of the individuals detained. The overall budget of LCDF is more than \$50 million. In 2020, the County, at the request of the Sheriff, took over the maintenance of the detention facility. In the past five years, the County has made significant investment (\$15 million) to extend the life, safety, and functionality of the facility. Over the next five years, the County is scheduled to invest an additional \$19 million.

For more than 20 years, the County has put in place systematic programs to effectively manage the population in detention facility including electronic monitoring, alcohol and drug testing, and jail diversionary programs. While always ensuring the public's safety, the goal of these programs and services is to divert eligible individuals from incarceration in order to effectively mitigate the need for increase bed space in the facility.

On March 22, 2022, the Board held a workshop on the Detention Facility Population Management that provided an overview of the inmate population at the LCDF, a detailed discussion of historical trends and factors that affect the inmate population, an extensive overview of the strategies utilized by Leon County and its stakeholders to continuously review and manage the facility's population, and options to identify additional jail population management strategies as well as to proactively plan for additional space needs that may be necessary in the future. At the conclusion of the

Workshop, the Board approved funding to retain the services of a national consultant to evaluate and develop forecasts for the future population of the LCDF, review current detention management strategies, and provide recommendations to mitigate the need for expanding the detention facility. On May 2, 2023, the County executed a contract with Justice Planners, LLC (Consultant) to conduct the study. The Consultant has more than 30 years of experience in analyzing and developing needs assessments on jails and criminal justice operations for 75 detention facilities including Orange and Miami-Dade County Counties.

On August 30, 2024, the Consultant submitted the Report to the County. The key takeaways from the Report include the following:

- The average daily population at the LCDF in 2023 was 1,041 and has adequate bed space (1,370).
- Based on current practices, the LCDF is forecast to have a small deficit in bed spaces (86) in 25 years with a projected need of 1,456 beds.
- The two main factors driving the population in the LCDF are: the number of individuals booked (bookings) and the length of stay.
- Bookings remain below pre-pandemic levels while the average length of stay (or ALOS) of individuals in the LCDF are significantly higher than prior to the pandemic (2019 - 39 days vs. 2023 - 53.1 days)
- The prime determinant of the average length of stay is the criminal court case process which is the time it takes to adjudicate a criminal case.
- The majority (75%) of individuals incarcerated in the LCDF are individuals with felony offenses that take longer to adjudicate through the criminal court system and, as a result, have longer lengths of stay.
- The County has implemented multiple evidence-based programs, strategies, and initiatives that have led to the reduction of low-level offenders incarcerated in the LCDF.
- Recommendations are provided to reduce the average length of stay (from 53.1 days to 30 days) to ensure adequate bed space over the next 25 years and not require an expansion of the LCDF.
- Recommendations with alternative forecasts are provided to ensure adequate bed space over the next 25 years by reducing the average length of stay (from 53.1 days to 30 days) and mitigating the need to expand the LCDF.

The Report provides 11 recommendations and 21 actions to support the implementation of the recommendations primarily focused on system improvements to the criminal court case process that would reduce the average length of stay (from 53.1 days to 30 days), result in adequate bed space and not require an expansion of the LCDF over the next 25 years. The system improvements for case processing include, but are not limited to, reducing the time between the first court appearance and final disposition, increasing the number of bond reduction hearings, and reducing the time between bookings and hearings for violations of probation.

The Report stresses that the criminal court case process which involves the Courts, State Attorney's Office, and Public Defender's Office, is the prime determinant of the average length of stay in the LCDF. Therefore, the County would work in coordination with the key stakeholders of the criminal court case process to implement the recommendations that would reduce the length of stay and ultimately ensure adequate bed space in the LCDF. The coordination and collaboration would be accomplished primarily through the Public Safety Coordinating Council (PSCC) which includes the Chief Judge, State Attorney, and Public Defender. The PSCC meets monthly and is established in Florida Statutes to assess the population of the LCDF and formulate recommendations to the Board to ensure the capacity of the facility is not exceeded.

Annual updates would be provided to the Board on efforts to implement the recommendations detailed in the Report that would reduce the length of stay and ultimately ensure continued adequate bed space at the LCDF. The updates would also include information on the County's ongoing investment to extend the life, safety, and functionality of the facility.

Analysis:

The LCDF opened in 1993 with the capacity to house 1,246 individuals. Further, the LCDF has an Annex which provides an additional 124 beds for a total capacity of 1,370. Currently, the average daily population at the LCDF is 1,041 inmates which is below the capacity. The Report provides a robust analysis of the LCDF which is described in the following sections of the Analysis and includes the methodology deployed by the Consultant to develop the Report; the findings which include demographics, the primary factors of the detention population (i.e., bookings and length of stay), current County programs to divert individuals from the LCDF, the impact of the criminal court case process on the detention population; forecasts for the future population at the facility, and recommendations for systematic enhancements to effectively manage the facility's population over the next 25 years.

Methodology

As previously stated, the objective of the study was to evaluate and develop forecasts for the future population of the LCDF, review current detention management strategies, and provide recommendations to mitigate the need for expanding the detention facility. In developing the Report, the Consultant conducted onsite visits of the LCDF and interviews with key criminal justice system stakeholders (i.e., Sheriff's Office, Judiciary/Court Administration, State Attorney's Office, Public Defender's Office, Tallahassee Police Department, Florida Department of Corrections, and the County's Office of Intervention and Detention Alternatives). The interviews provided the Consultant the opportunity to gain a better understanding of systematic processes, challenges, and external factors impacting the Leon County criminal justice system.

Additionally, the Consultant collected publicly available data such as crime rates, arrest statistics, and County's population growth trends to forecast the detention population over the next 25 years. Further, the Consultant received data extracts from the Leon County Justice Information System (JIS) between January 1, 2016, and July 13, 2023. The JIS is the data source for all detention and court related activities for each booking occurring in Leon County. The data included information for each person booked in the LCDF, the average daily population (ADP), arrest offenses, criminal court case processing, review of alternatives to incarceration, and a profile of the population. The

Consultant also evaluated existing programs that have been developed by the County and local partners to divert individuals from arrest and incarceration.

Report Data Analysis

Based on the site visit, stakeholder interviews, and data collected, the Report evaluates the existing diversion programs; analyzes the average daily population at LCDF; details the two primary factors that impact the detention population: bookings and length of stay; and describes the demographics of the detention population.

Evaluation of Existing Diversion Programs

Diversion programs provide alternatives to incarceration which are essential to managing the detention population and reducing recidivism. The Report evaluates existing programs that have been developed by the County and local partners to divert individuals from arrest and incarceration. A detailed listing of existing programs, their descriptions, and correlating supporting actions are provided (Attachment #2). Notably, the Report recognizes the County's considerable effort through the Office of Intervention and Detention Alternatives (OIDA) to "deter, deflect, and divert" individuals from LCDF through evidence-based programs such as electronic monitoring and case management. Therefore, the Report credits the County for putting in place multiple evidence-based programs, strategies, and initiatives that collectively and effectively to divert low-risk individuals from incarceration and manage population in the detention facility.

Average Daily Population (ADP)

The average daily population (ADP) is the number of individuals booked and/or incarcerated each day. Consistent with other detention facilities, the ADP at LCDF tends to be seasonal with peaks during the summer months and lows in December and January. Historically, the detention facility's ADP has remained higher than 1,000 since 2016. As noted in the Report, during the timespan evaluated (January 1, 2016, and July 13, 2023), the highest ADP was in 2022 with an average of 1,154 individuals incarcerated. As of 2023, the ADP had declined to 1,042 and in some months fell below 1,000 individuals. The two primary factors of the LCDF population are the number of individuals booked (bookings) and how long those individuals remain incarcerated in the facility (length of stay) as described further in the following sections.

Bookings

The term booking refers to each individual arrested and booked into the LCDF. In 2019, there were an average of 29 bookings into the LCDF per day. This number decreased during the pandemic to 17.5 per day. As of 2023, the number of bookings has remained below the pre-pandemic level at 22.8. The Report examined the offense(s) for each individual booked into the LCDF. The data was dissected into 15 categories of offense types ranging from violent felonies to misdemeanor offenses. The top three most serious categories are violent, sex offenses, and offenses vs. people. According to the Report, over the past five years, there has been a significant increase in the bookings of individuals with violent felonies (27.1%) while misdemeanor drug offenses have decreased by 69.6% during the same period. Notably, violent felons are the largest

component of the detention facility's population. Individuals with more serious offenses typically remain in custody for longer periods due to the complexity of the case.

Average Length of Stay (ALOS)

The average length of stay (ALOS) is the second determinate of a detention facility's population. The ALOS is the total number of days, on average, the detainee population is incarcerated from booking until release or transfer to state/federal corrections; in between booking and release includes the process in which the detainee's case is adjudicated through the criminal court system. The data reflects that Leon County is experiencing an increase in the ALOS which is due to more individuals being charged with serious offenses being booked into the LCDF which take longer to resolve through the court system.

According to the data, Leon County's ALOS from 2016 through 2019 ranged from 36.7 to 39 days. In 2020, at the beginning of the COVID-19 pandemic, the ALOS increased to 41.6 days due to a slowdown of case processing. Case processing is the progression of a criminal case from arrest through final disposition which can include release or transfer to State or Federal corrections. The criminal court case process includes the operations of the Courts, State Attorney's Office, and the Public Defender's Office.

Over the next two years, as individuals continued being booked into the LCDF and case processing slowed further, the ALOS increased to 49.1 days in 2021 and peaked at 57.1 days in 2022. Subsequently, in 2023, as the Courts were able to return to normal operations, the ALOS decreased slightly to 53.1 days but remains higher than the 2020 levels. The benefits of increased case processing were evident in the detention facility's ADP in 2023, as the population fell to 1,042 in comparison to the 2021 and 2022 ADP of more than 1,100. Therefore, the Report concludes that the criminal court case process is the key driver of the ALOS and ultimately the LCDF population.

As previously stated, serious offenses are more complicated and generally take longer to process through the system. To illustrate, Table #1 reflects the increase in the ALOS for individuals charged with violent felony offenses and the correlating increase to the facility's overall ALOS. From 2019 to 2023, the increase in bookings coupled with longer detention periods for more serious offenses, such as violent felony offenses, increased the facility's ALOS by 36%.

Table #1: Average Length of Custody for Individuals Charged with Violent Felony Offenses

Calendar Year	Average Daily Bookings	ALOS for Violent Felony Offenses	ALOS for the Leon County Detention Facility
2019	2.3	115.4	39
2023	3	167.8	53.1

Demographics and Mental Health

The Consultant evaluated the population of the detention facility and provided an analysis on both age and race and their respective impacts on the detention facility's population. With regards to age, the Report reflects as of 2023, the majority of incarcerated individuals are between 20 and 39

years of age. Furthermore, of those individuals incarcerated, females have historically represented less than 15% of the population with men making up the majority (85%).

Additionally, the Report reflects that blacks have historically represented a majority of incarcerated individuals (approximately 68%) compared to whites (approximately 31%). Also, blacks have a higher ALOS than whites which is partially explained in the Report due to higher levels of bookings on felony charges.

According to the Consultant, the disproportionate number of blacks in the detention facility compared to whites is consistent with national trends. In addition to the Report, the Consultant cites the 2023 Pew Charitable Trust Study, which evaluated the demographic data of 595 jails across the United States in 2022 and found that the black population more than double white population incarcerated in local jails and remain in jail longer. The Pew Report cites that historic segregation and “redlining” have effectively isolated the black population in underinvested areas and concentrated poverty that in turn are associated with heightened levels of crime, law enforcement surveillance, and arrests. In order to proactively address the nationwide over representation blacks in detention facilities and overall criminal justice system, studies such as National Academies of Sciences, Engineering, and Medicine and Urban Institute, regularly recommend developing preventative and intervention programs targeted to reduce crime and incarceration of historically disadvantaged populations (i.e., Blacks, Hispanic, etc.).

Among the most recent local efforts to address this complex problem includes the 2022 establishment and funding of the Council on the Status of Men and Boys (CSMB) in partnership the Sheriff’s Office, County, City, and Leon County Schools. The CSMB was established to identify and provide direct support to men and boys at the greatest risk of becoming a victim or perpetrator of violence in Leon County. In addition, the CSMB is tasked to lead the comprehensive community effort to reduce homicides and non-fatal gun violence among males in the Tallahassee-Leon County area which often result in violent felony bookings and ultimately longer lengths of stay in the LCDF.

Another significant population of the LCDF is individuals with mental health issues. Overall, individuals with mental health issues makes up approximately 35% to 40% of the facility’s population and remain in custody for longer periods. According to the Report, individuals who have a mental health issue constitute 54% of the violent felony charges booked into the LCDF. The ALOS for individuals with mental health issues is generally 75% higher than the ALOS for all inmates of 53.1 days. According to the Urban Institute, this is consistent with national data which found that individuals with serious mental illness were incarcerated in local jails four to six times higher than the general population.

Over the past several years, the County has increased its investment in mental health including funding of the Sheriff’s Mental Health Unit in 2022, increased funding to Apalachee Center, Inc., for mental health and substance treatment beds over a three-year period (2024 – 2026), funding of mental and substance counseling at LCDF. Additionally, the County funds two positions in the Office of Court Administration to support court functions involving individuals with mental issues through the identification of treatment resources to aide in case resolution. The County total

investment is approximately \$1.2 million annually. These investments directly assist with reducing the ALOS of individuals with mental health issues that are not booked for serious crimes.

Forecasts for the population and capacity of the LCDF

The Consultant utilized the data collected and analyzed to develop the forecast of the detention facility's ADP over the next 25 years (from 2023) through 2048. The forecast includes industry standard variances for peaking factors (11.9% for females; 6.2% for males) such as daily and seasonal changes as well as temporary bed reductions for maintenance; and classification factors (15% for all) such as proper separation of the population based on gender, security requirements, and treatment needs.

As shown in Table #2, the main forecast anticipates the detention facility's population (ADP) increasing to 1,194 by the year 2048 and requiring a capacity for 1,456 beds. As mentioned earlier, the total capacity of LCDF is 1,370 including the Annex. As a result, there is a small deficit of beds (86) over the next 25 years. The main forecast contemplates that bookings would remain below the pre-pandemic level and the ALOS remain at the high of 53.1 which would reflect current practices primarily in the criminal court case process.

Table #2: Forecast Model Summaries for Calendar Year 2048

	Main Forecast	Alternate #1	Alternate #2	Alternate #3
2048 ADP	1,194	926	1,060	1,679
2048 Bed Need	1,456	1,129	1,293	2,047

The Report develops three alternatives that contemplate changes to the main factors of the LCDF population (bookings and the ALOS). Alternate #1 contemplates bookings remaining below the pre-pandemic level and the ALOS reducing from the current average of 53.1 days to a goal of 30 days. In this forecast, the ADP would reduce to 926, requiring 1,129 beds, which is within the facility's current housing capacity. While this is a substantial decrease, Leon County's ALOS has previously been as low as 36.7 in 2019. The Consultant acknowledges this is an ambitious goal and the Report provides specific recommendations developed to accomplish the 30-day ALOS.

Alternates #2 and #3 would be realized if bookings returned to the pre-pandemic levels with variance to the ALOS. Alternate #2 contemplates the ALOS reaching the 30-day goal which forecasts an ADP of 1,060 and bed space capacity of 1,293 and, similar to Alternate #1, would not require any additional bed space through 2048. In Alternate #3, bookings would return to the pre-pandemic levels and the ALOS would remain at the current level of 53.1 days. This would result in a projected ADP of 1,679 by 2048 and would exceed the capacity of the LCDF. The Report provides strategies to increase bed capacity should the forecast in Alternate #3 be realized.

Based on the forecasts presented in the Report, the LCDF is anticipated to experience a small deficit in bed capacity under the current projection (main forecast). Under the alternative forecasts of #1 and #2, the LCDF would have sufficient bed space over the next 25 years. The final forecast presented indicates a significant bed space shortage which would require the expansion of the LCDF. However, as previously referenced and explained in greater detail in the following section,

if improvements to the criminal court case process are implemented, Leon County will be best positioned to mitigate the need to expand the LCDF.

Recommendations of the Report

In order to ensure that the LCDF has adequate space need and not require an expansion over the next 25 years, the Consultant identified 11 recommendations and 21 Actions that are detailed in the Executive Summary of the Report. The recommendations and associated actions would realize the Alternate Forecast #1 and be implemented over a five-year period. The recommendations primarily focused on system improvements to reduce the amount of time in processing cases through the criminal justice system and achieving the 30-day ALOS. System improvements for case processing include, but are not limited to, reducing the time between the first court appearance and final disposition, increasing the number of bond reduction hearings, and reducing the time between bookings and hearings for violations of probation. As mentioned earlier, the key stakeholders for case processing are the Courts, the State Attorney, and the Public Defender.

Therefore, the County would coordinate and collaborate with the key stakeholders to implement the recommendations to achieve the 30-day ALOS. The coordination and collaboration would occur primarily through the PSCC. In 2001, the Board established the PSCC in accordance with Florida Statutes to serve as its advisory body and provide recommendations to effectively manage the Detention Facility's population. The PSCC is comprised of a representative from the Board of County Commissioners, the State Attorney, the Public Defender, the chief circuit judge, the chief county judge, the chief correctional officer, the Sheriff, the state probation administrator, the director of 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 Consultant and staff met with the members of the PSCC to review the analysis and recommendations identified in the report. Preliminary discussions have been conducted with the stakeholders on opportunities to implement the recommendations in the Report. Discussion on implementing the recommendations would be included on the agenda of PSCC meetings.

Annual updates would be provided to the Board on efforts to implement the recommendations detailed in the Report that would reduce the length of stay and ultimately ensure continued adequate bed space at the LCDF. The updates would include data on the ADP, bookings, and ALOS as well as opportunities and challenges of implementing the recommendations in the Report. The updates would also include information on the County's ongoing investment to extend the life, safety, and functionality of the facility.

Conclusion

Leon County continues to coordinate with criminal justice partners to proactively and effectively manage the population at the detention facility. The Report provides recommendations primarily focused on the improvements to the criminal court case process that will ensure that the LCDF has adequate space need and not require an expansion over the next 25 years. As previously stated, the key takeaways of Report are as follows:

- The average daily population at the LCDF in 2023 was 1,041 and has adequate bed space (1,370).
- Based on current practices, the LCDF is forecast to have a small deficit in bed spaces (86) in 25 years with a projected need of 1,456 beds.
- The two main factors driving the population in the LCDF are: the number of individuals booked (bookings) and the length of stay.
- Bookings remain below pre-pandemic levels while the average length of stay (or ALOS) of individuals in the LCDF are significantly higher than prior to the pandemic (2019 - 39 days vs. 2023 - 53.1 days).
- The prime determinant of the average length of stay is the criminal court case process which is the time it takes to adjudicate a criminal case.
- The majority (75%) of individuals incarcerated in the LCDF are individuals with felony offenses that take longer to adjudicate through the criminal court system and, as a result, have longer lengths of stay.
- The County has implemented multiple evidence-based programs, strategies, and initiatives that have led to the reduction of low-level offenders incarcerated in the LCDF.
- Recommendations are provided to reduce the average length of stay (from 53.1 days to 30 days) to ensure adequate bed space over the next 25 years and not require an expansion of the LCDF.
- Recommendations with alternative forecasts are provided to ensure adequate bed space over the next 25 years by reducing the average length of stay (from 53.1 days to 30 days) and mitigating the need to expand the LCDF.

The Report provides 11 recommendations and 21 associated actions that, if implemented over the next five years, would result in a surplus of bed space and not require any additional infrastructure with an emphasis on improving the criminal court case process. The key stakeholders in the criminal case process include the Courts, State Attorney, and Public Defender. The County will coordinate and collaborate with the key stakeholders to implement the recommendations of the Report primarily through the PSCC.

Annual updates would be provided to the Board on efforts to implement the recommendations detailed in the Report that would reduce the length of stay and ultimately ensure continued adequate bed space at the LCDF. The updates would also include information on the County's ongoing investment to extend the life, safety, and functionality of the facility.

Options:

1. Accept the Leon County Detention Facility Needs Assessment Final Report and direct staff to provide an annual update on the implementation of the recommendations outlined in the Report (Attachment #1).
2. Do not accept the Leon County Detention Facility Needs Assessment Final Report.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Leon County Detention Facility Needs Assessment Final Study
2. Leon County Alternatives to Incarceration Programs

Leon County Detention Facility Needs Assessment Final Report



August 30, 2024



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EXECUTIVE SUMMARY

The Leon County Detention Facility (LCDF), with a current capacity to house 1,246 detainees (not counting 124 beds in an Annex building), opened in 1993 and for over two decades has maintained a population of more than 1,000 detainees at any point in time. Due to an increase in the detainee population in late 2021, the Leon County Board of County Commissioners held a LCDF Population Management Workshop in March 2022. One of the results of that workshop was the Board's approval of a study to evaluate current and projected LCDF space needs. The primary goal of the Leon County Detention Facility Needs Assessment is to determine the projected bed need for the Detention Facility through the year 2048. In addition, the needs assessment includes an examination of the factors which drive the in-custody population as well as some possible strategies for avoiding significant future detention population growth. This study also examines programs and best practices adopted by other jurisdictions across the country and identifies recommended strategies to safely manage the facility's population. Our main analysis is based on a series of large data extracts covering custody factors, court event dates, and other relevant variables. The research effort culminates in 4 forecasts of the possible future size of the population, reflecting both a continuation of current policies and practices as well as the impact of possible changes to the criminal justice system.

The data extract contained key information for each individual held in the Leon County Detention Facility between January 1, 2016, and July 13, 2023. In addition, we acquired updated population data that covered the full year 2023. We also retrieved Leon County projected population growth data, as well as those from bordering counties. To fully understand the dynamics of the detainee population factors, we forensically reconstructed the Detention Facility's daily population by several factors, including charge severity, gender, and age group, among others. All the data sources were then combined to produce time series statistical forecasts. The accuracy of population forecasting is greatly influenced by changes in public policy, criminal court case processing, law enforcement strategies, socioeconomic factors, and a host of other factors. To avoid producing a population forecast that may have a short shelf life, we utilized the best performing statistical models to produce a main forecast that reflects a continuation of current policies as well as three additional 'hypothetical' scenarios that consider possible changes to the criminal justice system. The margin of error for the new forecasts is approximately plus/minus 10% by the year 2048.

The two main drivers of any jail's population are how many people are booked into the jail and how long they stay. In the case of the Leon County Detention Facility, the population returned to pre-COVID-19 pandemic levels during 2021. The main driver of this population increase was growth in detainee average length of stay (ALOS) due in part to the effects of the COVID-19 pandemic upon the judiciary. This population increase would have been larger if jail bookings had returned to pre-pandemic levels. However, bookings are slowly building back to where they were in 2019. As the courts have worked to reduce the backlog in cases, Detention Facility ALOS decreased during 2023, driving the jail's population below where it was in 2022. Detention Facility ALOS is the key driver of the population and needs to be monitored and managed.

In addition, there is extremely strong statistical evidence that criminal court case processing is the prime determinant of the Detention Facility's ALOS. Managing case processing times in the future will decrease ALOS and, in turn, the Detention Facility's population. Overall, Leon County does an exemplary job of utilizing multiple strategies to deter, deflect, and divert individuals from custody in the Detention Facility.

At the end of 2023, the full year average daily population (ADP) for the Leon County Detention Facility was 1,041 detainees. Our statistical modeling has produced a main forecast that, assuming nothing changes regarding the practices of the criminal justice system, shows a likely moderate increase in the Facility's population with an expected average daily population (ADP) of 1,194 people by 2048.

If several system changes are implemented to reduce the ALOS, the population can be expected to decrease. Therefore, three alternative forecasts were produced. The first alternate forecast projects the impact of a reduction in the Detention Facility's ALOS to an unprecedented 30 days while bookings continue their current gradual rate of increase. This results in a 2048 ADP of 926. It must be noted that achieving such a reduction in ALOS will be difficult and could take approximately 4 years to execute. The task is not impossible and has been accomplished by other jurisdictions in the country. Alternate forecast 2 combines a return to pre-pandemic booking levels with the 30-day ALOS, resulting in a 2048 ADP of 1,060. The third alternative forecast assumes that the current ALOS of 53 days stays in place while bookings quickly return to their pre-pandemic level (29 bookings per day from the current 23). If these two measures unfold, the expected ADP will be approximately 1,679 by 2048.

Two factors must be applied to the forecasted ADP to determine a total bed requirement so that the Detention Facility can operate effectively and in a safe and secure manner:

- Peaking Factor – Reflects the daily and seasonal variations in jail occupancy and the temporary unavailability of beds due to unanticipated circumstances, routine repairs and maintenance, etc. and,
- Classification Factor – Reflects the need to separate the detainee populations based on gender, security requirements, treatment needs, etc.

Thus, for all four forecasts, a classification factor of 15% is added to the projected ADP numbers along with an 11.9% peaking factor for females and a 6.2% peaking factor for males. The table below represents the projected ADP and bed needs for Leon County among our 4 forecasts¹:

	Main Forecast	Alternate 1	Alternate 2	Alternate 3
2048 ADP	1,194	926	1,060	1,679
2048 Bed Need	1,456	1,129	1,293	2,047

Overall, Leon County does an exemplary job of utilizing multiple strategies to deter, deflect, and divert individuals from custody in the Detention Facility. The County's criminal justice system has multiple programs aimed at a wide variety of people. Our analysis indicates that most of these efforts are directed

¹ The bed need is calculated by adding the ADP, the peaking factor, and the classification factor together.

at lower-level arrestees/offenders. Crime and arrest trends, however, are showing that more people with more serious charges are in contact with the criminal justice system than ever before. Put simply, there are no more easy opportunities for new custody alternatives. Unfortunately, that means that a lot of the diversionary programs will not be effective in heading off future growth simply because many of the people involved will have felony (and violent felony) charges. The strategy for Leon County should be to blunt facility population growth by reducing ALOS through case processing improvements wherever possible, in tandem with the continued use of Electronic Monitoring and Supervised Pretrial Release programs.

The needs assessment produced 21 total system recommendations, some of which directly reduce ALOS, and some that are more general efficiency changes. It should be acknowledged that many issues related to ALOS and case processing are beyond the County's control and will require extensive cooperation among the key criminal justice stakeholders. To be clear, implementing most if not all these recommendations would help reduce ALOS to the goal of 30 days, making it possible to achieve the guidance suggested by Alternate Forecast 1. The table below contains the recommendations.

Summary of Recommendations			
Recommendation 1: Leverage the existing framework of the PSCC to formalize long-term project aimed at safely and responsibly reducing Detention Facility ALOS			
Number	Recommended Actions	Responsible Parties	Category
1A-1	Reduce time between initial appearance and disposition through earlier plea agreements for felony cases that do not also include a Violation of Probation (VOP) charge or a Failure to Appear (FTA) matter	Judiciary, State Attorney, Public Defender	Short-Term
1B-1	Reduce time between booking and VOP hearing for VOP-only cases	Judiciary, State Attorney, Public Defender	Short-Term
1C-1	Expand the use of notices to appear	Local Law Enforcement Agencies	Immediate
1D-1	Consider development of a combination monetary/non-monetary consent bond	Judiciary, State Attorney, Public Defender	Long-Term
1D-2	Formalize/automate scheduling of bond reduction hearings post-initial appearance	Judiciary, State Attorney, Public Defender	Long-Term
1D-3	Increase capacity/time allotted for the scheduling of bond reduction hearings	Judiciary	Long-Term
1E-1	Duplicate current misdemeanor mental health docket at the felony level	Judiciary, State Attorney, Public Defender, and Clerk of Court	Long-Term
1F-1	Increase the number of mental health evaluators for competency evaluations	Court Administration	Long-Term
Recommendation 2: Continue the use of SPTR and electronic monitoring. Explore alternative risk assessment instruments and apply to all arrestees.			
2-1	Continue the use of electronic monitoring	Judiciary, SPTR	Short-Term
2-2	Evaluate using a risk assessment instrument that does not require the arrestee to participate in an interview	Judiciary, SPTR	Long-Term
Recommendation 3: Develop a formalized approach to evaluating mental health and substance use disorder issues as close to the time of booking as possible.			
3-1	Establish a practice of developing mental health and substance use ratings for arrestees	Sheriff's Office, Judiciary, Community Partners	Long-Term
Recommendation 4: Continue developing programs that attempt to identify and address homelessness, such as the Sheriff's HOST team.			
4-1A	Continue to work to counter homelessness in Leon County	All Community Partners	Long-Term
4-1B	Leverage technology to develop a method for identifying homeless individuals booked into the Detention Facility	Information Technology	Immediate
Recommendation 5: Formalize and standardize the referral system for Drug Court.			
5-1	Formalize and standardize the referral system for Drug Court	State Attorney's Office, Court Administration	Long-Term
Recommendation 6: Leverage the county's justice information system to assist the Detention Review Coordinator to focus on larger system issues rather than individual issues. Move toward practicing differentiated case management.			
6-1	Leverage technology to enable the Detention Review Coordinator to monitor system trends and benchmarks	Information Technology, Judiciary, Court Administration	Long-Term
6-2	Move toward practicing differentiated case management	Judiciary	Long-Term
Recommendation 7: Build a reporting module in the current system (and future systems) that more readily provides views of key correctional metrics. Prepare and disseminate daily snapshots that keep all stakeholders aware of how many people are being held in the jail, for how long, and for what reasons.			
7-1	Build a reporting module that readily provides data to stakeholders on key performance metrics	Information Technology; Stakeholders	Long-Term
Recommendation 8: It appears that much of the reduction in case processing times stems from the courts employing state funding for additional senior judge days and other resources. Such funding should be permanent.			
8-1	Recent funding for additional judges and other resources must be made permanent	Court Administration	Long-Term
Recommendation 9: Leon County should consider regular updates to the forecast/analysis effort to monitor progress.			
9-1	Regular updates to the forecast/analysis are needed in order to account for the dynamic changes of the Leon County Criminal Justice System	Public Safety Coordinating Council	Short-Term
Recommendation 10: Leon County should proactively manage the long-staying detainee population.			
10-1	Proactively manage the long-staying detainee population	Judiciary, State Attorney, Public Defender	Short-Term
Recommendation 11: The Sheriff and Leon County should explore reducing the capacity of the 94-bed housing pods to the design capacity of 47.			
11-1	Reduce capacity of 94-bed housing pods to the design capacity of 47	Sheriff's Office, County	Long-Term

Achieving a reduction in case processing times will require significant levels of cooperation and collaboration among the key criminal justice stakeholders, something that arguably does not always occur. However, the work that has been done thus far has succeeded in limiting the LCDF population. Continuing that work and making additional adjustments should keep the County in a positive situation regarding the facility's population well into the future.

INTRODUCTION

The Leon County Detention Facility (LCDF), with a current capacity to house 1,246 detainees (not counting 124 beds in an Annex building), opened in 1993 and for over two decades has maintained a population of more than 1,000 detainees at any point in time. Due to an increase in the detainee population in late 2021, the Leon County Board of County Commissioners held a LCDF Population Management Workshop in March 2022. One of the results of that workshop was the Board's approval of a study to evaluate current and projected LCDF space needs. The primary goal of the Leon County Detention Facility Needs Assessment is to determine the projected bed need for the Detention Facility through the year 2048. In addition, the needs assessment includes an examination of the factors which drive the in-custody population as well as some possible strategies for avoiding significant future detention population growth. This study also examines programs and best practices adopted by other jurisdictions across the country and identify recommended strategies to safely manage the facility's population. Our main analysis is based on a series of large data extracts covering custody factors, court event dates, and other relevant variables. The research effort culminated in 4 forecasts of the possible future size of the population, reflecting both a continuation of current policies and practices as well as the impact of possible changes to the criminal justice system.

Goal

The primary goal of this study is to ascertain the future size of, and internal categories within, the Leon County Detention Facility detainee population. This analysis is intended to help the County make informed decisions regarding the future of the facility. A major focus of this analysis is to examine the efficacy of possible system changes/alternatives to incarceration.

Methodology

We undertook five main tasks to execute this study.

First, we conducted multiple interviews and meetings with stakeholders from across the criminal justice system.

Second, we analyzed historical population-related information concerning both the county and the detention facility, including past levels of jail admissions/bookings and length of stay.

The third step of the analysis was to acquire multiple comprehensive data extracts which included key information about every single individual held in the Leon County Detention Facility between January 1, 2016, and July 13, 2023. This enabled the construction of a population profile over time which provided indications of changes within and among key aspects of the jail's population. To keep our findings as up to date as possible, several basic facility population measures were updated through December 31, 2023.

Fourth, the results of the statistical analyses were combined into multiple time series forecasts using Autoregressive Integrated Moving Average (ARIMA) methods.

Finally, we developed findings and recommendations based on all our conversations, meetings, analyses as well as our past experiences working with other jurisdictions.

COUNTY POPULATION & CRIME

To provide some context for the analysis of the Detention Facility’s current and future population, it is prudent to examine the overall population of Leon County, as well as discuss the crime and arrest rate statistics that are publicly available. The analysis begins with an examination of the projected population levels of Leon County as a whole. In general, it has been the research team’s experience that the most applicable population projection data to use for a jail study is males and females between the ages of 18 and 59 years of age, rather than a total population figure. This is done because this group generally constitutes a decided majority of any given jail’s population. To acquire the data, we retrieved information from the Florida Demographic Estimating Conference Report from February 2023 and a report from the University of Florida’s Bureau of Economic and Business Research from April 2023².

As Figure 1 shows, the overall Leon County population has grown 9% between 2009 and 2023.

FIGURE 1. LEON COUNTY POPULATION, 2009 - 2023

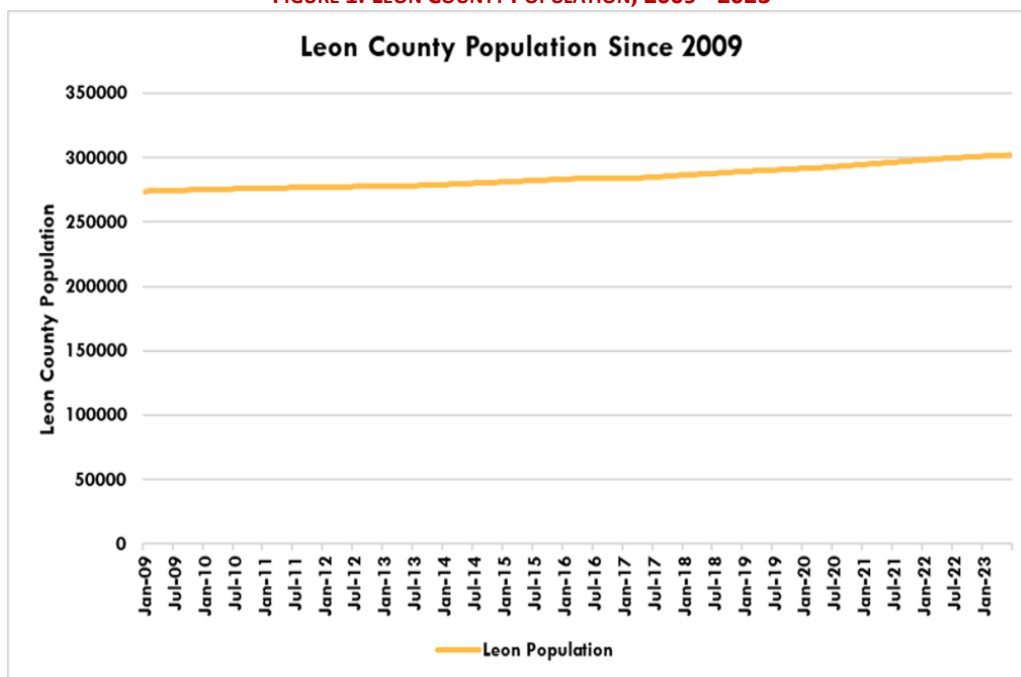


Figure 2 depicts the projected Leon County Population through 2050, with both the full population and population of adults between 18 and 59 years of age. It is this latter population that is the most relevant

² Florida Demographic Estimating Conference, February 2023 and the University of Florida, Bureau of Economic and Business Research, Florida Population Studies, Volume 56, Bulletin 195, April 2023; <https://bebr.ufl.edu/population/>

for the detention facility because young children are never held in the facility; and senior citizens are rare users of jail space. Adults between 18 and 59 years of age typically constitute 90% of the Detention Facility's population at any given point in time. We note that while the full population for Leon County is expected to grow 16% by 2050, the cohort of adults between 18 and 59 years of age is expected to grow only 9.9%. In Figure 2, as well as some other charts in this report, we are using two vertical scales to compare trends.

Meanwhile, we must be cognizant of the fact that not everyone held in the Detention Facility is a citizen of Leon County. Throughout this analysis, we will examine the population and other impacts of people from the bordering counties of Jefferson, Wakulla, Liberty, Gadsden, and Thomas County (GA). Figure 3 shows the comparison between the growth rates for Leon County adults and the 'region' (that is, Leon County plus the bordering counties). While the Leon County adult population is expected to grow 9.9%, the regional growth rate is expected to be 10.1%. To be clear, when we develop our forecast models, the population growth rate will be analyzed in terms of each county's relative contributions to the Detention Facility's population.

FIGURE 2. LEON COUNTY FULL POPULATION VS. ADULT POPULATION, 2021 - 2050

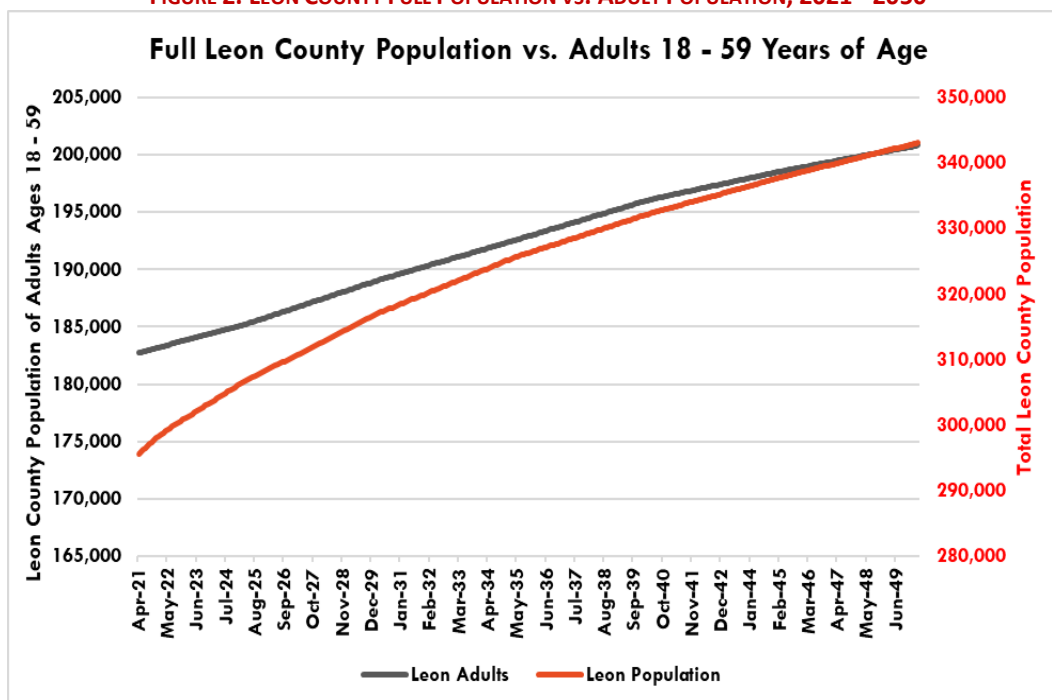
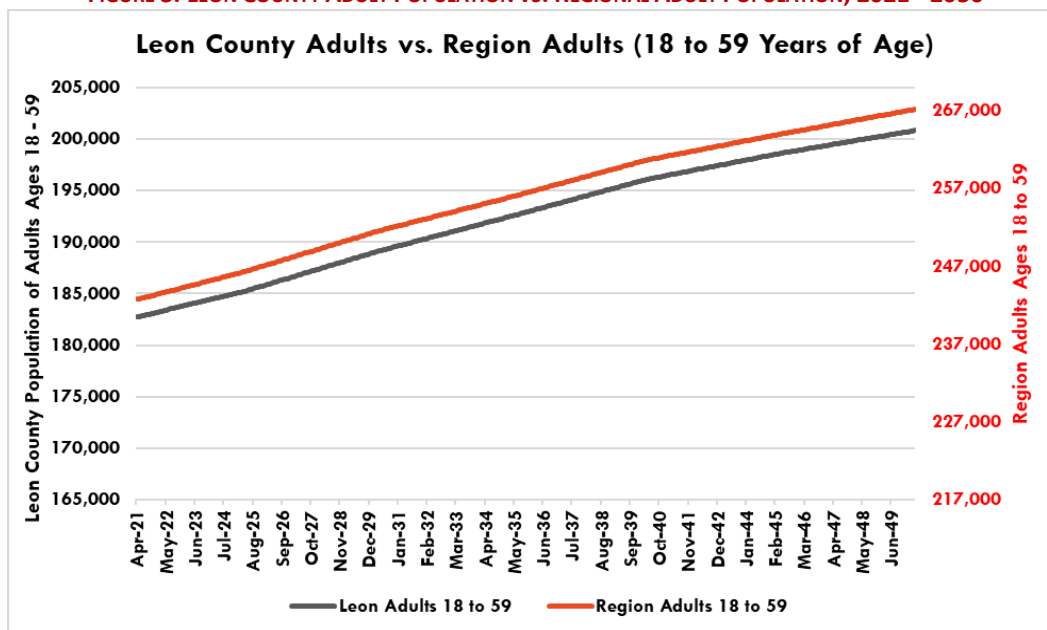


FIGURE 3. LEON COUNTY ADULT POPULATION VS. REGIONAL ADULT POPULATION, 2021 - 2050



Traditionally, jail population analysts (the present authors included) have presented crime rate data from the FBI's Uniform Crime Report (UCR) and other agencies as part of their work products. Recently, however, significant questions and problems have arisen regarding the validity of the UCR data due to declining participation rates and other methodological issues. It has been the research team's experience that the crime rate data may provide some context for understanding a criminal justice system, but it is not useful for actual statistical models of jail populations. A variety of studies have suggested that the UCR data significantly undercount the true nature of crimes in localities. Moreover, the Vera Institute of Justice has recommended that locally produced data may be more indicative of what is going on in each jurisdiction. That said, the research team notes that the Florida State University Center for Criminology and Public Policy Research's October 2023 report regarding Leon County is a useful resource for understanding what is happening in terms of crime. The report finds significant increases in homicides, firearm homicides, and firearm assaults over time, particularly within the last decade. The report is also a useful tool for understanding some of the socioeconomic and other lenses (principally, violence prevention strategies) for violent crimes in Leon County³.

DETENTION FACILITY POPULATION ANALYSIS

Key measures that impact the Leon County Detention Facility's population were employed in a comprehensive set of analyses such as bookings (the number of people booked into the facility), average daily population (ADP), average length of stay (ALOS, a measure of how long, on average, detainees stay in custody), arrest offenses, criminal court case processing, a review of alternatives to incarceration, and

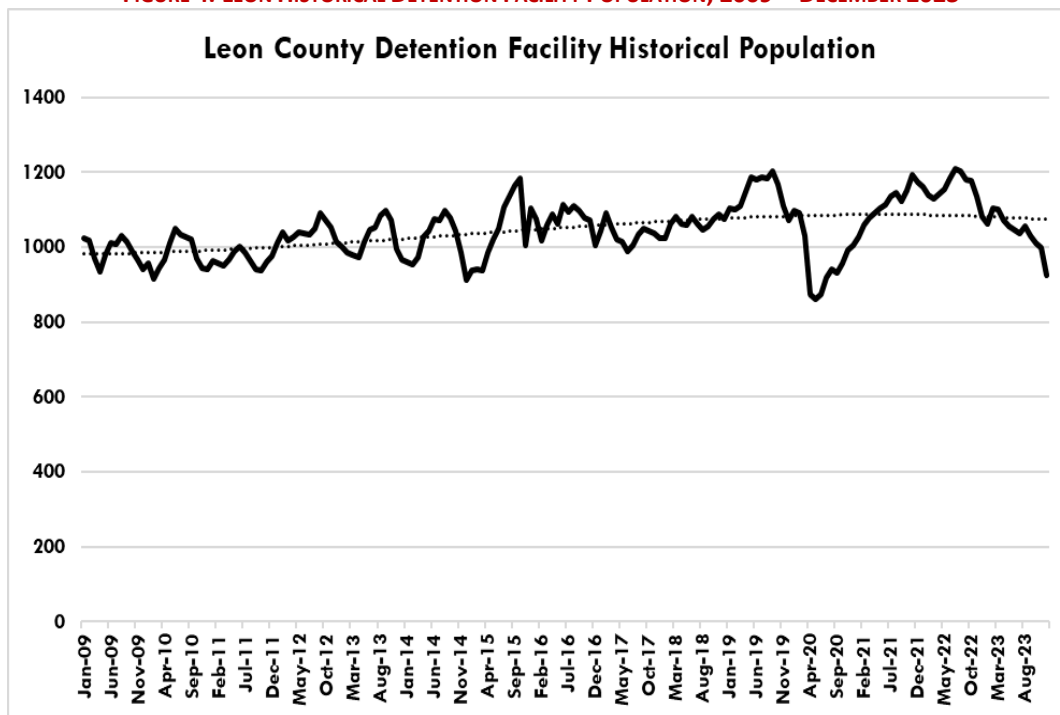
³ https://www.councilmenandboys.org/wp-content/uploads/2023/10/FSU-CVPII-Phase-1-Report_final.pdf

a profile of the detainee population. To perform our Detention Facility population analysis, a significant set of data extractions from Leon County’s integrated justice information management system was obtained and analyzed. Our intention was to examine every charge for every detainee held between January 1, 2016, and July 13, 2023, along with demographic and release information. Due to methodological requirements and data updates some measures of the analysis may have a later start date or a more recent end date.

Average Daily Population

The Leon County Detention Facility’s average daily population (ADP) by month from 2009 through December 31, 2023, can be found in Figure 4. There are several key takeaways from the Detention Facility’s long-term population trend. First, there is a gradual growth in the facility’s population, despite ebbs and flows, across time (the dotted trend line demonstrates the growth). The ADP for the full year of 2022 was 17% higher than it was in 2009, outstripping the 9% growth for the Leon County population during that period. However, the facility’s population decreased significantly in the second half of 2023 such that 2023 was only 8% higher than 2009. Second, the Leon County Detention Facility’s population, like most jails in America, tends to be seasonal. The population is typically highest toward the end of the summer months (the peaks in the graphs are generally July, August, or September), and lowest around late December or early January.

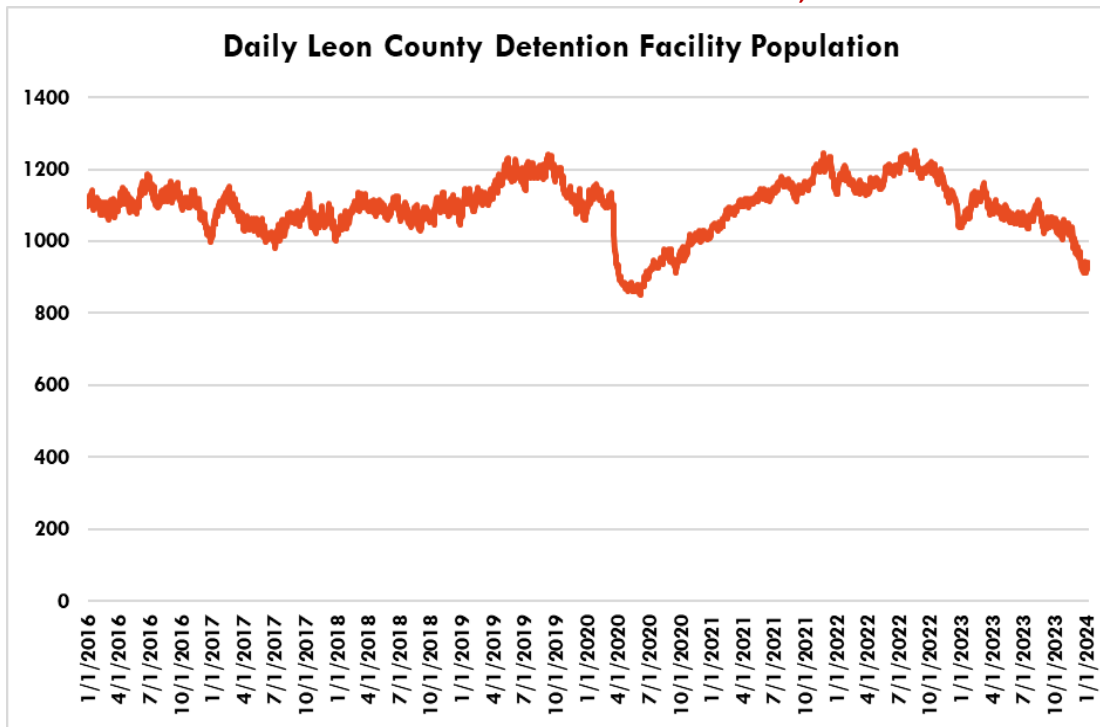
FIGURE 4. LEON HISTORICAL DETENTION FACILITY POPULATION, 2009 – DECEMBER 2023



In addition, Figure 4 depicts the impact of the first wave of the COVID-19 pandemic in Spring 2020. What is somewhat unique about the Leon County Detention Facility's population is that the population level returned to pre-COVID levels relatively quickly (by midyear 2021). For the most part, this is uncommon as most facility populations are remaining 10% or more lower than what they were prior to 2020.

At this point, a methodological note needs to be made about the ADP data for the study. The monthly data that appear in Figure 4 above are based on snapshots of the jail's population count each morning. The present study's reconstruction of the jail data is based on the actual specific booking and release dates/times for each detainee held in custody. This is a key distinction to make because the numbers will be slightly different. To be clear, the differences are not very significant, but they do exist for a very good mathematical reason. The present study's method reflects the entire amount of time that everyone spent in custody in the jail, whereas the snapshot data will miss some of that specificity. For example, if the jail's official count figure is based on a 4am snapshot, a person who is booked into the facility at 5am and then released later that same day will never be factored into the snapshot-based population figure. The forensic reconstruction captures people such as this. Figure 5 below presents the reconstruction of the jail's actual population since the start of 2016 through mid-July 2023. Although it is difficult to see, the line on the chart is actually a series of data points reflective of each day's population. Note the steady climb from the first wave of the pandemic in Spring 2020 through the Fall of 2021. As expected, the population declines somewhat in late December 2021/early January 2022, and then rises a bit during the Summer. After that point, the jail's population took an unexpected turn, with the population peaking in the first week of March 2023 and then steadily declining for the balance of the year.

FIGURE 5. LEON COUNTY DETENTION FACILITY DAILY POPULATION, 2016 - 2024



The daily population reconstruction is aggregated into a monthly average daily population (ADP) time series in Figure 6. Based on the history of the population trend, the ADP should have gone up in August and September 2023 instead of declining. The decline continues for the balance of the year. Figure 7 provides an annual look at the ADP data. Note that 2022 has the highest population during the timespan of our analysis, but by the end of 2023 there was a reduction in the ADP (below 1,000 detainees).

FIGURE 6. LEON COUNTY DETENTION FACILITY AVERAGE DAILY POPULATION, 2016 - 2023

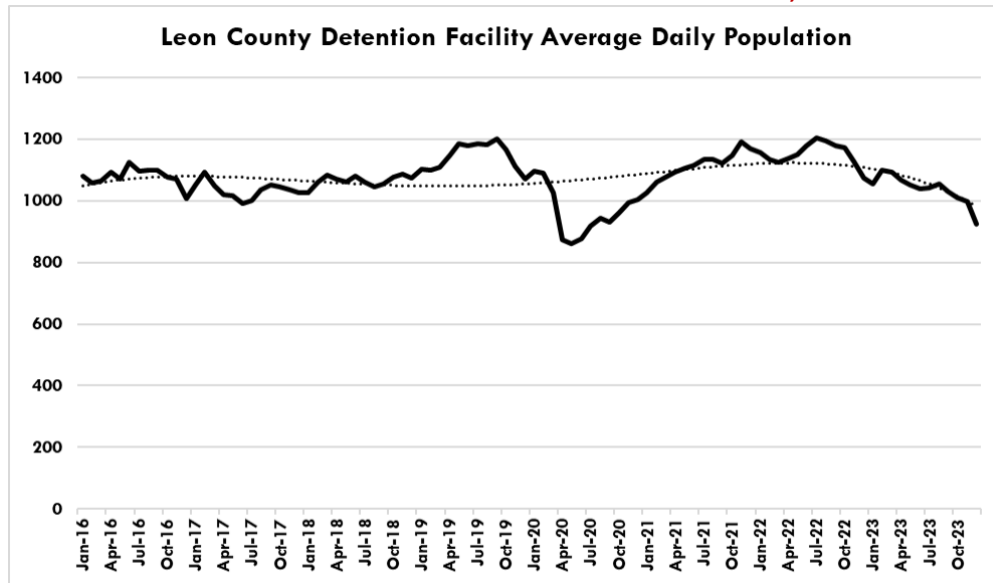
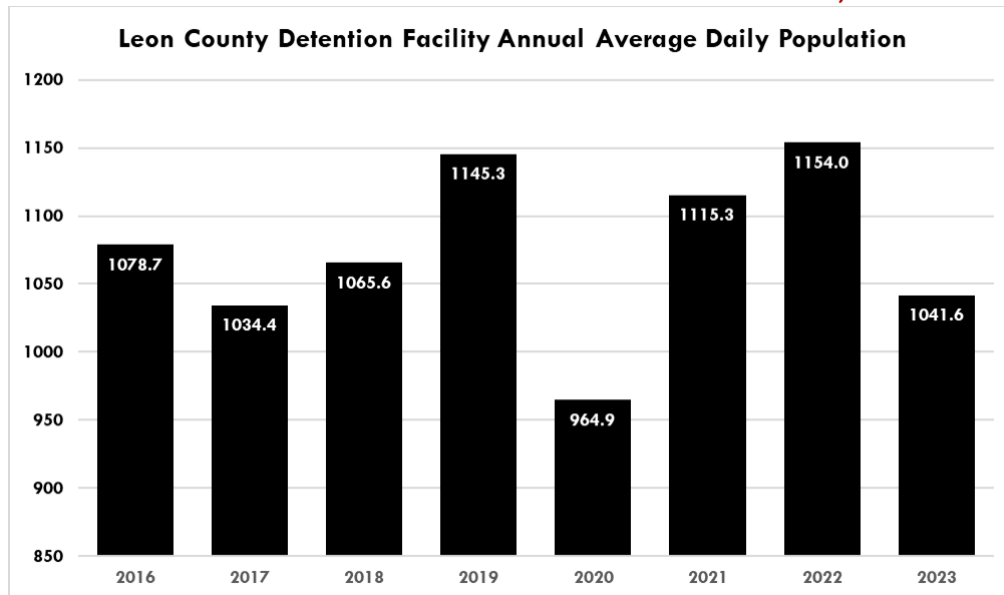


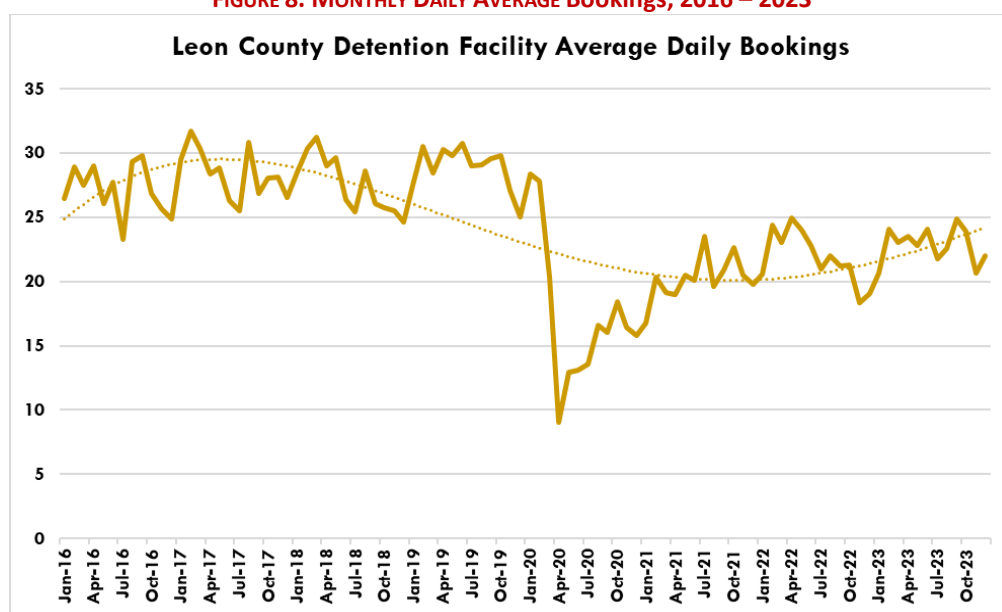
FIGURE 7. LEON COUNTY DETENTION FACILITY ANNUAL AVERAGE DAILY POPULATION, 2016 - 2023



Bookings

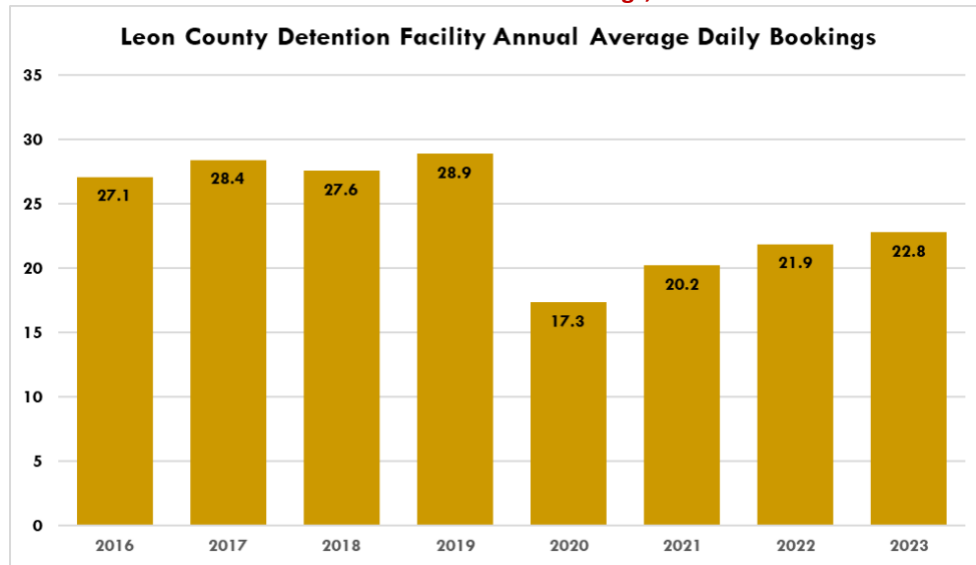
All detention facility populations are determined by two factors: How many people are booked into the detention facility and how long those people stay (ALOS). In 2019, prior to the pandemic, Leon County had over 10,000 bookings. This averaged out to nearly 29 bookings to the jail every day. Not surprisingly, the numbers decreased in the wake of the pandemic, falling to an average of just under 17.5 bookings per day. This report utilizes the average daily bookings figure instead of monthly totals so that it is possible to compare the partial year of 2023 against previous time points. As Figure 8 shows, the number of bookings has not returned to pre-pandemic levels (although the population did by 2022). The 2023 average daily booking number (22.8) is still approximately 20% behind where it was in 2019 (28.9), although there is slow growth (the 2023 number is 4% higher than in 2022).

FIGURE 8. MONTHLY DAILY AVERAGE Bookings, 2016 – 2023



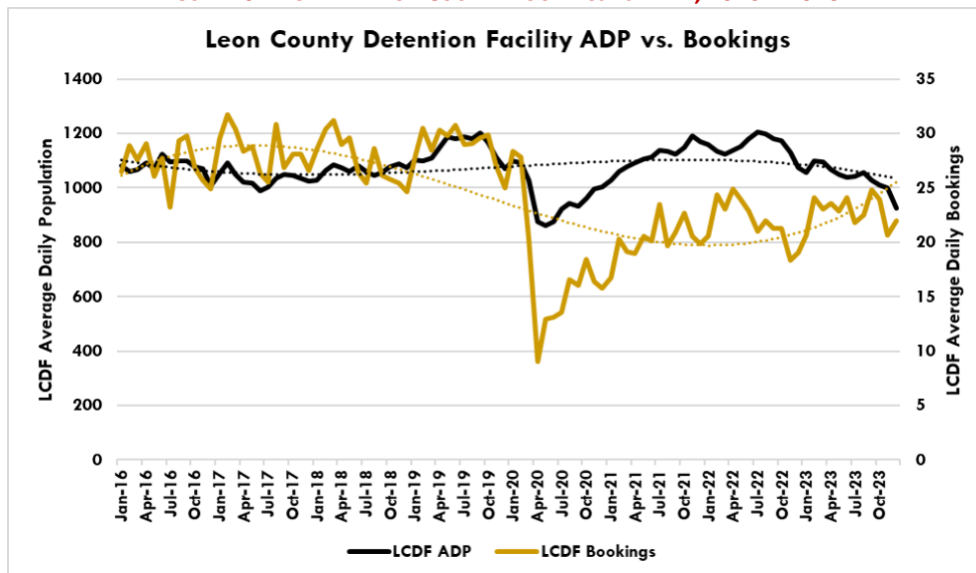
Meanwhile, Figure 9 provides an annual depiction of the booking data between 2016 and 2023. Bookings have not returned to pre-pandemic levels but continue to grow slightly from the low point of 2020.

FIGURE 9. ANNUAL DAILY AVERAGE Bookings, 2016 – 2023



To demonstrate the relationship between ADP and bookings, Figure 10 plots the two trends together. They mirror each other well. Prior to the pandemic, the trends are similar (note that the chart has two vertical scales for demonstration purposes). After the pandemic, the bookings trend drops well below the ADP trend. Both trends increase, with the ADP recovering to pre-pandemic levels. However, the level of bookings remains well below the pre-pandemic numbers. As this analysis will show, other factors are responsible for driving the Detention Facility's population after the pandemic.

FIGURE 10. MONTHLY LEON COUNTY BOOKINGS VS. ADP, 2016 – 2023



Bookings By Charge

The research team also examined what the offense was that necessitated each booking during the period of the analysis. Because most people are booked with more than one offense, to make comprehending the nature of the offenses involved across the population easier, it is necessary to determine the most serious offense of each person. The data extracts produced by Leon County staff contained every single charge for every single detainee held between 2016 and July 13, 2023. These extracts were analyzed, and the charge information was reclassified into multiple categories. This enabled the construction of a further reclassification to develop the most serious charge for each detainee. The categories used to make the final determination are (presented in order of seriousness):

- Violent
- Sex Offenses
- Offenses vs People
- Weapons
- Burglary
- Theft/Fraud
- Drugs
- Offenses Against the Administration of Government
- DUI
- Public Order
- Other
- Alcohol
- Traffic
- Supervision/Temporary Release Violation
- Hold/Writ

‘Offenses vs. People’ is defined as crimes such as neglect, endangerment, corruption of minors, harassment, etc.). ‘Offenses Against the Administration of Government’ is defined as crimes such as Failures to Appear in Court or Resisting Arrest. ‘Public Order’ offenses include things like Vandalism, Trespassing or Disorderly Conduct. Using the information collected from the large data extract, when a detainee has multiple charges, a primary charge category is assigned according to the priority listed above. The priority listing is premised on the most serious offense having the highest priority. For example, if a detainee were charged with a DUI and a violent offense, the primary charge category for that detainee would be violent. In addition, according to the algorithm, felony charges will trump misdemeanor charges. For instance, a person with a misdemeanor theft and a felony public order offense would have a most serious charge category of ‘Felony Public Order.’ Finally, offenses are also ranked based on the level of seriousness (felonies vs. misdemeanors, such that any felony outranked any misdemeanor).

Table 1 breaks down the Leon County bookings by most serious charge and is sorted by the values within the actual jail population (violent felons are the largest component of the population, so they appear at the top of Table 1). In comparing 2023 to 2019, there are significant shifts in the facility’s bookings. The

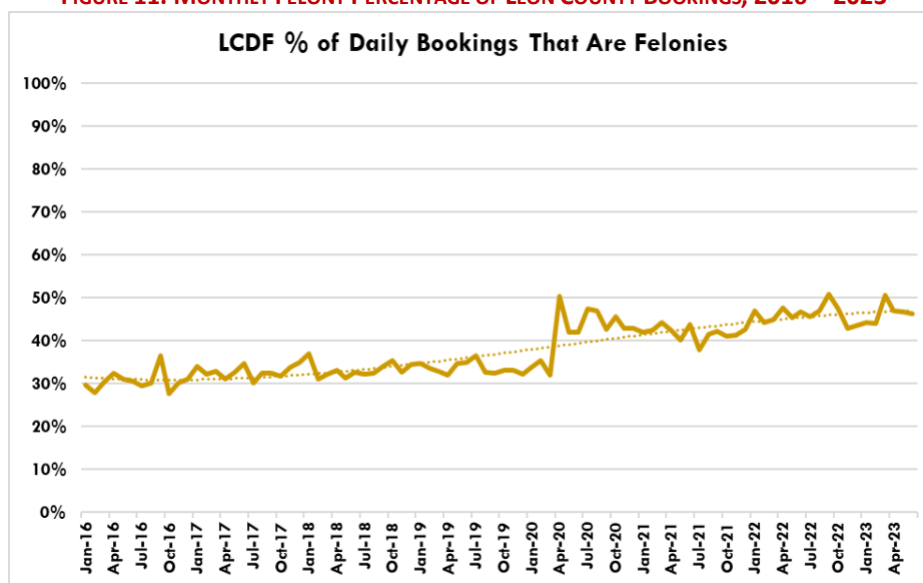
number of violent felony bookings has risen significantly, as have weapons and burglary felonies. Meanwhile, misdemeanor drug offense bookings have significantly decreased. However, the largest change is the number of probation and pretrial release violators (in the table and throughout this report they are identified as VOP). These are detainees who were on pre or post sentence community supervision but have not committed a new crime (the way the study's algorithms work, nearly any new crime would outweigh a community supervision charge). VOP bookings are less than half of what they were prior to the pandemic.

TABLE 1. DAILY AVERAGE BOOKINGS BY MOST SERIOUS OFFENSE

Most Serious Charge	2016	2017	2018	2019	2020	2021	2022	2023	2023 vs. 2019
Violent Felony	2.1	2.2	2.2	2.3	2.2	2.4	2.6	3.0	27.1%
VOP	7.2	6.6	6.4	6.5	3.6	3.6	3.1	3.0	-53.2%
Drugs Felony	1.8	2.4	2.4	2.4	1.4	2.1	2.7	2.8	20.2%
Theft/Fraud Felony	2.3	2.1	1.9	2.2	1.3	1.3	1.6	1.7	-20.0%
Weapons Felony	0.3	0.4	0.5	0.5	0.6	0.7	1.0	0.8	47.9%
Burglary Felony	0.4	0.5	0.4	0.5	0.4	0.5	0.6	0.6	22.2%
Sex Offense Felony	0.3	0.3	0.3	0.3	0.3	0.2	0.2	0.3	8.3%
Offenses vs Govt Felony	0.4	0.5	0.4	0.6	0.4	0.5	0.5	0.5	-20.7%
Violent Misd	1.4	1.4	1.4	1.7	1.2	1.5	1.5	1.5	-10.9%
Drugs Misd	1.3	1.7	1.6	1.4	0.4	0.6	0.6	0.4	-69.6%
Offenses vs People Misd	0.2	0.2	0.2	0.3	0.2	0.2	0.2	0.3	6.1%
Theft/Fraud Misd	1.2	1.3	1.3	1.1	0.7	0.9	0.9	0.9	-18.2%
Hold for Other Agency	2.9	2.9	2.9	3.1	0.9	0.8	1.0	1.3	-59.0%
Public Order Felony	0.1	0.1	0.2	0.1	0.1	0.2	0.2	0.3	95.9%
Everything Else	5.2	5.7	5.3	6.0	3.7	4.7	5.0	5.3	-10.4%
Total	27.1	28.4	27.6	28.9	17.3	20.2	21.9	22.8	-21.1%

After the pandemic, more serious offenses tended to be booked into the detention facility, and lower-level offense bookings decreased. Figure 11 shows that the felony proportion of bookings is increasing over time on a consistent basis.

FIGURE 11. MONTHLY FELONY PERCENTAGE OF LEON COUNTY BOOKINGS, 2016 – 2023



Average Length of Stay

While bookings are one half of the equation for determining the size of a correctional population, the second determinant is how long those booked into the facility remain in custody. The average length of stay (ALOS) is the total number of days on average the detainee population is incarcerated from booking into the jail until they are released from the jail. For the present analysis, ALOS was calculated simply by averaging how long everyone released during a given period stayed in custody. Logically, a lower ALOS will help keep a jail's ADP from growing.

During the research team's onsite visit in Summer 2023, several stakeholders mentioned a high ALOS for the jail as a significant problem. In most instances, when asked to elaborate, these individuals would cite ALOS numbers like that which was included in the Leon County Detention Facility Population Management Workshop report⁴⁴ from March 2022. It appears to the research team that the ALOS numbers presented in that report (137 days for 2019 and 263 days for 2022) were calculated using the length of stays for the currently held population. This is problematic for several reasons.

The generally accepted ALOS number that is used by jails and planners throughout the country is the average of the stays of people released in a given time period. While using the current population stay may be helpful in some contexts, the number is not mathematically helpful for forecasting or for understanding how long the typical arrestee will stay in the jail. On any given day, there are a large number of people who are booked and released for comparatively short lengths of time. Using a one-time snapshot of the currently held population significantly downplays the net impact of such short-stay people. Using the released ALOS number more closely reflects the experience of the typical arrestee as well as providing a mathematically correct statistic that can be used in modeling. In addition, the mean ALOS number is mathematically useful for understanding the relationship between bookings and the facility's ADP while the in-custody LOS number is not helpful.

A statewide ALOS is unknown and there is a lack of a national ALOS standard because there are many factors that influence ALOS (e.g., if there is a separate booking facility or 36-hour holding facility, the maximum length of time a detainee can be sentenced locally, and if there are separate pretrial and post-trial facilities).

As with most jails across the country, the Leon County Detention Facility's ALOS numbers increased after the first wave of the pandemic. Increases were measured in 2020, 2021, and 2022. However, the ALOS number for 2023 is lower than in 2022. In general, two main factors help explain these patterns. First, as our bookings analysis showed, more serious arrestees are coming to the jail, which means more people staying for more complicated matters that take longer to process. Second, the pandemic significantly impacted the courts, and helped cause case backlogs which in turn drove up ALOS for affected detainees. Generally, across the nation, the research team has seen ALOS numbers rise after the pandemic due to several problems (such as staffing shortages) that are typically contributing to court case backlogs. Leon County's ALOS in 2023 was 7% below where it was in 2022 (due in part to improved court case processing

⁴ <https://www2.leoncountyfl.gov/coadmin/agenda/workshops/WS220220322.pdf?ver=1>

times) but 36% higher than it was in 2019. Figure 12 charts the ALOS for each year between 2016 and 2023. A special note should be made about the ALOS number prior to the pandemic. Generally, it is expected that a well-functioning criminal justice system with a jail of this size should have an ALOS in the 27-to-32-day range. Leon County's ALOS numbers were consistently above this level. ALOS is not typically within a jail's control. Rather, jail ALOS is driven by the overall criminal justice system. After the pandemic, it has not been uncommon for large jails to have ALOS numbers in the mid to upper 50s, with a couple of highly efficient criminal justice systems returning to (or slightly under) the 30-day level by 2023.

FIGURE 12. ANNUAL LEON COUNTY DETENTION FACILITY MEAN ALOS, 2016 – 2023

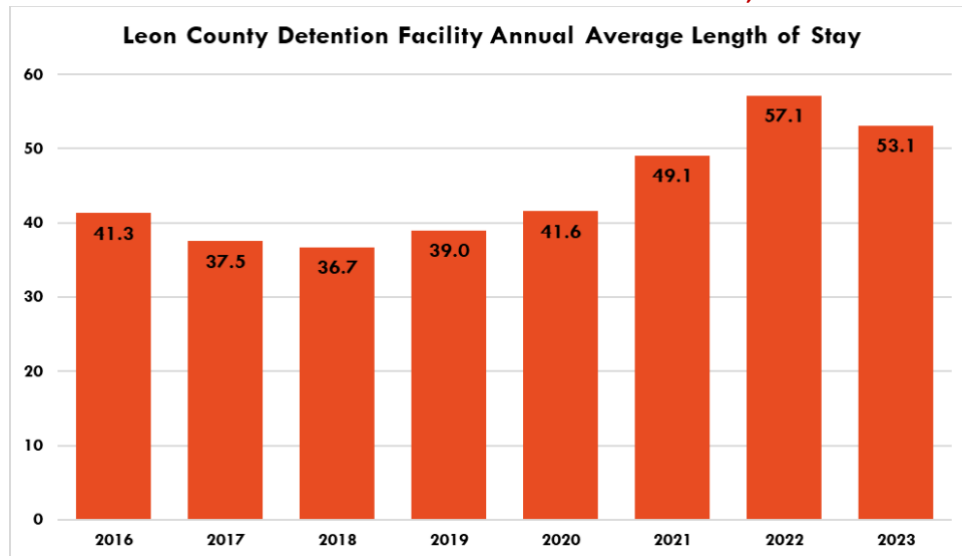
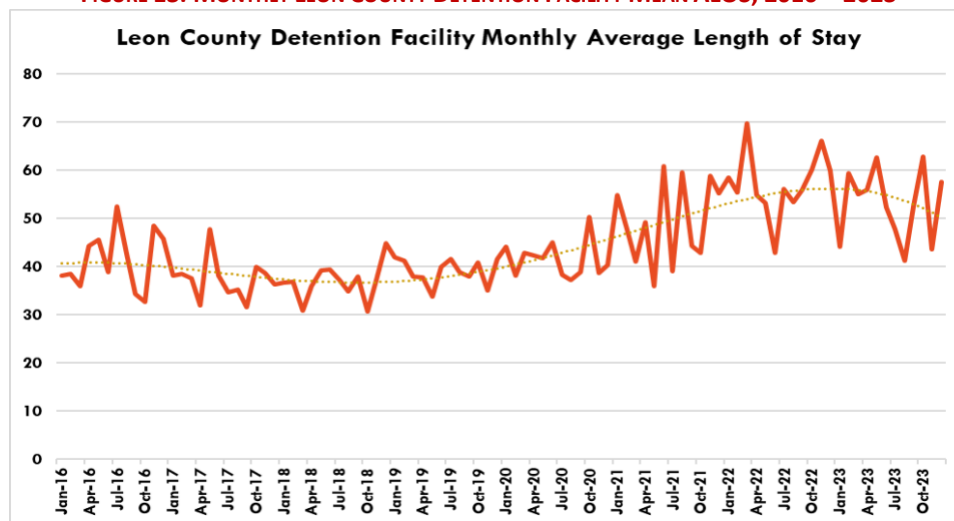


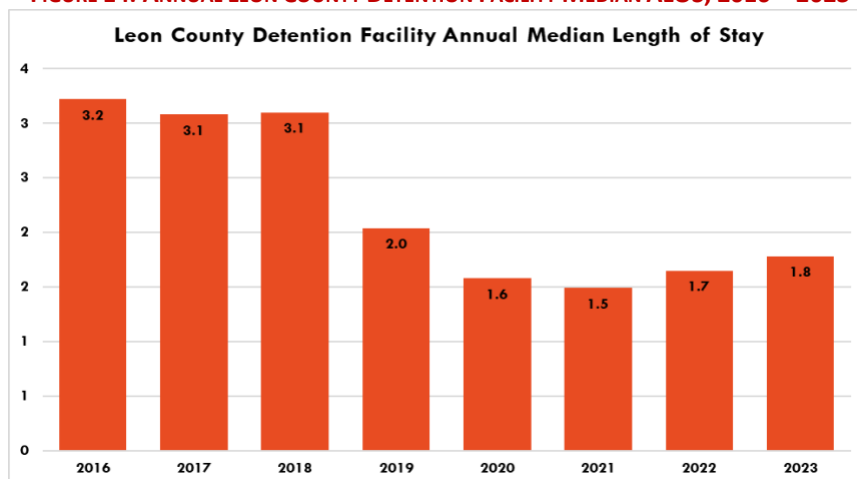
Figure 13 provides a monthly examination of ALOS for the Leon County Detention Facility. The increase over time is captured by the trend line, and if one looks carefully, the slight decrease that is noted in Figure 12 can be detected.

FIGURE 13. MONTHLY LEON COUNTY DETENTION FACILITY MEAN ALOS, 2016 – 2023



In general, a better measure of central tendency for the ALOS of a jail is to take the median (the midpoint of the data). A typical detainee will stay for a time significantly shorter than the mean average, which is heavily impacted by the presence and release of longer-staying detainees. The data extracts were used to calculate the median time individuals stayed in custody between 2016 and the end of 2023. Figure 14 depicts the median ALOS. This represents the midpoint of the lengths of stay for every person released each year. Typically, one would expect to see a median ALOS of between 2 and 4 days for a county jail. Well-functioning and efficient criminal justice systems, all things being equal, generally have a median ALOS somewhere under 3 days. Leon County, despite the pandemic's impacts on the criminal justice system, has regularly kept the median ALOS around and below the 2-day median since 2019.

FIGURE 14. ANNUAL LEON COUNTY DETENTION FACILITY MEDIAN ALOS, 2016 – 2023



One can learn more about ALOS by examining some differences in ALOS among known groups in the population. Figure 15 depicts annual ALOS by gender. Females generally will have significantly shorter ALOS numbers than males, which is what we see below.

FIGURE 15. ANNUAL LEON COUNTY DETENTION FACILITY ALOS BY GENDER, 2016 – 2023

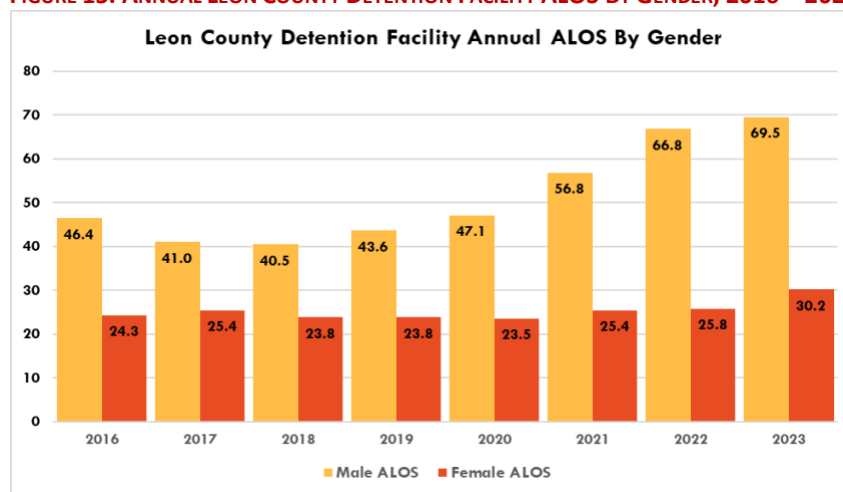


Table 2 below breaks the ALOS numbers by the level of the most serious offense. Significant increases in felony ALOS can be seen, possibly driven by court backlogs, in addition to improvements in misdemeanor ALOS. Because most people held in the Detention Facility have a felony charge, the increases in felony ALOS are driving increases in the overall ALOS numbers.

TABLE 2. ALOS BY MOST SERIOUS OFFENSE LEVEL⁵

Most Serious Charge	2016	2017	2018	2019	2020	2021	2022	2023	2023 vs. 2019
Felony	82.4	69.6	65.3	70.35	62.4	80.9	92.5	92.2	31.0%
Misdemeanor	16.8	16.2	15.8	16.30	17.4	15.2	15.6	11.7	-28.0%
Supervision Violation	37.5	37.8	39.7	42.28	47.1	53.7	59.1	62.1	47.0%
Hold	5.4	5.3	6.2	5.34	14.2	14.6	8.8	8.4	57.6%
Grand Total	41.3	37.5	36.7	39.0	41.6	49.1	57.1	53.1	43.4%

Table 3 takes the most serious offense analysis and applies ALOS numbers to it. Clearly, more serious charges equate to longer lengths of stay in custody. Here it is possible to see improvements for violent felony detainees for 2023, but there are also increases in several key areas, most notably the VOP population.

TABLE 3. ALOS BY MOST SERIOUS CHARGE, 2020 – 2023

Most Serious Charge	2016	2017	2018	2019	2020	2021	2022	2023	2023 vs. 2019
Violent Felony	128.7	111.7	97.1	115.4	81.0	131.4	174.7	167.8	45.5%
VOP	37.5	37.8	39.7	42.2	47.3	53.8	59.1	62.5	47.9%
Drugs Felony	50.1	42.3	47.0	49.3	47.0	48.0	46.6	49.2	-0.1%
Theft/Fraud Felony	54.0	49.8	51.4	43.8	49.8	58.0	48.5	47.1	7.6%
Weapons Felony	154.9	103.7	65.1	90.1	69.0	80.0	66.2	92.1	2.2%
Burglary Felony	117.9	101.3	87.7	88.0	81.9	99.0	124.5	122.1	38.8%
Sex Offense Felony	142.8	142.0	155.5	195.1	83.6	166.3	244.3	161.2	-17.3%
Offenses vs Govt Felony	61.1	52.7	51.1	45.5	52.0	47.7	49.7	31.0	-31.9%
Violent Misd	16.5	19.4	14.1	18.4	23.0	15.7	15.5	11.5	-37.2%
Drugs Misd	26.8	23.6	24.7	26.5	36.0	30.9	36.3	26.9	1.5%
Offenses vs People Misd	31.7	26.3	31.2	39.3	24.4	29.6	19.3	44.0	12.0%
Theft/Fraud Misd	21.4	18.7	19.1	16.5	19.7	21.5	22.3	16.8	2.1%
Hold for Other Agency	5.4	5.3	6.2	5.3	14.2	14.6	8.8	8.5	58.4%
Public Order Felony	56.2	27.3	19.8	29.1	22.9	18.4	39.5	38.4	32.0%
Everything Else	10.3	8.6	9.6	8.6	8.0	9.4	10.1	9.9	14.4%
Total	41.3	37.5	36.7	39.0	41.6	49.1	57.1	53.1	43.4%

The ALOS analysis was also applied to the release reasons for individuals released during the timespan of the study. Table 4 below represents the top 9 release mechanisms (plus releases to Florida State Hospital) from the Leon County Detention Facility.

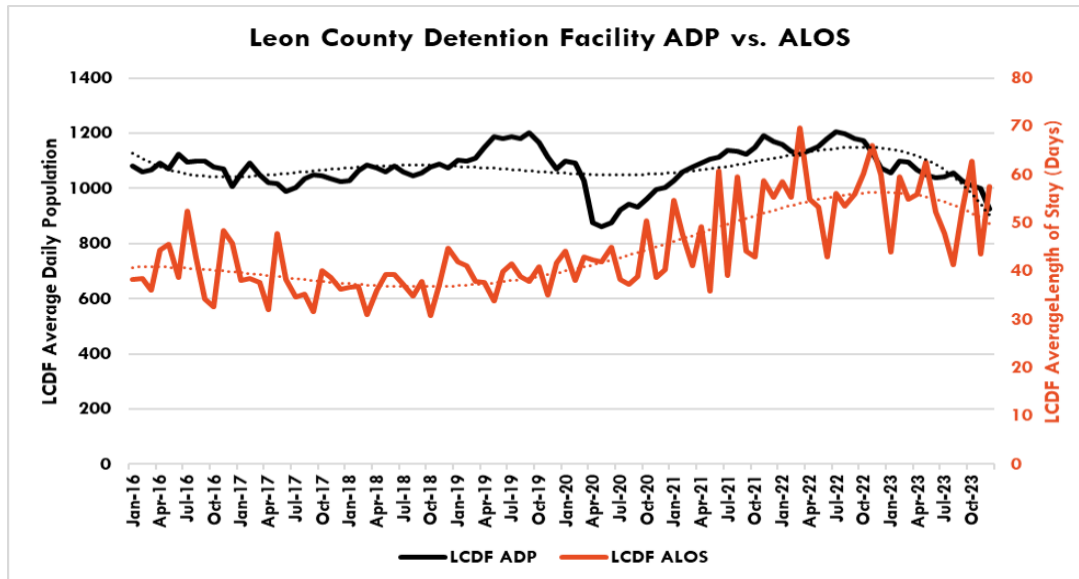
⁵ Please note that percentage comparisons may appear to be inaccurate due to rounding of the actual numbers presented in the tables

TABLE 4. ALOS BY RELEASE MECHANISM

Release Reason	2016	2017	2018	2019	2020	2021	2022	2023	2023 vs. 2019
Bonded Out	0.2	0.2	0.2	0.2	0.3	0.3	0.3	0.3	38.1%
State Prison	62.8	53.7	49.8	53.5	73.2	74.0	87.6	70.9	32.6%
Released Time Served	16.1	14.4	13.0	11.8	12.4	8.1	9.9	15.3	30.0%
Pretrial Release	0.8	0.9	0.9	0.9	1.0	1.0	1.0	1.1	16.0%
Released Probation	34.8	22.3	19.1	15.7	18.0	18.3	17.9	25.4	61.9%
Released Probation Terminated	35.0	22.6	18.5	25.9	24.7	24.7	24.6	29.1	12.5%
Released Own Recognizance	0.5	0.7	1.0	0.9	0.9	0.9	1.1	1.0	1.1%
Released To Other Facility	3.8	3.9	4.9	4.4	8.0	10.3	7.0	8.3	90.6%
Released Nolle-Prossed	22.6	15.1	10.0	5.3	14.5	3.4	6.2	7.1	33.5%
Florida State Hospital	25.0	102.3	84.2	118.7	79.2	197.9	99.3	220.9	86.0%

Recalling the comparison of the jail's ADP trend to the bookings trend, Figure 16 plots the monthly mean ALOS alongside the jail's ADP. The booking trend correlated with the ADP trend, at least before the pandemic. The ALOS trend was not strongly correlated prior to the pandemic. However, after the pandemic, ALOS and the jail's ADP are very much correlated. It is this fact that explains why the Leon County Detention Facility's population increased despite a decrease in bookings during 2022. This also explains why the population has decreased by the end of Summer 2023. Improvements in ALOS have caused the facility's population to decrease. The bottom-line takeaway is that working on reducing ALOS is the key strategy to staying ahead of the jail's population, especially in case bookings return to where they were in 2019.

FIGURE 16. MONTHLY ALOS vs. ADP, 2016 – 2023



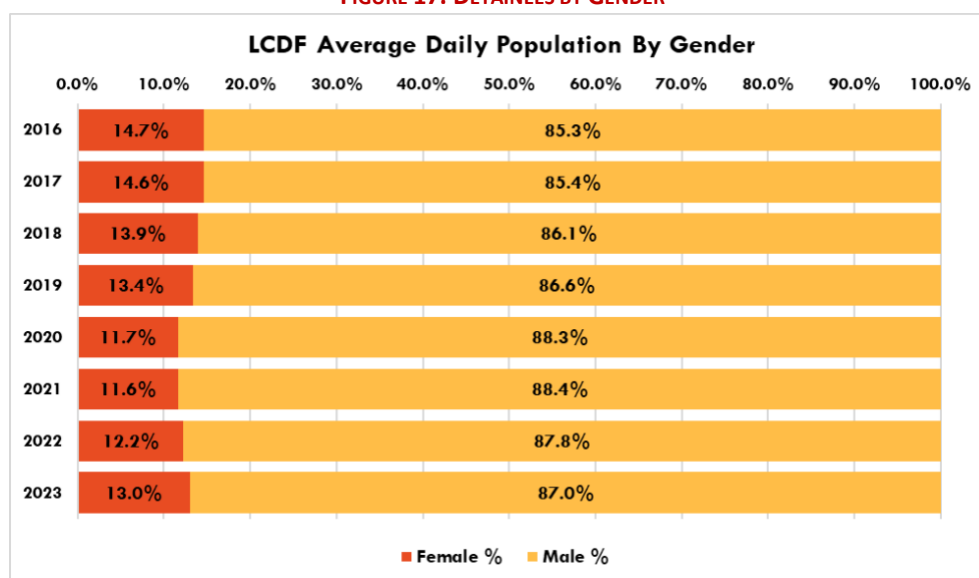
Population Profile

A profile of the Leon County Detention Facility was developed from a forensic reconstruction of each day covered by the main jail data extract. The key statistics of interest were developed by calculating the total bed days consumed during the entire period of analysis which were then converted into ADP figures.

Demographics

The reconstruction of the facility's ADP between 2016 and 2023 is superior to single point in time snapshots, which may very well miss important fluctuations in parts of the population as time passes. Unlike snapshot data, the forensic reconstruction captures the exact times, lengths of stay, and internal fluctuations within the population. The first component of the analysis was to examine the ADP by gender. As Figure 17 demonstrates, the percentage of female detainees in the jail decreased with the onset of the pandemic in 2020 and still remains proportionally low.

FIGURE 17. DETAINEES BY GENDER



The reconstruction also enabled the development of a historical examination of the proportions of detainees by race. Figure 18 shows that the percentage of black detainees has steadily increased over time. The cause of this appears to be a growing disparity between white and black detainees in terms of ALOS, which is driven by a proportional difference in charge levels. Back in 2019, the ALOS for black detainees was just under 42 days, 20% more than the ALOS for white detainees. However, by 2023, black detainee ALOS is 65 days, 71% higher than the ALOS for white detainees. The difference in ALOS can be partially explained by a shift in charge levels between and among the races. In 2019, 63% of felony bookings involved a black arrestee (37% white). In 2023, those numbers changed to 71% and 29% respectively. Moreover, 75% of the violent felony bookings in 2022 and 2023 involved black arrestees. The more serious charge levels generally translate to longer lengths of stay.

FIGURE 18. DETAINEES BY RACE

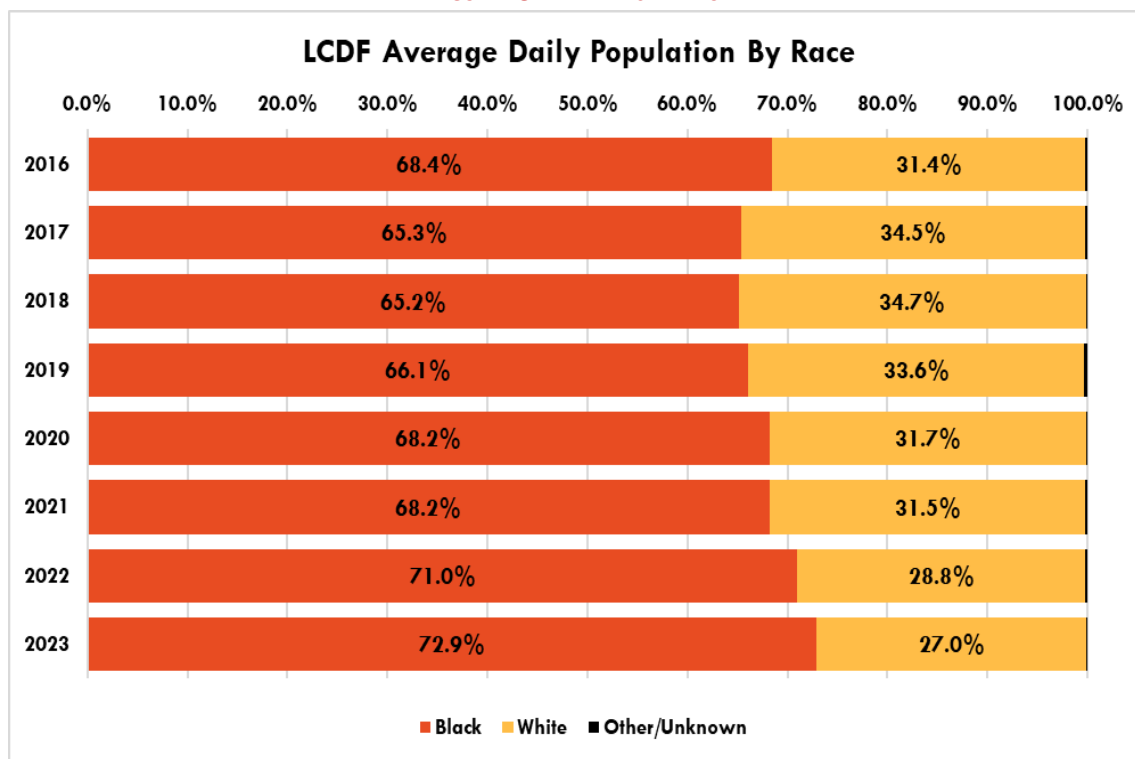


Figure 19 tracks the Detention Facility’s ADP by age group between 2016 and 2023, based on each detainee’s age at booking. In the last several years, nationally, the research team has observed a decrease in the proportion of detainees in their 20s, with a resulting proportional increase of detainees who are in their 30s, and a smaller increase of detainees in their 40s. The Leon population follows this pattern---there is a decrease in the percentage of detainees in their 20s (as well as detainees under the age of 20) nearly throughout the analysis. At the same time, there are increases in detainees in their 30s and 40s in terms of population proportions. At present it is unclear exactly what this will mean for the long-term future of the jail’s population. There is at least the possibility that these demographic trends will help constrain the jail’s long-term population, although not well enough to prevent all growth. It should be noted that this shift is a couple of years behind what has been measured elsewhere (the group in their 30s typically passed the group in their 20s already—it is only happening now with the Leon County Detention Facility population).

FIGURE 19. DETAINEES BY AGE GROUP

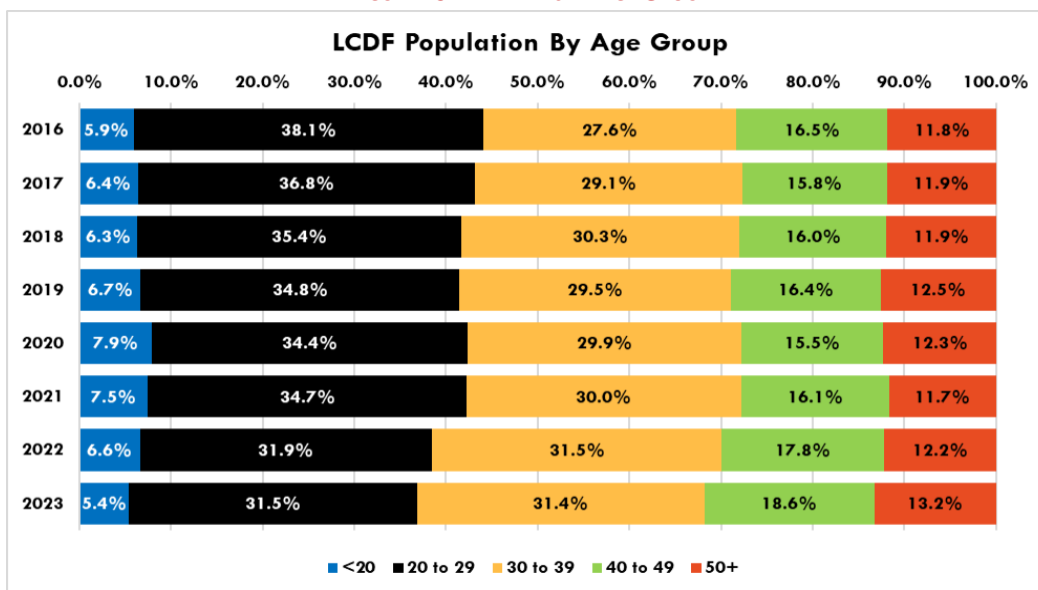
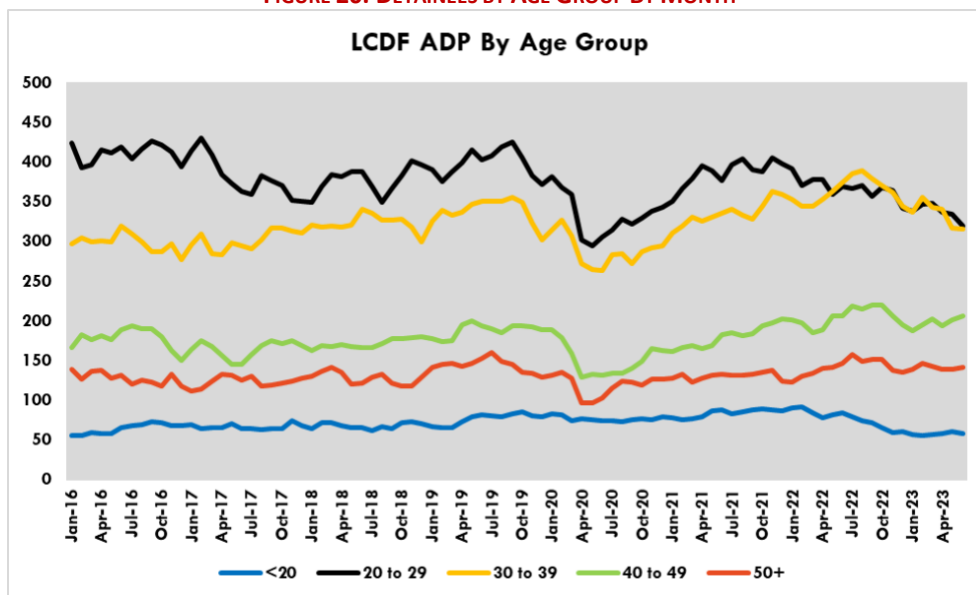


Figure 20 gives a monthly representation of this phenomenon. The gold line depicts the rising trend of detainees in their 30s over time. The proportion of detainees in their 30s matches the proportion of detainees in their 20s for the first time in 2020, and the two cohorts have similar proportions until the final year of the analysis. If all things remain equal, the cohort of detainees in their 30s will have permanently passed the detainees in their 20s as the largest age group in the jail at some point in 2024 or 2025. Meanwhile, the group of detainees in their 40s continues to rise. As time goes on, inevitably (unless something changes) detainees in their 40s will catch up to the people in their 20s.

FIGURE 20. DETAINEES BY AGE GROUP BY MONTH



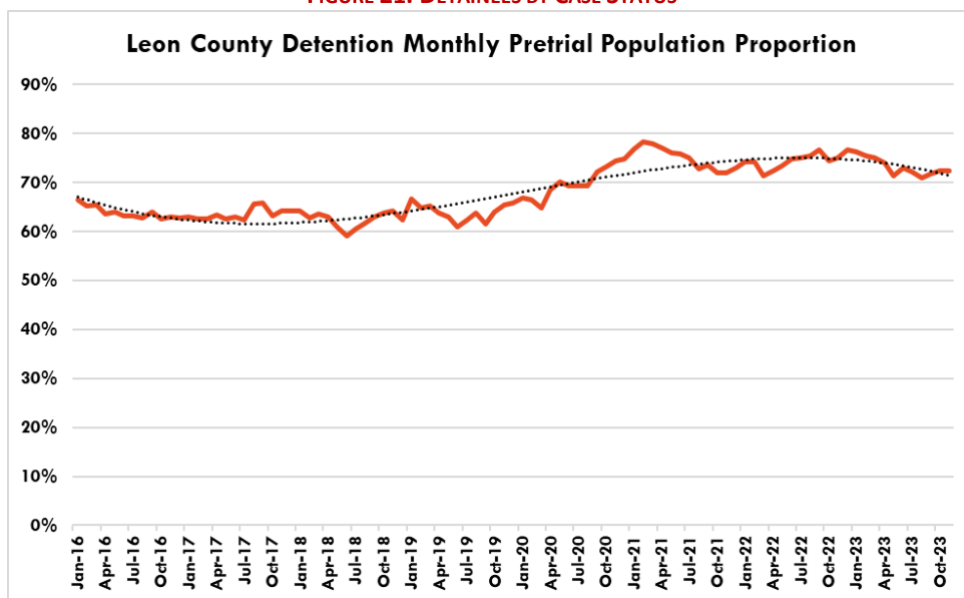
The age cohorts are broken down by gender in Table 5. Note that females in their 30s have clearly passed females in their 20s, while the same is not true for males. Also note that males and females between 20 and 59 years of age constitute nearly 91% of the population in 2023.

TABLE 5. DETENTION FACILITY POPULATION BY AGE AND GENDER

	Females								Males							
	<18	18 to 19	20 to 29	30 to 39	40 to 49	50 to 59	60+	Female %	<18	18 to 19	20 to 29	30 to 39	40 to 49	50 to 59	60+	Male %
2016	0.0%	0.5%	5.2%	5.2%	2.0%	1.3%	0.4%	14.7%	1.3%	4.2%	32.9%	22.4%	14.4%	7.6%	2.4%	85.3%
2017	0.0%	0.6%	5.1%	5.1%	2.4%	1.2%	0.3%	14.6%	1.4%	4.5%	31.6%	24.1%	13.4%	7.8%	2.6%	85.4%
2018	0.0%	0.5%	4.7%	4.9%	2.3%	1.3%	0.2%	13.9%	1.4%	4.4%	30.7%	25.4%	13.8%	7.9%	2.6%	86.1%
2019	0.0%	0.4%	4.3%	4.8%	2.7%	1.1%	0.2%	13.4%	1.8%	4.5%	30.5%	24.8%	13.7%	8.2%	3.1%	86.6%
2020	0.1%	0.2%	3.8%	4.7%	1.8%	1.0%	0.1%	11.7%	2.9%	4.8%	30.6%	25.2%	13.7%	8.0%	3.2%	88.3%
2021	0.1%	0.2%	4.1%	4.4%	1.7%	0.9%	0.4%	11.6%	2.2%	5.0%	30.6%	25.7%	14.4%	7.2%	3.2%	88.4%
2022	0.0%	0.2%	3.5%	5.1%	2.2%	1.2%	0.1%	12.2%	1.2%	5.2%	28.4%	26.5%	15.6%	7.5%	3.3%	87.8%
2023	0.0%	0.1%	3.9%	5.2%	2.5%	1.1%	0.3%	13.0%	0.9%	4.4%	27.6%	26.1%	16.1%	8.1%	3.8%	87.0%

Figure 21 represents the annual ADP proportion of individuals by their case status. The data for this chart did not come from the forensic reconstruction but were acquired from the Florida DOC website⁶ as it would be extremely difficult to reconstitute every detainee's exact time of when their case statuses would change. The big takeaways from this chart are that the proportion of pretrial detainees has increased over time, while the proportion of post-trial detainees has shrunk a little. Most of the population are in pretrial status facing one or more felony charges.

FIGURE 21. DETAINEES BY CASE STATUS



The proportion of pretrial detainees was in line with some other large Florida facilities (Pinellas, Hillsborough, and Duval Counties, for instance). Counties such as Dade, Broward, and Orange have higher proportions of pretrial detainees. Generally speaking, the research team typically encounters pretrial proportions that run above 80% in jurisdictions with larger jails (over 1,000 beds). The lower proportion

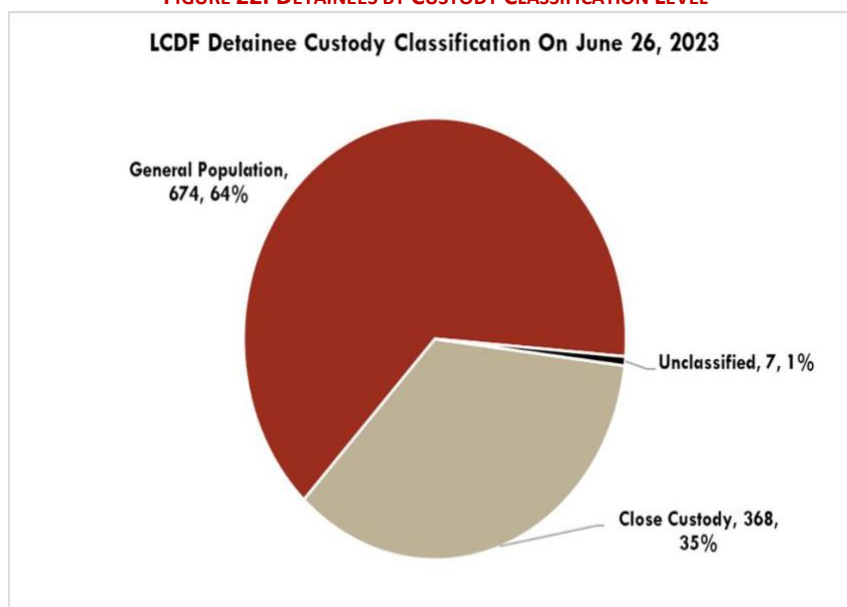
⁶ <https://fdc.myflorida.com/pub/jails/index.html>

in this instance is perhaps due to the significant number of pre- and post-sentence community supervision detainees (who are generally in a violated status and have returned to custody) in the Leon County Detention Facility.

Classification

The security classification system for the detainee population was not robust enough to enable a reconstruction with our forensic methods. After several conversations with LCSO staff and leadership, it was decided to take a one-day snapshot of the classification level of the population, on June 26, 2023 (see Figure 22). Roughly two-thirds of the population are general population, while over a third are a higher close custody level. Efforts to enhance the facility's classification system were ongoing when we conducted our analysis.

FIGURE 22. DETAINEES BY CUSTODY CLASSIFICATION LEVEL



Mental Health

The proportion of individuals in custody with a mental health or substance abuse issue is one of the key measures for a county detention facility. As time has progressed, this proportion has risen across the country. For the present study, two methods were used for determining the size of this population. The first method was to utilize a pharmacy report produced by Corizon, the facility's healthcare provider. This report only gave summary numbers for each month, making it impossible to trace the information back to the characteristics of individuals. Essentially, the report in question is a measure of how many individuals in custody are being prescribed psychotropic medications.

The other strategy for measuring the mental health population came from the courts. In this case, mental health information is entered for individuals with criminal matters before the court. With the assistance of County and judiciary staff, the research team secured a validated extract of individuals with mental

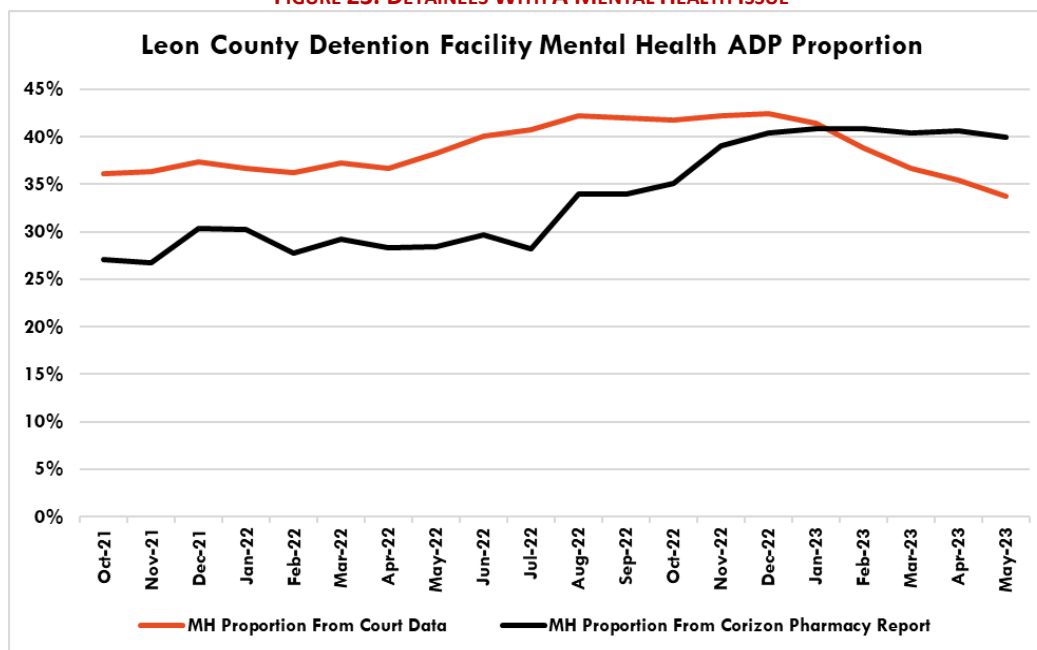
health issues. Figure 23 plots the results from both methods. While the nature of the decrease during 2023 in the court dataset is a bit unclear, the results of both reports show that the proportion of detainees with mental health is approximately 35% and 40%, about what could be expected in a large detention facility.

The ALOS for individuals in the Leon County Detention Facility who have a mental health issue is generally 75% higher than the average. In 2022 and 2023, the ALOS is nearly twice as high as the overall average. Finally, when the charge levels of the people involved (Table 6) are examined, there are significantly higher proportions of violent felony and public order offense charges.

TABLE 6. TOP TEN CHARGE CATEGORIES FOR PEOPLE WITH MENTAL HEALTH ISSUES

Most Serious Offense	2023	
	Mental Health Issue	No Mental Health Issue
Violent Felony	54.10%	38.10%
Burglary Felony	9.00%	8.20%
Theft/Fraud Felony	7.30%	9.70%
Drugs Felony	7.00%	14.40%
Weapons Felony	5.20%	11.00%
Sex Offense Felony	4.40%	5.00%
Offenses vs People Felony	2.00%	0.80%
Offenses vs Government Felony	1.80%	2.70%
Public Order Misd	1.80%	1.00%
Public Order Felony	1.50%	0.70%
Everything Else	6.00%	8.50%
Total	100.00%	100.00%

FIGURE 23. DETAINEES WITH A MENTAL HEALTH ISSUE



Home Address

The Detention Facility records the address of each arrestee as represented in the data by city, state, and zip code. While there are naturally some possible questions about the validity of some of the data, it is an excellent indicator of the use of the jail by people who live outside of Leon County. Table 7 gives a breakdown of the booking numbers by where people reside. There are several categories presented and the 'bordering counties' grouping has already been defined. The '2nd Ring Neighboring Counties' group represents counties that are 2 counties away but are still in the State of Florida. It should be noted that, from the data provided, it was not possible to tell whether a given detainee was homeless.

TABLE 7. DETENTION FACILITY BOOKINGS BY HOME ADDRESS

	2016	2017	2018	2019	2020	2021	2022	2023	2023 vs. 2019
Leon County	18.3	19.0	17.5	18.7	12.3	14.5	15.9	16.4	-12.6%
Bordering Counties	2.4	2.5	2.6	2.6	1.7	2.0	2.2	2.2	-13.8%
Elsewhere in FL	2.9	3.2	2.7	2.7	1.1	1.5	1.8	2.1	-22.8%
Unknown/Missing	2.0	2.2	3.2	3.6	1.6	1.4	1.0	1.0	-71.8%
Out of State (Except Thomas Co)	0.8	0.9	0.9	0.9	0.6	0.7	0.8	0.8	-8.0%
2nd Ring Neighboring Counties	0.7	0.7	0.6	0.4	0.1	0.2	0.2	0.3	-29.1%
Total	27.1	28.4	27.6	28.9	17.3	20.2	21.9	22.8	-21.1%

Not surprisingly, the ALOS for people from bordering counties is slightly higher than for Leon County residents. It is surprising that their ALOS numbers have risen as sharply as they have in 2022 and 2023 (Table 8).

TABLE 8. DETENTION FACILITY ALOS BY HOME ADDRESS

	2016	2017	2018	2019	2020	2021	2022	2023	2023 vs. 2019
Leon County	46.3	40.5	40.6	42.4	41.1	51.0	55.1	60.5	42.6%
Bordering Counties	32.1	35.2	32.1	29.8	41.4	42.1	62.5	70.2	135.5%
Elsewhere in FL	21.2	22.3	26.3	28.1	38.6	37.5	51.0	43.0	53.1%
Unknown/Missing	49.7	43.8	33.1	37.0	45.5	58.4	90.6	64.2	73.5%
Out of State (Except Thomas Co)	32.2	38.2	30.6	40.1	42.1	42.8	44.0	55.7	39.0%
2nd Ring Neighboring Counties	11.9	13.2	19.0	25.6	43.2	12.0	77.5	36.7	43.3%
Total	41.3	37.5	36.7	39.0	41.6	49.1	57.1	55.8	43.4%

Finally, Table 9 provides the breakdown of the facility's ADP by the address in the jail's information management system. In the end, the proportion of Leon County residents in the jail mirrors what it was back in 2016. If one adds the 'Unknown/Missing' component to the Leon County number, the numbers are roughly comparable throughout the analysis, in the low 80% range. Yes, there is growth from the bordering counties, but this growth is relatively small.

TABLE 9. DETENTION FACILITY ADP BY HOME ADDRESS

	2016	2017	2018	2019	2020	2021	2022	2023	2023 vs. 2019
Leon County	74.1%	73.1%	68.6%	68.8%	70.7%	72.0%	73.9%	76.0%	19.9%
Bordering Counties	7.4%	7.8%	8.6%	8.4%	9.6%	10.9%	10.5%	9.9%	28.5%
Elsewhere in FL	6.2%	7.5%	7.1%	6.6%	6.4%	5.9%	6.1%	6.2%	2.5%
Unknown/Missing	8.6%	8.0%	11.4%	11.7%	9.6%	7.6%	5.5%	4.1%	-62.5%
Out of State (Except Thomas Co)	2.7%	2.7%	3.2%	3.5%	3.2%	3.1%	3.2%	3.1%	-4.4%
2nd Ring Neighboring Counties	1.0%	1.0%	1.0%	1.0%	0.5%	0.5%	0.9%	0.7%	-24.3%
Grand Total	100%	100%	100%	100%	100%	100%	100%	100%	-7.0%

Charges

The analysis of bookings and ALOS examined those numbers by the most serious charge category of the detainees involved. Naturally, the same analysis is extended to the ADP of the jail over time (see Table 10, which is sorted by 2022 values). Given the bookings and ALOS numbers together, in addition to the public safety mission of the criminal justice system as a whole, it is not surprising to see that the largest group in the jail is comprised of violent felons. The growth in ALOS for violent felons helps drive the proportion of this group within the jail's population.

TABLE 10. LEON DETENTION FACILITY ADP BY MOST SERIOUS CHARGE CATEGORY

Most Serious Charge	2016	2017	2018	2019	2020	2021	2022	2023	2023 vs. 2019
Violent Felony	22.8%	21.8%	22.3%	24.4%	34.5%	37.8%	36.3%	36.3%	38.3%
VOP	24.8%	24.3%	24.1%	23.5%	19.3%	17.0%	15.2%	14.7%	-41.9%
Drugs Felony	8.3%	10.0%	11.3%	10.2%	7.8%	8.9%	11.0%	10.9%	-0.7%
Weapons Felony	11.1%	9.8%	9.6%	8.4%	7.4%	5.1%	6.9%	6.9%	-23.4%
Theft/Fraud Felony	4.4%	3.3%	3.9%	4.6%	4.6%	5.1%	6.4%	7.4%	50.8%
Burglary Felony	4.2%	4.7%	3.5%	4.2%	4.6%	5.0%	5.8%	6.1%	34.9%
Sex Offense Felony	4.0%	4.5%	4.2%	3.8%	4.8%	4.9%	4.1%	3.7%	-9.5%
Offenses vs Government Felony	2.4%	2.3%	2.1%	2.4%	2.3%	2.1%	1.9%	1.9%	-25.0%
Violent Misd	2.4%	2.2%	2.2%	2.9%	2.6%	2.2%	1.7%	1.9%	-39.5%
Public Order Misd	1.2%	1.7%	1.8%	2.0%	1.6%	1.6%	1.7%	1.1%	-47.4%
Theft/Fraud Misd	2.4%	2.9%	2.1%	2.1%	1.6%	1.9%	1.4%	1.5%	-33.6%
Offenses vs Government Misd	3.2%	3.6%	4.1%	3.1%	1.7%	1.8%	1.3%	1.0%	-70.7%
Offenses vs People Felony	2.5%	2.4%	2.4%	1.6%	1.7%	1.8%	1.3%	1.3%	-24.8%
Hold for Other Agency	0.9%	0.9%	0.9%	1.2%	1.3%	0.8%	1.1%	1.0%	-16.4%
Drugs Misd	1.3%	1.4%	1.7%	1.6%	1.5%	0.8%	0.7%	1.0%	-40.2%
Public Order Felony	0.5%	0.3%	0.2%	0.4%	0.3%	0.6%	0.7%	1.0%	134.3%
Everything Else	3.6%	3.8%	3.4%	3.8%	2.6%	2.5%	2.5%	2.4%	-42.5%
Grand Total	100%	100%	100%	100%	100%	100%	100%	100%	-7.0%

Ultimately, the story of the Detention Facility's population is that there are comparatively more felons in custody now than before, with violent felons making up a significant proportion of the population as compared to pre-pandemic times. In addition, there has been a significant decrease in the number of individuals whose most serious matter is a VOP charge. Related to this topic, Table 11 ignores the VOP charge for people and reverts to the original arrest charge that had resulted in being put on probation in the first place.

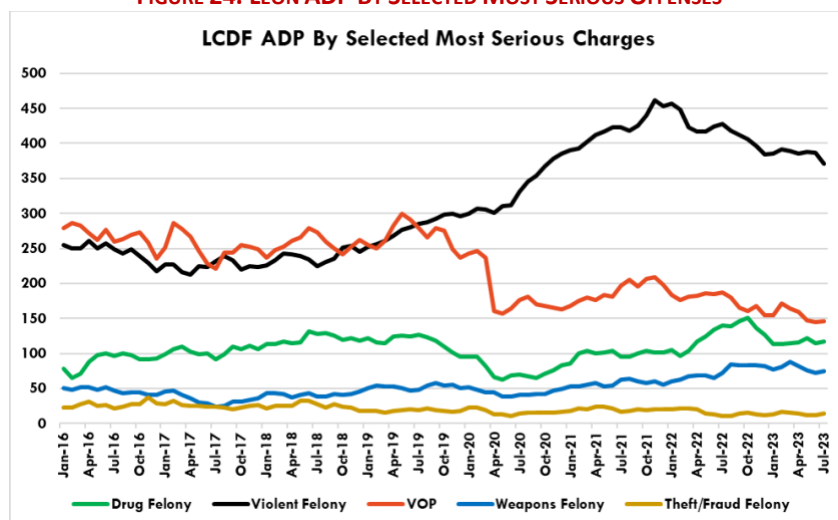
TABLE 11. LEON DETENTION FACILITY ADP BY MOST SERIOUS CHARGE CATEGORY AND ORIGINATING OFFENSE INSTEAD OF VOP

Most Serious Charge	2016	2017	2018	2019	2020	2021	2022	2023	2023 vs. 2019
Violent Felony	35.4%	34.1%	33.7%	35.5%	45.4%	47.8%	45.6%	44.1%	35.1%
Drugs Felony	11.6%	13.5%	15.5%	15.3%	11.6%	11.5%	12.5%	11.7%	-16.6%
Theft/Fraud Felony	17.1%	16.1%	14.9%	13.4%	10.2%	8.2%	9.2%	8.7%	-29.7%
Burglary Felony	7.8%	8.4%	7.8%	8.3%	8.5%	7.8%	8.2%	8.5%	11.3%
Weapons Felony	5.7%	5.1%	5.8%	6.4%	5.9%	6.2%	6.9%	8.9%	51.7%
Sex Offense Felony	5.7%	6.1%	5.9%	5.1%	5.9%	6.9%	5.6%	4.9%	4.6%
Offenses vs Government Felony	2.3%	2.3%	2.6%	2.6%	2.0%	2.2%	2.3%	2.5%	3.4%
Offenses vs People Felony	1.4%	1.2%	1.5%	1.7%	1.7%	1.3%	1.4%	1.2%	-23.5%
Violent Misd	2.2%	2.2%	1.6%	1.9%	1.6%	1.3%	1.2%	1.5%	-16.6%
Public Order Misd	1.3%	1.7%	1.3%	1.3%	1.0%	1.2%	0.9%	1.2%	-2.5%
Hold for Other Agency	1.5%	1.7%	2.0%	1.8%	2.0%	1.0%	0.9%	1.3%	-22.6%
Offenses vs Government Misd	0.5%	0.5%	0.5%	0.9%	0.5%	0.6%	0.7%	0.7%	-15.7%
Theft/Fraud Misd	1.7%	1.5%	1.3%	0.9%	0.6%	0.7%	0.7%	0.9%	1.0%
Public Order Felony	0.4%	0.4%	0.5%	0.4%	0.5%	0.6%	0.7%	1.0%	166.9%
Everything Else	5.3%	5.2%	5.0%	4.5%	2.7%	2.9%	3.1%	2.9%	-29.3%
Grand Total	100%	100%	100%	100%	100%	100%	100%	100%	-7.0%

By looking at the original offense rather than the VOP, it is possible to see that the violent felony proportion grows to over 40% of the population. There are other increases in various felonies as well. While the Table 10 depiction may be useful for thinking about jail population management strategies, the Table 11 depiction serves as a reminder that the facility holds a very serious (and increasingly so) population.

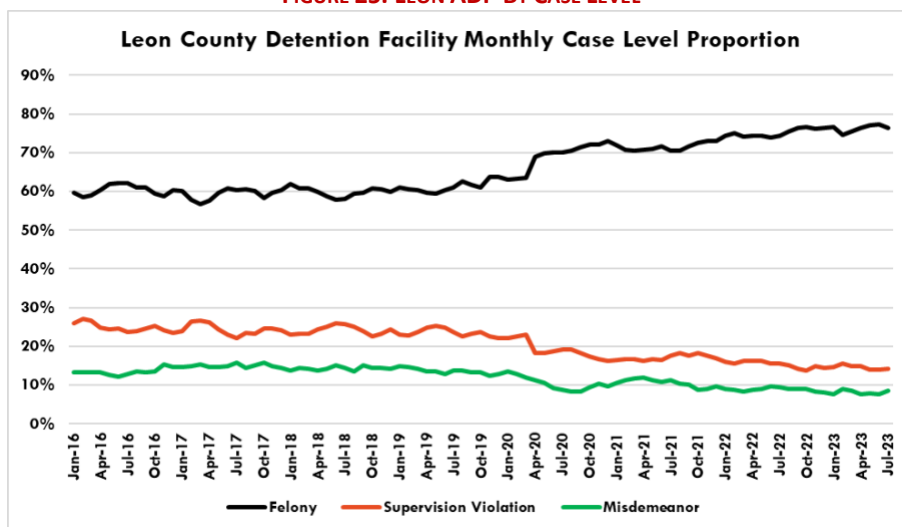
The trends for the 5 most common charge categories can be seen in Figure 24. Note the significant growth in the violent felon detainee population in 2021 and the reduction in the VOP population. There is a small increase in the number of weapons felony-charged detainees but a slight reduction in drug felonies.

FIGURE 24. LEON ADP BY SELECTED MOST SERIOUS OFFENSES



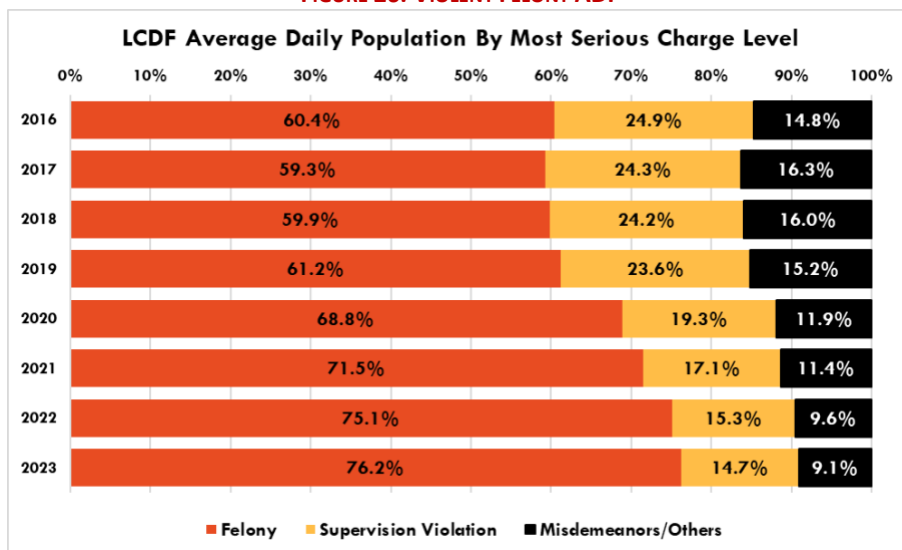
The growth in the felony population is further demonstrated by the trends evident in Figure 25. Felony-charged detainees made up 60% of the population until the pandemic, and the proportion has climbed ever since, to the current 75% level. Naturally, the proportions of individuals who have a misdemeanor most serious charge or a stand-alone supervision violation (VOP or Supervised Pretrial Release) have decreased.

FIGURE 25. LEON ADP BY CASE LEVEL



Meanwhile, Figure 26 plots the population by charge level. The proportional growth relative to the overall ADP is detectable. Clearly, the population of the Leon County Detention Facility is growing more serious, at least as far as charge levels are concerned.

FIGURE 26. VIOLENT FELONY ADP



As the second-largest component of the jail's population, the probation violation population is important to understand. The analysis breaks this population into two main groups. The first group is comprised of

people who have a new offense, which generally triggers the violation of probation (VOP). The second group are in custody only because of a probation violation. This group will be referred to as the 'VOP-Only' population. Typically, these are people who have some sort of technical violation such as missing appointments, failing drug/alcohol tests, or some other compliance requirement failure. Figure 27 provides a monthly view of what both groups look like in the jail's population. The black line traces people who have a VOP charge in addition to other charges, while the red line is the VOP-Only population. The significant reductions in these populations come in two waves. First, there is the reduction from the pandemic's initial waves. Second, there is a gradual reduction in the numbers since that time. The decrease in the VOP-Only population is noteworthy because this population is arguably more discretionary in nature. On an average daily basis, there are about 100 fewer VOP-Only people in custody than before the pandemic, a net positive for Leon County in terms of facility capacity issues.

The VOP-Only population was examined further in terms of case processing. In previous projects in the State of Florida, the research team had found that the time between booking and a VOP hearing can be a useful opportunity for achieving some reductions in the jail population. Simply put, the more time it takes to hold VOP hearings, the more VOP-Only people will be in the population. This topic is an important area of judicial discretion because some judges will choose to let a particular individual wait on their hearing for a variety of reasons. An alternative strategy could be to hold the hearing more quickly and use sanctions to move the person along to other destinations, such as the Florida Department of Corrections or release back into society. Regardless, the median time between booking and VOP hearings for VOP-Only detainees was analyzed over time (Figure 28). To be precise, the time calculation was only for the people who remained in custody until the VOP hearing. As expected, this processing time has grown significantly since the pandemic. The decrease in the 2023 time is likely associated with the efforts by the judiciary to reduce the court case backlog. Returning this time to where it was before the pandemic would have a positive impact on the detention facility's ALOS and, in turn, the ADP.

FIGURE 27. PROBATION VIOLATION ADP

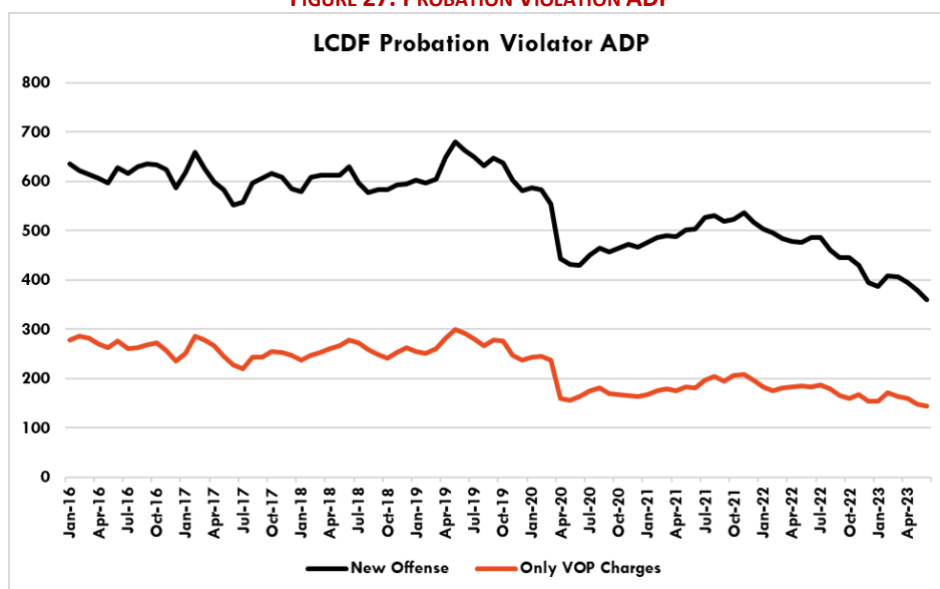
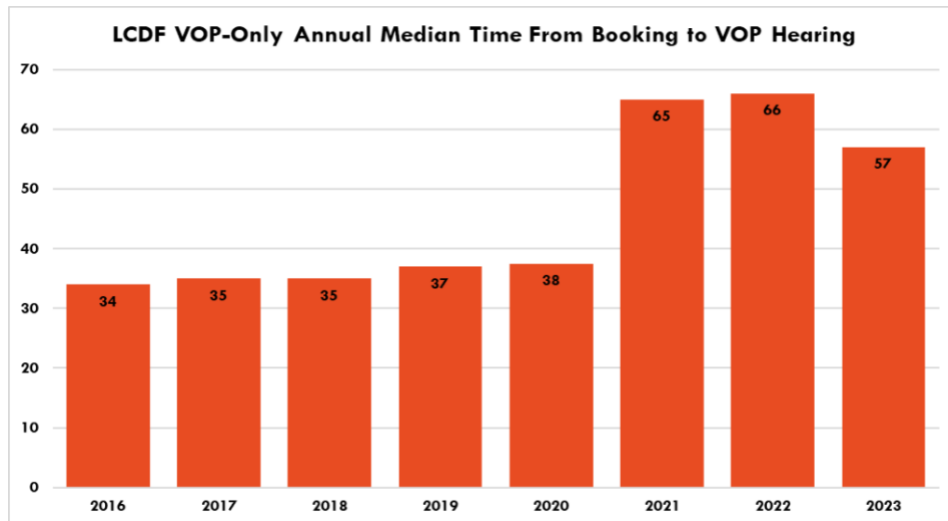


FIGURE 28. VOP-ONLY TIME BETWEEN BOOKING AND VOP HEARING



Another common population component in many jurisdictions is people who have failed to appear (FTA) for their court dates. Leon County does an excellent job of flagging who has an FTA. Figure 29 shows the ADP proportion for such detainees. The decline between 2016 and 2021 is good news for the criminal justice system but should remain an area for improvement (the proportion has been relatively stable between 2021 and the end of our data in 2023). Meanwhile, Table 12 breaks the FTA percentage down by residential information on the theory that people from outside Leon County would have a higher rate due to travel and other issues. The rate for some years is indeed slightly higher, but for 2023 YTD it is not significantly so.

FIGURE 29. LEON DETENTION FACILITY FAILURE TO APPEAR ADP

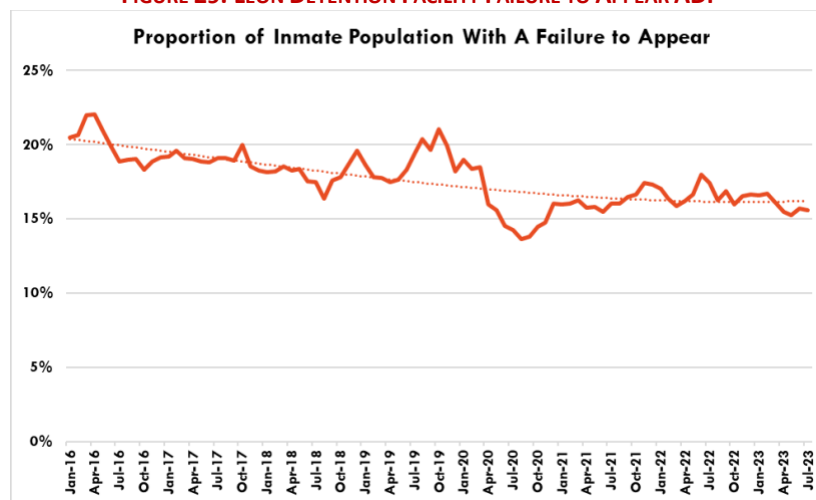


TABLE 12. LEON DETENTION FACILITY FAILURE TO APPEAR ADP PROPORTION BY DETAINEE RESIDENCE

	Leon	Bordering Counties
2016	20.1%	29.9%
2017	18.6%	21.9%
2018	16.2%	22.8%
2019	18.3%	23.9%
2020	15.8%	17.6%
2021	16.7%	15.7%
2022	15.9%	21.3%
2023	15.3%	16.3%

Recidivism

The jail's data enabled an analysis of the frequency of repeat arrests/bookings. For each year of the analysis, everyone who was booked was examined and the data were then scanned for a subsequent booking. Table 13 provides a summary of this analysis through midyear 2023. The 9,920 bookings in 2016 involved 7,825 unique people. Of those, 4,231 were not booked again in Leon County in the next 3 years. That leaves 3,594 people (46%) who at some point in the next 3 years were booked again. The 'all-time' rate declines for each year (for the most part) because there has been less time for rearrests to occur. The 3- year return rate has declined slightly, with people who were booked in 2019 returning at a 42% rate. Table 14 provides a similar analysis for the population of people with mental health issues. Note the substantially higher rates of return in 3-years as well as all-time.

TABLE 13. LEON DETENTION FACILITY RECIDIVISM STATISTICS

Year	Total Bookings	People Booked	People Returned Within 3 yrs	3-Year Return Rate	People Returned All time	All-Time Return Rate
2016	9,920	7,825	3,594	46%	4,416	56.4%
2017	10,370	8,091	3,913	48%	4,573	56.5%
2018	10,063	7,850	3,549	45%	4,191	53.4%
2019	10,550	8,080	3,405	42%	3,965	49.1%
2020	6,346	5,187	2,344		2,523	48.6%
2021	7,386	5,943	2,535		2,535	42.7%
2022	7,977	6,285	1,940		1,940	30.9%
2023	4,412	3,778	499		499	13.2%

TABLE 14. LEON DETENTION FACILITY RECIDIVISM STATISTICS – MENTAL HEALTH POPULATION

Year	Total Bookings	People Booked	People Returned Within 3 yrs	3-Year Return Rate	People Returned All time	All-Time Return Rate
2016	974	612	452	74%	544	89%
2017	1,018	663	501	76%	581	88%
2018	1,253	817	567	69%	649	79%
2019	1,253	767	519	68%	580	76%
2020	992	664	498		515	78%
2021	1,127	742	511		511	69%
2022	1,252	776	401		401	52%
2023	453	323	89		89	28%

The 3-year 'Leon-to-Leon' re-book rate of around 42% is low compared to national recidivism estimates (which unfortunately lump prisons and jails together) which are showing 66% 3-year arrest rates. The average number of bookings for the 33,744 unique people in Table 13 is 2.0. Sixteen people have been booked more than 20 times. One person was booked 40 times. We examined the top 8 most frequently booked people (Table 15) and saw that the initial bookings tended to involve more minor Public Order Misdemeanor offenses, but subsequent bookings became more serious in nature.

TABLE 15. OFFENSES OF LEON DETENTION FACILITY MOST FREQUENTLY BOOKED PEOPLE OVER TIME

	Bookings 1 to 10	Bookings 11 to 20	Bookings 21+
Public Order Misd	51.3%	42.5%	37.5%
Violent Misd	12.5%	8.8%	1.1%
Theft/Fraud Misd	8.8%	6.3%	5.7%
Drug Misd	7.5%	5.0%	9.1%
Offenses vs. Govt Misd	6.3%	6.3%	12.5%
Theft/Fraud Felony	3.8%	13.8%	10.2%
Hold/Municipal	2.5%	2.5%	0.0%
Public Order Felony	2.5%	2.5%	0.0%
Burglary Felony	2.5%	5.0%	4.5%
Violent Felony	2.5%	6.3%	13.6%
Offenses vs. Govt Felony	0.0%	1.3%	2.3%
Drug Felony	0.0%	0.0%	3.4%

County Jail Population Comparisons

It is important to compare the Leon County Detention Facility in terms of its size relative to other jails in Florida. While sizes of populations are easy to find on the Internet, the key population drivers of bookings and ALOS are not always available. The research team elected to include the top 22 largest jails in Florida (so chosen because each facility held over 800 detainees in August 2023)⁷. Of the 22 jails, the Leon County Detention Facility ranks 6th in terms of the incarceration rate per 1,000 residents with an incarceration rate of 3.5 (Table 16). When the 22 county facilities are rank ordered in terms of the overall population size, Leon County is 20th. The previously cited Florida State University Center for Criminology and Public Policy Research's October 2023 report utilized Alachua County as a comparable county.

Alachua County is ranked 9th in terms of largest incarceration rates and is 21st in overall size on the list, with an August jail population of 824 detainees. It is interesting to note that the two facilities have nearly identical proportions of felony pretrial detainees. Achieving ALOS improvements could bring the Leon County Detention Facility's population in line with Alachua County's jail.

Overall, making these comparisons is not always easy and straightforward, especially regarding the varying sizes and challenges of the jurisdictions in which each jail operates. However, in the very least it is a good benchmark of where Leon County sits regarding other Florida Counties⁸.

⁷ <https://fdc.myflorida.com/pub/jails/2023/jails-2023-08.pdf>

⁸ Polk County did not report a felony pretrial population number for August 2023.

TABLE 16. LARGEST COUNTY JAILS IN FLORIDA, SORTED BY INCARCERATION RATE

County	County Population	August 2023 ADP	Incarceration Rate	Population Rank	Incarceration Rate Rank	Felony Pretrial Population	% Felony Pretrial
Bay	184,002	1268	6.9	22.0	1	987	77.8%
Marion	391,983	1758	4.5	17.0	2	935	53.2%
Escambia	329,583	1483	4.5	19.0	3	1006	67.8%
St. Lucie	350,518	1416	4.0	18.0	4	831	58.7%
Duval	1,033,533	3627	3.5	6.0	5	2161	59.6%
Leon	299,130	1048	3.5	20.0	6	662	63.2%
Polk	770,019	2603	3.4	9.0	7		
Pinellas	972,852	2912	3.0	7.0	8	1672	57.4%
Alachua	287,872	824	2.9	21.0	9	524	63.6%
Pasco	592,669	1566	2.6	11.0	10	1104	70.5%
Manatee	421,768	1068	2.5	15.0	11	583	54.6%
Brevard	627,544	1518	2.4	10.0	12	1119	73.7%
Volusia	572,815	1367	2.4	12.0	13	755	55.2%
Sarasota	452,378	1047	2.3	14.0	14	519	49.6%
Hillsborough	1,520,529	3254	2.1	3.0	15	1959	60.2%
Lake	403,857	829	2.1	16.0	16	542	65.4%
Lee	802,178	1598	2.0	8.0	17	906	56.7%
Orange	1,481,321	2794	1.9	5.0	18	2011	72.0%
Seminole	484,054	936	1.9	13.0	19	472	50.4%
Broward	1,969,099	3439	1.7	2.0	20	2944	85.6%
Miami-Dade	2,757,592	4374	1.6	1.0	21	3659	83.7%
Palm Beach	1,518,152	1893	1.2	4.0	22	1342	70.9%

ALTERNATIVES TO INCARCERATION

What is impressive about the Leon County criminal justice system is that, considering the relative size of the county, multiple evidence-based efforts have been implemented and resourced to responsibly manage the Detention Facility's population. Indeed, many of these efforts have been in place for a relatively long period of time. The main thrust of these strategies has been aimed at providing alternatives to custody for low-risk arrestees. The net effect of these strategies has been to reduce the number of misdemeanants and non-violent felony arrestees in custody. As the statistical analysis has confirmed, the proportion of such lower-risk people in the Detention Facility has shrunk and continues to do so. On the other hand, the proportion and sheer number of violent felons in the facility has grown. Therein lies a significant problem. It is this population of people that the Detention Facility is holding in large (increasing) numbers, and they are not readily diverted from custody in such a way as to maintain the safety of the community.

Moreover, when the individual records of those people held during Summer 2023 was searched, only a handful of individuals were found who were in custody on minor charges with low bond amounts and no holds. Furthermore, those individuals in question were relatively recent arrivals to the facility and it could be expected that they would make bond in short order. To put the situation succinctly, there are comparatively few people lingering in the Detention Facility's population who can be released but for whatever reason are not. The term 'lingering' is used intentionally because it is acknowledged that the population will always have a cycle of arrestees who are going to be released in short order.

Among the multiple strategies/methods for managing the Detention Facility’s population, the Supervised Pretrial Release Program (SPTR) serves a vital role in providing alternatives to incarceration and thereby responsibly manages the size of the custody population. SPTR staff completes risk assessments of arrestees booked into the facility which examines ties to the community, criminal history, and other factors. In addition, SPTR furnishes the risk assessment results to the judiciary to support the release/detain decision. Many multiple larger metropolitan areas lack what SPTR brings to Leon County and frankly it is impressive that a county of this size had the forethought and ability to be able to successfully implement such a program.

The research team was able to acquire monthly statistics from the SPTR program. Figure 30 gives the active caseload at each month’s end between 2016 and September 2023. There is a vast expansion in the caseload after March 2019, which is when a new Administrative Order went into effect essentially requiring judges to ascertain each arrestee’s ability to make bond and determining whether alternative release mechanisms of release were appropriate. This had the effect of significantly boosting the SPTR caseload. In addition, the first wave of COVID-19 spurred further system changes that also increased the SPTR caseload. Fortunately, as the case clearance rate has improved during 2022 (and presumably 2023), the caseload has retreated a bit. Figure 31 looks at each month’s case closures and provides a rate of successful closures over time. The slight decrease in the percentage in 2019 and 2020 is to be expected, given the expansion of the caseload both in terms of sheer numbers as well as case complexities.

FIGURE 30. LEON COUNTY SPTR ACTIVE MONTHLY CASELOAD

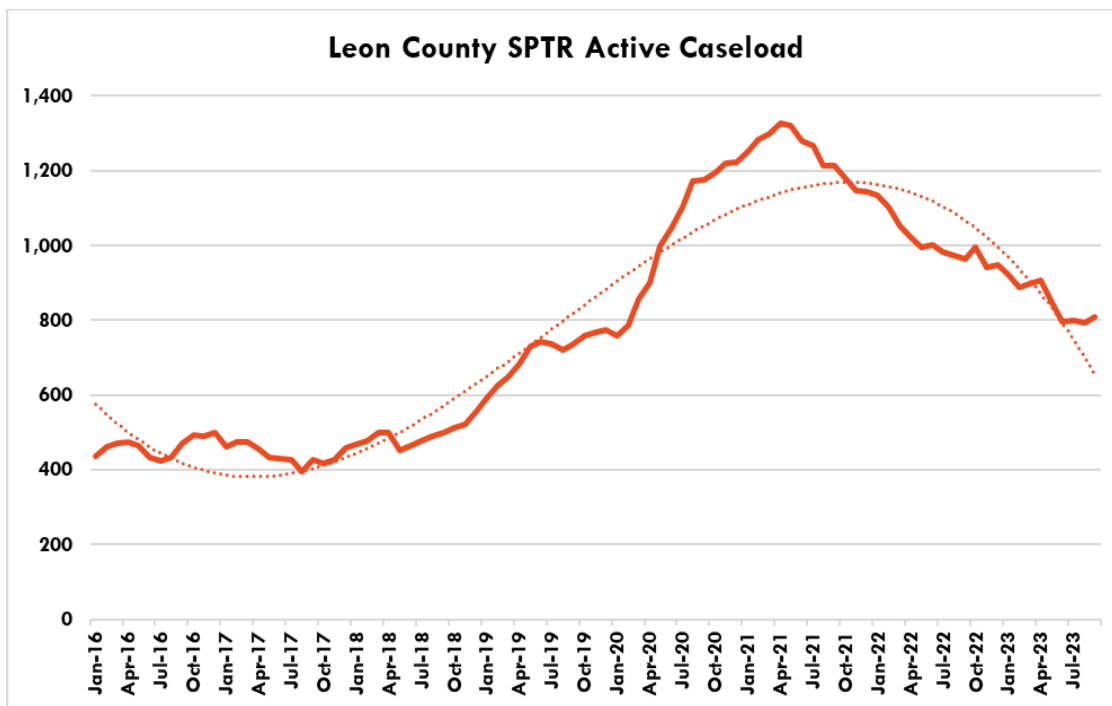
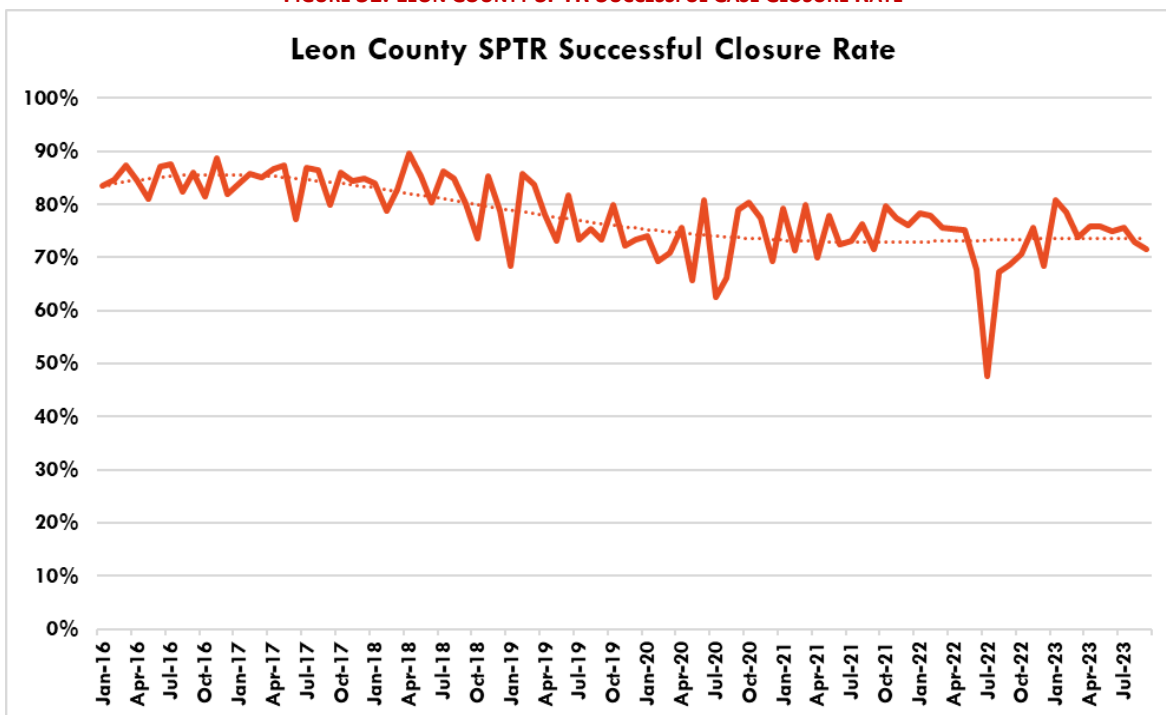


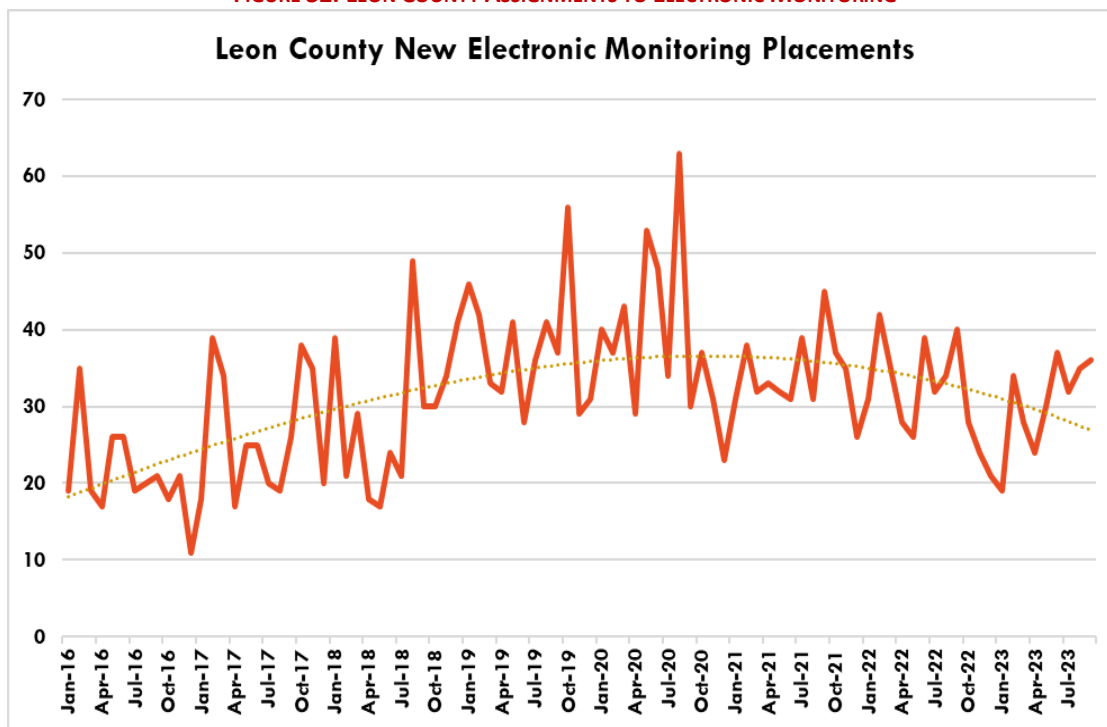
FIGURE 31. LEON COUNTY SPTR SUCCESSFUL CASE CLOSURE RATE



Leon County also operates an electronic monitoring program under the Office of Intervention and Detention Alternatives (OIDA). The affected population is more serious than what would be encountered or handled by a pre-arrest diversion program. In Leon County, judges can release people with a GPS monitor (tracks location) or what is known as a SCRAM monitor (Secure Continuous Remote Alcohol Monitoring; for detecting alcohol use). Like what has been seen in the SPTR caseloads, there has been an increase in the use of electronic monitoring in Leon County⁹. In 2021 and 2022 there were anywhere between 220 to 270 people on electronic monitoring at any point in time. Individuals who were put on electronic monitoring in Leon County were added to the large main data extract in October of 2023, allowing the development of a count of the monthly assignments to electronic monitoring (Figure 32). The monthly number typically hovers in the 30s. While it is acknowledged that the timing for electronic monitoring doesn't always line up with bookings (that is to say, there are many times where the placement on electronic monitoring will be long after the date of booking), when one looks at the assignments as a function of bookings, the proportion of people on electronic monitoring is not all that large. About 4.5% of the booking load will end up on electronic monitoring.

⁹ <https://www2.leoncountyfl.gov/coadmin/agenda/workshops/WS220220322.pdf?ver=1>,

FIGURE 32. LEON COUNTY ASSIGNMENTS TO ELECTRONIC MONITORING



During the research team’s onsite visit, and subsequent conversations, it is readily evident that the criminal justice system in Leon County has several diversion strategies that function prior to arrest. These programs serve an important role in helping minimize bookings into the jail, and, more importantly, helping people get the right services during times of crisis. Like many other counties, agencies in Leon County have successfully implemented Crisis Intervention Team (CIT) training along with teams working with homeless individuals and people who may have mental health and substance abuse issues. The net effect of these programs can be thought of as arrest prevention.

Naturally, arrests can and do occur. In such instances, there are other programs that operate which in effect helps minimize the use of the jail. In conversations with stakeholders and agencies, several highlighted the work of the State Attorney’s Office with their Pre-arrest Diversion Program. This program is directed at first-time arrestees who could potentially be charged with certain non-violent misdemeanor offenses. As with similar programs across the country, if the person in question successfully completes the program, the charges are dropped by the State Attorney’s Office.

Like many other jurisdictions, Leon County has a variety of problem-solving courts, including Felony Drug Treatment Court, Veterans Treatment Court, and the Misdemeanor Mental Health Docket. These Courts all play a part in helping affected individuals. Despite the fine work that is accomplished, it has been our experience that such programs address the needs of people who constitute a fraction of the overall Detention Facility population.

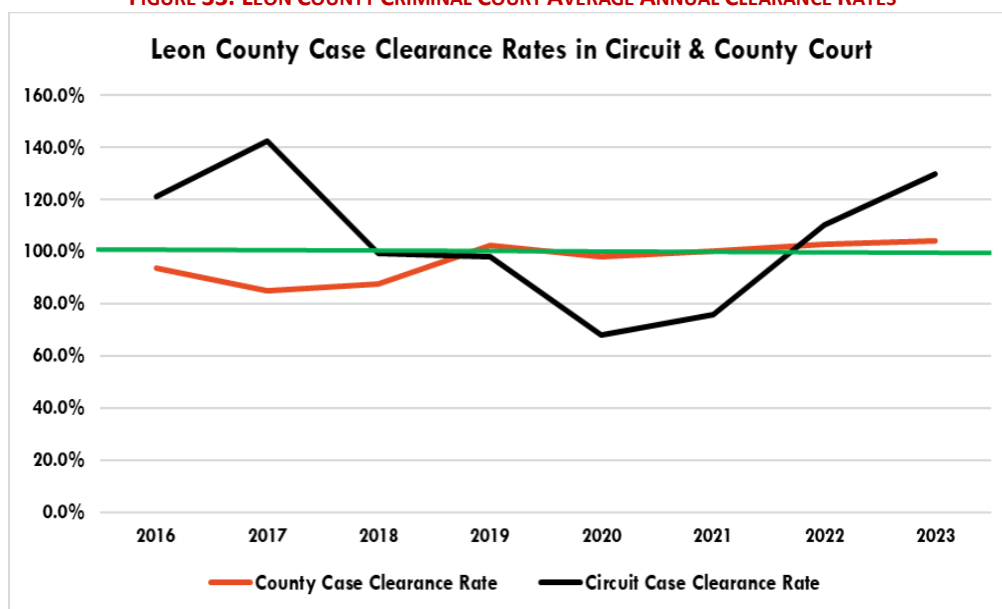
To summarize, Leon County has done an impressive job of implementing programs to divert people from

the Detention Facility. The existence of some of those programs (particularly SPTR, Probation, and Electronic Monitoring) have prevented the County from facing an overcrowding nightmare at the Detention Facility. After a thorough review of the population dynamics, it is apparent that there are very few new diversion programs that can be tried which would accomplish an additional reduction in the average daily population. The fact of the matter is that the Leon County Detention Facility is currently housing a serious population that is not going to be easily diverted from custody, either on a pre-arrest or post-arrest basis. Rather, it is perhaps more advisable at this stage for the County to begin the tough process of streamlining case processing as much as possible in the system as well as expanding the requirements of existing programs.

Criminal Court Case Processing

Criminal court case processing is a vital consideration for the Detention Facility's population. If cases take longer to dispose, the facility's ALOS (and ADP) will tend to rise. The opposite is true as well. Because of the integrated nature of the Leon County information systems, it was possible to analyze several key aspects of case processing for the detainee population. At a high level, the so-called case clearance rate is a good indicator of where the courts are in terms of managing backlogs. If the case clearance rate is above 100%, more cases are being disposed than are being filed. Below the 100% level, cases are being added, and the backlog grows. Figure 33 demonstrates that by 2022, the Circuit and County courts were reducing the case backlog by disposing of more cases than are being filed¹⁰. Through the third quarter of 2023, the Circuit Court case clearance rate is 130%. This helps explain the reduction in the Detention Facility's ALOS.

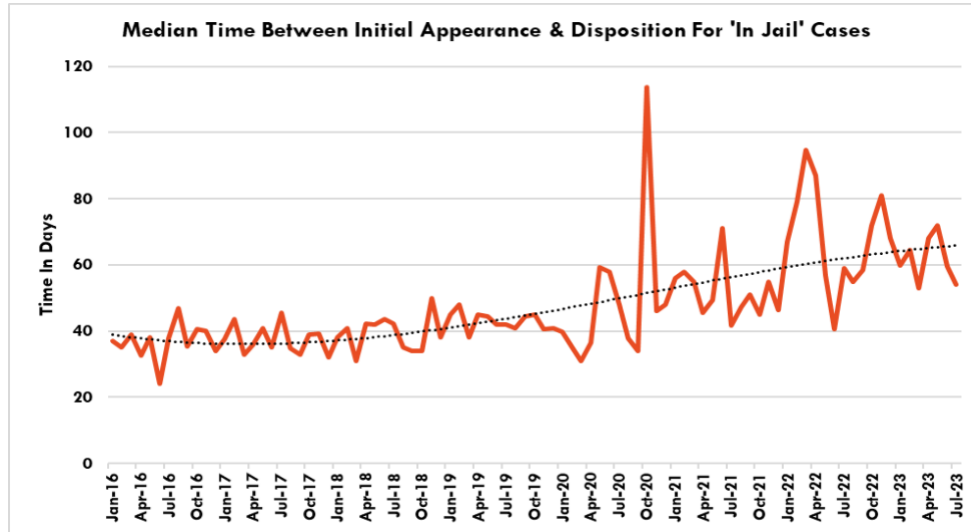
FIGURE 33. LEON COUNTY CRIMINAL COURT AVERAGE ANNUAL CLEARANCE RATES



¹⁰ Statistics retrieved from Florida Office of State Courts Administrator Clearance Rate Dashboard (flcourts.gov)

Using the large data extract, the median monthly time between initial appearance and case disposition was calculated for people who remained in jail throughout the life of their case. Figure 34 reflects this analysis.

FIGURE 34. LEON COUNTY CRIMINAL DISTRICT COURT PROPORTION OF CASE EVENTS THAT WERE RESET OR CONTINUED



Interestingly, Figure 35 overlays the processing time from Figure 34 on top of the monthly ALOS chart. The correlation is extremely strong, and it would be extremely difficult to refute the notion that criminal case processing is not the key driver of the jail's population. Meanwhile, Table 17 provides the median time between initial appearance and release from jail by case level. Here one can see more evidence of improvement during 2023.

FIGURE 35. LEON MEDIAN COURT CASE PROCESSING TIME BY MONTH

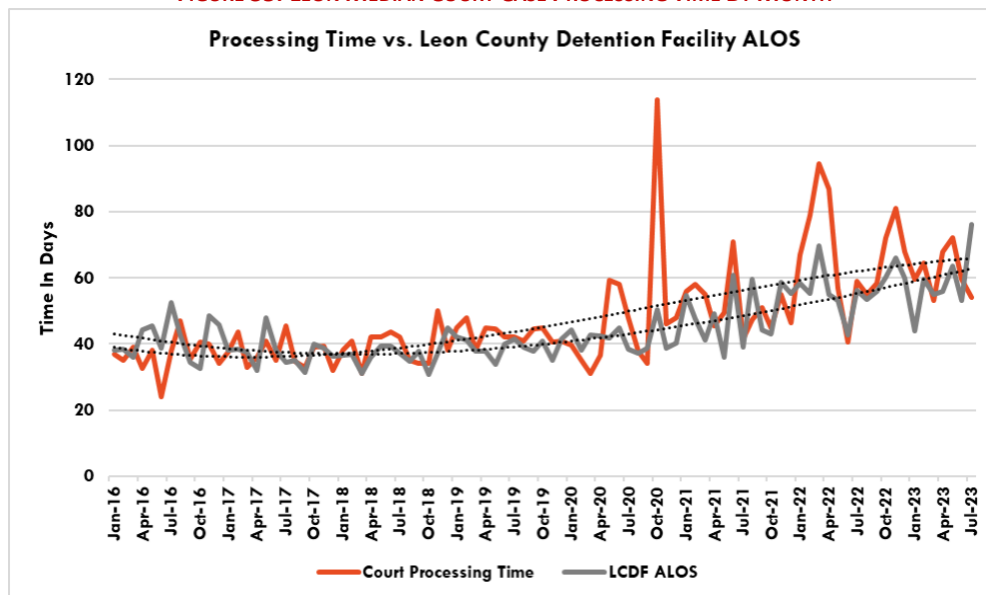
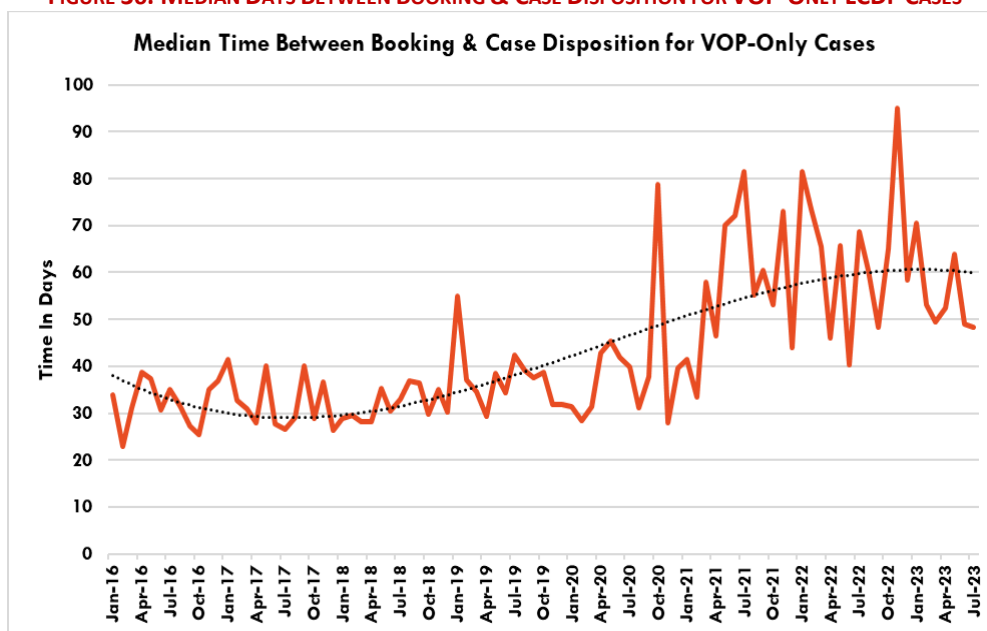


TABLE 17. LEON MEDIAN DAYS BETWEEN INITIAL APPEARANCE & RELEASE FROM LCDF

	Felony	Misdemeanor
2016	122.3	24.9
2017	94.2	26.1
2018	91.1	26.8
2019	93.2	28.7
2020	96.2	29.0
2021	97.2	38.7
2022	112.5	28.9
2023	103.6	26.8

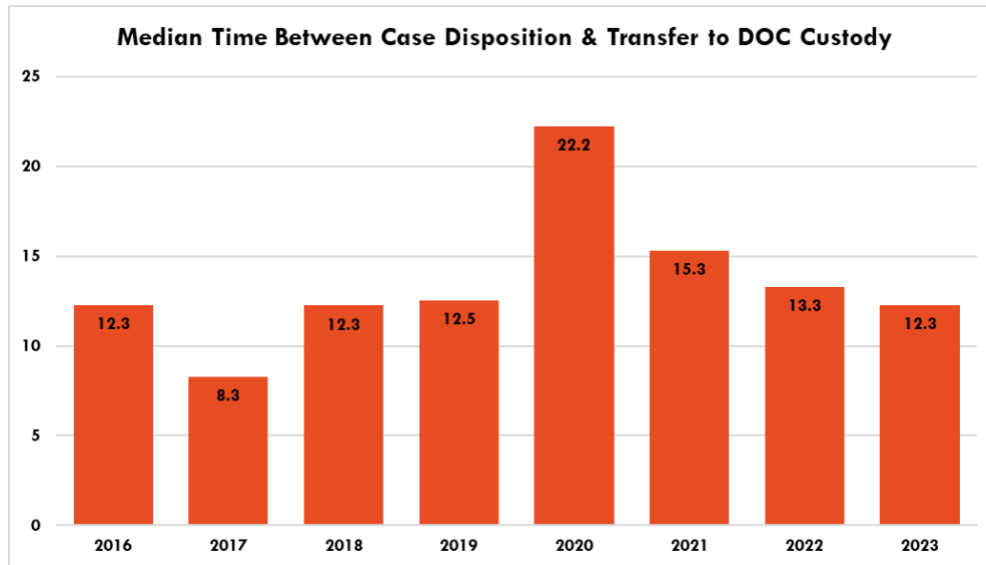
The court processing analysis also enables a revisit of the VOP-Only case processing time for in-jail cases. Recalling that the previous examination had looked at the time between booking and a VOP hearing, Figure 36 shows the median monthly time between booking and case disposition for VOP-Only cases. Although this time was decreasing by midyear 2023, the YTD average is about 43% higher than it was in 2019.

FIGURE 36. MEDIAN DAYS BETWEEN BOOKING & CASE DISPOSITION FOR VOP-ONLY LCDF CASES



Finally, another indicator of criminal justice system efficiency is the time between final case disposition and transfer of people to the state Department of Corrections. Figure 37 demonstrates the annual median time in days. The time compares extremely favorably with what is seen elsewhere and has returned to pre-pandemic levels.

FIGURE 37. MEDIAN DAYS BETWEEN CASE DISPOSITION & TRANSFER TO DOC CUSTODY



JAIL POPULATION FORECASTS

Multiple jail population forecast models were built to develop an overall Leon County Detention Facility population forecast through the year 2048.

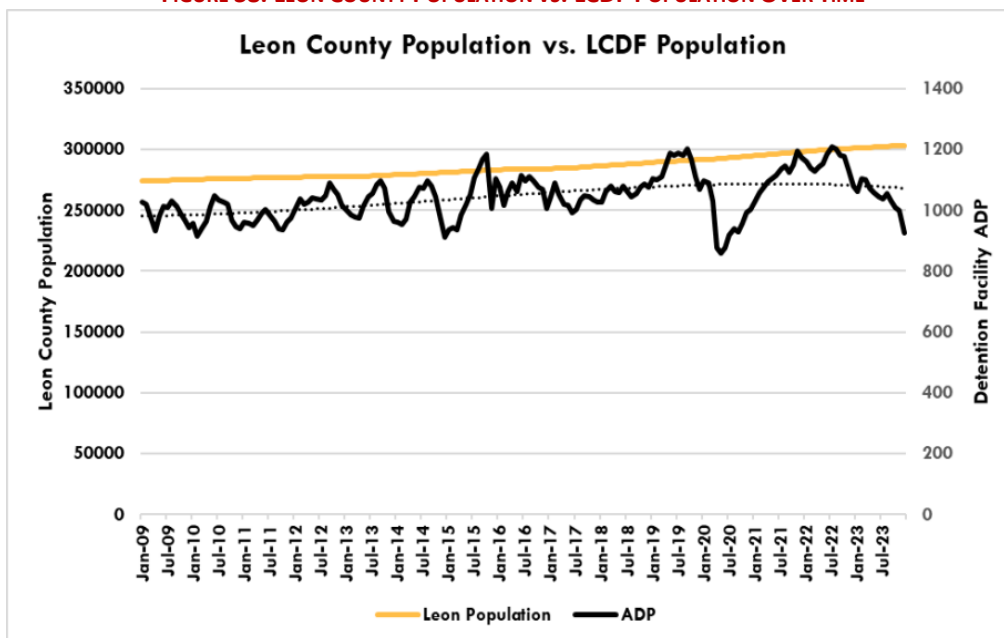
Background and Methodology

The best predictor of any trend's future levels is the history of that trend. A jail's population time series is no different. However, because of the existence of unforeseen circumstances, it should be noted that the precision of forecasts of all kinds diminishes the further into the future one projects. All forecasts are only as good as what is known when the forecast was produced. The long-term accuracy of jail population forecasting is heavily impacted by changes in public policy, law enforcement strategies, socioeconomic factors, and a host of other influences. Statistically speaking, jail population forecasts by their very nature assume that the status quo at the time the forecast is produced remains in place for the duration of the forecast. The margin of error for these forecasts is essentially plus or minus 10% by the year 2048.

In terms of actual forecast development methodologies, there are multiple methods for building statistical forecasts. The forecasting technique developed from Box and Jenkins' Autoregressive Integrated Moving Averages (ARIMA) approach is one of the best options. To that extent, a series of ARIMA forecasts of jail population variables were employed in this study. ARIMA is generally used in time series forecasting situations primarily because of its ability to avoid the built-in errors of other forecasting techniques. ARIMA approaches are designed to estimate, diagnose, and control for autoregression problems. In addition, because ARIMA examines the past behaviors of a given trend, this approach can forecast multiple time points into the future. Moreover, ARIMA approaches allow the statistician to account for seasonal fluctuations in data as well as smooth out random fluctuations.

Before diving into the actual forecast models, it is important to review some further analysis of the projected county population numbers mentioned at the outset of this document. Figure 38 plots the Leon County Detention Facility population against the Leon County population between 2009 and 2023. Although given the scales involved it is somewhat hard to see, the long-term Detention Facility population curve has generally outpaced the county's population. However, the reduction in the population during 2023 reverses that trend.

FIGURE 38. LEON COUNTY POPULATION VS. LCDF POPULATION OVER TIME



Recalling this fact as well as the fact that the population levels of neighboring counties have already been analyzed, the relative contributions of the neighboring counties to the jail's population over time were calculated. At the end of the day, when the contributions of the various county populations to the jail's population are calculated considering the expected growth curves of the adult county populations, the conclusion is that the actual impact is nearly identical to only factoring in the projected Leon County adult population growth rate.

Average Daily Population Forecast Scenarios

Main Forecast: Continuation of the Present System

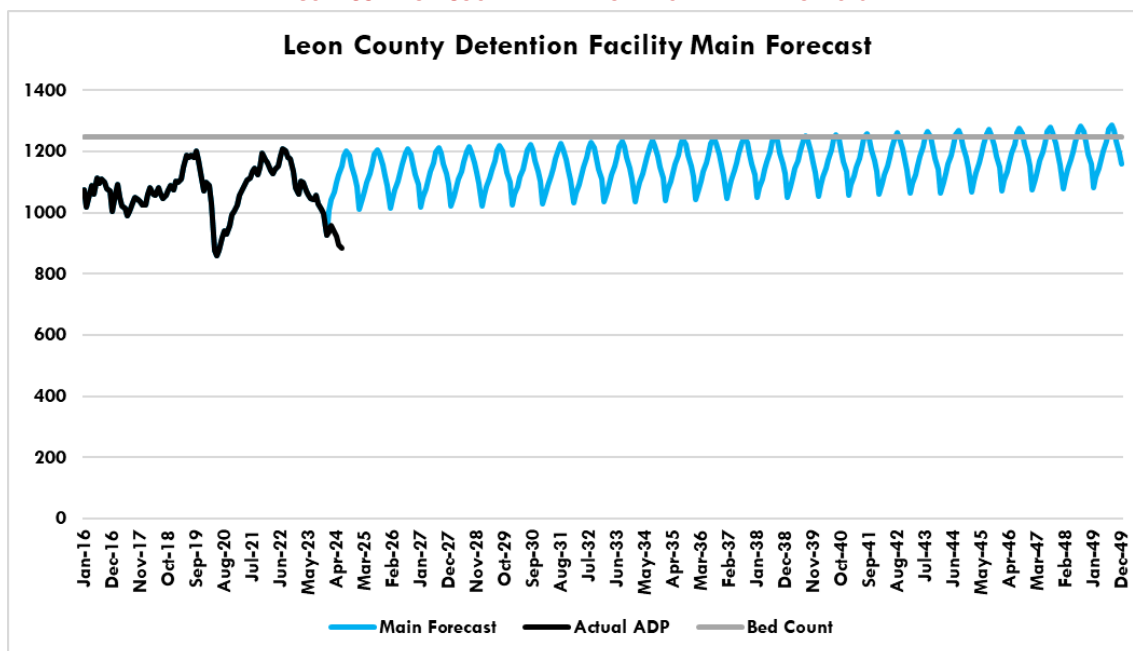
ARIMA approaches perform best when at least 50 time points of past data are available. For the present forecast, the ADP of the Detention Facility for each month dating back to January 2016 was reconstructed, more than enough to develop a valid and reliable model. Bookings, ALOS (itself forecasted using the case processing statistics), the overall Leon County Population, and the previous population of the jail were all utilized as predictors. Several hundred models were tested, with a final model being selected for how well it performed on several diagnostic statistics. A base forecast model was first built that assumes everything that is in place for the above predictor variables remains ongoing for the entirety of the forecast window, with one key modification.

During 2023, the Florida Legislature enacted several changes to §FS907.041, the statute governing pretrial detention and release which went into effect January 1, 2024. The changes to the law could have a significant impact on the population of the Leon County Detention Facility by making it more difficult to release people at or around the time of initial appearance. Overall, the law:

- *Requires the Florida Supreme Court to develop a uniform statewide bond schedule by the end of the year,*
- *Authorizes the chief judge of a judicial circuit to set a higher bond amount for a criminal offense than the uniform statewide bond schedule,*
- *Prohibits a person from being released prior to his or her first appearance if he or she has been arrested for a dangerous crime,*
- *Authorizes a court to revoke pretrial release and order pretrial detention if a defendant violates a condition of pretrial release,*
- *Adds manslaughter while driving and boating under the influence, trafficking fentanyl, extortion, and written threats to kill to the list of “dangerous crimes”,*
- *Prohibits a court from granting nonmonetary pretrial release at a first appearance hearing if a defendant is arrested for a dangerous crime and the court determines there is probable cause to believe the defendant committed the offense,*
- *Requires a state attorney, or a court on its own motion, to motion for pretrial detention if a defendant is arrested for a dangerous crime that is a capital felony, a life felony, or a first-degree felony and the court determines there is probable cause to believe that the defendant committed the offense,*
- *Requires a court to order pretrial detention of a defendant who is arrested for a dangerous crime if the court finds a substantial probability that the defendant committed the offense and that no conditions of release or bail will reasonably protect the community from risk of physical harm, and*
- *Authorizes any party to motion for reconsideration of pretrial detention if an alleged criminal is granted pretrial release and then new information comes to light suggesting pretrial detention is warranted.*

Using the large data extract, the research team attempted to analyze the impact of the 2023 legislative changes to the pretrial detention and release statute (§FS907.041) on the Detention Facility’s population by applying the terms of the law to the previous population. This enabled the determination of who would not have been released had the law been in place. In terms of a bottom-line effect, one could expect to see an approximate 9.4% increase in the Leon County Detention Facility’s ADP because of this law. This analysis was applied to the data and the ADP forecast was then constructed. Figure 39 depicts the result of this forecast model. The monthly ADP gradually grows to 1,194 by midyear 2048, assuming that no other major public policy or societal changes occur during that time.

FIGURE 39. LEON COUNTY DETENTION FACILITY MAIN FORECAST



This main forecast provides a starting point for the determination of the jail’s future population. However, the forecast simply reflects only an average and as such it needs to be increased by two factors:

1. Peaking factor - to reflect the daily and seasonal variations in jail occupancy and to accommodate the temporary closure of beds due to the need for maintenance, and,
2. Classification factor - to adjust for the requirement to separate detainees as needed based on gender, security requirements, treatment needs, etc.

For the peaking factor calculation, the average of the top 5% highest population days between 2016 and December 2023 were compared to the ADP. The jail’s daily population fluctuations were such that one could expect the highest population during any day to be 11.9% greater for females and 6.2% larger for males than the ADP.

In addition, not all jail beds are always available for use by every detainee. For instance, a vacant bed in a female unit cannot be filled with a male detainee, a maximum-security detainee cannot be placed in a vacant bed in a minimum-security setting, etc. A classification factor is, in effect, an acknowledgement of this reality. To include this factor, a commonly accepted standard of 15% was used for the estimations.

The peaking and classification factors are added to the ADP to complete the actual number of needed beds. Table 18 shows the bed need calculations for the main forecast. Thus, the projected ADP for 2048 of 1,194 detainees would require 1,456 beds to operate a safe and secure facility.

TABLE 18. MAIN FORECAST BED NEED CALCULATION

	Females				Males				Total ADP	Total Bed Need
	ADP	Peaking (11.9%)	Classification (15%)	Bed Need	ADP	Peaking (6.2%)	Classification (15%)	Bed Need		
2028	152	18	23	192	979	61	147	1187	1131	1379
2033	154	18	23	195	993	62	149	1203	1146	1398
2038	156	19	23	198	1006	62	151	1219	1162	1417
2043	158	19	24	200	1020	63	153	1236	1178	1436
2048	160	19	24	203	1034	64	155	1253	1194	1456

Alternate Forecast Scenario 1: ALOS is Reduced to 30 Days

Recognizing that the criminal justice system in Leon County had a relatively high ALOS prior to the onset of the pandemic, the research team experimented with what would happen if the ALOS was reduced to 30 days. While this is a bold goal (yet achievable), it was used to see what the forecast result would be if the recommendations are implemented. A variety of system changes would have to be successfully implemented to be able to achieve such a reduction in a safe and responsible fashion. For this particular forecast, a 26% bookings increase was projected by 2048 (30.8 per day) and the system was given approximately 4 years to achieve the ALOS reduction. Given the current booking trend and the expected growth of the region, it is very likely that bookings will be at this level by 2048. It will be difficult to prevent the booking trend from growing in the future. The big unknown is how quickly bookings will increase over time, absent some change to policy. Alternate forecast 1 projects an ADP for 2048 of 926 (Figure 40).

FIGURE 40. LEON COUNTY DETENTION FACILITY ALTERNATE FORECAST 1 – ALOS DECREASES TO 30 DAYS

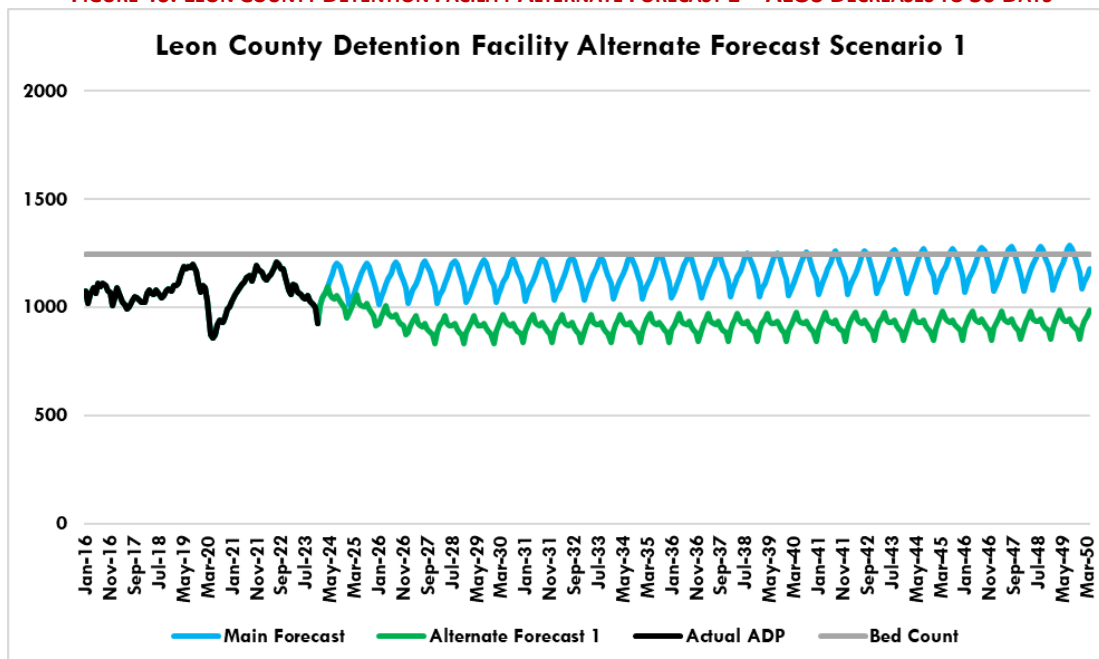


TABLE 19. ALTERNATE FORECAST 1 BED NEED CALCULATION

	Females				Males				Total ADP	Total Bed Need
	ADP	Peaking (11.9%)	Classification (15%)	Bed Need	ADP	Peaking (6.2%)	Classification (15%)	Bed Need		
2028	121	14	18	154	784	49	118	951	906	1105
2033	122	15	18	155	789	49	118	956	911	1111
2038	123	15	18	156	793	49	119	961	916	1117
2043	123	15	19	157	797	49	120	967	921	1123
2048	124	15	19	157	802	50	120	972	926	1129

Alternate Forecast Scenario 2: ALOS is Reduced to 30 Days, Bookings Quickly Return to 2019 Levels

The first alternate forecast examined the potential impact of an ALOS reduction to 30 days. Given the expected regional and county population growth, coupled with our forecasts of bookings numbers, we tested what could happen if ALOS decreases to 30 days in addition to an increase in booking levels. We phased in the bookings increase across a 4-year period and then growing from there to 35 per day. In essence, a quicker return of bookings to the 2019 level means that the long-term level of bookings is expected to be higher over time, due principally to population growth. The resulting projected ADP for 2048 becomes 1,060. Figure 41 plots the forecast and Table 20 relates the bed days.

FIGURE 41. LEON COUNTY DETENTION FACILITY ALTERNATE FORECAST 2 – ALOS DECREASES TO 30 DAYS, BOOKINGS INCREASE

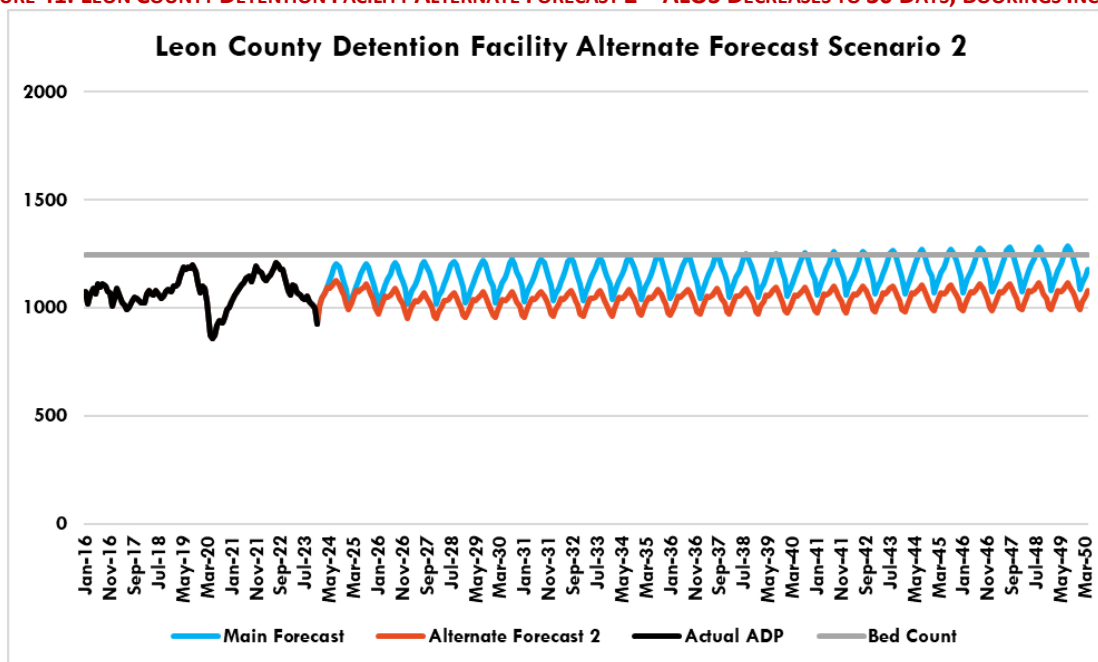


TABLE 20. ALTERNATE FORECAST 2 BED NEED CALCULATION

	Females				Males				Total ADP	Total Bed Need
	ADP	Peaking (11.9%)	Classification (15%)	Bed Need	ADP	Peaking (6.2%)	Classification (15%)	Bed Need		
2028	136	16	20	173	882	55	132	1069	1018	1242
2033	138	16	21	175	891	55	134	1080	1028	1254
2038	139	17	21	177	900	56	135	1090	1039	1267
2043	141	17	21	178	909	56	136	1101	1049	1280
2048	142	17	21	180	918	57	138	1112	1060	1293

Alternate Forecast Scenario 3: Bookings Return to 2019 Levels

Given the fact that bookings have continued to gradually/incrementally increase, it was necessary to examine what would happen if bookings returned to 2019 levels (28.9 bookings vs. 22.8 bookings in 2023). The same methodological approach was used, while also stepping into the bookings trend by ‘ramping up’ an increase in bookings over the course of the next 4 years. We held ALOS to where it was in 2023. The resulting projected ADP for 2048 became 1,679, representing a significant increase over the main forecast. Figure 42 charts this alternate forecast against the main forecast, essentially showing the likely outcomes if there are no changes to the present system vs. the likely outcome if bookings return to pre-pandemic levels.

FIGURE 42. LEON COUNTY DETENTION FACILITY ALTERNATE FORECAST 3 – BOOKING LEVELS REBOUND TO 2019

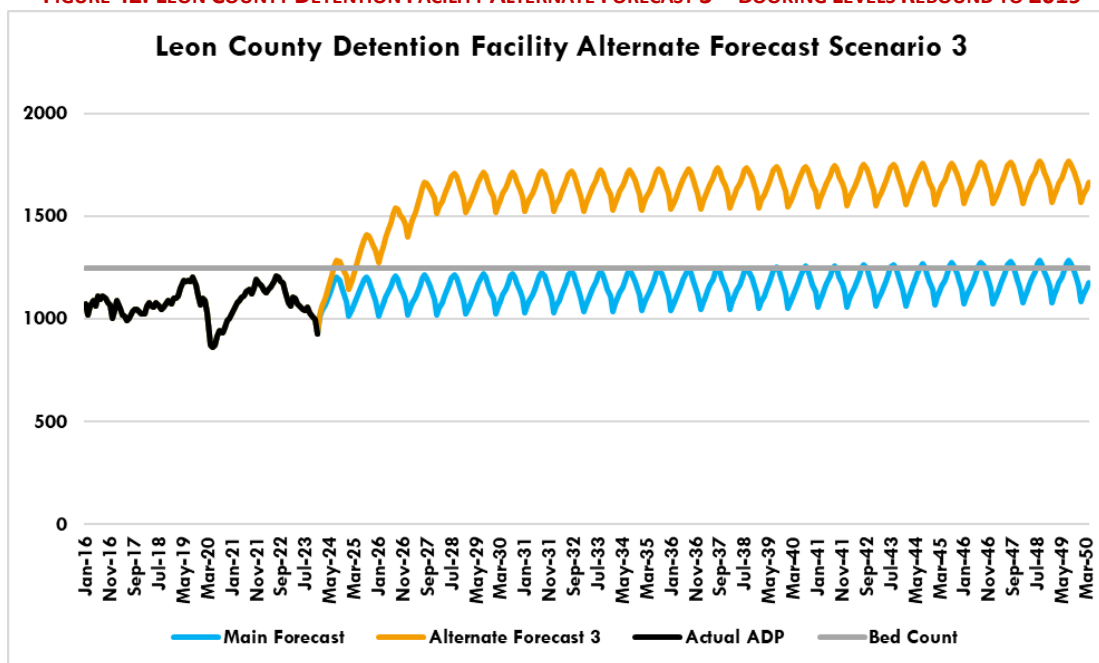


Table 21 details the bed need calculations for this scenario. The expected 2048 ADP of 1,679 requires 2,047 beds for safety and security.

TABLE 21. ALTERNATE FORECAST 3 BED NEED CALCULATION

	Females				Males				Total ADP	Total Bed Need
	ADP	Peaking (11.9%)	Classification (15%)	Bed Need	ADP	Peaking (6.2%)	Classification (15%)	Bed Need		
2028	218	26	33	276	1407	87	211	1705	1624	1981
2033	219	26	33	278	1418	88	213	1719	1638	1997
2038	221	26	33	281	1430	89	214	1733	1651	2014
2043	223	27	33	283	1442	89	216	1747	1665	2030
2048	225	27	34	285	1454	90	218	1762	1679	2047

The guidance suggested by the main forecast and the alternative forecast does not have to become reality. During the project, several opportunities for continuing to safely and responsibly managing the LCDF population became evident. The next section focuses on these recommendations and presents forecasts of what could happen if they are implemented.

Current Bedspace Capacity

As mentioned earlier, the current capacity of the four housing units in the Detention Facility totals 1,246 beds. There is a 124-bed, open dormitory style Annex that is not currently being used to house detainees. If the Annex were brought back online, the additional 124 beds would bring the maximum capacity to 1,370 beds.

When the Detention Facility was built in 1993, it was reportedly designed to hold mostly misdemeanor detainees. Over the years, and especially post-COVID-19, the profile of the inmate population has changed. In 2023 the confined population was comprised of more than 76% felony-charged persons.

Housing Units 1 and 3 have four housing pods with 94 beds in each pod. However, the pods in these Units were originally designed as 47-bed pods. A second bed was added to each cell doubling the capacity to 94 beds. While Housing Unit 1 houses newly admitted and general population offenders, the classification level for all of Housing Unit 3 is “violent felony.” This means that using the direct supervision model of inmate management, there are 94 offenders charged with violent felonies with one officer assigned to each pod.

Table 22 shows the breakdown of all housing areas by capacity and classification designation. The trend 20-30 years ago was to build larger-capacity housing units for general population housing units that would be managed by a single officer through effective interpersonal communication skills. Higher-risk classification units would have fewer beds which would be easier for staff to manage.

TABLE 22. FACILITY POD CLASSIFICATIONS

Facility Pod Classifications		
Pod/Location	Total Beds	Classification
UNIT 1		
A	94	Male New Incoming (Variation of Classification Levels)
B	94	Male General Population
C	94	Male New Incoming (Variation of Classification Levels)
D	94	Male General Population (non-violent felony and misdemeanor)
UNIT 2		
E1	12	Male and Female Direct Supervision
E2	36	Male Mental Health / Special Needs
F1	36	Female Mental Health and Overflow Administrative Confinement
F2	36	Male Overflow Confinement and Protective Custody (Mixed Classifications)
G1	24	Male Administrative Confinement and Protective Custody (Mixed Classifications)
G2	24	Male High Risk / Administrative Confinement / Disciplinary Confinement
H	48	Male Administrative Confinement and Protective Custody (Mixed Classifications)
UNIT 3		
I	94	Male General Population (Violent Felony)
J	94	Male General Population (Violent Felony)
K	94	Male General Population (Violent Felony)
L	94	Male General Population (Violent Felony)
UNIT 4		
M	86	Female General Population / Admin Confinement / Disc Confinement / High Risk
N	64	Female Trustee
O	64	Male Trustee
P	64	Male Trustee
U5 / Annex	124	Currently Closed
	1,246	Does not include the Annex

Recent trends in detention facility planning have changed course and are now moving towards smaller-capacity housing units of no more than 48 beds and often no larger than 32 beds. Some jurisdictions are also abandoning the direct supervision method of inmate management (which always has an officer inside the housing unit with the offender population) in favor of the strategic inmate management (SIM) model. This method of inmate management integrates the elements of direct supervision with the elements of effective inmate management but does not require an officer to always be in a housing pod with the inmate population. It is costly to have an officer stationed in every housing pod, and managing multiple, large housing pods is difficult for a single officer.

As was discussed early in this report during the stakeholder interviews, the 31-year-old correctional facility is becoming more and more costly to maintain. Repairing leaky roofs and water line replacements are expensive items on an aging building. The maintenance supervisor, however, indicated that the building could last for many years to come if it were properly maintained, and issues were addressed in a timely manner.

Since the COVID-19 pandemic, the offender population has changed as detailed earlier in this report. Non-violent misdemeanor offenses either do not come to jail now or do not stay very long when they do come. This leaves the detention facility with a population that is higher risk and increasingly has higher needs such as substance abuse or serious mental illness. The design and capacity levels of the existing housing pods are no longer conducive for the current offender population. During our onsite visit to the facility in June 2023, Sheriff McNeil indicated a desire to move away from the direct supervision style of inmate management which has an officer stationed in each housing pod with the inmates due to the increased level of security for the offender population. Many of the pods have too many beds for the types of people that are being housed. Table 23 shows the ADP and bedspace projections that were discussed earlier. Even if the current housing pods were appropriate for today's offender population, the total of 1,370 beds (if the Annex is reopened) falls short of two of the forecast scenarios.

TABLE 23. FORECAST MODEL SUMMARIES

	Main Forecast	Alternate 1	Alternate 2	Alternate 3
2048 ADP	1,194	926	1,060	1,679
2048 Bed Need	1,456	1,129	1,293	2,047

Housing Pod Options

There are several directions Leon County can take regarding the projected bedspace shortages in the coming years. Decisions must be made regarding the appropriate capacities of the various housing pods based upon classification, levels of risk and need, and staff deployment.

One option would be to reactivate the Annex. This option would increase the number of available beds by 124 which would not have a big impact on the growing population and would add additional security posts that must be staffed. The beds in the Annex are open, dormitory-style spaces. These types of beds are more appropriate for inmates charged with non-violent, misdemeanor offenses, and not the higher levels of felony charges that make up today's inmate population.

Another option would be to reduce the capacities of the housing units in Pods 1 and 3 to no more than 47 inmates. These pods currently house the newly admitted offenders that are in the process of being fully screened and classified (Unit 1) and those offenders charged with violent felony offenses (Unit 3). This option would reduce the number of inmates per housing pod to more manageable numbers, creating a safer environment for staff and inmates, but would reduce the capacity by 376 beds.

There is also the option of building new Housing Units. This option would involve the services of an architectural and engineering firm to work with Leon County officials to design and properly locate additional housing on the site that will efficiently tie-in to the existing building and utilities.

Additional Bedspace Needs

For this option, the current housing configuration and style of operations remain unchanged. The Annex would be reopened to maximize the existing resources and inventory of beds, which is 1,370. Applying the current inventory of beds to the projected bedspace forecasts shows a small deficit of beds in the main forecast. Alternate 2 (reducing ALOS to 30 days) would provide a surplus of existing beds and would provide the greatest opportunity for remodeling and repurposing of existing spaces. Alternate 1 (a return to 2019 booking levels at the current ALOS) would require the greatest amount of remodeling and construction of additional beds.

TABLE 24. FORECAST MODEL BEDSPACE SUMMARIES

	Main Forecast	Alternate 1	Alternate 2	Alternate 3
2048 ADP	1,194	926	1,060	1,679
2048 Bed Need	1,456	1,129	1,293	2,047
Current Beds	1,370			
Deficit	-86	241	77	-677

Many factors must be considered and discussed about how to move forward with inmate housing and space needs. These include the potential reduction in current housing pod capacities, programming spaces, staffing requirements, etc. Modern detention facilities often average 350 to 400 square feet per bed depending upon the level of programs and services offered. If a replacement facility or significant remodeling were considered, the estimated square footage requirement would vary greatly depending upon the total number of beds included.

The square footage estimates provided in Table 25 are rules-of-thumb derived from multiple detention facility programming projects across the country. The area of usable space that is available for people, furnishings and equipment, or net square feet (NSF) of an area, is calculated. A departmental grossing factor (circulation and wall thicknesses within each subcomponent department) is added to the NSF to generate estimated departmental gross square footage (DGSF). The total amount of space necessary is computed by adding a building gross factor to the DGSF. This factor includes such central circulation areas as corridors, duct chases, and other common use areas that cannot be assigned to any particular component. The addition of the Building Gross Factor to the DGSF provides an estimated total square foot requirement for the building. These spaces are not a substitute for a detailed planning effort that should be undertaken by Leon County but provide an estimate of the spaces that may be required to plan for expansion. The Florida Model Jail Standards have been incorporated into these estimates.

The following square footage options can be used when discussing different approaches to remodeling, adding, and replacing the current inventory of beds in the detention facility.

TABLE 25. SPACE NEEDS

	Main Forecast	Alternate 1	Alternate 2	Alternate 3
2048 Bed Need	1,456	1,129	1,293	2,047
350 sf	509,600	395,150	452,550	716,450
400 sf	582,400	451,600	517,200	818,800

SYSTEM RECOMMENDATIONS/OPPORTUNITIES FOR POPULATION REDUCTION

Given the serious nature of the current detainee population of the Leon County Detention Facility as well as the comparatively high ALOS both before and after the COVID-19 epidemic's first waves, it is Justice Planners' recommendation that Leon County prioritize investing attention and resources toward reducing ALOS. The biggest area of opportunity has to do with criminal justice case processing, which is addressed in part below. Moreover, there are opportunities for expansion of some existing strategies to attempt to responsibly and safely stay in front of the Detention Facility's population growth.

During the analysis, multiple recommendations were developed regarding potential areas of improvement for the Leon County criminal justice system. In the spirit of offering as many options as possible to Leon County, some of these recommendations may be mutually exclusive with each other.

Finding 1: The Detention Facility's ALOS is higher than expected. Moreover, the ALOS before the pandemic was also higher than expected from such an otherwise effective and efficient criminal justice system.

Recommendation: Leverage the existing framework of the Public Safety Coordinating Council (PSCC) to begin a formal long-term project aimed at safely and responsibly reducing Detention Facility ALOS.

Recommended Action: Accomplishing large-scale, sustained ALOS reduction will require the cooperation of nearly all key stakeholders in the Leon County criminal justice system. The PSCC is uniquely suited as an all-encompassing body to provide a global approach to reducing ALOS. It is recommended that the key stakeholders form a working committee/task force that holds a series of regular discussions focusing on solutions to possible delays in the processing of arrestees through the Detention Facility. At the time of this writing, it appears that the County is reconvening the Criminal Justice Coordinating Council, which is a very positive development. If this group can identify and develop at least 15 to 20 potential changes to help speed case processing in a few months, the group can then turn toward the much more difficult question of implementation. Many of the system changes would require cooperation from multiple independent stakeholders, which can make implementation a challenge. However, the problem is not completely insurmountable. Some strategies that can be considered:

- A. The time between booking/initial appearance and VOP hearings for VOP-only people should be reduced. Other jurisdictions have successfully achieved significant time reductions. For instance, our research team recalls the median time to VOP hearings in Orange County, FL being reduced from 63 days in 2001 to 25 days by 2003. A good goal to consider for the time between initial appearance and disposition should be 37 days, exactly what it was in 2019. In terms of impact to the jail's population, the current time between booking/initial appearance and the VOP hearing is 57 days. If we apply a 20-day reduction to the 2023 overall VOP-only ALOS of 62.5 days, the VOP-only ADP is reduced from 187.5 to 127.5, a reduction of 60 detainees on an average daily basis.
- B. There should be greater cooperation and flexibility in terms of moving cases through the system in general. Stakeholder conversations led to the conclusion that a significant number of cases only resolve when a trial date becomes imminent, rather than early in the process. Plea agreements near the front-end of the felony process are increasingly rare. Pleas at initial appearance are

extremely rare. Moreover, Leon County's version of a felony fast track rocket docket appears to be only rarely used in recent times, and even then, in only one Circuit division. We understand that there can be a philosophical disconnect in situations where a defendant takes a plea deal despite possibly not having committed the offense with which they are charged. While we respect and understand that position, in terms of Detention Facility population management and realistic system effectiveness and efficiency, the overall approach should be reconsidered. This issue appears to be a part of the case processing time problem in Leon County. In a perfect world, plea conferences with realistic offers should be held as close to the front end of the process as possible and for more serious felonies, a formal fast track "rocket docket" needs to be staffed and energized to move cases more quickly through the system. After all, roughly 98% of Circuit Court cases are disposed of before trial¹¹. The system would function more efficiently and effectively if realistic agreements can be made at the front end of the process and those cases settle more quickly. Such a shift in approach would reduce processing times, further decreasing ALOS. The impact of an improvement along these lines is estimated as follows: The current felony ALOS is 75 days (excluding felony-charged people who have a VOP matter) and the median felony case process time is 112 days. Returning the felony process time to a median of 61 days (where it was in 2017) would reduce the overall felony ALOS to 55 days. The resulting ADP savings would be 140 detainees.

- C. Expand the use of citations and notices to appear (NTAs) by law enforcement officers. Some jurisdictions across the country have expanded citations and NTAs to the point where misdemeanants are only rarely booked into the county jail. Some jurisdictions have even instituted issuing NTAs during the booking process itself. Somewhat perversely, this would have the impact of increasing ALOS due to the lack of misdemeanants and their shorter stays. However, the reduction in bookings would result in a net decrease to the population. An analysis of the full year 2022 data (excluding people with holds, FTAs, and supervision violations) indicates that the ADP of the Detention Facility can be reduced by approximately 20 individuals with this practice.
- D. Regarding the changes to Florida's pretrial detention and release laws (§FS 907.041;) a series of changes to the initial appearance process should be considered to mitigate potential negative impacts on the Detention Facility's population. Specifically, the prohibition of non-monetary release for defendants charged with dangerous crimes if a judge feels there is probable cause present (as well as following a new statewide bond schedule) may necessitate a creative solution that could combine some fashion of monetary and non-monetary monitored release. For instance, upon an agreement between the State Attorney and the Public Defender, appropriate defendants could be released with a consent bond and electronic monitoring immediately after initial appearance. Moreover, a bond reduction/ modification hearing could be added to the normal process for people who do not make bail within 1 or 2 days of initial appearance. A significantly

¹¹ Statistics retrieved from Florida Office of State Courts Administrator Clearance Rate Dashboard (flcourts.gov)

reduced bond, coupled with supervision by pretrial release staff would perhaps work to both satisfy statutory requirements as well as retain the benefits from the pretrial release program. It is expected that the number of people on the initial appearance docket will increase due to the change in the pretrial release statute, which will have the effect of requiring more bond reduction hearings. The judicial system should find a way to expand capacity for the expected increase in the bond hearings. In addition, the judiciary will also need to consider shifting the initial appearance schedule to obtain an optimal number of people to improve processing times. This may include the consideration of holding occasional afternoon dockets in addition to morning dockets to account for everyone.

- E. Given the proportions of people in the jail with mental health disorders, it is prudent for Leon County to duplicate the misdemeanor-level mental health docket at the felony level. By all accounts, the misdemeanor mental health docket is a model program. The same care and attention should be expanded to felony cases. The same personnel are handling felony competency cases and with an expansion of resources, felony matters can be successfully handled in the same manner.
- F. In a related issue, there is a clear need to identify, develop, and secure more evaluators for competency evaluations. Cutting the time for evaluations will be helpful from several perspectives. However, there is a statewide shortage of people doing this type of work. The ultimate solution may be at the state government level in the form of funding or some form of intervention to recruit and attract more evaluators. Regardless, the lack of evaluators means that people are waiting in jail for longer periods of time..

Finding 2: Existing large-scale diversion strategies/programs need to continue, and, if possible, further expand.

Recommendations: Continue the use of SPTR and electronic monitoring. Shift to using the Public Safety Assessment risk assessment instrument and apply to all arrestees.

Recommended Action: It was noted previously that there are few ‘easy’ opportunities for reducing the LCDF population in terms of new programs. However, it appears that more individuals can be served by some of the existing alternative programs. After all, only a few dozen individuals are added to the electronic monitoring program each month. While this will have a cost, it will be offset by reduced use of the jail, especially in the long run. With felony bookings on the rise, the number of people not eligible for the various diversion programs also increases. Leon County is encouraged to continue its investment in electronic monitoring, which is better suited than many programs to supervise more serious offenders. A variety of jurisdictions have several thousand people on electronic monitoring (Indianapolis, Indiana and Louisville, Kentucky are two examples). Fulton County, Georgia achieved significant jail population reductions in September and October of 2023 by placing detainees on electronic monitoring in combination with stipulated bonds.

Additionally, the SPTR program could be expanded with a modification to the Administrative Order to

reimplement the authority to release prior to first appearance. Moreover, evaluating a move from the Ohio risk assessment instrument to something along the lines of the Public Safety Assessment (PSA) makes a great deal of sense. The PSA scores can be calculated without requiring the arrestee to participate in an interview and the risk scores can be produced once the arrestee is identified. There should be a small time-savings as well as a potential improvement in the quality of release/detain decisions given the automated nature of the PSA process. In addition, the proportion of people who are evaluated by the PSA would be higher, given the fact that less than half of Leon County arrestees have a completed ORAS. This should increase the number of overall pretrial evaluations as well as improving the speed with which these evaluations are performed. The net effect would be to make an already efficient pretrial process that much better by reducing LOS at the front end for those who present lower risks of re-offense or failure to appear in court. It is hoped that the statistical credibility (and established national track record) of the PSA would result in judges relying upon the PSA information for release/detain decisions. Perhaps a pilot period can be instituted where the PSA is validated in Leon County, potentially increasing key stakeholder comfort with the approach.

Finding 3: Like many communities in the United States, mental illness and substance use disorders are significant problems in Leon County. The jail population has a very high rate of both issues.

Recommendation: Develop a formalized approach to evaluating these issues as close to the time of booking as possible.

Recommended Action: Court staff does a terrific job of recording the evaluations of psychiatric providers for individuals with matters before the court. However, this practice tends to occur well after arrest. The Detention Facility's provider uses a brief jail mental health and substance use screening, however the results are not entered into any connected data system. In terms of operating the Detention Facility, and managing its population, a best practice would be to have the ratings readily available for detainee management purposes as well as to have a more reliable estimate of the number of people in custody with mental health or substance use issues. The research team has seen such practices used in both Orange and Miami-Dade Counties in the past (we are not sure if the practices continue to this day). The Orange County ratings system used a 5-point scale for each person while Miami-Dade County used a 10-point scale. At any rate, it was important for staff to know if a person had a mental health/substance use issue (not necessarily the specific diagnosis). This system allowed stakeholders to know the level of serious mental illness in the facility population on a daily basis, which then spurred the knowledge necessary to help cover the needs of these people. Put simply, if it can be measured, it can be managed.

Finding 4: Similar to nearly every other large community across the country, homelessness in Leon County is a problem.

Recommendations: Continue developing programs that attempt to improve the issue, such as the Sheriff's HOST team. Leverage technology to develop a method for identifying homeless individuals booked into the Detention Facility.

Recommended Action: Every stakeholder with whom we met mentioned the issue of homelessness, which affects the entire community, including the Detention Facility. It is also evident that Leon County is

aware of the issue and continues to work on solutions. Providing stable housing is a necessary step to helping people achieve overall stability in their lives. An attempt was made to utilize the jail data to estimate the size of the homeless population in custody, but the dataset included city, state, and zip code information only. If there are indicators of homelessness in the jail data, they do not fall into those fields. Taken together with Finding 3 above, it is important to note that improving treatment, housing, and services for homeless people and those facing mental illness or substance abuse issues should help to prevent crime and in turn reduce the demand for detention beds. The Lippman Commission in New York advocated an intentional continuum of housing and services, ranging from emergency housing to transitional and permanent housing along with needs-based treatment¹². New York City has had some success reducing its jail population by providing more housing and support, especially for people facing mental health issues. The initial steps for providing those services would begin with the alterations to the booking process described under Finding 1.

Finding 5: Drug Court may not be meeting its full potential.

Recommendation: Formalize and standardize the referral system for Drug Court.

Recommended Action: Some stakeholders raised concerns that some individuals who would benefit from participating in Drug Court do not get referred to the program. Making the referral process into a more robust formalized system (perhaps beginning with the booking process or even earlier) may expand this important service. In addition, modifying some of the requirements for Drug Court could expand its use.

Finding 6: Jail population management efforts are often concentrating on microlevel matters.

Recommendations: Leverage the county's justice information system to assist the Detention Review Coordinator to focus on larger system issues rather than individual issues. Move toward practicing differentiated case management.

Recommended Action: While it is impressive that Leon County has a jail population manager-type position (the 'Detention Review Coordinator'), it seems as if the position is mostly concentrating on individual cases instead of monitoring and managing the larger systemwide measures that impact the LCDF population. From the conversations with stakeholders, the Detention Review Coordinator is very good at monitoring systems and looking for ways to alert the judiciary of individual cases that need attention. This is a good thing. It would be even more beneficial to also have this position utilize statistical reports from the system to monitor macro-level system functions to achieve 'more bang for the buck' regarding the jail population. For instance, in Camden, New Jersey, the Jail Population Manager position is the key resource for facilitating criminal justice council meetings as well as the more important matter of watching case processing and jail statistics to ensure targets are met. Specifically, Camden has implemented population targets for the various custody statuses. The effectiveness of this approach is that if the analytics indicate that there is, say, an increase in the post-indictment population, the Jail

¹² Women's Community Justice Association. Path to Under 100: Strategies to Safely Lower the Number of Women and Gender-Expansive People in New York City Jails. June 2022, page 7.

Population Manager attempts to determine what has happened and then works with stakeholders to solve the issue. The Camden Jail Population Manager is responsible for collecting, analyzing, compiling, and presenting statistical data relative to the jail population. In short, the jail's population is continuously reviewed, along with appropriate options for non-custody alternatives.

A variety of reports from Leon County's information system can set up such a macro-level approach. Reports can be automated and then used to direct work efforts. Some reports that come to mind are:

- A twice-daily list of people who are held on bond only, by charge level, with no holds. Break the report out by bond amount and length of custody.
- Daily custody status reports that examine the full Detention Facility population by exactly where everyone is in the legal process.
- Daily reports that identify detainees eligible for a bond reduction or release. In fact, the system may be well-served by automatically triggering a bond reduction hearing. Currently, it is the responsibility of defense counsel to make the motion to schedule the hearing. Automatically triggering a review at an appropriate time after initial appearance could likely save some jail days. Moreover, we note that the new pretrial release law has an automatic review at 5 days for individuals where a pretrial detention motion was granted by the court. There may be gains by having reviews scheduled at appropriate times both before and after the 5-day period.
- Daily reports that identify long-staying detainees (people who have stayed for more than a year)
- Alert reports when a primary custody status group in the jail has exceed established and agreed upon population ranges.
- Reports that detail detainees with court event dates that fall outside of expected ranges.
- A monthly case processing report that examines times between key milestones for the in-custody population, such as the time between initial appearance and case disposition/release, the time between booking and VOP hearings for VOP-only detainees, or the time between booking and indictment, etc.
- A regular statistical report that updates many of the measures presented in this study may be helpful.
- A list of the long-staying detainees in the Detention Facility along with their next court events.

Beyond the Detention Review Coordinator position, there are a host of pre- and post-arrest diversion programs that tend to operate on the individual level. While that is the right thing to do, there should be a focus on larger issues that drive larger numbers of people within the jail's population. As the population grows more serious, it will become increasingly difficult to divert and deflect people from custody. Attention needs to be paid to making the system as efficient as possible in terms of processing the felony population through the Detention Facility. Again, cutting case processing time will reduce ALOS, and ADP.

Operating at a more macro-level, the system, through the CJCC/PSCC, should establish benchmarks for case processing times, such as target time limits for pretrial detention. The Detention Review Coordinator can help with monitoring progress. Using information technology, some of the anticipated costs of this approach can be reduced. A 2021 study of court cases in Brooklyn, New York found that written guidelines

prescribing target weeks for case adjournment contributed to reduced pretrial detention time. Specifically, for those with violent felony cases, dispositions within six months went from 25% to nearly 43%¹³

Finding 7: Jail population information processes need to be improved.

Recommendation: Build a reporting module in the current system (and future systems) that more readily provides views of key correctional metrics. Prepare and disseminate daily snapshots that keep all stakeholders aware of how many people are being held in the jail, for how long, and for what reasons.

Recommended Action: The integrated criminal justice information system is wonderful in many respects. In its current state, however, it is not a ready to use jail reporting system. There is a lot of *data* about the Detention Facility population, but there is little *information* about the population that permeates the system. The unit of analysis in the current system is arguably court cases. A second unit of analysis needs to be instances of incarceration. Each unique admission to the jail should receive its own discrete booking number, and add-on charges should fall under that number. This will help streamline reporting in such a way that corrections information can be more easily produced. When these changes are made, an automated daily snapshot detailing where the jail stands in terms of the current population, the ADP, bookings, releases, and special categories of the population should be produced. This snapshot should be sent to the key stakeholders each day. During the course of this study, it was learned that the Detention Facility will switch to the ProPhoenix Corrections Management System. This should be a positive development for the quality and quantity of population management information in Leon County.

The jail population cannot be managed unless it can be readily measured, and awareness is spread throughout the system. Several jurisdictions use such snapshots to keep people informed and held to account, including Orange and Miami-Dade counties in Florida and Dane County, Wisconsin. Multiple jurisdictions have produced dashboards detailing such information, such as Harris County, Texas and Allegheny County, Pennsylvania. Orange County and Miami-Dade have placed a version of their daily snapshots on their publicly facing websites. Miami-Dade details the longest staying detainees' court cases. Orange County's internal snapshot listed the top ten longest staying detainees along with their court division and the next scheduled court event. In some instances, greater awareness spurs more action.

In the end, the Detention Review Coordinator should use the statistics and analytics from the information system to drive population change. Candidly, the snapshot approach increases the chance that a given stakeholder will see the information that is being sent. Not everyone will take the chance to visit a dashboard. In Justice Planners' experience, jurisdictions that utilize a snapshot approach tend to have higher awareness of facts surrounding the jail population.

¹³ Weill, Joanna; Rempel, Michael; Rodriguez, Krystal; and Raine, Valerie; Center for Court Innovation. Reducing Felony Case Delay in Brooklyn: Evaluation of Jail Reduction Strategies Implemented in 2019. March 2021, pages 36 – 38.

Finding 8: Current progress toward Detention Facility population stability should be sustained.

Recommendation: It appears that much of the reduction in case processing times stems from the courts employing state funding for additional senior judge days and other resources. Such funding should be permanent.

Recommended Action: By several accounts, the improvements in case processing (which reduced ALOS and in turn the ADP) are due to improved staffing at the State Attorney's Office, the Public Defender, and the judiciary. More senior judge days are funded with State dollars, resulting in more hearings and trials being conducted. The system is operating at a high level of efficiency. Reducing or eliminating this funding risks setting the system back and adding to the Detention Facility's population. Moreover, what was learned from the stakeholder interviews and the court data, there is a significant need for an additional Circuit Court division. The workload is definitely present, and the current momentum of the criminal justice system should be maintained.

Finding 9: Criminal justice system improvements have presented an analytical challenge.

Recommendation: Leon County should consider regular updates to the forecast/analysis effort to monitor progress.

Recommended Action: This study's initial forecast for Leon County was developed in early August 2023 and painted a very different picture than the forecasts reported in this document. The final seven months of 2023 presented a host of developments and improvements that only began to register in the bulk of our data extracts from July. As updated summary data between August 2023 through January 2024 was added, each run of the forecast model presented more encouraging news regarding the Detention Facility's population. All criminal justice systems are dynamic, and Leon County's system has made excellent progress, quickly rendering the initial August 2023 forecasts obsolete. Keep in mind that all this change occurred before the changes to §FS907.41 were implemented. As of early 2024, the full impact of this law is unclear.

Meanwhile, the research team notices a pattern in our national practice where jurisdictions are requesting longer-term engagements, where forecasts are updated on a regular basis (whether it be 6 or 12 months). Moreover, some systems that have a statistician on staff have formalized routine population analyses and projections (Orange County and Hillsborough County come to mind) to stay on top of changes. Such an approach can be an early warning device for undesired changes as well as reinforcing the need for various system alterations. Regardless of the party conducting the updates, the information should be disseminated to the PSCC on a regular basis for review and response.

Finding 10: 16% of the Detention Facility's population have been held for over a year.

Recommendation: Leon County should proactively manage the long-staying detainee population.

Recommended Action: On January 8, 2024, the Detention Facility held 37 people who had been in custody for over 1,000 days. Long-staying detainees in Leon County are charged with multiple serious violent

offenses and present correctional management concerns. This population increases the ALOS and utilizes a high percentage of the maximum custody level facility space, a scarce resource. As described in Finding 6, Leon County should establish a list of these long-staying individuals along with pertinent scheduling information.

Moreover, detainees on this list should be routinely tracked by a team of representatives from the State Attorney's Office as well as the Public Defender and the court. This long-staying detainee team can review the status of the cases, and every effort should be made to move these cases along in the process without compromising the integrity of the process itself.

Finding 11: The number of inmates held in many of the housing pods are more than the original design capacity and poses a security risk due to the types of inmates being held.

Recommendation: The Sheriff and Leon County should explore reducing the capacity of the 94-bed housing pods to the design capacity of 47.

Recommended Action: Eight of the 19 housing pods in the detention facility were originally built for 47 beds. Each of these pods have had a second bed added to each cell bringing the capacity of each pod to 94 inmates. As discussed earlier in this report, since the onset of the COVID-19 pandemic, detainees charged with non-violent misdemeanor charges are mostly diverted from the detention facility. As a result, those who are held in custody tend to be of higher custody levels and require more intensive levels of services. Having 94 inmates charged with violent felonies in a single housing pod with one Corrections Officer presents a potentially dangerous situation for staff and detainees alike.

Many new detention facilities are designed with housing pods of no more than 48 people (along with 24 and 32-bed pods) to better-address their programmatic and therapeutic needs as well as maintaining a safer number of detainees for staff to manage.

Implementing the recommendations highlighted in Table 26 below would assist the Leon County criminal justice system in realizing future detention facility ADP consistent with Alternative Forecast Models 1 and 2 requiring no new construction as described in Table 24. Many of these recommendations reduce the facility's ALOS such that it is possible to examine two new alternate forecast scenarios, one in which the 2023 booking level remains in place, but the LCDF ALOS is decreased to 30 days and one in which the 30-day ALOS is accomplished, but bookings return to 2019 levels.

TABLE 26. RECOMMENDATION SUMMARY

Summary of Recommendations			
Recommendation 1: Leverage the existing framework of the PSCC to formalize long-term project aimed at safely and responsibly reducing Detention Facility ALOS			
Number	Recommended Actions	Responsible Parties	Category
1A-1	Reduce time between initial appearance and disposition through earlier plea agreements for felony cases that do not also include a Violation of Probation (VOP) charge or a Failure to Appear (FTA) matter	Judiciary, State Attorney, Public Defender	Short-Term
1B-1	Reduce time between booking and VOP hearing for VOP-only cases	Judiciary, State Attorney, Public Defender	Short-Term
1C-1	Expand the use of notices to appear	Local Law Enforcement Agencies	Immediate
1D-1	Consider development of a combination monetary/non-monetary consent bond	Judiciary, State Attorney, Public Defender	Long-Term
1D-2	Formalize/automate scheduling of bond reduction hearings post-initial appearance	Judiciary, State Attorney, Public Defender	Long-Term
1D-3	Increase capacity/time allotted for the scheduling of bond reduction hearings	Judiciary	Long-Term
1E-1	Duplicate current misdemeanor mental health docket at the felony level	Judiciary, State Attorney, Public Defender, and Clerk of Court	Long-Term
1F-1	Increase the number of mental health evaluators for competency evaluations	Court Administration	Long-Term
Recommendation 2: Continue the use of SPTR and electronic monitoring. Explore alternative risk assessment instruments and apply to all arrestees.			
2-1	Continue the use of electronic monitoring	Judiciary, SPTR	Short-Term
2-2	Evaluate using a risk assessment instrument that does not require the arrestee to participate in an interview	Judiciary, SPTR	Long-Term
Recommendation 3: Develop a formalized approach to evaluating mental health and substance use disorder issues as close to the time of booking as possible.			
3-1	Establish a practice of developing mental health and substance use ratings for arrestees	Sheriff's Office, Judiciary, Community Partners	Long-Term
Recommendation 4: Continue developing programs that attempt to identify and address homelessness, such as the Sheriff's HOST team.			
4-1A	Continue to work to counter homelessness in Leon County	All Community Partners	Long-Term
4-1B	Leverage technology to develop a method for identifying homeless individuals booked into the Detention Facility	Information Technology	Immediate
Recommendation 5: Formalize and standardize the referral system for Drug Court.			
5-1	Formalize and standardize the referral system for Drug Court	State Attorney's Office, Court Administration	Long-Term
Recommendation 6: Leverage the county's justice information system to assist the Detention Review Coordinator to focus on larger system issues rather than individual issues. Move toward practicing differentiated case management.			
6-1	Leverage technology to enable the Detention Review Coordinator to monitor system trends and benchmarks	Information Technology, Judiciary, Court Administration	Long-Term
6-2	Move toward practicing differentiated case management	Judiciary	Long-Term
Recommendation 7: Build a reporting module in the current system (and future systems) that more readily provides views of key correctional metrics. Prepare and disseminate daily snapshots that keep all stakeholders aware of how many people are being held in the jail, for how long, and for what reasons.			
7-1	Build a reporting module that readily provides data to stakeholders on key performance metrics	Information Technology; Stakeholders	Long-Term
Recommendation 8: It appears that much of the reduction in case processing times stems from the courts employing state funding for additional senior judge days and other resources. Such funding should be permanent.			
8-1	Recent funding for additional judges and other resources must be made permanent	Court Administration	Long-Term
Recommendation 9: Leon County should consider regular updates to the forecast/analysis effort to monitor progress.			
9-1	Regular updates to the forecast/analysis are needed in order to account for the dynamic changes of the Leon County Criminal Justice System	Public Safety Coordinating Council	Short-Term
Recommendation 10: Leon County should proactively manage the long-staying detainee population.			
10-1	Proactively manage the long-staying detainee population	Judiciary, State Attorney, Public Defender	Short-Term
Recommendation 11: The Sheriff and Leon County should explore reducing the capacity of the 94-bed housing pods to the design capacity of 47.			
11-1	Reduce capacity of 94-bed housing pods to the design capacity of 47	Sheriff's Office, County	Long-Term



Leon County Alternatives to Incarceration Programs

Programs	Program Description	Correlating Recommendation and Supporting Action(s)
Proactive and Preventive Programs to Divert Arrests		
Crisis Intervention Training	CIT was designed to foster more effective intervention between law enforcement and those suffering with mental illness. CIT's major focus is to prevent the arrests of mentally ill people who are in obvious crisis and instead divert them to treatment in the community.	
Mobile Response Teams	Administered by Apalachee Center, Inc., MRTs in Leon County were established to reduce trauma, divert individuals from emergency services and criminal justice systems, and prevent unnecessary psychiatric hospitalization.	
Leon County Sheriff's Office Mental Health Unit	Consists of three mental health units partnering law enforcement with mental health professionals in the field to respond to calls received through the Consolidated Dispatch Agency (CDA) as well as individuals who are experiencing a mental health or substance abuse crisis.	
Homeless Outreach Street Team (HOST) Deputies	The HOST deputies' responsibilities focus on connecting individuals and families to available housing and a variety of social services including mental health counseling, substance abuse programs, veteran assistance programs, and more.	4-1A
Council on the Status of Men and Boys	The council was created to lead and develop a comprehensive community effort to reduce homicides and non-fatal gun violence among males in the Tallahassee – Leon County area.	

Pre-arrest Diversion Programs		
Adult Pre-Arrest Diversion Programs	Administered by the State Attorney's Office allow participants to avoid a criminal record since no arrest is involved. Participants are typically required to attend preventive or education programming to deter recidivism.	
Juvenile Civil Citation Program	Administered by the Department of Juvenile Justice offers participants charged with a first-time offense, an alternative to arrest and does not create a criminal record for the juvenile.	
Post-Arrest Alternatives to Incarceration		
Release on Recognizance ("ROR")	The court may order a defendant to be released from incarceration on their own recognizance. Defendants released on this basis are not required to post a monetary bond and are responsible for attending all schedule court appearances.	
Supervised Pretrial Release	Leon County's Office of Intervention and Detention Alternatives (OIDA) provides pretrial community supervision through case management and specific court ordered conditions such as alcohol and drug testing.	2-1 and 2-2
Electronic Monitoring	The court may order a defendant conditions that include the use of global positioning satellite (GPS) for location tracking or Secure Continuous Remote Alcohol Monitoring (SCRAM) for alcohol detection through the OIDA.	2-1
Post-Arrest Diversion Program		
Post-Arrest Diversion Program	The Office of the State Attorney administers a Post-Arrest Diversion Program providing an alternative to prosecution, addressing certain misdemeanors and felony offenses for first-time offenders. Upon successful completion of the program, the charge(s) are dropped, and the individual can apply to have their arrest record sealed or expunged.	

Specialty/Problem Solving Courts		
Felony Drug Treatment Court	Felony Drug Treatment Court is another post-arrest alternative to incarceration which is a 12-month intensive treatment program. Participants who successfully complete the Program have their charge(s) dismissed at graduation.	5-1
Veterans Treatment Court	Veterans Treatment Court is a four-phase program consisting of orientation and treatment, relapse prevention, transition training to prepare them for discharge, and an aftercare plan to help veterans who have committed an offense achieve success with sobriety and compliance with their mental health treatment plan.	
Misdemeanor Mental Health Docket	A specialty court structured to address low-level criminal cases committed by individuals with a diagnosed mental health disorder. The program provides case management services and the development of treatment plans for all participants in coordination with community-based service providers to support the defendant long term and reduce recidivism.	
Post-Sentencing Alternatives to Incarceration		
County Probation	The OIDA provides post-sentence community supervision for individuals court ordered to complete specific conditions and mandates such as referrals to community-based agencies for assistance and monitoring to ensure abstinence from drugs and/or alcohol.	
Circuit Probation	The Florida Department of Corrections is responsible for people convicted of felony offenses and assists them in the successful completion of court-ordered conditions.	

Re-entry Program Services		
Leon County Detention Facility Programs	The LCDF offers a variety of programs, life and employability skills training, available from the point of arrest through release to begin preparing inmates for transition back into the community.	
Reentry Innovative Services and Empowerment (RISE) Center	The RISE Center is a one-stop resource center with case managers focused on serving returning citizens. The Center partners with community organization to provide reentry services.	

**Leon County
Board of County Commissioners**

Notes for Agenda Item #22

Leon County Board of County Commissioners

Agenda Item #22

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Request to Schedule the First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 4 of the Leon County Code of Laws to Prohibit the Retail Sale of Dogs, Cats, and Rabbits, for December 10, 2024

Review and Approval:	Vincent S. Long, County Administrator Chasity H. O'Steen, County Attorney
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator Chad Abrams, Chief, Emergency Medical Services
Lead Staff / Project Team:	Daniel Krumbholz, Assistant County Attorney Cara Aldridge, Director, Animal Control

Statement of Issue:

As requested by the Board, this item presents a proposed Ordinance to prohibit the retail sale of dogs, cats, and rabbits in unincorporated Leon County and seeks Board approval to schedule the first and only public hearing for December 10, 2024, at 6:00 p.m., to consider adoption of the proposed Ordinance. The item also provides information on upcoming renovations to the City of Tallahassee's Animal Services Center and efforts to address capacity during the renovation as requested by the Board.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Schedule the first and only public hearing to consider adoption of a proposed Ordinance amending Chapter 4 of the Leon County Code of Laws to prohibit the retail sale of dogs, cats, and rabbits (Attachment #1), for December 10, 2024, at 6:00 p.m.

Report and Discussion

Background:

As requested by the Board, this item presents a proposed Ordinance (Attachment #1) to prohibit the retail sale of dogs, cats, and rabbits in unincorporated Leon County and requests Board approval to schedule the first and only public hearing for December 10, 2024, at 6:00 p.m., to consider adoption of the proposed Ordinance. The item also provides information on upcoming renovations to the City of Tallahassee's (City) Animal Services Center (Animal Shelter) and efforts to address capacity during the renovation as requested by the Board.

On July 9, 2024, the Board directed staff to provide an agenda item with a proposed Ordinance to prohibit the sale of dogs, cats, and rabbits at retail stores in the County. The City does not have an ordinance prohibiting the retail sale of dogs, cats, and/or rabbits. Currently, there is one retail store (or pet store) within the City limit that sells dogs and/or cats; there are none that sell rabbits. In unincorporated Leon County, there are no retail stores that sell dogs and/or cats; one store sells rabbits. The proposed Ordinance would amend Chapter 4 of the Leon County Code of Laws to prohibit the retail sale of dogs, cats, and rabbits in unincorporated Leon County with limited exceptions which are explained in the Analysis section (Attachment #1).

According to the Humane Society of the United States (HSUS), many animals sold at retail stores come from large-scale commercial breeding operations, where poor conditions and practices often lead to health issues and behavioral problems in the animals. Nationally and locally, HSUS advocates for the welfare of animals and actively works to end animal cruelty and overpopulation through community awareness. HSUS has found that ordinances which prohibit the sale of dogs, cats, and rabbits have decreased the demand for animals sourced from large-scale commercial breeding operations and resulted in a 1/3 reduction in the size of those facilities.

The Animal Legal Defense Fund (ALDF), an organization focused on legal issues related to animal welfare, reports frequent cases of families who purchased animals from pet stores that were sick and required costly veterinary care. In many of these cases the ALDF found that the pet stores made false or misleading claims about the animal's health and the veterinary care provided to the animal prior to purchase. The HSUS has found that consumer issues, such as those described by the ALDF, are eliminated when a prohibition on the retail sale of animals is in place.

Additionally, prohibitions on the sale of animals encourages adoptions and decreases the number of animals that end up in animal shelters or under the care of animal rescues whose resources are currently strained. Over the past two years, the City's Animal Shelter has experienced an 18% increase in the number of dogs and a 9% increase in the number of cats admitted to the shelter. The Leon County Humane Society reports a 50% increase in owners seeking to surrender or rehome rabbits.

According to the HSUS, more than 470 cities and counties across the country prohibit the sale of dogs and cats in pet stores, with some also restricting the sale of rabbits. In Florida, there are over

Title: Request to Schedule the First and Only Public Hearing to Consider Adopting an Ordinance Amending Chapter 4 of the Leon County Code of Laws to Prohibit the Retail Sale of Dogs, Cats, and Rabbits, for December 10, 2024

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80 cities or counties that have ordinances prohibiting the retail sale of dogs and cats with 11 cities and counties also prohibiting the sale of rabbits.

Additionally, at the September 17, 2024 meeting, the Board directed the County Administrator to contact to the City Manager and offer the County's assistance to help maintain the shelter capacity for animals at the City's Animal Shelter during its upcoming renovations and to provide an agenda item to the Board. The County Administrator subsequently sent an email to the City Manager on September 18, 2024, as directed by the Board. In a subsequent conversation between the County Administrator and City Manager, the City Manager stated he would consider the offer and advise if opportunities for the County to assist are identified in the City's project approach.

Analysis:

Proposed Ordinance

HSUS was engaged in the development of the draft Ordinance, which if adopted, would prohibit the sale of dogs, cats, and rabbits in unincorporated Leon County by retail pet stores (Attachment #1). The draft Ordinance defines retail pet stores as commercial establishments that sell, or offer for sale, animals on its premises at retail. An Animal Control Officer or law enforcement officer may enforce the ordinance by issuing a \$500 civil citation for each prohibited animal being offered for sale at a retail location. The proposed Ordinance allows for retailers to hold pet adoption events in coordination with the animal shelter and animal rescue organizations, allows breeders to sell animals directly to the public at non-retail locations, and allows for the private sale of animals between individuals. Upon Board adoption, the effective date of the Ordinance would be February 1, 2025.

The County has broad authority to enact ordinances not inconsistent with general laws, and an ordinance prohibiting the retail sale of dogs, cats, and rabbits within the unincorporated areas of the County is not preempted by, nor in conflict with, any current Florida Statutes. If adopted, the amended Ordinance would only be enforceable within the unincorporated areas of the County. Chapter 4 of the Leon County Code of Laws is effective throughout the unincorporated area of the County as the City has a separate animal control ordinance. The City ordinance does not currently prohibit the retail sale of dogs, cats, and/or rabbits.

According to HSUS, a vast majority of pet stores, both large chains and small, family-owned shops, do not sell dogs, cats, and/or rabbits in the nation. There are no retail stores in the unincorporated area of the County that sell dogs or cats. Staff has identified one retail store in the unincorporated area of the County that sells rabbits that would be affected by the implementation of the proposed Ordinance. The retail store also sells birds, reptiles, and pet supplies which would not be impacted by the proposed Ordinance. As drafted, the store would have to comply with the Ordinance by the effective date of February 1, 2025, and cease selling rabbits. The local HSUS and County's Animal Control Division has reached out to the retail store to inform them of the proposed Ordinance and provide support in transitioning from selling rabbits should it be adopted. The transition would include coordinating and collaborating with local rabbit rescue organizations.

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Pursuant to Chapter 125.66, Florida Statutes, one Public Hearing is required to adopt the proposed Ordinance. Staff recommends scheduling the Public Hearing for December 10, 2024, at 6:00 p.m. Section 125.66(3)(a), Florida Statutes, mandates the County to produce a comprehensive business impact estimate before enacting an ordinance, with specific details outlining its purpose, anticipated economic impact on businesses, and associated compliance costs. This estimate would be posted on the County's website no later than 10 days before the scheduled Public Hearing, as required by law.

Animal Shelter Renovations

As mentioned earlier, the Board directed the County Administrator to contact the City Manager to offer the County's assistance to help maintain the capacity at the Animal Shelter for animals during the upcoming renovations and to provide an agenda item to the Board. The County Administrator subsequently sent an email to the City Manager on September 18, 2024. In a subsequent conversation between the County Administrator and City Manager, the City Manager stated he would consider the offer and advise if opportunities for the County to assist are identified in the City's project approach.

The Animal Shelter is located adjacent to Tom Brown Park and is owned and operated by the City. Through an Interlocal Agreement with the City, shelter is provided to animals from the County's Animal Control Division and from citizens in unincorporated areas (Attachment #2). Under the Agreement, the County pays 45% of the operating costs of the shelter, which is budgeted at \$1,355,164 in FY 2025. Additionally, the County pays 50% of the costs associated with the City's capital improvement plan for the facility which is mainly used for the maintenance of large facility systems such as the HVAC system.

There is a current \$3.8 million Blueprint Intergovernmental Agency project to renovate the existing Animal Shelter that is scheduled to begin in October 2024. The project includes renovations to the large-scale dog kennel and medicine area, laundry facility improvements and the addition of new outdoor dog yards. The Animal Shelter currently has 50 dog kennels. City staff has indicated that an evaluation of the current shelter property was conducted which identified adequate space for 37 temporary kennels during the renovation. In order to address the reduced capacity for dogs, the City launched an aggressive media campaign ("Pupgrade") in preparation of the renovations in September to encourage citizens to adopt and/or foster dogs at the Animal Shelter. The City is holding special events in coordination with animal rescue organizations to increase the adoption of pets at the Animal Shelter. Additionally, the City expanded kennel hours and waived adoption fees to provide the community greater access to adopt dogs. The renovations are expected to take nine months.

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Options:

1. Schedule the first and only public hearing to consider adoption of a proposed Ordinance amending Chapter 4 of the Leon County Code of Laws to prohibit the retail sale of dogs, cats, and rabbits (Attachment #1), for December 10, 2024, at 6:00 p.m.
2. Do not schedule the first and only public hearing to consider adoption of an Ordinance to prohibit the retail sale of dogs, cats, and rabbits.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance Amending Chapter 4, Article II of the Leon County Code of Laws regarding Animal Control
2. Animal Service Center Interlocal Agreement with the City of Tallahassee

LEON COUNTY ORDINANCE NO.

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING ARTICLE II OF CHAPTER 4 OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA REGARDING ANIMAL CONTROL; AMENDING SECTION 4-26 “DEFINITIONS”; AMENDING SECTION 4-47 “DOGS AND CATS OFFERED FOR SALE, HEALTH REQUIREMENTS”; PROVIDING FOR CONFLICTS, PROVIDING FOR SEVERABILITY; PROVIDING FOR APPLICABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, Article VIII, Section 1(g) of the Florida Constitution provides Leon County with all powers of local self-government not inconsistent with general law, or with special law approved by vote of the electors; and

WHEREAS, Section 828.27, Florida Statutes, authorizes a governing body of a county to enact ordinances related to animal control or cruelty; and

WHEREAS, the Board of County Commissioners finds that it is reasonable and necessary to establish minimum standards governing the sale of dogs, cats, and rabbits in the unincorporated areas of Leon County to protect the health, safety, and welfare of both animals and pet owners; and

WHEREAS, the Board of County Commissioners desires to enact an ordinance amending Article II of Chapter 4, the Leon County Code of Laws, relating to the retail sale of dogs, cats, and rabbits within the unincorporated areas of Leon County.

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

Section 1. Amendments to Code.

(A). Section 4-26 of the Code of Laws of Leon County, Florida, is hereby amended to add the following definitions:

Section 4-26. Definitions.

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

Animal Rescue Organization means a non-profit organization incorporated under the law of any state and exempt from federal taxation under section 501C(3) of the federal internal revenue Code, as amended , and whose principal purpose is the prevention of cruelty to animals and whose principal activity is to rescue sick, injured, abused, neglected, unwanted, abandoned, orphaned, lost, or displaced

1 animals and to place for adoption. “Animal rescue organization” does not include any entity that breeds
2 animals or that (1) is located on the same premises as an entity that breeds animals: (2) has any
3 personnel in common with an entity that breeds animals: (3) obtains, in exchange for payment or any
4 other form of compensation, dogs or cats from an entity that breeds animals: or (4) facilitates the sale
5 of dogs or cats obtained from a person that breeds animals.

6
7 ~~Animal Shelter. means any facility designated by the county for the purpose of housing and caring for~~
8 ~~animals held under the authority of this article or state law~~ means a facility, whether located in or
9 outside the state of Florida. That is operated by or under contract with a county or other municipal
10 government for the purpose of impounding or caring for seized, stray, homeless, abandoned, unwanted,
11 or surrendered animals.

12
13 Retail pet store means a commercial establishment that sells or offers for sale animals on its premises
14 at retail

15
16 Sell or offer for sale means to display for sale or to exchange for consideration, adopt out, barter,
17 auction, trade, lease, or otherwise transfer.

18
19
20 (B). Section 4-47 of the Code of Laws of Leon County, Florida, is hereby amended to read as
21 follows:

22
23 Sec. 4-47.- “Sale of Dogs, Cats, and Rabbits offered for Sale; Health Requirements.”

- 24
25 (a) It shall be unlawful for any person to offer for sale or sell any dog, cat, puppy or kitten without
26 first obtaining an official certificate of veterinary inspection pursuant to F.S. § 828.29. Dogs,
27 cats, puppies or kittens offered for sale must be at least eight weeks old, free of internal and
28 external parasites, and have proper vaccines and anthelmintics pursuant to F.S. § 828.29, as
29 may be amended from time to time.
30
31 (b) The official certificate of veterinary inspection shall document that all inoculations, tests and
32 treatments required by F.S. § 828.29 have been administered. Appropriate treatment for all
33 positive findings must be documented.
34
35 (c) The veterinarian shall date the official certificate of veterinary inspection upon the actual
36 examination and administration of the inoculations and/or treatments. The sale of all dogs and
37 cats must take place no more than 30 days after the official certificate of veterinary inspection
38 has been issued. If a dog or cat is not sold within 30 days of the issuance of the official
39 certificate of veterinary inspection, then a new examination and inspection certificate must be
40 obtained.
41
42 (d) No person shall display, give away, or offer for sale any live animal on private property
43 without consent of the owner.
44

(e) No person shall display, give away, or offer for sale any living animal on public land, rights-of-way, or easements except in areas that have been authorized and permitted by the county for such use.

(f) The division of animal control, animal rescue organizations and animal shelters ~~city-operated animal control agencies and registered nonprofit humane organizations~~ shall be exempt from the provisions of this section. However, animal rescue organizations ~~registered nonprofit humane organizations~~ may be required to provide health records upon request.

(g) Retail Sale of Dogs, Cats, and Rabbits Prohibited:

(1) It shall be a violation of this Section for a retail pet store, as defined in Section 4-26, to sell or offer for sale a dog, cat, or rabbit.

(2) Exemptions – This section does not apply to:

a. A person that sells or offers to sell only those animals that the person bred and raised on their premises.

b. An Animal Shelter as defined in Section 4-26.

c. An Animal Rescue Organization as defined in Section 4-26.

d. An Animal Shelter or Animal Rescue Organization that operates out of or in connection with a pet store.

e. A veterinary hospital operated by a licensed veterinarian who is providing temporary treatment and care for a stray or unwanted dog, cat, or rabbit.

(3) Nothing in this section shall be construed to prohibit a retail pet store from providing space to an animal rescue organization or an animal shelter, as defined in section 4-26, to publicly showcase dogs, cats, or rabbits available for adoption; provided that the host pet store shall not have an ownership interest in any animal offered for adoption, nor shall such store receive a fee for providing such space.

(4) Penalties:

a. A retail pet store that sells or offers for sale a dog, cat, or rabbit in violation of subsection 1 shall be fined by a sum of \$500. Each sale or offer for sale in violation of subsection 1 shall constitute a separate offense.

b. A retail pet store that provides space in violation of subsection (3) of this section shall be fined by a sum of \$500. Each provision of space in violation of subsection (3) shall constitute a separate offense.

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. Applicability.

This ordinance shall apply to and be effective in the unincorporated area of Leon County.

Section 5. Effective Date.

This ordinance shall take effect February 1, 2025.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County, Florida, this _____ day of _____, 20____.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, Chair
Board of County Commissioners

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

By: _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

997914

TALLAHASSEE-LEON COUNTY ANIMAL SERVICE CENTER AGREEMENT

THIS AGREEMENT made and entered into this 30th day of April, 2014, by and between the CITY OF TALLAHASSEE, a Florida municipal corporation, hereinafter referred to as "City" and LEON COUNTY, a political subdivision of the State of Florida, hereinafter referred to as "County."

WHEREAS, the City owns and operates the Tallahassee-Leon County Animal Service Center, hereinafter referred to as "Center"; and

WHEREAS, the Center provides boarding, medical, and adoption services for lost or abandoned animals and provides impoundment services for dangerous or aggressive animals; and

WHEREAS, the County desires to utilize the services provided by the City at the Center for lost, abandoned, dangerous or aggressive, quarantined, or seized animals picked-up by the County;

WHEREAS, the County recognizes that the Center is a community facility providing for the public health and safety of all citizens in Leon County;

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

1.0 Term. The term of the Agreement shall commence on October 1, 2013 and shall end on September 30, 2018. After the initial term, this Agreement shall be automatically extended for up to four (4) additional five (5) year term(s) upon the same terms and conditions set forth herein and inclusive of properly executed amendments hereto, unless a written notice of intent not to extend is provided by either party at least 270 days prior to the expiration of a term.

2.0 Scope of Services. City shall provide the following services:

2.1 City shall shelter, handle, care for, and dispose of all animals in accordance with professionally recognized standards of humane treatment and provide staffing for all kennel services, administrative services, volunteer coordination, adoption or owner notification services, and humane education.

2.2 City agrees to receive and impound all small, domesticated animals brought to the Center by the County, except for livestock as defined in Section 4-2, City of Tallahassee Code. The City shall make the Center available for receiving animals impounded by the County on a 24-hour per day, 7-day a week basis. The City shall require that sufficient

personnel be on duty and equipment be on hand for the purpose of receiving animal during normal business hours and shall provide the County access to the Center after normal business hours.

2.3 City shall keep healthy stray and confiscated impounded animals for a time period to be established in the Center's Standard Operating Procedures (SOPs), to be established pursuant to Section 2.8 of this Agreement. During that time, the City will make a reasonable attempt to notify the owners, if known, of the impounded animals. After the holding time expires, or immediately in the case of an owner surrendered animal, the City may release the animal to foster care services, transfer the animal to another organization, place the animal for adoption, or euthanize the animal. The City will provide for the disposal of all euthanized animals. Quarantined animals shall be maintained as required by Sec. 767.13, Florida Statutes, as same may be amended from time to time; animals seized pursuant to Sec. 828, Florida Statutes, shall be impounded pursuant to the terms of that statute, as same may be amended from time to time.

2.4 City shall arrange medical treatment or euthanasia for all impounded animals. Animals that are ill or injured may be euthanized in accordance with Sec. 828.05, Florida Statutes and the Center's SOPs. If a County animal control unit is available, the County will provide reasonable assistance in transporting impounded animals for veterinarian services.

2.5 City will provide quarantine facilities for animals known as or suspected to be rabies carriers and for bite cases. Quarantine shall be provided in accordance with Section 767.13, Florida Statutes and F.A.C. 64- D. If a Florida licensed veterinarian determines that an animal currently in rabies quarantine must be euthanized before the expiration of the required quarantine period, or if said animal dies before the expiration of quarantine period, the remains of the animal will be held for the County to initiate rabies testing. In the case of euthanasia, the veterinarian must document the reason for the euthanasia and the City will provide such documentation to the County. The City will dispose of the animal remains.

2.6 City may place animals released from quarantine and not claimed by their owners up for foster care, adoption, transfer them to another organizations, or euthanize the animal in accordance with Section 2.3 of this Agreement. Animals involved in unprovoked biting, attacking or endangering of people or domestic animals shall not be released for foster care or adoption.

2.7 All fees and revenues received by the Center shall be deposited in discrete revenue accounts and used to determine year-end verification of revenues and expenditures in accordance with Section 4.4 of this Agreement.

2.8 Within 6 months of the execution this Agreement by both parties, the City shall establish written Standard Operating Procedures (SOPs) to govern Center operations. The SOPs will include provisions to establish fees, hold times, and required documentation. The City will provide draft SOPs to the County for approval, which shall not be unreasonably withheld. Any changes to the SOPs will be provided in writing to the County within five (5) business days of the effective date of the change. The SOPs will govern shelter use by both City and County. The City shall provide any training necessary to support the SOPs.

3.0 County Responsibilities. County shall provide the following services:

3.1 County will maintain a rabies control program, as mandated by Chapter 64D-3, Florida Administrative Code, and Chapter 4, Code of Laws of Leon County, within the corporate and unincorporated areas of the county.

3.2 County shall maintain responsibility for the supervision of County Animal Control Officers within the unincorporated area and within the City limits when investigating bite reports for rabies control purposes. However, all County Animal Control Officers will adhere to Center SOPs adopted pursuant to Section 2.8 of this Agreement when leaving an animal at the Center. Animal Control Officers will not be expected to provide care services other than watering and feeding animals that they bring to the shelter. The County will provide complete and accurate impoundment data to the animal shelter.

4.0 Fees for Services. The City and County agree to share in the costs for kennel services, administrative services, adoption services, volunteer coordination, owner notification services, facilities management, and humane education services to be provided at the Center.

4.1 The costs will be shared on a 45% (County) / 55% (City) basis for the term of this contract. The cost share allocation will be reviewed at the expiration of each five-year term to determine whether the allocation should be changed, based upon an average of the proportionate costs over the five-year term.

4.2 By May 15 of each year, the City will provide the County with a proposed operating budget for the next fiscal year. The proposed operating budget shall identify changes to current service levels. The County will be given an opportunity to review service level changes and to provide input on these changes as part of the annual budget process. As part of the annual budget process, the City Manager and County Administrator, or their designees, shall mutually agree on proposed service level changes to be submitted for funding to their respective governing bodies. Funding increases not exceeding 4% of the previous year's approved budget shall be considered current service level and shall not require County concurrence to be funded. The County will not unreasonably withhold approval of the proposed operating budget.

4.3 The County's proportionate cost share shall be paid quarterly during each fiscal year based on the agreed upon costs for kennel services, administrative services, adoption services, volunteer coordination, owner notification services and humane education provided at the Center. The County shall remit payment within ten (10) days following the first day of each quarter of the fiscal year. The amount of the County's payment will be limited to the amount of the adopted operating budget plus capital costs, pursuant to this Agreement. Payment for expenditures totaling in excess of 5% of the approved budget amount shall be contingent upon County consent to such expenditures.

4.4 At the end of each fiscal year, there shall be verification of actual costs. The actual cost shall be adjusted for revenues received by the Center, excluding fees paid by the County under this Agreement. Any County over or under payment shall be carried over as an increase or decrease in the payment for the following fiscal year. Such true-up will be made no later than December 1 following the close of the fiscal year and will adjust the payment due on January 1.

4.5 The payment for Fiscal Year 2014 shall be retroactive to October 1, 2013 and County shall receive credit for any payments made from that date until the signing of the Agreement.

4.6 The City agrees to maintain a five-year capital improvement plan and the County agrees to share in the cost of proposed capital improvements as well as any emergency capital repairs to the Center on an equal basis. By May 15 of each year, as part of the annual budget, the City shall provide a proposed five-year capital improvement plan to the County. The City Manager and County Administrator, or their designees, shall mutually agree on the proposed five-year capital improvement plan to be submitted for funding to their respective governing bodies. Emergency repairs to the facility shall be accomplished in accord with industry standards.

5.0 Miscellaneous Provisions:

5.1 Cancellations. This Agreement may be canceled by either party with or without cause by 270 days prior written notice to the other party. Upon cancellation or expiration of this Agreement, the liabilities of the parties shall be limited to the payment of fees and credits incurred or accrued through and including the last effective day of the term of this Agreement. However, should the impoundment of an animal extend beyond the Agreement period, the County shall be responsible for all boarding fees at the rate charged to the general public, medical fees, and disposal fees in the event the animal is euthanized.

5.2 Records. County may review financial accounts and records maintained by the City in connection with the services provided herein. The County will provide authorization for

the City to access the County's animal control records maintained on Petpoint, or successor software.

5.3 Animal Shelter Management Information System. County shall be allowed remote access to the Center's automated information system. County shall be responsible for procuring terminals and related equipment, except that the City shall allow the County access to one computer terminal at the Center.

5.4 Subject to Appropriation. The performance by each party of its obligations under this Agreement shall be subject to and contingent upon the appropriations of available funds or otherwise lawfully expendable for the purposes of this Agreement for the current and future periods. In the event the County ceases to pay its financial obligations as required in this Agreement, the City will discontinue all services as detailed herein.

5.5 Applicable Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Florida.

5.6 Indemnification. To the extent allowed by the Laws of Florida, each party hereby agrees to indemnify, defend, save, and hold harmless the other party from all claims, demands, liabilities, and suits of any nature arising out of, because of or due to any intentional or negligent act or occurrence, omission, or commission, by its agents, or employees. It is specifically understood and agreed by each party that this indemnification clause does not cover or indemnify a party as a result of its own negligence. These terms shall not be construed to waive any statutory or constitutional sovereign immunity rights provided to the parties.

5.7 Amendment. Any amendments to this Agreement shall be in writing, executed by both parties.

6.0 Conflict Resolution Procedure

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

6.2 Should the Parties be unable to reconcile any dispute, the City Manager and County Administrator, or their designees, shall meet at the earliest opportunity, but in any event within ten (10) days from the date that the Dispute Notice is received, to discuss and resolve the dispute. If the dispute is resolved to the mutual satisfaction of the Parties,

they shall report their decision, in writing, to the City Commission and Board of County Commissioners. If the City Manager and County Administrator, or their designees, are unable to reconcile the dispute, they shall report their impasse to the City Commission and Board of County Commissioners, who shall then convene a meeting at their earliest appropriate opportunity, but in any event within forty-five (45) days following receipt of a Dispute Notice, to attempt to reconcile the dispute.

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

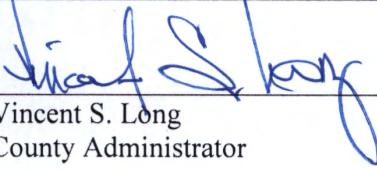
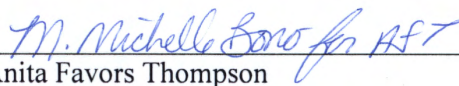
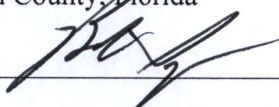
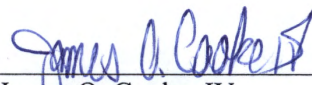
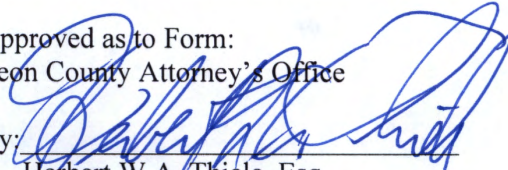
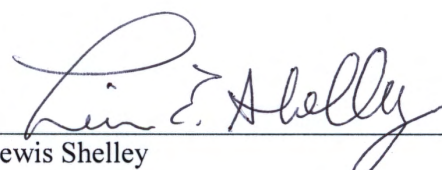
6.4 If an amicable resolution of a dispute has not been reached within sixty (60) calendar days following selection of the mediator, or by such later date as may be mutually agreed upon by the Parties, then, upon the agreement of both Parties, such dispute may be referred to binding arbitration; otherwise,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

a. Such arbitration shall be initiated by delivery, from one Party (the "Claimant") to the other Party (the "Respondent"), of a written demand therefore containing a statement of the nature of the dispute and the amount, if any, involved. The Respondent, within ten (10) days following its receipt of such demand, shall deliver an answering statement to the Claimant. After the delivery of such statements, either Party may make new or different claims by providing the other(s) with written notice thereof specifying the nature of such claims and the amount, if any, involved.

b. Within ten (10) days following the delivery of such demand, each Party shall select an arbitrator and shall deliver written notice of that selection to the other. If either Party fails to select an arbitrator within such time, the other Party may make application to the court for such appointment in accordance with the Florida Arbitration Code. Within ten (10) days following delivery of the last of such written notices, the two arbitrators so selected shall confer and shall select an additional arbitrator.

c. The arbitration hearing shall be commenced in Leon County, Florida within sixty (60) days following selection of the additional arbitrator. Except as may be specifically provided herein, the arbitration shall be conducted in accordance with Rules R-23 – R-48 of the Commercial Arbitration Rules of the American Arbitration Association.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as the date first written above.

LEON COUNTY, FLORIDA	CITY OF TALLAHASSEE
By:  Vincent S. Long County Administrator	By:  Anita Favors Thompson City Manager
ATTEST: Bob Inzer, Clerk of the Court Leon County, Florida By: 	By:  James O. Cooke, IV City Treasurer-Clerk
Approved as to Form: Leon County Attorney's Office By:  Herbert W.A. Thiele, Esq. County Attorney	By:  Lewis Shelley City Attorney

Leon County
Board of County Commissioners
Notes for Agenda Item #23

Leon County Board of County Commissioners

Agenda Item #23

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Adoption of a Resolution to Establish the J.R. Alford Greenway Citizen's Committee

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator
Lead Staff / Project Team:	Maggie Theriot, Director, Office of Resource Stewardship Amanda Heidecker, Director, Parks & Recreations

Statement of Issue:

This item requests Board adoption of a resolution establishing the J.R. Alford Greenway (JRAG) Citizen's Committee to update the Greenway Management Plan. Pursuant to Florida Statutes, a land management plan must be updated every 10 years with input from a citizen's committee which consists of community members, professional stakeholders, County and State staff, and a County Commissioner. As a result, this item also seeks Board appointment of one County Commissioner to serve on the JRAG Citizen's Committee.

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

- Option #1: Approve the Enabling Resolution establishing the J.R. Alford Greenway Citizen's Committee (Attachment #1).
- Option #2: Appoint one County Commissioner to serve on the J.R. Alford Greenway Citizen's Committee.

Report and Discussion

Background:

This item requests Board adoption of a resolution establishing the J.R. Alford Greenway (JRAG) Citizen's Committee to update the Greenway Management Plan (Attachment #1). Pursuant to Florida Statutes, a land management plan must be updated every 10 years with input from a citizen's committee which consists of community members, professional stakeholders, County and State staff, and a County Commissioner. As a result, this item also seeks Board appointment of one County Commissioner to serve on the citizen's committee. The land management plan will be brought back to the Board for approval before submitting to the State for final approval.

This item requests the Board establish the J.R. Alford Greenway Citizen Committee which advances the following FY 2022 – FY 2026 Strategic Initiative:

- *Implement the Tallahassee-Leon County Greenways Master Plan. (2022-20)*

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

- *(Q1) Maintain and enhance our parks and recreational offerings and greenspaces.*

The County manages over 2,000 acres of greenway property spanning four different greenways (J.R. Alford, Miccosukee, Fred George, and St. Mark Headwaters) each with unique features. Greenways are corridors of land serving as passive recreation while also providing vegetated buffers to protect natural habitats, improve water quality, and reduce the impacts of flooding in floodplain areas. The 881-acre JRAG property features nearly 20 miles of maintained trails with one publicly accessible trail head and serves as a home to an abundant amount of native wildlife species that may be found on or near the Greenway such as: the American Alligator, Eastern Grey Squirrel and Nine-banded Armadillo.

The County began managing the JRAG property in May 2001, shortly after the State purchased the property. Initially, through a land management lease with the Florida Department of Environmental Protection, Office of Greenways and Trails (OGT) and, as of 2015, with the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida, the County is responsible for the land's stewardship and operations through the year 2050.

A land management plan is required by the management lease and pursuant to Section 253.034(5), Florida Statutes, and must be updated every 10 years. The management plan outlines maintenance responsibilities associated with access to the greenway through parking and crossings, identifies facilities to be developed, and covers how vegetation and wildlife will be managed and preserved on the property. The first JRAG Management Plan (Plan) was finalized in 2003 with input from the statutorily required citizens committee. The current Plan was approved by the Board for submittal to the State on April 23, 2013, and was thereafter approved by the State on December 18, 2023 (Attachment #2). The Management Plan provides guidelines and direction for managing the JRAG as a unit of the County's parks and greenways system. The Plan also identifies the objectives, criteria, and standards used to guide all aspects of greenway administration and sets forth the specific measures that will be implemented to meet management objectives. By updating

the Management Plan, the JRAG will continue to provide citizens with recreational opportunities while ensuring stewardship of the land.

Analysis:

The 10-year JRAG Management Plan update necessitates the establishment of a citizen's committee, serving as the statutorily required advisory group to provide input for plan updates. The Plan will be brought back to the Board for approval before submitting to the State for final approval.

The proposed Enabling Resolution (Attachment #1) would formally establish the JRAG Citizen's Committee to function as a decision-making committee and be supported by the County's Parks & Recreation staff. A decision-making committee is defined in Board Policy No. 03-15 and provides recommendations regarding matters to be considered for Board approval and is intended to become part of the Board's decision-making process. The proposed 14-member committee will be made up of 11 individuals representing a specific entity mandated by State Statutes. The proposed members as required by Section 259.032(8)(b), Florida Statutes, are outlined below:

- A representative from lead land managing agency (Leon County Parks & Recreation)
- Two representatives, from the co-managing entities (One from Leon County Cooperative Extension and one from the Tallahassee-Leon County Planning)
- A local conservation organization (Buck Lake Alliance)
- Two representatives to serve for restorable habitat for imperiled species (One from Florida Fish and Wildlife Conservation Commission and One from the Florida Department of Agriculture and Consumer Services)
- A representative from the appropriate soil and water conservation district (Leon Soil & Water Conversation District)
- A local elected official (County Commissioner, to be appointed by the full Board)
- Three local private property owners representatives (One from Stoney Creek, one from Observation Circle, and one from Countryside of Tallahassee Homeowners Association)

In addition to the statutorily mandated committee members, three selected stakeholder organizations representing local trail user groups have been identified to serve on the committee based on their experience and history with the greenway and the County, which are as follows:

- Biking (Tallahassee Mountain Bike Association, President or designee)
- Equestrian (Southern Trail Riders, President or designee)
- Running (Gulf Winds Track Club, President or designee)

Over the past 10 years, staff has worked to implement the goals and objectives of the 2013 JRAG Management Plan, which progressed the overall objectives of the original (2003) Management Plan such as: the continued use of prescribed fire, improvements of existing trailheads and trails, the management practices used for controlling invasive species, and the control of allowable and

prohibited uses for public activities within the greenway. Notable accomplishments include the following:

- Installed trail wayfinding markers and other identifying signage throughout the JRAG.
- Added over four miles of single-track trails.
- Improved the equestrian trailer parking area by creating a separate horse parking area.
- Improved the parking lot surface and repaved the speed bumps into the park.
- Installed a bike park with features, capturing elements riders sought to experience while on the trails.
- Started the design and scope for a permanent restroom facility.
- Installed a separate water source for equestrian riders.
- Continued to stabilize the main trail off the parking lot.
- Continued to protect wetlands and floodways on the Greenway.
- Continued ongoing prescribed burning, restoration and reforestation, and improvement of native habitats.
- Continued the implementation of the Forest Stewardship Management Plan with the planting of hundreds of native trees.
- Managed invasive plant species and conducted needed maintenance and control activities.

Upon adoption of the Enabling Resolution (Attachment #1), the JRAG Citizen's Committee will be responsible for collecting public input and making recommendations to staff regarding the 10-year management plan goals and objectives for submission to the State for final approval. Consistent with Policy No. 03-15, the JRAG Citizen's Committee shall elect a chair, and with the support of Parks and Recreation staff, will deliberate on a management plan that will further the goals and objectives of the updated Plan. The JRAG Citizen's Committee will conduct meetings with the goal of presenting updates to the Plan, receiving input from committee members, and identifying specific changes to be compiled into the updated Plan. Before submitting the Plan to the Board, and ultimately the State for approval, there will be a public meeting pursuant to Section 259.032(8)(b), Florida Statutes, for public comment on the updated Plan. The Plan will be available to the public for a period of 30 days before the public hearing. The updated Plan is expected to be submitted to the Board and State for final consideration and approval in the fall of 2025.

Once the Enabling Resolution is adopted, Parks and Recreation staff will work to notify those agencies that are statutorily required to serve along with the adjacent homeowner associations (private property owners) and the three trail user groups identified in this item. Each agency/organization will be asked to submit the name and contact information of their selected representative. Parks and Recreation staff will ensure that all committee members are adequately informed of the process and activities with opportunities for engagement. The membership of the Committee will also be bound by the Sunshine Law and thereby prohibited from communicating with each other on matters related to the Committee's charge.

There will be several opportunities for public review and comments on the JRAG Management Plan before the final Plan is submitted to the State, as each JRAG committee meeting will be publicly noticed along with a public meeting. Following the submission and presentation of the updated JRAG Management Plan to the State, the Committee will be dissolved upon the State's approval of the Plan.

Options:

1. Approve the Enabling Resolution establishing the J.R. Alford Greenway Citizen's Committee (Attachment #1).
2. Appoint one County Commissioner to serve on the J.R. Alford Greenway Citizen's Committee.
3. Do not adopt the Enabling Resolution establishing the J.R. Alford Greenway Citizen's Committee.
4. Board direction.

Recommendation:

Options #1 and #2

Attachment:

1. Proposed Resolution establishing the J.R. Alford Greenway Citizen's Committee

RESOLUTION NO. 24-_____

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF
LEON COUNTY, FLORIDA, TO ESTABLISH A CITIZEN COMMITTEE
NAMED THE J.R. ALFORD GREENWAY CITIZEN'S COMMITTEE,
WHICH SHALL OPERATE AND FUNCTION AS A DECISION-MAKING
COMMITTEE.**

RECITALS

WHEREAS, in June 1999, the Board of Trustees of the Internal Improvement Trust Fund of the State of Florida ("Trustees") acquired 881 acres of land from the Trust for Public Land for the project named the J.R. Alford Greenway (JRAG or Greenway);

WHEREAS, in November 2000, Trustees entered into a lease agreement with the Florida Department of Environmental Protection, Office of Greenways and Trails ("OGT");

WHEREAS, Leon County, Florida (the "County") entered into a sublease agreement with the OGT in May 2001, to manage the JRAG.

WHEREAS, in November 2015, the Trustees cancelled the lease with OGT and Trustees assumed the lease with the County. The lease expires on February 23, 2050.

WHEREAS, Section 253.034(5), Florida Statutes, and the lease with the Trustees, require that individual land management plans for state-owned conservation land parcels over 160 acres, shall be developed with input from an advisory group and updated every 10 years;

WHEREAS, pursuant to Section 259.032, Florida Statutes, in 2003, the first JRAG Management Plan was authored by the Tallahassee-Leon County Planning Department with input from an advisory group;

WHEREAS, the first Management Plan was approved by the Board of County Commissioners of Leon County ("Board") and adopted by the Trustees in 2003;

WHEREAS, pursuant to Section 259.032(8)(b), Florida Statutes, on August 17, 2010, the Board adopted Resolution No. 10-75, establishing the J.R. Alford Greenway Citizen's Advisory Committee;

WHEREAS, the Trustees adopted the first updated JRAG Management Plan in 2013;

WHEREAS, the Board recognizes and acknowledges the importance of updating the JRAG Management Plan to continue the County's goal to conserve and protect environmentally sensitive lands and our natural ecosystems, and fulfill the County's agreement with the Trustees and requirement under Section 253.034, Florida Statutes, to update the JRAG Management Plan every 10 years;

1 WHEREAS, the Board recognizes and acknowledges the importance of public
2 involvement and input in County government;
3

4 WHEREAS, in order for the Board to consider the input of the public in the matter of the
5 2025 update of the JRAG Management Plan, it wishes to establish an advisory group to function
6 and operate in accordance with Board Policy No. 03-15, "Board-Appointed Citizen Committees";
7

8 WHEREAS, Section 259.032(8)(b), Florida Statutes, requires members of this advisory
9 group to include, at a minimum, representatives of the lead land managing agency, co-managing
10 entities, local private property owners, the appropriate soil and water conservation district, a local
11 conservation organization, and a local elected official. Also, as required by Section 269.032(b)(b),
12 Florida Statutes, if habitat or potentially restorable habitat for imperiled species is located on state
13 lands, the Fish and Wildlife Conservation Commission and the Department of Agriculture and
14 Consumer Services shall be included on any advisory group, to provide input into the management
15 plan (for parcels over 160 acres); and
16

17 WHEREAS, in addition to the membership required by Section 259.032(8)(b), Florida
18 Statutes, the Board wishes to include members in the Committee that represent three specifically
19 selected local organizations due to their historic involvement and expertise with the Greenway: a
20 representative of bike trail users, a representative of equestrian trail users, and a representative of
21 running trail users.

22 **NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY**
23 **COMMISSIONERS OF LEON COUNTY, that:**
24

25 1. The Recitals to this Resolution are incorporated herein and made a part hereon as
26 fully set forth below.
27

28 2. The Board hereby establishes the J.R. Alford Greenway Citizen's Committee, for
29 the purpose of giving input to staff on the future goals and objectives for the updated 10-year
30 management plan.
31

32 3. The J.R. Alford Greenway Citizen's Committee shall function and operate as a
33 decision-making committee in accordance with Board Policy No. 03-15, "Board-Appointed
34 Citizen Committees".
35

36 4. The J.R. Alford Greenway Citizen's Committee shall be charged with the
37 responsibility of collecting public input and making recommendations to staff regarding the 10-
38 year management plan goals and objectives for submittal to the State for final approval.
39

40 5. The J.R. Alford Greenway Citizen's Committee shall have 14 members, including
41 members as required by Section 259.032(8)(b), Florida Statutes, as well as a representative from
42 each of the local constituent/trail user groups, and shall be appointed by the following entities:
43

- 44 a) Director of the Leon County Parks & Recreation Department, or designee, to serve
45 as the statutorily required representative of the lead land managing agency;
46

- b) Director of the Leon County Cooperative Extension, or designee, to serve as the statutorily required representative of the co-managing entities;
- c) Director of the Tallahassee-Leon County Planning Department, or designee, to serve as the statutorily required representative of the co-managing entities;
- d) President of the Buck Lake Alliance, or other designated board member, to serve as the statutorily required representative of a local conservation organization;
- e) The Florida Fish and Wildlife Conservation Commission, Director of the Division of Habitat and Species Conservation or designee, to serve as the statutorily required representative for habitat or potentially restorable habitat for imperiled species located on state lands;
- f) The Florida Department of Agriculture and Consumer Services, Director of the Division of Agricultural Environmental Services, or designee, to serve as the statutorily required representative for habitat or potentially restorable habitat for imperiled species located on state lands;
- g) One member of the Leon County Soil & Water Conservation District, to serve as the statutorily required representative of the local soil and water conservation district;
- h) One County Commissioner, to be appointed by the full Board, to serve as the statutorily required local elected official;
- i) The President of the Stoney Creek Homeowners Association, or other designated board member, to serve as the statutorily required local private property owner;
- j) The President of the Observation Circle Homeowners Association, or other designated board member, to serve as the statutorily required local private property owner;
- k) The President of the Countryside of Tallahassee Homeowners Association, or other designated board member, to serve as the statutorily required local private property owner;
- l) The President of Tallahassee Mountain Bike Association, or other board member designee, to serve as a representative of bike trail users;
- m) The President of the Southern Trailriders Association, or other board member designee, to serve as a representative of equestrian trail users; and
- n) The President of the Gulf Winds Track Club, or other board member designee, to serve as a representative of running trail users.

**Leon County
Board of County Commissioners
Notes for Agenda Item #24**

Leon County Board of County Commissioners

Agenda Item #24

October 8, 2024

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Nominations to the Governor for Appointment to the Children's Services Council of Leon County

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator
Lead Staff / Project Team:	Nicki Paden, Assistant to the County Administrator for Legislative and Strategic Initiatives Miranda Hernandez, Management Analyst Cameron Williams, Management Intern

Statement of Issue:

This item seeks Board direction for the nomination of eligible applicants to the Governor for appointment to three seats on the Children's Services Council of Leon County.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Board direction.

Report and Discussion

Background:

This item seeks the Board's direction for the nomination of eligible applicants to the Governor for appointment to the three seats on the Children's Services Council of Leon County (CSC). There is currently one vacant seat on the CSC and two upcoming vacancies due to expiration of terms of Paul Mitchell and Mark O'Bryant on December 31, 2024. Both Paul Mitchell and Mark O'Bryant are eligible for and seeking reappointment.

On June 19, 2018, the Board adopted Ordinance No. 18-13, thereby placing a referendum to establish an independent CSC on the 2020 General Election ballot. During the November 2020 General Election, over 65% of the electorate voted in favor of establishing a CSC to provide children with early learning and reading skills, development, treatment, preventative, and other children's services in Leon County. The CSC generates funding for these children's services by annually levying ad valorem taxes, not exceeding the maximum millage rate of one-half (1/2) mill. The CSC is not a citizen committee or division of Leon County Government, and has independent oversight and accountability as required by law. Per Section 125.901, Florida Statutes (Attachment #1), and County Ordinance No. 2018-13 (Attachment #2), the CSC consists of 10 members, including:

- The Superintendent of Schools;
- A school board member as appointed by the Leon County School Board;
- The Department of Children and Families District Administrator, or his or her designee;
- A judge assigned to juvenile cases as appointed by the Chief Judge;
- A county commissioner as appointed by the Board of County Commissioners; and
- Five members appointed by the Governor from candidates nominated by the Board of County Commissioners to serve a four-year term.

Per Florida Statutes, the Board is required to submit to the Governor at least three recommendations for each gubernatorial appointment vacancy, after soliciting nominations from the public. Florida Statutes requires the Governor to make appointments that represent the demographic diversity of the population of the County, to the extent possible. The Governor has 45 days to make appointments or request a new list of candidates. Accordingly, this item seeks the Board's nomination of eligible applicants to the Governor for appointment to the CSC.

The Community & Media Relations Department has solicited applications across multiple social media platforms such as Facebook, Twitter, and LinkedIn. Additionally, an advertisement was featured in the print edition of the August Link.

Analysis:

On November 17, 2020, the Board approved a process for soliciting and selecting citizen applications for the five initial gubernatorial appointments to the CSC. Per Section 125.901, Florida Statutes, the Board is required to submit to the Governor at least three recommendations

for each gubernatorial appointment vacancy. On January 26, 2021, the Board recommended 15 applicants for consideration. The Governor appointed the following applicants to the CSC: Zandra Glenn; Paul Mitchell; Mark O'Bryant; Carmen Conner; and Liza McFadden.

Gubernatorial appointees to the CSC serve four-year terms; however, Florida Statutes require that the terms of the appointees be staggered. To fulfill this requirement, upon selection, the Governor established the term for each initial appointee, with three of the appointees serving a four-year term (Seats #2, #3, and #4) and two of the appointees serving a two-year term (Seats #1 and #5). Following the completion of the initial two-year term for Seat #1 and #5, all future appointments to the CSC will serve four-year terms.

On January 24, 2023, the Board nominated seven citizens, from a total of 14 applicants, to be considered for two gubernatorial appointment vacancies due to the expiration of the terms of Zandra Glenn (Seat #1) and Liza McFadden (Seat #5) on December 31, 2022. Additionally, on March 23, 2023, Carmen Conner (Seat #4) resigned from the CSC. At the May 9, 2023 meeting, the Board approved three more nominations for a third gubernatorial appointment due to the resignation. In total, nine nominations were submitted to the Governor's Office on May 18, 2023.

On December 13, 2023, County staff received notification from the Governor's Office requesting a new list of candidates. On January 23, 2024, the Board approved 11 additional nominations for a total of 20 eligible applicants to be considered for three gubernatorial vacancies. On May 31, 2024, the Governor made the following appointments to the CSC:

- Brent Johnson – Seat #1 (expires 12/31/26)
- Simone Marstiller – Seat #5 (expires 12/31/26)

The Governor did not make an appointment for the remaining vacancy (Seat #4) at that time. Accordingly, one vacancy currently remains on the CSC in addition to two upcoming vacancies due to expiration of terms of Paul Mitchell and Mark O'Bryant on December 31, 2024.

Children's Services Council of Leon County (CSC)

Purpose: The Children's Services Council of Leon County was established to provide children with early learning and reading skills, development, treatment, preventative and other children's services. The CSC is an independent special district that provides funding for these children's services throughout the County by annually levying ad valorem taxes, and was approved by a majority of the local electorate during the November 2020 General Election.

Composition: The CSC consists of 10 members: five members prescribed by Florida Statutes and five members appointed by the Governor from candidates nominated by the Board of County Commissioners to serve a four-year term. The Board appoints a County Commissioner to serve in one of the five seats prescribed by Florida Statutes. Currently, Commissioner Carolyn Cummings is serving in this capacity. For the five members to be appointed by the Governor, the Board is required to submit at least three nominations for each gubernatorial appointment vacancy. Florida Statutes requires the Governor to make appointments that represent the demographic

diversity of the population of the County, to the extent possible. Table #1 provides the diversity of the current CSC appointments previously nominated by the Board.

Table #1: Diversity of Current Appointments

Total Appointments	Vacant Seats	Gender	Race
5	1	Female – 1 Male – 3	White – 3 Black – 1

Vacancies: There is currently one vacant seat on the Children’s Services Council of Leon County and two upcoming vacancies due to the expiration of terms of Paul Mitchell and Mark O’Bryant on December 31, 2024, as shown in Table #2.

Table #2: Children’s Services Council of Leon County Current and Upcoming Vacancies

Vacancy Status	Seat Number	Term Expiration	Gender – Race
Paul Mitchell <i>Seeking reappointment</i>	2	12/31/2024	Male – White
Mark O’Bryant <i>Seeking reappointment</i>	3	12/31/2024	Male – White
Carmen Conner <i>resigned</i>	4	12/31/2024	Female - Black

The applications for Mr. Mitchell and Mr. O’Bryant, who are both seeking reappointment, are provided in Attachments #3 and #4. Table #3 lists the applicants previously approved by the Board who were not previously appointed by the Governor and are still seeking nomination. Additional information on the 15 previous nominees can be found in their applications, provided in Attachment #5. The County has also received 18 new additional applications seeking the Board’s nomination which are listed in Table #4. Attachment #6 includes details on each of these 18 applicants and their individual applications. In total, there are 35 eligible applicants, including two applicants seeking reappointment, that can be nominated by the Board for the Governor’s consideration.

Table #3: Previously Nominated CSC Applicants

Name	Race / Gender	Name	Race / Gender
Dr. Patty Ball-Thomas	Black / Female	Justin Ravelo	Hispanic / Male
Dr. David Bellamy	White / Male	Bill Schack	White / Male
Gavin Burgess	White / Male	John Sheetz	White / Male
Wallisa Cobb	Black / Female	Amanda Valter	Black/Female
Keshia Jenkins	Black / Female	Eric Whitehead	Black / Male
Michelle Miller	White / Female	Brenda Williams	Black / Female
Christina Omran	N/A	John Wilson	Black/Male
Daniel Parker	White / Male		

Table #4: New Eligible CSC Applicants

Name	Race / Gender	Name	Race / Gender
Sarah Neal Ashcroft	White / Female	Ayne Markos	Black / Female
Lynda Bell	N/A / Female	Greg Michael Picinic	White / Male
Emily Bigler	White / Female	Allie Richards	White / Female
Joseph D'Souza	Asian / Male	Dolleen Ritzel	White / Female
Gavin Dunsby	White / Male	Cyndy Stewart	Black / Female
Tanishia Gammons	Black / Female	Sarah Vinyard	N/A / Female
Ina Hawkins	Black / Female	Ian Waldick	White / Male
Robert Lotane	White / Male	Valerie Wickboldt	White / Female
Mary Magner	White / Female	Daylis Zamora	White / Female

This item seeks Board direction for the nomination of eligible applicants to the CSC for the Governor's consideration. Per Statutes, a minimum of nine nominations would be required (three for each vacant seat). Given the outstanding vacancy, the Governor not appointing one of the candidates previously nominated by the Board (Table #3), and the upcoming expiring terms for two seats on the CSC, this item also provides the Board an option to nominate all 35 eligible applicants.

Following the selection of the nominees for the three seats, the candidates will be notified of their nomination and directed to complete additional online forms as required by the Governor's Appointments Office. The list of nominees to be considered for appointment to the CSC will then be sent to the Governor's Appointments Office for consideration.

Options:

1. Nominate the minimum of nine eligible applicants to the Governor for appointment to the three seats on the Children's Services Council of Leon County, as determined by the Board.
2. Nominate all 35 eligible applicants to the Governor for appointment to the three seats on the Children's Services Council of Leon County.
3. Board direction.

Recommendation:

Board direction

Attachments:

1. Section 125.901, Florida Statutes
2. County Ordinance No. 2018-13
3. Paul Mitchell application seeking reappointment
4. Mark O'Bryant application seeking reappointment
5. List of previously nominated applicants and applications
6. List of new applicants and applications

Select Year:

2024 ▼

Go

The 2024 Florida Statutes

Title XI	Chapter 125	View Entire Chapter
COUNTY ORGANIZATION AND INTERGOVERNMENTAL RELATIONS	COUNTY GOVERNMENT	
125.901 Children’s services; independent special district; council; powers, duties, and functions; public records exemption.—		
<p>(1) Each county may by ordinance create an independent special district, as defined in ss. 189.012 and 200.001(8)(e), to provide funding for children’s services throughout the county in accordance with this section. The boundaries of such district shall be coterminous with the boundaries of the county. The county governing body shall obtain approval at a general election, as defined in s. 97.021, by a majority vote of those electors voting on the question, to annually levy ad valorem taxes which shall not exceed the maximum millage rate authorized by this section. Any district created pursuant to the provisions of this subsection shall be required to levy and fix millage subject to the provisions of s. 200.065. Once such millage is approved by the electorate, the district shall not be required to seek approval of the electorate in future years to levy the previously approved millage. However, a referendum to increase the millage rate previously approved by the electors must be held at a general election, and the referendum may be held only once during the 48-month period preceding the effective date of the increased millage.</p> <p>(a) The governing body of the district shall be a council on children’s services, which may also be known as a juvenile welfare board or similar name as established in the ordinance by the county governing body. Such council shall consist of 10 members, including the superintendent of schools; a local school board member; the district administrator from the appropriate district of the Department of Children and Families, or his or her designee who is a member of the Senior Management Service or of the Selected Exempt Service; one member of the county governing body; and the judge assigned to juvenile cases who shall sit as a voting member of the board, except that said judge shall not vote or participate in the setting of ad valorem taxes under this section. If there is more than one judge assigned to juvenile cases in a county, the chief judge shall designate one of said juvenile judges to serve on the board. The remaining five members shall be appointed by the Governor, and shall, to the extent possible, represent the demographic diversity of the population of the county. After soliciting recommendations from the public, the county governing body shall submit to the Governor the names of at least three persons for each vacancy occurring among the five members appointed by the Governor, and the Governor shall appoint members to the council from the candidates nominated by the county governing body. The Governor shall make a selection within a 45-day period or request a new list of candidates. All members appointed by the Governor shall have been residents of the county for the previous 24-month period. Such members shall be appointed for 4-year terms, except that the length of the terms of the initial appointees shall be adjusted to stagger the terms. The Governor may remove a member for cause or upon the written petition of the county governing body. If any of the members of the council required to be appointed by the Governor under the provisions of this subsection shall resign, die, or be removed from office, the vacancy thereby created shall, as soon as practicable, be filled by appointment by the Governor, using the same method as the original appointment, and such appointment to fill a vacancy shall be for the unexpired term of the person who resigns, dies, or is removed from office.</p> <p>(b) However, any county as defined in s. 125.011(1) may instead have a governing body consisting of 33 members, including the superintendent of schools, or his or her designee; two representatives of public postsecondary education institutions located in the county; the county manager or the equivalent county officer;</p>		

the district administrator from the appropriate district of the Department of Children and Families, or the administrator's designee who is a member of the Senior Management Service or the Selected Exempt Service; the director of the county health department or the director's designee; the state attorney for the county or the state attorney's designee; the chief judge assigned to juvenile cases, or another juvenile judge who is the chief judge's designee and who shall sit as a voting member of the board, except that the judge may not vote or participate in setting ad valorem taxes under this section; an individual who is selected by the board of the local United Way or its equivalent; a member of a locally recognized faith-based coalition, selected by that coalition; a member of the local chamber of commerce, selected by that chamber or, if more than one chamber exists within the county, a person selected by a coalition of the local chambers; a member of the early learning coalition, selected by that coalition; a representative of a labor organization or union active in the county; a member of a local alliance or coalition engaged in cross-system planning for health and social service delivery in the county, selected by that alliance or coalition; a member of the local Parent-Teachers Association/Parent-Teacher-Student Association, selected by that association; a youth representative selected by the local school system's student government; a local school board member appointed by the chair of the school board; the mayor of the county or the mayor's designee; one member of the county governing body, appointed by the chair of that body; a member of the state Legislature who represents residents of the county, selected by the chair of the local legislative delegation; an elected official representing the residents of a municipality in the county, selected by the county municipal league; and 4 members-at-large, appointed to the council by the majority of sitting council members. The remaining seven members shall be appointed by the Governor in accordance with procedures set forth in paragraph (a), except that the Governor may remove a member for cause or upon the written petition of the council. Appointments by the Governor must, to the extent reasonably possible, represent the geographic and demographic diversity of the population of the county. Members who are appointed to the council by reason of their position are not subject to the length of terms and limits on consecutive terms as provided in this section. The remaining appointed members of the governing body shall be appointed to serve 2-year terms, except that those members appointed by the Governor shall be appointed to serve 4-year terms, and the youth representative and the legislative delegate shall be appointed to serve 1-year terms. A member may be reappointed; however, a member may not serve for more than three consecutive terms. A member is eligible to be appointed again after a 2-year hiatus from the council.

(c) This subsection does not prohibit a county from exercising such power as is provided by general or special law to provide children's services or to create a special district to provide such services.

(2)(a) Each council on children's services shall have all of the following powers and functions:

1. To provide and maintain in the county such preventive, developmental, treatment, and rehabilitative services for children as the council determines are needed for the general welfare of the county.
2. To provide such other services for all children as the council determines are needed for the general welfare of the county.
3. To allocate and provide funds for other agencies in the county which are operated for the benefit of children, provided they are not under the exclusive jurisdiction of the public school system.
4. To collect information and statistical data and to conduct research which will be helpful to the council and the county in deciding the needs of children in the county.
5. To consult and coordinate with other agencies dedicated to the welfare of children to the end that the overlapping of services will be prevented.
6. To lease or buy such real estate, equipment, and personal property and to construct such buildings as are needed to execute the foregoing powers and functions, provided that no such purchases shall be made or building done unless paid for with cash on hand or secured by funds deposited in financial institutions. Nothing in this subparagraph shall be construed to authorize a district to issue bonds of any nature, nor shall a district have the power to require the imposition of any bond by the governing body of the county.
7. To employ, pay, and provide benefits for any part-time or full-time personnel needed to execute the foregoing powers and functions.

(b) Each council on children's services shall:

1. Immediately after the members are appointed, elect a chair and a vice chair from among its members, and elect other officers as deemed necessary by the council.

2. Immediately after the members are appointed and officers are elected, identify and assess the needs of the children in the county served by the council and submit to the governing body of each county a written description of:

- a. The activities, services, and opportunities that will be provided to children.
- b. The anticipated schedule for providing those activities, services, and opportunities.
- c. The manner in which children will be served, including a description of arrangements and agreements which will be made with community organizations, state and local educational agencies, federal agencies, public assistance agencies, the juvenile courts, foster care agencies, and other applicable public and private agencies and organizations.
- d. The special outreach efforts that will be undertaken to provide services to at-risk, abused, or neglected children.
- e. The manner in which the council will seek and provide funding for unmet needs.
- f. The strategy which will be used for interagency coordination to maximize existing human and fiscal resources.

3. Provide training and orientation to all new members sufficient to allow them to perform their duties.

4. Make and adopt bylaws and rules and regulations for the council's guidance, operation, governance, and maintenance, provided such rules and regulations are not inconsistent with federal or state laws or county ordinances.

5. Provide an annual written report, to be presented no later than January 1, to the governing body of the county. The annual report shall contain, but not be limited to, the following information:

- a. Information on the effectiveness of activities, services, and programs offered by the council, including cost-effectiveness.
- b. A detailed anticipated budget for continuation of activities, services, and programs offered by the council, and a list of all sources of requested funding, both public and private.
- c. Procedures used for early identification of at-risk children who need additional or continued services and methods for ensuring that the additional or continued services are received.
- d. A description of the degree to which the council's objectives and activities are consistent with the goals of this section.
- e. Detailed information on the various programs, services, and activities available to participants and the degree to which the programs, services, and activities have been successfully used by children.
- f. Information on programs, services, and activities that should be eliminated; programs, services, and activities that should be continued; and programs, services, and activities that should be added to the basic format of the children's services council.

(c) The council shall maintain minutes of each meeting, including a record of all votes cast, and shall make such minutes available to any interested person.

(d) Members of the council shall serve without compensation, but shall be entitled to receive reimbursement for per diem and travel expenses consistent with the provisions of s. 112.061.

(3)(a) The fiscal year of the district shall be the same as that of the county.

(b) On or before July 1 of each year, the council on children's services shall prepare a tentative annual written budget of the district's expected income and expenditures, including a contingency fund. The council shall, in addition, compute a proposed millage rate within the voter-approved cap necessary to fund the tentative budget and, prior to adopting a final budget, comply with the provisions of s. 200.065, relating to the method of fixing millage, and shall fix the final millage rate by resolution of the council. The adopted budget and final millage rate shall be certified and delivered to the governing body of the county as soon as possible following the council's adoption of the final budget and millage rate pursuant to chapter 200. Included in each certified budget shall be the millage rate, adopted by resolution of the council, necessary to be applied to raise the funds budgeted for district operations and expenditures. In no circumstances, however, shall any district levy millage to exceed a

maximum of 0.5 mills of assessed valuation of all properties within the county which are subject to ad valorem county taxes.

(c) The budget of the district so certified and delivered to the governing body of the county shall not be subject to change or modification by the governing body of the county or any other authority.

(d) All tax money collected under this section, as soon after the collection thereof as is reasonably practicable, shall be paid directly to the council on children's services by the tax collector of the county, or the clerk of the circuit court if the clerk collects delinquent taxes.

(e)1. All moneys received by the council on children's services shall be deposited in qualified public depositories, as defined in s. 280.02, with separate and distinguishable accounts established specifically for the council and shall be withdrawn only by checks signed by the chair of the council and countersigned by either one other member of the council on children's services or by a chief executive officer who shall be so authorized by the council.

2. Upon entering the duties of office, the chair and the other member of the council or chief executive officer who signs its checks shall each give a surety bond in the sum of at least \$1,000 for each \$1 million or portion thereof of the council's annual budget, which bond shall be conditioned that each shall faithfully discharge the duties of his or her office. The premium on such bond may be paid by the district as part of the expense of the council. No other member of the council shall be required to give bond or other security.

3. No funds of the district shall be expended except by check as aforesaid, except expenditures from a petty cash account which shall not at any time exceed \$100. All expenditures from petty cash shall be recorded on the books and records of the council on children's services. No funds of the council on children's services, excepting expenditures from petty cash, shall be expended without prior approval of the council, in addition to the budgeting thereof.

(f) Within 10 days, exclusive of weekends and legal holidays, after the expiration of each quarter annual period, the council on children's services shall cause to be prepared and filed with the governing body of the county a financial report which shall include the following:

1. The total expenditures of the council for the quarter annual period.
2. The total receipts of the council during the quarter annual period.
3. A statement of the funds the council has on hand, has invested, or has deposited with qualified public depositories at the end of the quarter annual period.
4. The total administrative costs of the council for the quarter annual period.

(4)(a) Any district created pursuant to this section may be dissolved by a special act of the Legislature, or the county governing body may by ordinance dissolve the district subject to the approval of the electorate.

(b)1.a. Notwithstanding paragraph (a), the governing body of the county shall submit the question of retention or dissolution of a district with voter-approved taxing authority to the electorate in the general election according to the following schedule:

(I) For a district in existence on July 1, 2010, and serving a county with a population of 400,000 or fewer persons as of that date. 2014.

(II) For a district in existence on July 1, 2010, and serving a county with a population of 2 million or more persons as of that date, unless the governing body of the county has previously submitted such question voluntarily to the electorate for a second time since 2005. 2020.

b. A referendum by the electorate on or after July 1, 2010, creating a new district with taxing authority may specify that the district is not subject to reauthorization or may specify the number of years for which the initial authorization shall remain effective. If the referendum does not prescribe terms of reauthorization, the governing body of the county shall submit the question of retention or dissolution of the district to the electorate in the general election 12 years after the initial authorization.

2. The governing body of the district may specify, and submit to the governing body of the county no later than 9 months before the scheduled election, that the district is not subsequently subject to reauthorization or may specify the number of years for which a reauthorization under this paragraph shall remain effective. If the governing body of the district makes such specification and submission, the governing body of the county shall

include that information in the question submitted to the electorate. If the governing body of the district does not specify and submit such information, the governing body of the county shall resubmit the question of reauthorization to the electorate every 12 years after the year prescribed in subparagraph 1. The governing body of the district may recommend to the governing body of the county language for the question submitted to the electorate.

3. Nothing in this paragraph limits the authority to dissolve a district as provided under paragraph (a).

4. Nothing in this paragraph precludes the governing body of a district from requesting that the governing body of the county submit the question of retention or dissolution of a district with voter-approved taxing authority to the electorate at a date earlier than the year prescribed in subparagraph 1. If the governing body of the county accepts the request and submits the question to the electorate, the governing body satisfies the requirement of that subparagraph.

If any district is dissolved pursuant to this subsection, each county must first obligate itself to assume the debts, liabilities, contracts, and outstanding obligations of the district within the total millage available to the county governing body for all county and municipal purposes as provided for under s. 9, Art. VII of the State Constitution. Any district may also be dissolved pursuant to part VII of chapter 189.

(5) After or during the first year of operation of the council on children's services, the governing body of the county, at its option, may fund in whole or in part the budget of the council on children's services from its own funds.

(6) Any district created pursuant to the provisions of this section shall comply with all other statutory requirements of general application which relate to the filing of any financial reports or compliance reports required under part III of chapter 218, or any other report or documentation required by law, including the requirements of ss. 189.015, 189.016, and 189.08.

(7)(a) Each county may by ordinance create a dependent special district within the boundaries of the county for the purpose of providing preventive, developmental, treatment, and rehabilitative services for children. The district is authorized to seek grants from state, federal, and local agencies and to accept donations from public and private sources, provided that the district complies with the provisions of paragraphs (1)(a) and (2)(b), and provided that the district has a budget that requires approval through an affirmative vote of the governing body of the county or may be vetoed by the governing body of the county.

(b) If the provisions of a county charter relating to the membership of the governing board of a dependent special district conflict with paragraph (1)(a), a county may by ordinance create a dependent special district within the boundaries of the county for the purpose of providing preventive, developmental, treatment, and rehabilitative services for children and the district shall be authorized to seek grants from state, federal, and local agencies and to accept donations from public and private sources, provided that the district complies with the provisions of paragraph (2)(b), and provided that the district has a budget that requires approval through an affirmative vote of the governing body of the county or may be vetoed by the governing body of the county.

(8) It is the intent of the Legislature that the funds collected pursuant to the provisions of this section shall be used to support improvements in children's services and that such funds shall not be used as a substitute for existing resources or for resources that would otherwise be available for children's services.

(9) Two or more councils on children's services may enter into a cooperative agreement to share administrative costs, including, but not limited to, staff and office space, if a more efficient or effective operation will result. The cooperative agreement shall include provisions on apportioning costs between the councils, keeping separate and distinct financial records for each council, and resolving any conflicts that might arise under the cooperative agreement.

(10) Two or more councils on children's services may enter into a cooperative agreement to seek grants, to accept donations, or to jointly fund programs serving multicounty areas. The cooperative agreement shall include provisions for the adequate accounting of separate and joint funds.

(11) Personal identifying information of a child or the parent or guardian of the child, held by a council on children's services, juvenile welfare board, or other similar entity created under this section or by special law, or

held by a service provider or researcher under contract with such entity, is exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution. This exemption applies to such information held before, on, or after the effective date of this exemption.

History.—ss. 1, 2, 3, 4, 5, ch. 86-197; s. 26, ch. 89-379; s. 30, ch. 90-288; s. 825, ch. 95-147; s. 2, ch. 97-255; s. 12, ch. 99-8; s. 141, ch. 2001-266; s. 1, ch. 2002-238; s. 1, ch. 2004-86; s. 5, ch. 2004-484; s. 24, ch. 2008-4; s. 1, ch. 2009-151; s. 33, ch. 2010-210; s. 35, ch. 2014-19; s. 5, ch. 2014-22; s. 3, ch. 2015-79; s. 68, ch. 2017-116; s. 25, ch. 2017-151; s. 3, ch. 2022-214; s. 4, ch. 2023-157; s. 83, ch. 2024-140.

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ORDINANCE NO. 2018- 13

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, PROVIDING FOR THE CREATION OF AN INDEPENDENT SPECIAL DISTRICT TO BE KNOWN AS THE "CHILDREN'S SERVICES COUNCIL OF LEON COUNTY", SUBJECT TO THE APPROVAL OF THE ELECTORATE; PROVIDING FOR A GOVERNING BODY TO BE KNOWN AS THE CHILDREN'S SERVICES COUNCIL OF LEON COUNTY; PROVIDING FOR MEMBERSHIP AND DUTIES OF THE COUNCIL; PROVIDING FOR FINANCIAL REQUIREMENTS AND BUDGET PROCEDURES; PROVIDING FOR THE AUTHORIZATION TO LEVY AD VALOREM TAXES NOT TO EXCEED ONE-HALF (1/2) MILL, SUBJECT TO A REFERENDUM; SETTING FORTH THE BALLOT QUESTION FOR SUCH REFERENDUM; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 125.901 Florida Statutes, authorizes the creation of an independent special district to provide children's services throughout each county of the State; and

WHEREAS, the Board of County Commissioners has determined that it would serve the public interest to establish said independent special district within Leon County, and to authorize the district to levy ad valorem taxes not to exceed one-half mill, all subject to approval by the electorate by referendum.

BE IT ORDAINED by the Board of County Commissioners of the County of Leon, Florida, as follows, that:

Section 1. Title.

This ordinance may be cited as the "Children's Services Council of Leon County Independent Special District Ordinance."

Section 2. Not exclusionary.

1 Nothing in this ordinance shall prohibit the county from exercising such power as is
2 provided by general or special law to provide children's services.

3 **Section 3. Creation of independent special district; tax levy.**

4 (a) *Creation.* There is hereby created, subject to the approval of the electorate of the
5 county by referendum, an independent special district as defined in F.S. §§ 189.012 and
6 200.001(8)(e) to provide funding for children's services throughout the county in accordance
7 with F.S. § 125.901. The independent special district shall be known as the "Children's Services
8 Council of Leon County". The boundaries of the district shall be coterminous with the
9 boundaries of the county.

10 (b) *Tax levy.* The Board of County Commissioners shall obtain approval, by a
11 majority vote of those electors voting on the question, to allow the Children's Services Council
12 of Leon County to annually levy ad valorem taxes which shall not exceed the maximum millage
13 rate of one-half (1/2) mill as authorized by s. 125.901, F.S. The district shall be required to levy
14 and fix millage subject to the provisions of F.S. § 200.065. Once such millage is approved by
15 the electorate, the district shall not be required to seek approval of the electorate in future years
16 to levy the previously approved millage.

17 **Section 4. Governing body of the district; composition; appointment; term.**

18 (a) *Governing body of district.* The governing body of the Children's Services
19 Special District shall be known as the "Children's Services Council of Leon County."

20 (b) *Composition; appointment; term.* The Children's Services Council of Leon
21 County shall consist of ten (10) members, including: the superintendent of county public schools;
22 a member of the county school board (as selected by the school board); the district administrator
23 from Circuit 2 of the Northwest Region of the Florida Department of Children and Families, or

1 his or her designee, who is a member of the Senior Management Service or of the Selected
2 Exempt Service; one member of the Board of County Commissioners; and a judge assigned to
3 juvenile cases, who shall sit as a voting member of the board, except that the judge shall not vote
4 or participate in the setting of ad valorem taxes under this ordinance. In the event there is more
5 than one judge assigned to juvenile cases in the county, the chief judge shall designate one of the
6 juvenile judges to serve on the board. The remaining five members shall be appointed by the
7 Governor, and shall, to the extent possible, represent the demographic diversity of the population
8 of the county. After soliciting recommendations from the public, the Board of County
9 Commissioners shall submit to the Governor the names of at least three (3) persons for each
10 vacancy occurring among the five (5) members appointed by the Governor, and the Governor
11 shall appoint members to the council from the candidates nominated by the Board of County
12 Commissioners. The Governor shall make a selection within a 45-day period or request a new
13 list of candidates. All members appointed by the Governor shall have been residents of the
14 county for the previous 24-month period. Such members shall be appointed for 4-year terms,
15 except that the length of the terms of the initial appointees shall be adjusted to stagger the terms.
16 The Governor may remove a member for cause or upon the written petition of the Board of
17 County Commissioners. If any of the members of the council required to be appointed by the
18 Governor under the provisions of this section shall resign, die or be removed from office, the
19 vacancy thereby created shall, as soon as practicable, be filled by appointment by the Governor,
20 using the same method as the original appointment, and such appointment to fill a vacancy shall
21 be for the unexpired term of the person who resigns, dies or is removed from office.

22 **Section 5. Council's powers and functions.**

1 The Children's Services Council of Leon County shall have all of the following powers
2 and functions:

- 3 (1) To provide and maintain in the county such preventive, developmental, treatment
4 and rehabilitative services for children as the council determines are needed for
5 the general welfare of the county.
- 6 (2) To provide such other services for all children as the council determines are
7 needed for the general welfare of the county.
- 8 (3) To allocate and provide funds for other agencies in the county which are operated
9 for the benefit of children, provided they are not under the exclusive jurisdiction
10 of the public school system.
- 11 (4) To collect information and statistical data and to conduct research, which will be
12 helpful to the council and the county in deciding the needs of children in the
13 county.
- 14 (5) To consult with other agencies dedicated to the welfare of children, to the end that
15 the overlapping of services will be prevented.
- 16 (6) To lease or buy such real estate, equipment, and personal property and to
17 construct such buildings as are needed to execute the foregoing powers and
18 functions, provided that no such purchases shall be made or building done unless
19 paid for with cash on hand or secured by funds deposited in financial institutions.
20 Nothing in this subsection shall be construed to authorize the district to issue
21 bonds of any nature, nor shall the district have the power to require the imposition
22 of any bond by the Board of County Commissioners.

- 1 (7) To employ, pay, and provide benefits for any part-time or full-time personnel
2 needed to execute the foregoing powers and duties.

3 **Section 6. Organization of Council.**

4 The Children's Services Council of Leon County shall:

- 5 (1) Immediately after the members are appointed, elect a chairman and a vice
6 chairman from among its members, and elect other officers as deemed necessary
7 by the council.
- 8 (2) Immediately after the members are appointed and officers are elected, identify
9 and assess the needs of the children in the county served by the council and
10 submit to the Board of County Commissioners a written description of:
- 11 a. The activities, services and opportunities that will be provided to children.
- 12 b. The anticipated schedule for providing those activities, services, and
13 opportunities.
- 14 c. The manner in which children will be served, including a description of
15 arrangements and agreements which will be made with community
16 organizations, state and local educational agencies, federal agencies,
17 public assistance agencies, the juvenile courts, foster care agencies, and
18 other applicable public and private agencies and organizations.
- 19 d. The special outreach efforts that will be undertaken to provide services to
20 at-risk, abused, or neglected children.
- 21 e. The manner in which the council will seek and provide funding for unmet
22 needs.

1 f. The strategy which will be used for interagency coordination to maximize
2 existing human and fiscal resources.

3 (3) Provide training and orientation to all new members sufficient to allow them to
4 perform their duties.

5 (4) Make and adopt bylaws and rules and regulations for the council's guidance,
6 operation, governance, and maintenance, provided such rules and regulations are
7 not inconsistent with federal or state laws or county ordinances.

8 **Section 7. Annual report of the Council.**

9 The Children's Services Council of Leon County shall provide an annual written report,
10 to be presented no later than January 1, to the Board of County Commissioners. The annual
11 report shall contain, but not be limited to, the following information:

12 (1) Information on the effectiveness of activities, services, and programs offered by
13 the council, including cost-effectiveness.

14 (2) A detailed anticipated budget for continuation of activities, services, and
15 programs offered by the council, and a list of all sources of requested funding,
16 both public and private.

17 (3) Procedures used for early identification of at-risk children who need additional or
18 continued services and methods for ensuring that the additional or continued
19 services are received.

20 (4) A description of the degree to which the council's objectives and activities are
21 consistent with the goals of this ordinance.

(5) Detailed information on the various programs, services, and activities available to participants and the degree to which the programs, services, and activities have been successfully used by children.

(6) Information on programs, services, and activities that should be eliminated; programs, services and activities that should be continued; and programs, services and activities that should be added to the basic format of the council.

Section 8. Quarterly financial report.

Within 10 days, exclusive of weekends and legal holidays, after the expiration of each quarter annual period, the Children's Services Council shall cause to be prepared and filed with the Board of County Commissioners a financial report which shall include the following:

(1) The total expenditures of the council for the quarter annual period.

(2) The total receipts of the council during the quarter annual period.

(3) A statement of the funds the council has on hand, has invested, or has deposited with qualified public depositories at the end of the quarter annual period.

(4) The total administrative costs of the council for the quarter annual period.

Section 9. Minutes of meetings.

The Children's Services Council shall maintain minutes of each meeting, including a record of all votes cast, and shall make such minutes available to any interested person.

Section 10. Compensation; expenses.

Members of the Children's Services Council shall serve without compensation, but shall be entitled to receive reimbursement for per diem and travel expenses consistent with the provisions of F.S. § 112.061.

Section 11. District fiscal year; budget.

1 (a) The fiscal year of the district shall be the same as that of the County.

2 (b) On or before July 1 of each year, the Children's Services Council shall prepare a
3 tentative annual written budget of the district's expected income and expenditures, including a
4 contingency fund. The council shall, in addition, compute a proposed millage rate within the
5 voter-approved cap necessary to fund the tentative budget and, prior to adopting a final budget,
6 comply with the provisions of F.S. § 200.065, relating to the method of fixing millage, and shall
7 fix the final millage rate by resolution of the council. The adopted budget and final millage rate
8 shall be certified and delivered to the Board of County Commissioners as soon as possible
9 following the council's adoption of the final budget and millage rate pursuant to F.S. ch. 200.
10 Included in each certified budget shall be the millage rate, adopted by resolution of the council,
11 necessary to be applied to raise the funds budgeted for district operations and expenditures. In
12 no circumstances, however, shall any district levy millage to exceed a maximum of one-half
13 (1/2) mill of assessed valuation of all properties within the county which are subject to ad
14 valorem county taxes.

15 (c) The budget of the district so certified and delivered to the Board of County
16 Commissioners shall not be subject to change or modification by the Board of County
17 Commissioners or any other authority.

18 **Section 12. District reports and documentation required by law.**

19 The district shall comply with all statutory requirements of general application which
20 relate to the filing of any financial reports or compliance reports required under F.S. ch. 218, pt.
21 III, or any other report or documentation required by law, including the requirements of F.S. §§
22 189.015, 189.016, and 189.08.

23 **Section 13. Fiscal management; surety bond.**

1 (a) All tax money collected under this ordinance, as soon after the collection thereof
2 as is reasonably practicable, shall be paid directly to the Children's Services Council by the tax
3 collector of the county, or the clerk of the circuit court, if the clerk collects delinquent taxes.

4 (b) All moneys received by the Children's Services Council shall be deposited in
5 qualified public depositories, as defined in F.S. § 280.02, with separate and distinguishable
6 accounts established specifically for the council and shall be withdrawn only by checks signed
7 by the chairman of the council and countersigned by either one other member of the council or
8 by a chief executive officer who shall be so authorized by the council.

9 (c) Upon entering the duties of office, the chairman and the other member of the
10 council or chief executive officer who signs its checks shall each give a surety bond in the sum
11 of at least \$1,000.00 for each \$1,000,000.00 or portion thereof of the council's annual budget,
12 which bond shall be conditioned that each shall faithfully discharge the duties of his or her
13 office. The premium on such bond may be paid by the district as part of the expense of the
14 council. No other member of the council shall be required to give bond or other security.

15 (d) No funds of the district shall be expended except by check as aforesaid, except
16 expenditures from a petty cash account which shall not at any time exceed \$100.00. All
17 expenditures from petty cash shall be recorded on the books and records of the council. No
18 funds of the council, excepting expenditures from petty cash, shall be expended without prior
19 approval of the council, in addition to the budgeting thereof.

20 **Section 14. Optional funding.**

21 After or during the first year of operation of the Children's Services Council of Leon
22 County, the Board of County Commissioners, at its option, may fund in whole or in part the
23 budget of the council from its own funds.

1 **Section 15. Use of funds.**

2 Funds collected pursuant to the provisions of this ordinance shall be used to support
3 improvements in children's services and that such funds shall not be used as a substitute for
4 existing resources or for resources that would otherwise be available for children's services.

5 **Section 16. Referendum.**

6 The authority of the Children's Services of Leon County to levy up to one-half (1/2) mill
7 to carry out the purposes and intent of this ordinance and to fund the District shall be presented
8 to the County electorate by placing a question on the November 3, 2020 general election ballot.

9 The Supervisor of Elections of Leon County shall place the following question on the general
10 election ballot:

11 ESTABLISHMENT OF CHILDREN'S SERVICES COUNCIL OF LEON COUNTY
12
13

14 "Should the Children's Services Council of Leon County be established to provide
15 children with early learning and reading skills, development, treatment, preventative and other
16 children's services in Leon County as a special district with ad valorem taxing authority limited
17 to one-half (1/2) mill annually, and independent oversight and accountability as required by law,
18 unless and until the district is dissolved as specified in s.125.901(4)(a), Florida Statutes?"
19

20 **YES** _____
21

22 **NO** _____
23

24 **Section 17. Conflicts.** All ordinances or parts of ordinances in conflict with the
25 provisions of this ordinance are hereby repealed to the extent of such conflict, except to the
26 extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan, as
27 amended, which provisions shall prevail over any parts of this ordinance which are inconsistent,
28 either in whole or in part, with the said Comprehensive Plan.

Section 18. 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 19. Effective Date. This ordinance shall have effect upon becoming law.

DULY PASSED AND ADOPTED by the Board of County Commissioners of Leon
County, Florida, this 19th day of June, 2018.

LEON COUNTY, FLORIDA

By: Nick Maddox
Nick Maddox, Chairman
Board of County Commissioners

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

By: Carlton Fredrick Howard Bryant Massey

APPROVED AS TO FORM:
Office of the County Attorney
Leon County, Florida

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



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

Name: Mr. Richard "Paul" Mitchell		Date: 8/1/2024 9:47:36 AM	
Home Address:	1171 Braemore Way Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 459-3519	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	mitchell@thesoutherngroup.com	How many years have you lived in Leon County?	36

(EMPLOYMENT INFORMATION)

Employer:	The Southern Group	Work Address:	123 S Adams St Tallahassee, FL 32309
Occupation:	Govt Affairs	Work Email:	mitchell@thesoutherngroup.com
Work/Other Phone:	(850) 671-4401		

(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:	61
District:	District III	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Susanne Dudley	Name:	Heather DiGiacomo
Address:	3907 W Millers Bridge Rd Tallahassee, FL 32312	Address:	3009 Dickinson Dr Tallahassee, FL 32311
Phone:	(850) 228-0706	Phone:	(850) 528-2858

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.

<https://thesoutherngroup.com/wp-content/uploads/2019/10/Paul-Mitchell-Bio.pdf>

Currently serving on the CSC of Leon County, The Florida Youth Foundation (a direct services organization for Fla Dept of Juvenile Justice), The Early Learning Coalition of the Big Bend and Who We Play For, a national organization dedicated to ending sudden cardiac arrest in student athletes.

(COMMITTEE QUESTIONNAIRE)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?

No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council to which you are applying for membership? **Yes**

If yes, please explain.

Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? **No**

[Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? **Yes**

[All members appointed by the Governor shall have been residents of the county for the previous 24-month period.](#)

Have you lived in Leon County for the past 24 months? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Richard "Paul" Mitchell*

The application was electronically sent: 8/1/2024 9:47:36 AM



Paul Mitchell

Paul Mitchell joined The Southern Group's Tallahassee office in 2005. Paul's areas of expertise include banking and finance, campaigns, education, environment and sustainability, insurance, health care, housing, local government, policy, and senior issues.

A native Floridian from Palm Beach County, Paul was a dedicated public servant for more than 15 years, serving at the top of some of the most powerful executive branch agencies. Paul began his career in Florida government in 1988 as an aide to then Insurance Commissioner Tom Gallagher, then served as chief cabinet aide to then-Secretary of State Sandra Mortham. From 1998 to 2005, Paul served as chief of staff to Education Commissioner Tom Gallagher, then continued as Gallagher's chief of staff when he became State Treasurer at the Florida Department of Insurance and then State CFO.

An expert in policy and administration, Paul has served on several boards and commissions, including the ERP (Enterprise Resource Planning) Integration Task Force, a statewide effort initiated by the legislature to improve financial management of taxpayer dollars and modernize state personnel systems.

Paul also served with the Florida Commission on Economic Education and the "Just Read Florida" program. Paul is currently on the board of Who We Play For, Whole Child, and the Florida Juvenile Justice Foundation, the direct-support organization for the Department of Juvenile Justice.

Paul graduated with honors from Florida State University with a BA in political communications and currently resides in Tallahassee with his three sons.



Tallahassee, FL



mitchell@thesoutherngroup.com



850.671.4401



[Linkedin.com/paul-mitchell](https://www.linkedin.com/paul-mitchell)

Influence creates opportunity.
Let us show you how.



[TheSouthernGroup.com](https://www.TheSouthernGroup.com)





LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Applications will be discarded if no appointment is made after two years.

Name: Mr. George Mark O'Bryant		Date: 9/10/2024 4:59:54 PM	
Home Address:	1130 Carriage Road Tallahassee, FL 32312	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 933-2827	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	mark.obryant@tmh.org	How many years have you lived in Leon County?	21

(EMPLOYMENT INFORMATION)

Employer:	Tallahassee Memorial HealthCare, Inc.	Work Address:	1300 Miccosukee Road Tallahassee, FL 32312
Occupation:	President & Chief Executive Officer	Work Email:	mark.obryant@tmh.org
Work/Other Phone:	(850) 431-5380		

(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:	64
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Steve Evans	Name:	Mike Forsthoefel, MD
Address:	3920 Bobbin Brook Circle Tallahassee, FL 32312	Address:	429 Audubon Drive Tallahassee, FL 32312
Phone:	(850) 445-3513	Phone:	(850) 556-0982

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. George Mark O'Bryant*

The application was electronically sent: 9/10/2024 4:59:54 PM



G. Mark O'Bryant

President & Chief Executive Officer

TMH MISSION

To be known as the most engaged
and supportive organization in America.

G. Mark O'Bryant serves as the President and Chief Executive Officer of Tallahassee Memorial HealthCare, Inc. (TMH), overseeing the parent corporation of Tallahassee Memorial Hospital in Florida's capital city. Before joining TMH, he held senior leadership roles at Memorial Health Care System in Chattanooga, Tennessee, a part of CommonSpirit Health, where he directed the operational and strategic activities of the organization. He assumed leadership of the 772-bed Tallahassee-based regional safety-net facility in July 2003. Since then, he has been committed to driving the community-based and locally governed organization in addressing the unique health needs of the region. With that in mind, Mr. O'Bryant has spearheaded several key initiatives:

Clinical Excellence: He has driven clinical, operational, and financial improvements, emphasizing a patient and family-centered care model. The organization restructured around key clinical centers of excellence, each responsible for addressing the comprehensive needs of their respective patient populations. TMH began targeting its focus on evidence-based standards of care and comparative national benchmarks.

Regionalization: Mr. O'Bryant has expanded the hospital's reach through regionalization efforts, including new market development, rural hospital alliances and provider partnerships. In particular, he is leading TMH's major expansion in the Bay and Walton County region in collaboration with the St. Joe Company. During his tenure, TMH has transitioned from an institutional to system structure spanning North Florida, South Georgia and Southeast Alabama.

Partnerships: With a focus on securing regionally based resources, he has directed multiple strategic partnerships to secure a focus on the unique health needs of the region. Beyond the acute care relationships, TMH has developed formal collaborations with Apalachee Center, Big Bend Hospice, Capital Health Plan, and other organizations critical to the comprehensive delivery model required to drive the quality of health of the population served by TMH.

Advancement in Healthcare: Under his leadership, Tallahassee Memorial has evolved from a tertiary-level organization to an emerging quaternary center of care, significantly expanding the depth and breadth of services provided. To do so, TMH has expanded its technologies and clinical leadership to provide services to patients well beyond TMH's historical referral markets.

Academic Health Platform: Over the years, TMH has been committed to transitioning to an academic health center model. Mr. O'Bryant has anchored numerous structured relationships with educational organizations, including Tallahassee State College, Florida A&M University, the University of Florida, and most notably Florida State University (FSU). Through his efforts, TMH serves as a platform for multiple medical residency and training programs in association with FSU. It has also significantly expanded its position in medical research. This transition is most evident with the current FSU Health partnership initiatives.

Culture of Care and Planning: Upon his arrival Mr. O’Bryant helped to define TMH’s core ICARE values (Integrity, Compassion, Accountability, Respect and Excellence) which serves as the base for each and every organizational engagement. He also brought a strong focus on planning, establishing the first of many comprehensive strategic plans, with a drive to improve the quality of health for our region with attention on safeguarding TMH as a community-owned and governed resource.

During his tenure, TMH has achieved many national recognitions and accreditations. Mr. O’Bryant has served in many leadership roles withing the health care industry as well as within the Tallahassee community. He is a Diplomat in the American College of Health Care Executives, with degrees from Brigham Young University (Bachelor of Science) and Georgia State University (Master of Health Administration and Master of Business Administration).

He is married and has three sons and a daughter.

[TMH.ORG](https://tmh.org) | [850-431-1155](tel:850-431-1155) | [1300 Miccosukee Road, Tallahassee, FL 32308](https://www.tmh.org/1300-Miccosukee-Road-Tallahassee-FL-32308)

Previously Nominated Applicants for the Childrens Services Council of Leon County

	Date											Financial	County
	Received	Salutation	Name	Employer	Occupation	Race	Age	Gender	District	Disabled	Eligible	Disclosure	Last 2
													Resident
													Years
1	11/15/2022	Dr.	Ball Thomas, Patty	FAMU	Professor / Director	Black	75	F	District V	no	yes	yes	yes
2	1/17/2024	Mr.	Bellamy, David	Tallahassee Orthopedic Clinic	Physician	White	53	M	District I	no	yes	yes	yes
3	1/10/2024	Mr.	Burgess, Gavin	Florida State University	Associate General Counsel	White	44	M	District IV	no	yes	yes	yes
4	11/16/2022	Ms.	Cobb, Walissa	Cobb Realty & Investments	Realtor	Black	48	F	District I	no	yes	yes	yes
5	9/8/2022	Ms.	Jenkins, Keshia Marie	The Children's Movment of FL	Outreach & Engagement Mgr	Black	36	F	District III	no	yes	yes	yes
6	10/11/2022	Mrs.	Miller, Michelle	MM FITNESS LLC	Business Owner	White	47	F	District IV	No	Yes	Yes	Yes
7	11/14/2023	Ms.	Omran, Christina	State of Florida	Not Provided	N/A	N/A	N/A	District III	N/A	yes	yes	yes
8	12/5/2022	Mr.	Parker, Daniel	FL Fish & Wildlife Conservation Commission	Director, Youth Conservtion Commission	White	54	M	District V	no	yes	yes	yes
9	6/26/2023	Mr.	Ravelo, Justin	Florida Dept. of Health	Attorney/Prosecutor	Hispanic	28	M	District III	N/A	yes	yes	yes
10	1/2/2023	Mr.	Schack, Bill	Social Catering & Events	Manager	White	55	M	District IV	no	yes	yes	yes
11	1/5/2023	Mr.	Sheetz, John	FSU	Trainer	White	42	M	District V	no	yes	yes	yes
12	1/5/2023	Mrs.	Valter, Amanda	Office of the Public Defender, 2nd Judicial Circuit	Asst. Public Defender	Black	29	F	District II	No	Yes	Yes	yes
13	12/12/2022	Mr.	Whitehead, Eric	Retired	Internal Auditor & Planner	Black	65	M	District V	no	yes	yes	yes
14	10/11/2022	Ms.	Williams, Brenda	Tallahassee Housing Authority	Executive Director	Black	64	F	District V	no	yes	yes	yes
15	1/10/2024	Mr.	Wilson, John	Leon County Schools	Teacher	Black	50	M	District III	yes	yes	yes	yes



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

Name: Dr. Patty Ball Thomas		Date: 11/15/2022 4:28:10 PM	
Home Address:	515 Karcher Ave 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?	Yes
Home Phone:	(850) 264-1065	Do you own property in the Tallahassee City Limits?	Yes
Email:	pballthomas@netscape.net	How many years have you lived in Leon County?	50

(EMPLOYMENT INFORMATION)

Employer:	Florida A&M University	Work Address:	501 Orr Drive, GEC-B 310 Tallahassee, FL 32317
Occupation:	Professor/Director		
Work/Other Phone:	(850) 599-3107		

(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:	Black or African American	Gender:	F	Age:	75
District:	District V	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Dr. Allyson Watson	Name:	Rev. Jean DeBarbieris Owen
Address:	Florida A&M University 501 Orr Drive. GEC_A 309, Tallahassee, FL 32307	Address:	8551 Buck Lake Rd, Tallahassee, FL 32317
Phone:	(850) 561-2989	Phone:	(850) 656-1678

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council to which you are applying for membership? **No**

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Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

[Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

[All members appointed by the Governor shall have been residents of the county for the previous 24-month period.](#)

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Dr. Patty Ball Thomas*

The application was electronically sent: 11/15/2022 4:28:10 PM

Patty Ball Thomas

BIOGRAPHICAL SKETCH

NAME	POSITION TITLE		
Ball Thomas, Patty	Professor, College of Education		
COMMON USER NAME	Department of Elementary Education, Reading/Lang. Ed. Florida A&M University		
EDUCATION/ TRAINING (Begin with baccalaureate or other professional education, such as nursing, and postdoctoral training)			
INSTITUTION AND LOCATION	DEGREE (If applicable)	Year(s)	FIELD OF STUDY
Florida A&M University	B.S.	1967	Elem. Education
Florida State University	M.S.	1977	Reading/Lang.Ed
Florida A&M University	Ph.D.	2001	Ed. Leadership

Professional Experience

2022-Present	Florida A&M University, Director of Teacher Education Induction
2020-Present	Florida A&M University, Professor
2018-2019	Florida A&M University, Associate Professor
2016-2017	Florida A&M University, Chairman, Department of Pre K/Elementary Ed.
2011 – 2017	Florida A&M University, Associate Professor
2004 – 2011	Florida A&M University, Assistant Professor
2003 – 2003	Leon County Public Schools, second grade teacher
2003 – 2000	Florida Association for Community Action, Executive Director
2000 – 1996	Florida Department of Ed., Program Admin. of School Readiness
1996 – 1990	Florida Department of Ed., Director of Early Childhood Programs
1990 – 1985	Florida Department of Ed., Supervisor of Early Childhood and Elem. Ed.
1988 – 1986	Florida A&M University, Research Consultant, College of Pharmacy
1985 – 1980	Florida Department of Ed., Reading Consultant, Early Childhood/Elem.
1979 – 1977	Leon County Public Schools, Reading Teacher, Elem. & Adult Ed.
1976 – 1974	Florida Department of HRS, Ed. Pg. and Facility Supervisor
1974 – 1969	Okeechobee County Public Schools, Tutorial Reading Supervisor of Migrant Programs and 3rd & 4th grade teacher
1969 – 1968	Duval County Public Schools, 3rd & 4th Grade combination gifted class
1967 – 1968	Duval County Public Schools, 3rd grade teacher

Other Collegiate Assignments

Director of Off Campus Programs, 2004 – 2005
 Principal Investigator / Project Director of Head Start Grant for HBCUs, 2005 – 2011
 Member, Student, Grievance Committee, 2005 – present
 Member, Activity & Service Fee Committee, 2004
 Member, Conceptual Framework Committee, 2005- 2009
 Member, Faculty Handbook Committee, 2005 – 2007
 Member, Honors program Advisory Committee, 2004 – 2010
 Member, Apple Pinning Ceremony Committee, 2004 - 2013

Patty Ball Thomas

Member, FAMU Day at the Capitol Committee
Member, COE Research, Grants and Professional Development Committee, 2013-present
Member, COE International Education Ad Hoc Committee, 2013 - present
Member, COE Student Grievance Committee, 2013 - present
Member, COE Student Services Committee, 2013 – present
Advisor, Student Club Sponsor, Phi Delta Kappa, 2004 – Present

Current Professional and Academic Association Memberships

International Reading Association Member
National Even Start Association Board of Directors
Phi Delta Kappa, Chapter President
Kappa Delta Pi, Member at large
Societas Docta, Inc. Chapter President
Capital Area Community Action - Head Start Policy Council (past)
Capital Area Community Action Agency Board of Directors President
ZONTA International Member
Tallahassee Drifters, Inc. Member
State of Florida Notary Public, American Society of Notaries #895751

Current Professional Assignments and Activities

Revising curriculum to reflect the Common Core; developing rubrics for revised FEAPs and FTCE competencies.
Developing Reading Matrix for RED 3333, Reading in the Content Area (Competencies 1 and 2)-(K-12)

Publications

Doctoral Dissertation –“Implication of Recent Brain Research on Preparing Young Children to Enter School Ready to Learn”
Masters’ Thesis – “The Effect of Experiential Learning versus Direct Instruction on Reading Comprehension”
Booklet entitled ‘Who's Reading What?’ (Information on Reading Basals in the 67 school districts within the State of Florida), Florida Department of Education
Numerous Early Childhood and Elementary Education Reports, Florida Department of Education
Columnists for Capitol Outlook News – ‘Reading Tips for Parents’
Article in the Florida Reading Quarterly, Florida Reading Association
Florida First Start Program Planning and Implementation Guide, Florida Department of Education
Florida First Start Parent Educators Handbook, Florida Department of Education
School Age Child Care - ERIC Report
Sunrise Skill Builders, Florida Department of Education

Patty Ball Thomas

Book Chapter – The First Three Years of a Child’s Life and Its Impact on A Child Entering School Ready to Learn, How to Teach Children At Risk of Educational Failure: Coping with Poverty, Bullying, Disease. Crime, and Ethnicity, Dr. Tony Manson (ISBN 0-7734-6173-6 Mellen Press Studies in Education Volume 103, 2005

Book Chapter – The Effects of Repeating Reading on Reading Fluency,

Twenty Issues in Teaching African American Pupils: A Collective Experience of What Works, Dr. Tony Manson (ISBN-13-978-0-7734-5685-3 Mellen Press, 2006

Book Chapter – Parent Involvement and At Risk Students Enrolled in Even Start Family Literacy Programs, Twenty Issues in Teaching African American Pupils: A Collective Experience of What Works, Dr Tony Manson (ISBN-13-978-0-7734-5685-3 Mellen Press, 2006

Book – Preparing Young Children to Enter School Ready to Learn: Implications of Recent Brain Research on Preparing Young Children to Enter School Ready to Learn.

Dr. Patty Ball Thomas (ISBN 978-3-639-10569-8 VDM Verlag Dr. Muller Aktiengesellschaft &Co.KG Publisher, 2009

Papers Presented

“Opportunities and Challenges at First Grade: An Administrative Prospective,” The National Association of African American Studies, 2004, Houston, TX

“The Impact of Fluency on Reading Comprehension,” The Sino-American International Research Forum, 2010, Guilin, P.R. China

“African American Teacher Stress Related to High Stakes Testing”, National Association of African American Studies & Affiliates, 2014 Baton Rouge, Louisiana

“Preparing Young Children to Enter School Ready to Learn (Implication of Brain Research)”, Oxford Round Table, Childhood Education, Harris Manchester College, University of Oxford, England, 2014

Research

2005 – 2010 Head Start for Historically Black Colleges and Universities: Department of Children and Families, \$149,000 for five year grant. A total of \$745, 000 awarded to Florida A&M University

Special Recognition

- | | |
|-----------|---|
| 2022 | FAMU’s Emerging Leaders Initiative |
| 2022 | National Association of Parliamentarians |
| 2022 | 25 Women You Need to Know in Tallahassee, Florida |
| 2011-2013 | Leon County Commission on the Status of Women & Girls |

Patty Ball Thomas

2010	Kid Incorporated Board of Director
2009-2010	Outstanding Education Partner Award, Capital Area Community Action Agency
2008 – 2010	Gubernatorial Appointment, Commissioner, Florida Commission on Human Relations
2008 – 2009	Tallahassee Volunteer of the Year in Education (Finalist)
2006 – 2007	FAMU College of Education, Undergraduate Teacher of the Year
2004	Champion for Children Nominee, Kids Incorporate
1998	Distinguished Leadership Award Nominee, Leadership Tallahassee
1997	Academy of Fellows, Distinguished Educator Award, Institute for the Development of Educational Activities

Doctoral Dissertation Committees

“Teacher Stress Related To A High-Stakes Testing Program And Scores Obtained By Second Through Fifth Grade Students” – by Doretha Presley –Benson, 2007, Florida A&M University, Educational Leadership & Human Service

“The Short-Term Qualitative Impact of an Interdisciplinary Arts-Centered Curriculum on Rural At-Risk Middle Schools Students” – by Talicia V. Scriven 2008, Florida State University, School of Visual Arts and Dance

“An Examination of the Differences Between School Achievement Of Title 1 Schools And Parent Perception Of School Climate” – By Irene Y. Gaines 2009, Florida A&M University, Educational Leadership and Human Services

“Georgia Principals’ Success in Leading Elementary and Middle Schools and the Interaction of Emotional Intelligence” – By Evelyn Parker-Henry 2012, Florida A&M University, Educational Leadership and Human Services

“Impact of Parental Educational Involvement on Student Academic Performance: African American Middle School Males” – By Claudette Harrell 2014, Florida A&M University, Educational Leadership and Counseling



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Name: Dr. david Bellamy		Date: 1/17/2024 8:22:00 PM	
Home Address:	3632 Mossy Creek Lane Tallahassee, FL 32311	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 933-3126	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	davidbellamy@yahoo.com	How many years have you lived in Leon County?	42

(EMPLOYMENT INFORMATION)

Employer:	tallahassee orthopedic clinic	Work Address:	3334 capital medical blvd Tallahassee, FL 32311
Occupation:	physician	Work Email:	david.bellamy@teamtoc.com
Work/Other Phone:	(850) 219-1932 Ext.1963		

(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:	53
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	josh kasper	Name:	steve beasley
Address:	2050 capital circle ne tallahassee florida 32308	Address:	2610 pottsdamer st tallahassee, florida 32310
Phone:	(850) 528-1898	Phone:	(850) 556-2911 Ext.5754752

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Dr. david Bellamy*

The application was electronically sent: 1/17/2024 8:22:00 PM

David A. Bellamy, M.D.

Employment

Tallahassee Police Department
1990 – present

Tallahassee Orthopedic Clinic
2002 – 2022
Clinical Assistant Professor
Florida State University
College of Medicine

Education

Undergraduate Florida State University
Tallahassee, Fl.
B.S. Biology Cum Laude
Chemistry Minor
December 1992

Medical School University of Florida College of Medicine
Gainesville, Fl.
May 1997

Law Enforcement Training/Qualifications

Lively Criminal Justice Academy, Basic recruit class 81
Completed November 1989

Florida Commission on Criminal Justice Standards
Law Enforcement Certificate of Compliance
Awarded November 1990
Renewed every 5 years since

Lively Criminal Justice Academy
Police Defensive Tactics Instructor Course
Completed July 1990

Tallahassee Police Department

In-service Training on Legal Issues, Defensive Tactics, Firearms, Emergency Vehicle Operation, Hazardous Materials, First responder Medical Care
Yearly since 1990

Law Enforcement Experience

Police Officer (part time, fully sworn)
Tallahassee Police Department
Tallahassee, Fl
Hired 1990
Currently still employed

Tactical Apprehension and Control Team (TAC or SWAT Team)
Team Physician/Surgeon
Tallahassee Police Department

Defensive Tactics/Use of Force Committee
Tallahassee Police Department

Law Enforcement Awards and Honors

Top Academic Graduate
Lively Criminal Justice Academy, Basic Recruit Class 81

Outstanding Reserve Officer
Tallahassee Police Department
1993

Medical Training

General Surgery Resident
University of Florida
1997 – 1998

Orthopedic Surgery Resident
University of Florida
1998 – 2002

Response to NASA/Space Shuttle Emergencies
NASA
Cape Canaveral, Fl.

Knee Arthroplasty Techniques and Alternatives
American Academy of Orthopedic Surgery
Chicago, Il.
2002

Less Invasive Trauma Surgery
Destin, Fl
2003

Biomet Hip Reconstruction Conference
Chicago, Il.
2004

Treatment of Pediatric Orthopedic Surgery
American Academy of Orthopedic Surgery
Chicago, Il.
2005

Current Concepts in Joint Replacement
Orlando, Fl.
2010

Current Concepts in Joint Replacement
Orlando, Fl.
2013

Annual Symposium on Sports Medicine
UT Health
San Antonio, Texas
2016

American Sports Medicine Institute
Injuries in Football Course
Sandestin, Florida
2018

American Sports Medicine institute
Injuries in Baseball Course
Atlanta, Georgia
2020

Professional Memberships

Police Benevolent Association

Capital Medical Society

Florida Medical Association

Florida Orthopedic Society

American Board of Orthopedic Surgery

American Academy of Orthopedic Surgeons

Organizational Roles

Medical Executive Committee
Tallahassee Orthopedic Clinic
2007 – 2010

Board of Governors
Capital Medical Society
2006 – 2010

Chairman
Orthopedic Surgery
Tallahassee Memorial Hospital

Member
Surgical Case Review Committee
Capital Regional Medical Center
2005 – 2007

Medical Executive Committee
Tallahassee Outpatient Surgery Center
2008 – 2014

Medical Executive Committee
Tallahassee Memorial Hospital
2005 – 2007
2016 – 2018

Credentials Committee
Tallahassee Memorial Hospital
2008 – 2015

Team Physician
Florida State University Women's Basketball

Team Physician
Florida State University Baseball

Chairman
Department of Surgery
Tallahassee Memorial Hospital
2018-2022

Hospital Privileges

Tallahassee Memorial Hospital
Capital Regional Medical Center
Tallahassee Outpatient Surgery Center
Red Hills Surgery Center
Jackson Hospital

Academic Awards/Honors

Mortar Board Honor Society
1991

Phi Beta Kappa
1992

Golden Key National Honor Society
1992

President
University of Florida College of Medicine
Class of 1997

Thorkild W Andersen Award

Awarded to the graduating medical student who has made the greatest overall contribution to the college of medicine and to his or her fellow students
University of Florida College of Medicine
1997

Presentations

Hip and Pelvis Anatomy, Pathology, and Physical Exam
University of Florida
College of Medicine
2000, 2001

Achilles Tendon Pathology and Treatment
University of Florida
College of Medicine
2000

Idiopathic Adolescent Scoliosis, Cause, Diagnosis, and Treatment
Joint Neurosurgery and Orthopedic Surgery Spine Conference
University of Florida
College of Medicine
2002

Keynote Speaker
Domestic Violence Training for the Healthcare Community
Tallahassee Memorial Healthcare
2005

Presenter
At Florida Public Safety Institute
High Liability Training Seminar
Topics
 Self Treatment of Medical Emergencies
 Cause of Violent Deaths in Law Enforcement
2009, 2010

Graduation Speaker
Pat Thomas Law Enforcement Academy
Basic Recruit Class 378
2011

Management of Drug Induced Psychosis and Excited Delirium
North Port Police Department
2018

Bone Tumor Treatment and Pathology
Yearly Lecture
Florida State University College of Medicine



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Name: Mr. Gavin Dean Burgess		Date: 1/10/2024 7:15:46 PM	
Home Address:	142 Thistlewood Court Tallahassee, FL 32312	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 566-7355	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	gburgess14@gmail.com	How many years have you lived in Leon County?	21

(EMPLOYMENT INFORMATION)

Employer:	Florida State University	Work Address:	222 South Copeland Streett 424 Wescott Building, Tallahassee, FL 32312
Occupation:	Associate General Counsel	Work Email:	gdb02c@fsu.edu
Work/Other Phone:	(850) 644-4400		

(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:	44
District:	District IV	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Ken Morris	Name:	Michael Fischer
Address:	301 S Monroe St. Tallahassee, FL 32301	Address:	201 S. Monroe St. Tallahassee, Florida 32301 5th Floor
Phone:	(850) 591-4892	Phone:	(850) 544-5710

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Gavin Dean Burgess*

The application was electronically sent: 1/10/2024 7:15:46 PM

Gavin D. Burgess
142 Thistlewood Court
Tallahassee, FL 32312
(850) 566-7355
gburgess14@gmail.com

EXPERIENCE:

Florida State University, Tallahassee, FL 2022-Present
Associate General Counsel

- Oversee legal issues relating to or impacting Florida State University.
- Review, research, and advise Florida State University regarding state and federal statutes and rules pertaining to procurements and solicitations, contracts, data privacy and security, athletics, international programs, and contracts.
- Review, research, and advise Florida State University regarding Florida's Sunshine Law and Public Records Law.

Florida Healthy Kids Corporation, Tallahassee, FL 2018-2022
General Counsel and Chief Legal Officer

- Oversee all legal issues relating to or impacting the Florida Health Kids Corporation, which administers the State of Florida's Children's Health Insurance Program (CHIP) for 125,000 children.
- Review, research, and advise the Corporation regarding state and federal statutes and rules pertaining to CHIP, Medicaid, HIPAA/HITECH, the Affordable Care Act (ACA), and the Mental Health Parity Act (MHPAE).
- Advise the Corporation on state and federal compliance issues, including HIPAA/HITECH, data breaches, security incidents, CHIP/Medicaid laws and rules, procurement requirements, federal grants, ethics, and Florida law.
- Oversee the contract procurement process; develop and draft procurement documents; and advise on procurement requirements under federal and state law.
- Draft and review vendor contracts and contract amendments, including service contracts with health and dental insurers, business associate agreements, and non-disclosure agreements.
- Draft, review, and approve Corporate policies and procedures, including HIPAA/HITECH privacy and security policies, grant and procurement policies, corporate bylaws, and ethics policies.
- Review, research, and advise the Corporation regarding the requirements for the operation of the Corporation under federal law, Florida Statutes, and Florida Administrative Code.
- Monitor and review legislation for impacts to the Corporation, CHIP program, and corporate initiatives.

Department of Management Services, Tallahassee, FL 2017-2018
Chief of Policy and Development, Division of State Group Insurance

- Led a team of eight under the Division's Bureau of Policy and Development, which was responsible for administering health and dental insurance benefits for all State of Florida employees.
- Responsible for ensuring the Division's compliance with and implementation of state and federal statutes and regulations, including the ACA, the MHPAEA, Florida Insurance Code, HIPAA/HITECH, Internal Revenue Code, Florida Administrative Procedures Act, and Florida Administrative Code.
- Oversaw the agency's contracts, including health, dental, pharmacy benefit manager, and other contracts.
- Developed, drafted, and negotiated agency contracts and procurements.
- Developed program initiatives, oversaw customer relations, and managed projects.
- Drafted rewrite of all Division of State Group Insurance rules.

- Monitored, tracked, and analyzed state legislation.

Department of Management Services, Tallahassee, FL
Assistant General Counsel

2015-2017

- Advised the general counsel and agency on all matters related to health, dental, and other insurance benefits for State of Florida employees.
- Advised the agency regarding compliance state and federal statutes and regulations, including the ACA, the MHPAEA, Florida Insurance Code, HIPAA/HITECH, Internal Revenue Code, Florida Administrative Procedures Act, and Florida Administrative Code.
- Litigated insurance claim disputes before the Division of Administrative Hearings (DOAH) and circuit court, including motion practice, discovery, witness preparation, trial, and drafting proposed recommended orders and exceptions to recommended orders.
- Advised the agency regarding the procurement of insurance for state employees, from drafting procurement documents through the completion of the procurement process.
- Appointed as the agency's HIPAA privacy officer and deputy chief ethics officer, advising the agency on compliance with HIPAA, privacy issues, and Florida ethics laws.
- Reviewed, drafted, and advised the agency on amendments to Florida Statutes and rules.
- Drafted legal pleadings and memoranda.

Oertel, Fernandez, Bryant & Atkinson, P.A., Tallahassee, FL
Associate Attorney

2005-2010
 2013-2015

- Represented individuals and businesses regarding regulatory compliance issues, including disciplinary, licensing, and permitting issues.
- Litigated before the Division of Administrative Hearings, including formal proceedings under section 120.57(1), F.S., rule challenge proceedings under section 120.56, F.S., and procurements under section 120.57(3), F.S.
- Represented individuals and businesses in circuit court, including contract litigation, public records, and inverse condemnation cases.
- Drafted pleadings, motions, and other litigation documents before circuit courts and administrative tribunals.
- Represented clients before executive branch agencies and boards, including the Construction Industry Licensing Board, Department of Economic Opportunity, Department of Environmental Protection, and the Electrical Contractors' Licensing Board.
- Practiced before the Florida District Courts of Appeal, including drafting initial, answer, and reply briefs.
- Developed extensive experience regarding regulated industries, including state and regional permitting, state and local regulations, comprehensive planning, zoning regulations, construction liens, eminent domain, and inverse condemnation.
- Monitored pending legislation, presented to the legislature, and lobbied Florida legislators.

Department of Health, Tallahassee, FL
Assistant General Counsel

2010-2012

- Prosecuted licensure disciplinary cases against healthcare practitioners, including medical physicians, osteopathic physicians, chiropractors, pharmacists, and nurses.
- Represented the Department before DOAH, including litigation, discovery, and drafting legal documents such as administrative complaints, emergency suspension orders, and proposed recommended orders.
- Presented to the Board of Medicine and agency probable cause panels regarding disciplinary actions against healthcare practitioners.
- Reorganized and led the agency's prosecution of unlicensed healthcare activities.

EDUCATION:

Florida State University College of Law, Tallahassee, FL
Juris Doctor

May 2005

University of Florida, Gainesville, FL
B.S., Journalism
Independent Florida Alligator

August 2001
1999-2001

BAR ADMISSIONS:

Florida (2005)
Georgia (2007)



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Applications will be discarded if no appointment is made after two years.

Name: Ms. Wallisa Cobb		Date: 11/16/2022 4:58:24 PM	
Home Address:	10748 Sycamore Ridge Lane Tallahassee, FL 32305	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 321-1008	Do you own property in the Tallahassee City Limits?	Yes
Email:	wallisacobb@hotmail.com	How many years have you lived in Leon County?	48

(EMPLOYMENT INFORMATION)

Employer:	Cobb Realty & Investment Company	Work Address:	2901 E Park Avenue #2700 Tallahassee, FL 32305
Occupation:	Realtor		
Work/Other Phone:	(850) 224-2622		

(OPTIONAL)

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Race:	Black or African American	Gender:	F	Age:	48
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Farnita Saunders Hill	Name:	Kim Koutnik
Address:	1561 Lloyd Creek Road, Monticello, FL 32344	Address:	2716 Laurelwood Lane Tallahassee, FL 32308
Phone:	(850) 321-1008	Phone:	(850) 766-1362

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.

COMMUNITY SERVICE RESUME

Flagler College Community Advisory Council, 2017-present

Leadership Position(s): Alumni Development Committee

The council supports the Flagler College-Tallahassee program by providing career and academic enrichment activities to FCT students to increase the visibility of the TCC Program in the Greater Tallahassee area.

Rotary Club of Tallahassee, 06/2016-present

Leadership Position(s): 2018-2020 Board of Director, Membership Committee, Riley Elementary Food Distribution Coordinator, Community Services Director

Assist with coordinating activities to evoke member participation; Volunteer at annual Second Harvest Bell Ringing activity; Plan monthly backpack (meal) distribution to underserved students at Riley Elementary School; Participate in Habitat for Humanity build days.

Second Judicial Court Guardian ad Litem Program, 12/2014-2018

Volunteers as court-appointed child advocate in the effort to improve the lives of children in our community who have been abused and/or elected; Conducts monthly visits with assigned child(ren); Complete case notes; Ensure that children have necessities.

Frenchtown Neighborhood Improvement Association, 2014-2018

Leadership Position(s): 2016/2017 Treasurer, Block by Block Neighborhood Revitalization Team Member

Assisted with the development of the permanent Frenchtown Farmers' Marketplace; Successfully managed and reported financials; Assisted with annual budgets and financial activities; Assisted with planning neighborhood housing revitalization pilot program.

Leon County Government, 07/2013-2020

Leadership Position(s): Leon County Affordable Housing Advisory Committee Chair

Assist local government with improving affordable housing programs in Leon County; Travel throughout the southeast region to research affordable housing best practices; Review established policies and procedures, ordinances, land development regulations, and adopted a comprehensive plan.

Leadership Tallahassee, 05/2011-present

Leadership Position(s): Youth Leadership Tallahassee Selection Committee Team Leader, Youth Leadership Class 14 Business & Finance Day Chair, Distinguished Leadership Awards (DLA) Committee Member

Demonstrate teamwork and interpersonal skills by working on the DLA committee to organize annual awards dinner recognizing Tallahassee's distinguished professionals; Organized guest speakers and activities for the Youth Leadership Class; Assists with the planning, organization, and selection of YLT applicants on annual basis.

United Way of the Big Bend, 2010-2018

Leadership Position(s): Income Council Member, Financial Education Committee Chair, Economic Stability Steering Committee

Provide financial education courses; Coordinate Reality Store events with organizations serving grade school children; Assist with developing programs to foster financial literacy within the Big Bend area; Assisted with volunteer income tax preparation initiative; Participated in focus group established to make recommendations on the Leon County Health Improvement Program (CHIP) in the effort to increase employment opportunities and housing stability for residents in Leon County.

Tallahassee Housing Authority, 12/2007-2011

Program Coordinating Committee member

Provided guidance to those needing credit restoration, homeownership counseling, and consultation in the effort to improve their current economic conditions; Assist with planning tenant surveys in an effort to assist THA with improving their service delivery.

Big Bend Habitat for Humanity, 2006-present

Leadership Position(s): Volunteer Coordinator

Participated in over 10 building projects; Coordinated the first Habitat build project in Quincy, Florida.

Tallahassee Board of Realtors, 2005-present

Leadership Position(s): Equal Opportunity Chair, Community Affairs Chair

Organized volunteers for Habitat build and successfully obtained sponsored for the day; Assists with planning and implementation of the annual Habitat 5K run; Assisting association with coordinating the First Annual Fair Housing Coloring Contest; Participated in and raised funding for American Cancer Society through Relay for Life events; Assisted with raising funding for Boy and Girls Club of the Big Bend and Camp Amigo Children's Burn Camp of North Florida

(COMMITTEE QUESTIONNAIRE)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) *No*

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

[Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

[All members appointed by the Governor shall have been residents of the county for the previous 24-month period.](#)

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Wallisa Cobb*

The application was electronically sent: 11/16/2022 4:58:24 PM

Wallisa F. Cobb, PMP

3324 Newton Abbott Drive, Tallahassee, FL 32317 ♦ (850) 321-1008 ♦ wallisasellshomes@embarqmail.com

Professional Skills

Community Development

- Managed an \$11 million disaster recovery and mitigation grant allocation
- Successfully and efficiently administered 14 mortgage revenue bond issues totaling over \$800 million, while affording over 5000 families homeownership opportunities
- Managed various local, state, and federal homeownership programs
- Conducted analysis of needs in the effort to develop special targeting initiatives throughout the state of Florida
- Managed the Gadsden Express project, implemented to provide public transportation to Gadsden County residents with the use of Job Access and Reverse Commute (JARC) and American Recovery and Reinvestment Act stimulus funding
- Assisted with the planning and implementation of a \$2 million Rosedale Water System upgrade

Economic Development

- Assisted with the management of water and sewer connection projects for hotels and restaurants
- Reviewed and processed funding requests for the Gadsden County Tourist Development Council in the effort to stimulate the economy
- Assisted with the development of a strategic marketing plan to identify Gadsden county's tourist development and promotional needs

Grant Writing

- Researched and produced technical documents such as grant narratives, budgets and proposals
- Successfully awarded and administered various grants that funded programs and services

Employment

Cobb Realty & Investment Company, LLC-Tallahassee, FL
Owner/Broker (licensed since 2005)

2007-Present

Acts as transaction broker of residential and commercial real estate transactions within the state of Florida. Coached and supervised seven (7) Real Estate Sales Agents. Led monthly training meetings and seminars to motivate and train Agents in using effective marketing strategies. Maintains effective working relationships with clients, colleagues, and industry professionals. Develops and implements various marketing strategies as a result of conducting market research and analysis. Carries out the day-to-day operations of the business. Demonstrates hands on knowledge of effectively aligning clients' needs with housing options. Performs construction project management on new construction and rehabilitation projects. Approves work completed by subcontractors as well as negotiating contracts. Develops a budget and a timeline for the completion of the project. Works as the liaison between the construction team, architects, designers and the owners of projects to facilitate communication, decision making and problem solving. Process Enterprise Zone Tax Refund applications for owners and builders.

Government Services Group, Inc.-Tallahassee, FL
Project Coordinator

2012-2013

Provides on site and project management assistance for the administration of the Section 8 programs for Wakulla and Jefferson County Housing Authorities. Provides on site and project management assistance for the administration of the CDBG and SHIP programs for the Wakulla, Jefferson, Taylor, and Alachua Board of County Commissioners' Housing Departments. Prepares budget to control costs and allocate funds for local municipality grant programs. Produces correspondence, reports, charts and forms relevant to grants. Reviews environmental assessments and property title history to ensure compliance with HUD guidelines. Perform quarterly Fair Housing presentations and initiatives in accordance with the CDBG grant requirements. Assists Director with updating local Housing Administrative Plans. Assists in annual review of the Fair Market Rent (FMR) study. Responsible for obtaining information and documentation for Rent Reasonableness data. Determine applicant and tenant eligibility for admissions and continued participation with accuracy and efficiency. Review leases and supporting documentation for program compliance. Prepare and execute contracts between the Housing Authority and participating landlord with accuracy and efficiency. Brief tenants and landlords on program requirements, Housing Quality Standards, Housing Authority, Local, State and Federal policies.

	<p>Gadsden County Board of County Commissioners-Quincy, FL Senior Management Analyst</p> <p>Served as Assistant to the Community Development Director. Managed activities within the Community Development, Grants, Economic Development, Tourist Development, and Parks & Recreation divisions. Developed and monitored community and economic development projects. Researched and implemented affordable housing, community development, and economic development programs. Conducted research to identify projects in accordance with the Comprehensive Plan and Land Development Code. Monitored the progress of grants while effectively communicated with grantees and stakeholders. to ensure project successes. Implemented the utilization of Fannie Mae’s Home Counselor Online system and software to enhance the collection of data for performance measures. Conducted Program Audits and prepared Annual Reports. Assisted with the development and administration of the New Construction Pilot, Emergency Repair, Foreclosure Prevention and Tax Credit Assistance programs. Assisted in the development of Gadsden Express transit system route between Leon and Gadsden counties. Coordinated community meetings with stakeholders related to new projects.</p>	2007-2009
	<p>Florida Housing Finance Corporation-Tallahassee, FL Single Family Bonds Program Administrator (2002-2006) Single Family Bonds Manager (1999-2002)</p> <p>Administered the planning activities and data analysis associated with various state and federally funded affordable housing programs. Supervised 5 employees within the department. Conducted interviews, performance appraisals, and other personnel related duties. Created partnerships with local governments in the effort to leverage funding to finance mortgages. Created the Mortgage Credit Certificates program for the state of Florida. Assisted with the development of a Realtor Continuing Education Course and trained more than 300 Realtors in the effort to market Florida Housing’s homeownership programs. Developed and amended rule chapters and internal operating processes and procedures.</p>	1999-2006
	<p>Florida Department of Community Affairs-Tallahassee, FL Planner IV</p> <p>Assisted local governments with developing and evaluating hazard mitigation policies and plans. Identified mitigation projects in the effort to make communities safe. Faciliated workgroup meetings with local municipalities. Researched hazard mitigation issues for possible government adoption to include codes, ordinances, and policies. Lead mitigation team of planners, engineers, and environmental specialists. Assisted with the development of the department’s standard operating procedures. Managed the grant application and contract administration process for mitigation projects.</p>	1998-1999
Education	<p>Florida A&M University-Tallahassee, Florida Master of Applied Social Science, Concentration in Public Administration</p>	1995-1997
	<p>Florida A&M University-Tallahassee, Florida Bachelor of Science, Concentration in Business Economics</p>	1991-1995
Professional Licenses and Certifications	<p>Real Estate Investor Certification, 2022 Military Relocation Professional, 2019 Certified International Property Specialist, 2015 Effective Advocacy Training, 2014 Project Management Professional, Since 2013 Information Technology and Project Management Certification, 2013 NFCC Certified Consumer Credit and Housing Counselor, 2010 Council of Residential Specialists Designation, 2009 Certified New Homes Specialist, 2008 Residential Construction Certification, 2008 Florida Licensed Real Estate Broker, Since 2005 Realtor Continuing Education Instructor, 2003 Florida Licensed Mortgage Broker, 2001-2009</p>	
Professional Associations	<p>National Association of Real Estate Brokers African American Real Estate Agents (AREA) Florida Association of Black Businesses New Leaders Council Advisory Member, Tallahassee Chapter Knight Creative Communities Institute 2013 Community Catalyst</p>	

Project Management Institute
Capital Area Young Professional Network
Leadership Tallahassee, Class 29
Youth Leadership Tallahassee Selection Committee, Team Captain
United Way of the Big Bend Income Council, Financial Education Committee Chair
Tallahassee, Florida, and National Association of Realtors
Leon County Board of County Commissioners Affordable Housing Advisory Committee, Chair
Frenchtown Neighborhood Improvement Association Board Member, Past Treasurer
United Way Economic Stability Steering Committee
Rotary Club of Tallahassee
Business Networking International

Achievements

National Association of Realtors Top Producer 2021 & 2022
Top 5% of Producing Realtors, 2017-2021
Top 10% of Producing Realtors, 2016
Top 20% of Producing Realtors, 2015
2015 & 2014 MWBE Business of the Year Nominee
Tallahassee Network of Young Professionals (2013 Golden A.C.E. and Top A.C.E. Winner)



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

Name: Ms. Keshia Marie Jenkins		Date: 9/8/2022 11:36:15 AM	
Home Address:	1949 Mary Ellen Drive Tallahassee, FL 32303	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(850) 543-3460	Do you own property in the Tallahassee City Limits?	No
Email:	keshiajenkins@gmail.com	How many years have you lived in Leon County?	9

(EMPLOYMENT INFORMATION)

Employer:	The Children's Movement of Florida	Work Address:	3250 SW third Avenue Tallahassee, FL 32303
Occupation:	Outreach and Engagement Manager		
Work/Other Phone:	(850) 543-3460		

(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:	Black or African American	Gender:	F	Age:	36
District:	District 3	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Becky Taylor	Name:	Morgan Evers
Address:	2901 Whirlaway Trail Tallahassee, Florida	Address:	
Phone:	(850) 445-0269	Phone:	(561) 676-5043

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

[Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

[All members appointed by the Governor shall have been residents of the county for the previous 24-month period.](#)

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Keshia Marie Jenkins*

The application was electronically sent: 9/8/2022 11:36:15 AM

KESHIA M. JENKINS

EARLY CHILDHOOD EDUCATOR/ADVOCATE

CONTACT

850-543-3460

keshiajenkins@gmail.com

PROFILE

Nationally recognized dedicated and passionate early childhood educator with over twenty years of classroom, management, and advocacy experience. Proven excellence in leadership, training, coaching, and educating staff, parents, and students. Strong expertise in developing, implementing, and maintaining new strategies to provide quality education for all children.

SKILLS

- MICROSOFT OFFICE
- MANAGEMENT
- TRAINING
- SPECIAL EDUCATION
- CLASSROOM MANAGEMENT
- EVENT PLANNING
- CURRICULUM DEVELOPMENT

EXPERIENCE

Doula

Keshia Jenkins DBA MamaKay Birthing Services

March 2022-Present

Protecting, educating, empowering, and advocating for birthing persons before, during and after childbirth.

Owner/ CEO

Brain Building Consulting/Brainy Babies Early Learning

March 2019- Present

Building Providers Building Educators Building Families Building Educators Consulting early childhood educators and directors on best practices, accreditation, CLASS scores, parent engagement training and more

Community Engagement Statewide

The Children's Movement of Florida

June 2021- Present

Advocate for Families, Children and Legislators

Meeting with community members for all things concerning.

Legislative Advocacy

Creation and Implementation of Early Childhood Educator Statewide focus groups

FLAEYC panelist

Summit on Children panelist

Early Care and Education Specialist

Early Learning Coalition of the Big Bend- Tallahassee, Florida

March 2019- June 2021

Administering / Train the Trainer ASQ -3 and ASQ -SE

Utilizing the ESAC Tool for Early Intervention

CCR&R certified coordinator

Tracking school readiness participants using Excel to ensure completion of developmental screening.

EDUCATION

Master of Science
Educational Leadership
concentration in Early
Childhood Education
Leadership

2021-present

University of North Florida

Master of Science Special Education specialization in Autistic Spectrum Disorder

2021-present

Florida State University

Bachelor of Arts Early Childhood Education and Development

2019-2021

Saint Leo University

Associates of Science Early Childhood Education and Management

2015-2017

Tallahassee Community College

Associate of Arts in General Education

2015-2017

Tallahassee Community College

Certification and Licenses

DCF Director Credential with VPK Endorsement

Toddler CLASS Observer

Toddler CLASS Trainer

Adult/Pediatric First Aid/CPR /AED

Adult/ Pediatric First Aid /CPR/ AED Trainer

Teaching Strategies GOLD APT Trainer

Circle of Parents – Prevent Child Abuse FL Trainer

Council for Professional Recognition- Professional Development Specialist

ASQ-3 Administer and Trainer

Infant Mental Health Endorsed

CCR&R customer counselor and intake specialist

West Ed Math Initiative

Florida Center for Reading Research Coach

VPK/Kindergarten Instructor/Afterschool Director

Miracles in Me Corporation – Tallahassee, Florida

August 2018- March 2019

Cultivating and implementing lesson plans using Abeka curriculum

Trained and administered STAR assessment.

Trained and administered VPK assessment.

Ensured alignment of Florida Birth to Kindergarten Early learning Standards and Florida Common Core Standards for all lessons.

Maintained children. Staff and van records for Academy and afterschool

Managed ratio for staffing and children

Enrolled families into the program

Recorded payroll, federal food program and ELC school readiness

Lead VPK Teacher/Afterschool Counselor

Miracles in Me Academy (Hartsfield Road)- Tallahassee, FL

August 2017-July 2018

Creating and implementing lesson plans according to the creative curriculum and Florida Birth to Kindergarten Early Learning Standards

Administered Office of Early Learning's VPK assessment

Classroom guidance and management

Maintained afterschool activities and classroom.

Lead VPK Teacher/Administration

Miracles in Me Child Care Center (Ross Road)- Tallahassee, FL

September 2013- August 2017

Implemented lesson plans using the Creative Curriculum.

Developmental screening

Adherence to all Office of Early Learning Developmental Standards for VPK

Administered Office of Early Learning's VPK assessment

Classroom guidance and management

Ensured alignment of Florida Birth to Kindergarten Early learning Standards and Florida Common Core Standards for all lessons.

Maintained children. Staff and van records for Academy and afterschool

Managed ratio for staffing and children

Enrolled families into the program

Recorded payroll, federal food program and ELC school readiness

Attended DCF policy meetings.

Attended provider meeting with Office of Early Learning and Early Learning Coalition.

Lead Three-Year-Old Teacher

Miracle Years Child Care Center – Tallahassee, FL

August 2010-May 2011

Creating and implementing lesson plans using the Creative Curriculum

Committees / Conferences

Whole Child Leon Professional Network
FAIMH Chapter Chair – Capital Area
OEL- School Readiness Curriculum
Approval Committee
Early Childhood Education
Empowerment Committee
Integrating the Standards:
Phonological Awareness (OEL)
West Ed Early Math Initiative Project
Pre-K Mathematics
Brain Building Consulting
Florida Center for Reading Research
Joint Referral Collaboration
Early Childhood Emerging Policy
Professionals of Color
Advocate for Black Maternal Health
and Medicaid expansion

Professional Organizations

Council for Professional Recognition
Children’s Forum
FLAYCE
FAIMH

References Available Upon Request

Classroom Management
Kept a clean, safe environment.
Instructing and training assistant teachers

Lead One Year Old Teacher

Miracle Years Child Care Center – Tallahassee, FL
September 2007- August 2010
Creating and implementing lesson plans using the Wee Learn Curriculum
Classroom Management
Kept a clean, safe environment.
Instructing and training assistant teachers



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Applications will be discarded if no appointment is made after two years.

Name: Mrs. Michelle Mercer Miller		Date: 10/11/2022 12:57:01 PM	
Home Address:	4053 Kilmartin Drive Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 545-9284	Do you own property in the Tallahassee City Limits?	Yes
Email:	michelle@mmfitness.com	How many years have you lived in Leon County?	24

(EMPLOYMENT INFORMATION)

Employer:	MM FITNESS LLC	Work Address:	4053 Kilmartin Drive Tallahassee, FL 32309
Occupation:	Business Owner		
Work/Other Phone:	(850) 545-9284		

(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:	47
District:	District 4	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Carla DeBaldo	Name:	Kim Gassett
Address:	3420 Gardenview Way Tallahassee Florida 32309	Address:	6328 Bird Dog Pt, Tallahassee Florida 32309
Phone:	(850) 510-3813	Phone:	(850) 894-2500

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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No

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Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

[Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

[All members appointed by the Governor shall have been residents of the county for the previous 24-month period.](#)

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Michelle Mercer Miller*

The application was electronically sent: 10/11/2022 12:57:01 PM

MICHELLE M. MILLER

4053 Kilmartin Drive | Tallahassee, FL 32309 | 850-545-9284
michelle@mmfitness.com | linkedin.com/in/michelle-miller

Motivational Leadership | Strength & Conditioning | Nutritional Expertise

Award-winning, high-impact health & fitness enthusiast with an unwavering commitment to motivating and empowering individuals to improve health and wellness, maximize workout efficiency, increase stamina, boost self-confidence, and enhance overall quality of life. Deadline-driven with the ability to excel in highly competitive, fast-paced environments. Strong communication, organization, negotiation, and time-management skills with a mindset for raising expectations and the capacity to inspire and motivate others to peak performance. Adept at building/maintaining rapport, relationships, and client trust.

Reputation for integrity, reliability, and professionalism with the attention to detail, tenacity, and drive to produce results above and beyond expectations. Core strengths include:

- | | | |
|-------------------------------|------------------------------|-----------------------------|
| ✓ Leadership & Collaboration | ✓ Staff Coaching/Mentoring | ✓ Creative Problem Solving |
| ✓ Business Operations | ✓ Product/Services Expertise | ✓ Relationship Building |
| ✓ Process Flow & Optimization | ✓ Solution Sales & Marketing | ✓ Dynamic Public Speaker |
| ✓ Computer/Technical Savvy | ✓ Customer Service/Retention | ✓ Quality Control/Assurance |

CAREER SUMMARY

MM Fitness, LLC; Tallahassee, FL *Chief Executive Officer / Founder* 2007 to Present

- Conceived, developed, and launched MM Fitness, an innovative mobile business that delivers personal training right to a client's doorstep, without the pressure and stress of public gyms.
- Work with clients to evaluate fitness levels, establish sustainable goals, monitor progress, and blast through plateaus.
- Expertise throughout a wide range of medical conditions that include cardiac rehabilitation, pregnancy, diabetes, stroke, PVD, COPD, asthma, cancer, hypertension, MS, and joint rehab.
- Spearhead all day-to-day administrative operations that include marketing, training, billing, scheduling, facility and equipment maintenance, and P&L management.
- Total number of client sessions per month average 86 with the majority of clients training 1 to 4 times per week (50% of current clients have been under my fitness guidance for 5+ years).

Premier Health & Fitness Center; Tallahassee, FL *Certified Personal Trainer* 2004 to 2020

- Trained and mentored clients of all ages and fitness levels for prominent 8,000-member fitness center with accountability for assessing physical abilities and capacities; developing personalized training, fitness, weight loss, and nutrition programs; establishing exercise routines and programs targeted to specific fitness and exercise goals; and maximizing results.
- Created, executed, and licensed innovative kid's fitness program focused on strength training.

YMCA, Legends, Trousdale Gymnastics Center; Tallahassee, FL 2000 to 2004

- Trained and taught aerobics classes for people of all ages.

US TRADEMARK: MY FIRST WORKOUT® - Serial #87-901,514

- Designed, procured, branded, and released "My First Workout" program in 2019, a "personal trainer in a box" JUST FOR KIDS filled with 25 years of knowledge and experience as well as all tools necessary to achieve child's physical and mental personal best.
- Skill-based muscle strengthening curriculum comprised of exercise programming and equipment to help children establish sustainable lifestyle habits that will positively influence their lives.
- Recipient of 2 National Parenting Product Awards for innovation, effectiveness, and value.
- Oversee marketing, warehouse coordination, forecasting, budgeting, distribution, manufacturing (China), and customer relations functions.

FORMAL EDUCATION

Liberty University ; Lynchburg, VA <i>Bachelor of Science, Exercise Science & Fitness</i> Summa Cum Laude Dean's List GPA: 3.77 Full Academic Scholarship	1997
Word of Life Bible Institute ; Pottersville, NY Honor's Graduate	1994
Charles G. Finney High School ; Rochester, NY Honors Graduate ACSI Distinguished Christian High School Student Award	1993

PROFESSIONAL TRAINING & CERTIFICATIONS

Athletics and Fitness Association of America (AFAA): Personal Fitness Trainer; Personal Trainer; Aerobics Instructor; Senior Fitness Home Study; Aerobics Choreography; Special Populations Training; Injury Prevention and Exercise Progressions; Telexercise Resistance Training; SCW Sports Nutrition & Body Composition Specialty Certification; Telefitness Internet Software Certification; Yoga & Pilates on the Ball Training; Finding the Right Angle to Remedy Knee Pain; Stress Management; Designing a Self-Myofascial Release Program; Fitness Get Personal; Precision Nutrition: How to Fix a Broken Diet; 10 New BIG Things in Small-Group Training; The Gluteals and Their Link to Low-Back Pain; Beyond Randomness: Exercise Selection Based on Movement Screening; Anatomy: Reconnect with your Spine Muscles; A training Fascia-Research Development in Fibrous Connective Tissue; Trigger Point for Movement: Hip and Shoulder Mobility; Health and Fitness News and Food and Nutrition; Evaluating the Health Risks of Obesity; Transverse-Plane Core Work in Foundational Training; Physiology of Muscle Cramps; Discussing Bone Health with Clients; The Truth About Small Meals and Fasting; Standing Up To Childhood Obesity: How Fitness Pros Can Impact the Future; Public Health Nutrition; FCCU Power Forward Professional Series featuring Kevin O'Leary and Barbara Corcoran

IDEA Health & Fitness Association: Promote Better Behavior with Better Coaching; Creative Circuits-Five Steps to Better Program Design; Guiding Others to Create Their Healthiest, Most Delicious Lives

ACSM: Clinical Exercise Specialist Webinars (4)

State of Florida Woman Business Certification

Women Owned Small Business Certification

National Women's Business Enterprise Certification

WeINGNITE Program (4-week blended learning virtual program)

AWARDS & COMMENDATIONS

Shark Tank Finalist | My First Workout®, FitBee Live Instagram Workouts (India), Endorsed by Cubs Manager David Ross, Orthopedic Surgeon Gary Rolle M.D., & Pediatrician Frank Walker, M.D., My First Workout® kits sold on Zulily, Amazon, Kaplan ELC, CM School Supply

First Place Award "My First Workout-Boy Product" (Baby & Children's Product News) 2022

WBENC Pitch Contest Semi-Finalist (WBENC Florida) 2022

National Parenting Product Award Winner (L.A. Parent) 2019, 2021

2nd Place - Favorite Boy Product (Baby & Children's Product News Magazine) 2020

Product of the Year Award (Creative Child Magazine) 2019, 2020

Mom's Choice Gold Level Award Winner (Mom's Choice Awards) 2019

ORGANIZATIONS & AFFILIATIONS

State of Florida Office of Supplier Diversity, Aerobics & Fitness Association of America (AFAA), IDEA Health & Fitness Association, Women's Business Enterprise National Council (WBENC), Woman-Owned Small Business (WOSB), RangeMe, Better Business Bureau (BBB)

PROFESSIONAL PUBLICATIONS & PRESENTATIONS

My First Workout® featured in multiple magazines, influencer blogs, TV, and podcasts

10 Minutes to a Healthier, Fitter, YOU in 2022!; Southern Scene Magazine, Jan 1, 2022

4 Healthier Ways to Spice Up Your Holidays; Southern Scene Magazine, Nov. 1, 2021

Core for Kids Idea; Fitness Journal; May 13, 2020

Lunch-n-Learn Presentations; How to Manage Stress & Fatigue in the Workplace with EXERCISE! Let's Get PHYSICAL! Principles of Training

Media: WJXT River City Live/News4 Jacksonville; Tallahassee Democrat; Tallahassee Women (2019); Tallahassee Democrat-Children's Week (2019)

COMMUNITY & VOLUNTEER ACTIVITIES

Florida Department of Agriculture-Children's Week; Summer Breakspot Tour 2021; Florida Blue-Member Appreciation Celebration; Senior Strength Classes Champions for Change Fundraiser benefitting Voices for Florida non-profit Hang Tough Foundation; Florida Disabled Outdoor Association; Sportsability 2020; WT Moore Elementary Health & Wellness Fair 2019; Stomp Out Childhood Diabetes; Tallahassee Turkey Trot; Jacksonville Bank & Tallahassee Half Marathons

PROFESSIONAL CONTRIBUTIONS

<https://www.insidehook.com/article/health-and-fitness/does-lifting-weights-stunt-growth>

<https://blog.myfitnesspal.com/your-guide-to-supersets-single-sets-circuits-and-more/>

<https://www.livestrong.com/article/13726271-add-resistance-without-heavier-weights/>

<https://blog.myfitnesspal.com/how-to-build-a-home-guy-on-the-fly/>

<https://blog.myfitnesspal.com/8-no-fail-tips-for-getting-fit-again-after-injury-or-illness/>

<https://lnkd.in/evfEjfw> (Darian Parker Podcast)

<https://ehealthradio.podbean.com/e/the-importance-of-strength-training-for-children>

<https://podcasts.apple.com/us/podcast/building-childrens-fitness-business-for-all-ages-michelle/id1463424353?i=1000447366405>

<https://www.blogtalkradio.com/wordofmomradio/2019/07/25/my-first-workout-founder-michelle-miller-shares-with-dori-decarlo-on-wornradio>

<https://anchor.fm/jayne-marquis/episodes/Michelle-Miller---Empowering-and-Getting-Kids-Fit---My-First-Workout-e15sp7a/a-a-6bdn2n>

<https://podcasts.apple.com/us/podcast/what-age-how-to-start-your-childs-workout-routine/id1555329293953?i=1000511450723>

<https://www.youtube.com/watch?v=8LQcmOciAKU> Stevi Richele Podcast for the Modern Mom

<https://www.youtube.com/watch?v=8LQcmOciAKU> Chris Jenke Health in the Real World

<https://www.morninglazziness.com/entrepreneurship/women-entrepreneurs-journey-before-and-after-marriage/>

<https://www.starterstory.com/michelle-miller>

<https://ideamensch.com/michelle-miller/>



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

Name: Ms. Christina Omran		Date: 11/14/2023 12:00:55 PM	
Home Address:	358 Hunters Crossing 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
Home Phone:	(904) 568-1561	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	Christina.Omran@Gmail.com	How many years have you lived in Leon County?	14

(EMPLOYMENT INFORMATION)

Employer:	-State of Florida	Work
Occupation:	-	Address:
Work/Other		Work
Phone:		Email:

(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:		Gender:		Age:	
District:	District III	Disabled?			

(RESUME AND REFERENCES)

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

Name:	Molly Lord (Big Brothers Big Sisters of the Big Bend	Name:	Robin Hassler Thompson (Survive & Thrive Advocacy Center)
Address:	565 E Tennessee St, Tallahassee, FL 32308	Address:	
Phone:	(850) 386-6002	Phone:	(850) 597-2080

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? **No**

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? **Yes**

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Christina Omran*

The application was electronically sent: 11/14/2023 12:00:55 PM



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mr. Daniel Parker		Date: 12/5/2022 9:32:10 AM	
Home Address:	1009 Harbert St Tallahassee, FL 32303	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	No
Home Phone:	(850) 567-3201	Do you own property in the Tallahassee City Limits?	Yes
Email:	daniel.parker@myfwc.com	How many years have you lived in Leon County?	30

(EMPLOYMENT INFORMATION)

Employer:	Florida Fish & Wildlife Conservation Commission	Work Address:	620 St. Meridian St. Tallahassee, FL 32303
Occupation:	Director, Florida Youth Conservation Commission		
Work/Other Phone:	(850) 212-6721		

(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: 54
District: District V	Disabled? No	

(RESUME AND REFERENCES)

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

Name: Eric Grimm	Name: Rae Waddell
Address: 3270 Affirmed Ct, Tallahassee FL 32309-1820	Address: 1513 Sand Rd, Tallahassee FL 32310-8622
Phone: (850) 445-8411	Phone: (850) 766-3232

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.

I am the Director of the Florida Youth Conservation Centers Network, which works to get kids outdoors and create the next generation that cares through hands-on conservaton education and skillbuilding. We have introduced many kids to ethical hunting and angling, safe boating, and wildlife exploration. My resume represents my prior experiences, which includes two terms on the Tallahassee-Leon County Planning Commission.

(COMMITTEE QUESTIONNAIRE)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?

No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council to which you are applying for membership? *No*

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Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Daniel Parker*

The application was electronically sent: 12/5/2022 9:32:10 AM

Daniel G Parker, MSP

1009 Harbert St, Tallahassee FL 32303

(850) 567-3201

13scribes@gmail.com

@DanielGParker

<https://www.linkedin.com/in/danielgparker/>

SUMMARY

Motivated professional skilled at building strong working relationships with students, staff, and community members. Social media savvy, excellent writer and speaker, experienced multi-tasker.

GED Teacher (Hold Statement of Eligibility)
Published Author
Social Media & MS Office Expertise
Award Winning Team Manager

Creative Problem Solver
Community Assessment Experience
International Experience
Sustainability Trained

ACCOMPLISHMENTS

Project Management: Initiated the PACE EH Community Assessment, which resulted in millions of dollars invested into underprivileged areas. Ongoing project: [Florida PACE EH](#)

Leadership: Served as key contributing member to division management for nearly 15 years, serving as interim director of 120 staff, and garnering highest percent of employee satisfaction in agency.

Exploration: Received one of ten state scholarships to study international business and quality management methods in Kobe, Japan. Visited and researched Japanese businesses including Mitsubishi Heavy Industries, Toyota, National Panasonic, and Mazda.

EXPERIENCE

Program Coordinator, September 2017 to current, Florida Fish & Wildlife Conservation Commission. Florida Department of Agriculture. Dual employed in a unique hands on program to support foster experienced youth develop professional skills.

Classroom Teacher, October 2014 to Current, **Leon County Schools**

ACE GED, English & Social Studies. Prior: Substitute for 5th through 8th grades across 5 different schools. Specifically requested on numerous occasions by students and teachers.

Community Educator, August 2013 to June 2014, **Sustainable Tallahassee**

Engaged new teams of volunteers at churches, neighborhoods, schools, civic groups, and universities to assess sustainable actions to be taken on an individual and group level. Received ReThink Energy Innovation Award.

Planning Commissioner, Tallahassee-Leon County, Appointed from September 2006 to June 2012.

Review and approve land use and zoning changes via public meeting. Advocate sustainability and protect quality of life. Recognized for six years of service to community.

Senior Manager, Division of Environmental Health, June 1998 to June 2012, **Florida Department of Health**

Led all quality management and sustainability initiatives for staff of 120, including strategic planning and bureau business planning; ongoing program efficiency; served as legislative coordinator and reviewed all legislative proposals to the Florida legislature; led our community environmental health assessment projects; wrote or reviewed thousands of correspondence for constituents; assisted in day-to-day operations of the division. Recognized by Governor's Sterling Challenge, CDC, NEHA, ASTHO, and FSU School of Business for Program Excellence. Appointed Incident

Commander for Florida Department of Health during Hurricane Ivan events of 2004. Involved in multiple hiring, dismissals, policy reviews, and employee conflict resolutions. Carried an excellent reputation with staff for servant leadership, ethics, and results.

Environmental Management Consultant, September 1995 to June 1998, **Florida Center for Public Management, Florida State University**, Created catalogs of performance measures to be used in federal and state environmental agreements. Worked with several state and tribes across the U.S. to create performance partnership agreements.

United States Peace Corps, August 1994 to June 1995, Saratov, Russia. Assist in transition from central to market economy. First American contact for many Russians in historically closed cities. September 1994 to June 1995.

EDUCATION

Certifications

Substitute Teaching, K-12, Leon County School, TABE Testing Certified, Hold Statement of Eligibility to Teach, Trained in basic contract management, conflict mediation, and implementing sustainability.

Master of Science: Urban Planning, 2004

Florida State University - Tallahassee, FL, USA

Urban and City Planning with economic development and public administration. Thesis completed on Ecotourism Plan for Monkey River Village, Belize (C.A.)

Bachelor of Arts: Political Science, 1991

University of North Florida - Tallahassee, FL, USA

Political Science with major coursework in Social Studies & Asian History. Started club that hosted city mayoral debate.

INTERESTS & ACHIEVEMENTS

Guardian Ad Litem (GAL) Program (2004-2005), Tallahassee, FL

Saint Marks Wildlife Refuge Association, Board (2004 - 2007) & Life Member

YMCA Soccer Coach, 3-4 Year Olds

City Girls Softball Coach, 5-7 Year Olds

Writers Guild of America (WGA) (Seven books, Six Registered Screenplays)

PUBLICATIONS

Anson & Iris (December 2017), The Sensorium (March 2015), The Good Doctor (July 2015)

Liberte (January 2014), Downfall (October 2013), Leadership for the Quiet Revolutionary Leadership Lessons for the Next Generation of Leaders. (November 2012).

Journal of Public Health Management & Practice: Volume 14 - Issue 3 - p 320-322. Translating the Cost Benefits of the Formal and Systematic Integration of Public Health in Community Design. May/June 2008. Co-Author.

Journal of Environmental Health: Volume 70 - Number 10. PACE EH Post Project Assessment of Quality of Life Changes in a Florida Community Related to Infrastructure Improvement. June 2008. Co-Author.

Florida Chapter of American Planning Association Publication. The Perils of a Dispassionate Planning Profession. March 2006.

Florida Journal of Environmental Health. The Future of Environmental Health. September 2005. Lu Grimm, Editor.

REFERENCES

- Dr. Lisa Conti, Deputy Commissioner at Florida Department of Agriculture and Consumer Services. Supervisor and colleague from 2003-2012. (850) 617-7706, or (850) 363-0643.
- Abigail Phelps, Fostering Success Program Coordinator, Department of Children & Families. (813) 240-6868.
- Jack Levine, Founder, 4Generations Institute. jack@4gen.org, [850.567.5252](tel:850.567.5252)



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mr. Bill Schack		Date: 1/2/2023 6:41:24 PM	
Home Address:	3109 Tipperary Drive Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 228-0114	Do you own property in the Tallahassee City Limits?	Yes
Email:	billschack@comcast.net	How many years have you lived in Leon County?	25

(EMPLOYMENT INFORMATION)

Employer:	Social Catering and Events	Work Address:	1601 Golf Terrace Blvd Tallahassee, FL 32309
Occupation:	Manager		
Work/Other Phone:	(850) 228-0114		

(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:	55
District:	District IV	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Art Kirby	Name:	
Address:	905 Piney-Z Plantation Rd Tallahassee, FL 32311	Address:	
Phone:	(850) 545-7885	Phone:	

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Bill Schack*

The application was electronically sent: 1/2/2023 6:41:24 PM

William Schack

3109 Tipperary Drive • Tallahassee FL 32309 • (850) 878-1532 • (850) 228-0114-cell • BillSchack@comcast.net

OBJECTIVE Aspire to contribute to a dynamic and professional atmosphere, where value can be added to a company through hard work and commitment. To utilize my education in marketing, my passion for Community, and experience in the Hospitality Industry to help support an established or growing organization.

EXPERIENCE November 2021-Present Social Catering and Events
Culinary Logistics Manager
Responsible for developing various systems to help control food cost, supply cost, and initiate operational processes to improve efficiency and profitability within the organization. Work on projects, and maintain commissary kitchen cleanliness and organization.

March 2015-July 2021 CESC, INC dba The Kearney Center Tallahassee, FL
Food Services Director
Responsible for all kitchen operations at The Kearney Center. A 24/7 Emergency Services Center housing homeless residents serving 700 meals per day. Organize over 60 groups and thousands of volunteers each month who help prepare and serve 3 meals a day.

April 2013-August 2014 American Food and Vending Tallahassee, FL
Food Service Director/DM-American Food and Vending
Responsible for all operations in multiple cafes in The Florida Department of Education, Agency for Health Care Administration, and Department of Environmental Protection.

March 2011-January 2013 Brinker International Tallahassee, FL
General Manager-Chili's Grill and Bar
Responsible for all areas of restaurant operations. Made immediate improvement in guest satisfaction, food safety, performance, and sales.

April 2005–November 2010 Apple Two Associates Tallahassee, FL
General Manager-Applebee's
Member of Emerald Club that recognizes stores that score over 90% in Applebee's Operational Inspection. Oversaw most promotional activities in Tallahassee. Recognized by The National Restaurant Association as Humanitarian of the Year in 2008 and 2009 for my work with Special Olympics and various charities. Named Franchise Marketing Manager of the Year in 2010.

2002–2005 ZT Enterprises, LLC Tallahassee, FL
Director of Operations-Qdoba Mexican Grill
Planning and development for 7 store openings including décor set up, hiring, training, grand opening and local marketing activities. Responsible for proper operations and the development of various marketing programs.

1989–2002 Applejam, Inc Tallahassee, FL
General Manager-Applebee's
Opened three stores, and helped operations and sales growth. Recognized as Company Team Player of the Year in 1999.

EDUCATION	1985–1990 Florida State University B.S., Marketing Communications	Tallahassee, FL
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INTERESTS	Board Member, Shine Tallahassee Guardian ad Litem Child Advocate Coach/Unified Partner Leon County Special Olympics Leadership Tallahassee Graduate 2020 Class 37 Past Board Member, Killearn Homes Association Past Board Member, American Cancer Society Past Board Member, Keep Tallahassee Beautiful Past Board Member, Florida State University Schools Past Executive Director, Widening Adult Vital Experiences Inc Past President, Tallahassee Chapter-Florida Restaurant and Lodging Association
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REFERENCES	References available upon request
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LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Name: Mr. Justin R. Ravelo		Date: 6/26/2023 12:09:12 PM	
Home Address:	2043 Owenby Dr Tallahassee, FL 32308	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
Home Phone:	(786) 218-0026	Do you own property in Leon County?	Yes
Primary Email:	jrr13@my.fsu.edu	Do you own property in the Tallahassee City Limits?	Yes
		How many years have you lived in Leon County?	10

(EMPLOYMENT INFORMATION)

Employer:	Florida Department of Health	Work Address:	4052 Bald Cypress Way Tallahassee, FL 32308
Occupation:	Attorney/Prosecutor	Work Email:	justin.ravelo@flhealth.gov
Work/Other Phone:	(850) 558-9840		

(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:	Hispanic or Latino	Gender:	M	Age:	28
District:	District III	Disabled?			

(RESUME AND REFERENCES)

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

Name:	Deputy Chief Maurice L Holmes	Name:	Deborah Moore, Guardian Ad Litem 2nd Judicial Circuit Program Director
Address:	234 East Seventh Avenue Tallahassee, Florida 32303	Address:	
Phone:	(850) 891-4267	Phone:	(850) 606-1218

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council to which you are applying for membership? **No**

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Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? **Yes**

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Justin R. Ravelo*

The application was electronically sent: 6/26/2023 12:09:12 PM



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY**

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Name: Mr. John Sheetz		Date: 1/5/2023 7:59:22 PM	
Home Address:	419 E. Pershing Street Tallahassee, FL 32301	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(561) 427-8284	Do you own property in the Tallahassee City Limits?	Yes
Email:	jsheetz@fsu.edu	How many years have you lived in Leon County?	14

(EMPLOYMENT INFORMATION)

Employer:	Florida State University	Work	work from home
Occupation:	Trainer	Address:	
Work/Other Phone:			

(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:	42
District:	District V	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Jacqueline Barksdale	Name:	Craig Stanley
Address:	1333 Lawndale Road, Tallahassee, FL 32317	Address:	Florida State University College of Social Work University Center, Building C Tallahassee, FL 32304
Phone:	(850) 879-0848	Phone:	(850) 228-4635

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.

I am applying to this committee for a second time. I think that my experience is very applicable to the work of the committee and I believe that prevention based interventions are the hardest to prove but the most necessary for real societal change. I would like to serve my community in this way.

(COMMITTEE QUESTIONNAIRE)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

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Are you willing to complete a financial disclosure form? **Yes**

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. John Sheetz*

The application was electronically sent: 1/5/2023 7:59:22 PM

JOHN J. SHEETZ

419 East Pershing Street, Tallahassee, Florida 32301

jsheetz@fsu.edu • 561-427-8284

EDUCATION

Florida State University, Tallahassee, Florida

Master's Degree: Social Work, 3.96 GPA, May 2012

Certificates: Disaster Recovery, Child Welfare

Bachelor of Science: Hospitality Administration, College of Business, 3.89 GPA, May 2003

Bachelor of Arts: International Affairs, College of Social Sciences, May 2003

WORK EXPERIENCE

Researcher, Florida Institute for Child Welfare

May 2022 – Present

FSU College of Social Work

Duties: Serve on Academic Innovation's lead Project WakeUp Leadership Team; facilitate the Inter Professional Workgroup between Law, Nursing, Education, Medicine, Psychology, and Criminology. Serve as inaugural Virtual Engagement and Learning Coach for the Strengths, Trauma and Resilience Studies (STARS) professional development course, under the ALIGN initiative.

Training Consultant, Center for Behavioral Health Integration

January 2017 – May 2022

FSU College of Medicine; off-site in Marianna, Panama City, Tallahassee, Ocala, Melbourne

Duties: Conducted core training for new Dependency Case Managers and Licensing Specialists through a grant with Big Bend Community Based Care. Conducted enhanced Reflective Supervision, Substance Use and Mental Health training for Child Protective Investigators and supervisors through a grant with the Florida Department of Children and Families. Created curriculum on changing adult behavior and advocacy through a grant with the Guardian ad-Litem program of Florida; trained all Child Advocate Managers statewide in a small-group, virtual format in October and November 2020.

Tour Leader, BACKROADS

May 2007 – March 2020

Trip Expert, The Everglades and Florida Keys

November 2013 – December 2018

Florida, Italy, Czech Republic, Austria, Slovakia, Croatia, Eastern USA, Thailand, and New Zealand

Duties: Designed and managed luxury multi-sport trip in Florida; advised sales team; lead luxury biking tours, which included: planning menus, buying and preparing food, translating excursions, maintaining bicycles, leading bike routes, supporting bike routes, solving logistical problems, dealing with customer concerns, serving as a cultural, culinary, and historical interpreter, and handling all expenses.

Training and Licensing Consultant, Camelot Community Cares

October 2017 – December 2019

Duties: Conducted initial training for new therapeutic foster parents; Rolled out evidence-based Together Facing the Challenge Training for staff and existing foster parents; completed license renewal applications for existing foster parents.

Training and Licensing Consultant,

June 2018 – July 2019

formerly **Big Bend Community Based Care**, now NWF Health

Duties: Conducted initial training for new foster parents; created and rolled out enhanced training for foster parents; oversaw mentoring program; provided therapeutic intervention and consultation to traditional foster parents; as a team, completed initial and renewal license applications for traditional foster parents.

Training Consultant, St. Dominic's Children's Home, Trinidad

April – September 2018

Duties: Created curriculum for adult learners of varying background and responsibility, based on feedback and collaboration with agency staff; provided 4 days of in person instruction.

Training and Licensing Specialist, FFS, Boys Town

April 2013 – November 2016

Clinical Therapeutic Consultant, Foster Family Services

(interim) June 2015 – September 2015

Duties: Worked with therapists and director to meet the needs of children 2-18 in the foster care system. As Specialist, conducted therapeutic foster parent trainings. Recruited participants from the community through a variety of marketing means, including social media, print media, radio, events and billboards. Managed the licensing process for new applicants and 25 therapeutically licensed homes. Conducted bi-monthly in-service training for licensed foster parents, which includes dinner and childcare. Conducted policy and licensing performance reviews. Created development plans and conducted re-training for licensed parents. Worked collaboratively inter-agency to provide training and support for local foster parents.

*Intern, **Refugee Social Services**, Catholic Charities* January 2011-April 2011
Duties: Conducted case management, community outreach, and presentation development; trained and mentored clients; expanded resource systems; developed community partnerships.

*Graduate Assistant, **Intercultural Programs*** August 2011- May 2012
Center for Global Engagement, Florida State University
Duties: Developed and managed programs for domestic and international student interaction; marketed programs, student groups, and exchanges; coordinated short-term exchange student programs.

*Youth Development Volunteer, **Peace Corps**, Drohobych, Ukraine* February 2005 - April 2007
Duties: Conducted youth programming through regular classes and after school activities on the topics of "Healthy Lifestyles, Recreation, Ecology, Economy, Entrepreneurship, Information Technology, and Civics" as outlined by the Ukrainian government; taught youth, age 10 to 25, in English and Ukrainian. Provided care full time at an orphanage for disadvantaged youth for 10 months of 2008 and 2009. Advised on disciplinary and development issues; coordinated youth programming.

*Assistant Dining Room Manager, **The Historic Ahwahnee Hotel*** May – December 2004
Delaware North Companies Parks and Resorts at Yosemite National Park
Duties: Oversaw 300 seat restaurant, bar, room service, and special function for evening service (\$10 million annual revenue); trained new management.

VOLUNTEER EXPERIENCE

*Founding Member, **Optimist Club of Tallahassee**, June 2015 – March 2019.*
*Reading Pal, **United Way** and Leon County Schools, Tallahassee, Florida. Sept. 2013 – May 2018.*
*Participant, **Whole Child Leon** (County), February 2011 – April 2012; April 2013 – November 2014; Dec 2016 – July 2019.*
*Member, **Big Bend CBC Quality Parenting Initiative**, September 2013 – June 2018; Conducted trainings at Super Saturday and at meetings on Grief, Parenting Children with Sexual Abuse History, Nutrition and Wellness, Positive Parenting; coordinated child care for events.*
*Member, **Big Bend Coalition Against Human Trafficking**, 2014-2017.*
*Computer literacy teacher, **El Sol Labor Center**, Jupiter, Florida. October 2009 – April 2010*
*Leader, **Boy Scouts of America**, Palm Beach Gardens, Florida. 1998-Spring 2003*
Eagle Scout, October 1997; Assistant Scoutmaster of 2001 National Jamboree Troop 1702;
Camping Promotions Chairman, 1999 - published state wide camping resource; proceeds of additional sales went to a campership scholarship fund.

CERTIFICATIONS, AWARDS, & SKILLS

Certifications: Certified Florida Child Welfare Professional; Big Bend Quality Parenting (QPT) Trainer; Boys Town Therapeutic Foster Parent trainer; Together Facing the Challenge trainer (therapeutic foster care service model); Pressley Ridge trainer (therapeutic foster care initial training)
Licenses: Level II Foster Parent
Awards: 2012 FSU Global Citizen Award; 2010 FSU Teaching Fellowship; April 2010 El Sol Volunteer of the Month; Fall 2004 Ahwahnee Manager of the Quarter; 1999 Community Involvement Pathfinder, Palm Beach and Martin Counties
Languages: Fluent Ukrainian; Novice Spanish



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
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Applications will be discarded if no appointment is made after two years.

Name: Mrs. Amanda Leigh Valter		Date: 1/5/2023 8:47:06 PM	
Home Address:	438 Groveland Hills Dr Tallahassee, FL 32317	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	(850) 631-0336	Do you own property in the Tallahassee City Limits?	No
Email:	amandalvalter@gmail.com	How many years have you lived in Leon County?	28

(EMPLOYMENT INFORMATION)

Employer:	Office of the Public Defender, 2nd Judicial Circuit	Work Address:	
Occupation:	Legal Trainee		
Work/Other Phone:			

(OPTIONAL)

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Race:	Black or African American	Gender:	F	Age:	29
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Lawrence Krieger	Name:	
Address:	425 W. Jefferson Street Tallahassee, FL 32306-1601	Address:	
Phone:	(850) 644-7262	Phone:	

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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Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Amanda Leigh Valter*

The application was electronically sent: 1/5/2023 8:47:06 PM

Amanda Valter

438 Groveland Hills Drive • Tallahassee, FL 32317 • amandalvalter@gmail.com • (850) 631-0336

EDUCATION

Florida State University College of Law

Juris Doctor Candidate, December 2022

Member of: Phi Alpha Delta, Public Interest Law Students Association, Non-Traditional Students Association
Lexis+ Proficiency Certified

Brigham Young University-Idaho

Bachelor of Science in Economics, July 2015

PROFESSIONAL EXPERIENCE

Office of the Public Defender, 2nd Judicial Circuit of Florida

Certified Legal Intern

Interviewing and advising clients, negotiating plea offers, researching and drafting pre-trial motions, reviewing discovery, representing clients in court

May 2022 – Present

Tallahassee, FL

Amanda Valter Photography

Owner/Photographer

Providing clients with family, newborn, and wedding photography services

April 2018 – Present

Tallahassee, FL

Printy & Printy, P.A.

Law Clerk

Drafted pleadings and motions, communicated with clients, drafted discovery requests and responses to discovery

July 2021 – April 2022

Tallahassee, FL

FSU Law Juris Master Program

Teaching Assistant

Advised students on topics in employment law and insurance contracts, submitted feedback on class assignments

May 2021 – October 2021

FSU Law Public Interest Law Center

Clinical Student Advocate

Drafted court documents, arranged services for clients, communicated with clients, represented clients in dependency hearings

May 2021 – July 2021

Tallahassee, FL

Florida Department of Children and Families

Abuse Counselor

Assessed calls for abuse or neglect, sent reports of abuse or neglect to local investigations offices, referred callers to other organizations to meet their needs, consistently met performance standards and received high performance evaluations

October 2016 – July 2018

Tallahassee, FL

Charles W. Kent, MD

Medical Receptionist

Checked patients in and out, scheduled patient appointments, answered multi-line telephone, maintained day-to-day activities of the office, verified insurance benefits, compiled and sent patient records upon request

August 2015 – October 2016

Tallahassee, FL

BYU-Idaho Department of Nursing

Student Secretary

Served as lead student secretary for one semester, supervised four other secretaries, scheduled meetings, entered program applicant information, assisted on faculty projects, kept minutes for faculty meetings, synthesized an updated student secretary training manual

March 2013 – June 2014, January 2015 – July 2015

Rexburg, ID

Chick-fil-A

Team Member

Provided excellent customer service each day, managed money, ensured food quality and presentation, kept a clean work environment

October 2010 – August 2012, July 2014 – December 2014

Tallahassee, FL

United States Senator Mike Crapo

Intern

Communicated with constituents face-to-face and over the phone, submitted constituent requests and complaints to the appropriate department, performed research on active issues, developed slideshow

January 2013 – April 2013

Idaho Falls, ID

presentation about the senator's work to be given at school or other speaking presentations, executed basic office duties

COMMUNITY INVOLVMENT

Office of Criminal Conflict and Regional Civil Council

Intern

September 2021 – October 2021

Tallahassee, FL

Researched case law, drafted motions, interviewed clients

Florida Guardian ad Litem, Second Judicial Circuit

Volunteer Guardian ad Litem

June 2019 – October 2021

Tallahassee, FL

Visited assigned children in out of home placement each month to ensure their needs are being met, made recommendations for the child's best interest to the circuit judge, attended court hearings and case staffings, communicated with parents, guardians, and teachers to gather relevant information on the child's wellbeing

BYU-Idaho Humanitarian Service Organization

Volunteer

January 2014 – July 2015

Rexburg, ID

Supervised volunteers for one semester and organized service events, completed multiple service projects with Habitat for Humanity to construct and repair homes, worked with the Orphanage Support Services Organization on craft projects to send to orphans, volunteered with the Rexburg Family Crisis Center to organize food and supplies



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY**

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mr. Eric Whitehead		Date: 12/12/2022 10:00:46 AM	
Home Address:	██████████ ██████████ ██████████	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	Yes
Home Phone:	██████████	Do you own property in the Tallahassee City Limits?	No
Email:	██████████	How many years have you lived in Leon County?	40

(EMPLOYMENT INFORMATION)

Employer: Retired	Work
Occupation: Internal Auditor and Planner	Address:
Work/Other	
Phone:	

(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: Black or African American	Gender: M	Age: 65
District: District V	Disabled? No	

(RESUME AND REFERENCES)

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

Name: Steven Stolling	Name: Gary Sabitsch
Address: 3256 Lilburn Court, Tallahassee, FL 32312	Address: 4240 Four Oaks Boulevard, Tallahassee, FL 32311
Phone: (850) 980-7536	Phone: (850) 241-4965

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.

I have worked with programs, policies and issues relating to children a great part of my professional career, and served on councils and boards relating to children for over 15 years. I believe a continuum of care and services should be available for all children in Leon County, starting with prenatal and post natal care to drug abuse and delinquency prevention programs to promotion of educational success to career and vocational preparedness. The Council provides an opportunity to identify the need for services and programs, and fill gaps in the County's continuum through fiscally responsible and targeted grants and aid. I am ready to serve to accomplish these objectives.

- Served 13 years on school advisory boards
- Served 7 years on School District Advisory Board
- Served 2 years on Leon County Juvenile Justice Council
- Worked as Quality Improvement Consultant for 4 years with Children Medical Services, Department of Health
- Taught Divorce Parenting Class for 10 years with Leon County Schools
- Worked as Staff Director for 2 years with Legislative Commission on Juvenile Justice
- Worked as Senior Analyst for 4 years in Governor's Office
- Worked as internal auditor and strategic planner for almost 20 years

(COMMITTEE QUESTIONNAIRE)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?

No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) No

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? No

[Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? Yes

[All members appointed by the Governor shall have been residents of the county for the previous 24-month period.](#)

Have you lived in Leon County for the past 24 months? Yes

All statements and information provided in this application are true to the best of my knowledge.

Signature: Mr. Eric Whitehead

The application was electronically sent: 12/12/2022 10:00:46 AM



LEON COUNTY GOVERNMENT PUBLIC RECORDS EXEMPTION REQUEST

Florida law allows eligible persons and their employing agencies to request in writing that a non-employing agency maintain as exempt from public disclosure certain identification and/or location information contained in records within the agency's custody. If an employing agency is requesting for the employee, add agency name, and requester's name and title to the signature line.

NOTE: The officer, employee, justice, judge, other person entitled to the exemption, or employing agency of the designated employee, must submit this written and notarized request directly to the public records custodian for the agency to maintain the exemption for the records in its custody. Under Florida law, for certain exemptions this request must state under oath the statutory basis for the individual's exemption request and confirm the individual's status as a party eligible for exempt status. For records in the custody of the Leon County Board of County Commissioners and County Commission Departments, please return this completed form or a written notarized request directly to: Leon County Attorney's Office, Attn: Legal Records Manager, Leon County Courthouse, 301 S. Monroe Street, Ste. 202, Tallahassee, FL 32301 or by email to BOCCPublicRecordsRequests@leoncountyfl.gov. To have an exemption maintained in the records in the custody of any other agency, please contact that agency directly for information on how to make a written request.

If your spouse and/or children are subject to your exemption (not applicable for victim of battery, abuse, harassment, or stalking or for participant in address confidentiality program), please check here ☐ and attach a page with the name, date of birth, and relationship of each to assist in identifying each person in any public records within the custody of the County.

I hereby request exemption maintenance by the County based on the following category/categories for which I qualify (Check appropriate box):

Department(s) known to possess records (if applicable): County Admin - Committee Application

Check all that apply:

<input type="checkbox"/> Code Enforcement Officer. Section 119.071(4)(d)2.i, F.S.	<input type="checkbox"/> County Tax Collector. Section 119.071(4)(d)2.n, F.S.
<input type="checkbox"/> Depart. of Business and Prof. Reg. investigators or inspectors. Section 119.071(4)(d)2.m, F.S.	<input type="checkbox"/> Law enforcement personnel, including correctional officers and correctional probation officers. Section 119.071(4)(d)2.a, F.S.
<input type="checkbox"/> Dept. of Children and Family Services personnel whose duties involve investigation of abuse, neglect, exploitation, fraud, theft, or other criminal activities. Section 119.071(4)(d)2.a, F.S.	<input type="checkbox"/> Judicial or quasi-judicial officer (general/special magistrate, judge of compensation claims, administrative law judge of the Div. of Admin. Hearings, and child support enforcement hearing officer). Section 119.071(4)(d)2.g, F.S.
<input type="checkbox"/> Dept. of Health personnel whose duties support the investigations of child abuse or neglect. Section 119.071(4)(d)2.a, F.S.	<input type="checkbox"/> Emergency medical technicians or paramedics certified under chapter 401, F.S. Section 119.071(4)(d)2.q, F.S.
<input type="checkbox"/> Dept. of Health personnel whose duties include, or result in, the determination/adjudication of eligibility for social security disability benefits, investigation/ prosecution of complaints filed against health care practitioners, or inspection of health care practitioners or health care facilities licensed by the Dept. of Health. Section 119.071(4)(d)2.o, F.S.	<input checked="" type="checkbox"/> Inspector general or internal audit dept. personnel whose duties include auditing/investigating waste, fraud, abuse, theft, exploitation, or activities that could lead to criminal prosecution or admin. discipline. Section 119.071(4)(d)2.r, F.S.
<input type="checkbox"/> Dept. of Financial Services personnel whose duties include the investigation of fraud, theft, workers' compensation coverage requirements and compliance, other related criminal activities, or state regulatory requirement violations. Section 119.071(4)(d)2.b, F.S.	<input type="checkbox"/> Dept. of Revenue personnel or local government personnel whose duties include revenue collection and enforcement or child support enforcement. Section 119.071(4)(d)2.a, F.S.
<input type="checkbox"/> Prosecutor (state attorney, assistant state attorney, statewide prosecutor, assistant statewide prosecutor). Section 119.071(4)(d)2.f, F.S.	<input type="checkbox"/> Public defenders and criminal conflict and civil regional counsel (includes assistant public defenders, assistant criminal conflict and assistant civil regional counsel). Section 119.071(4)(d)2.i, F.S.
<input type="checkbox"/> Impaired practitioner consultant, retained by an agency, whose safety to practice licensed profession (includes consultant's employees). Section 119.071(4)(d)2.p, F.S.	<input type="checkbox"/> Justice of Florida Supreme Court; or judge of district court of appeal, circuit court, or county court. Section 119.071(4)(d)2.e, F.S.

<input type="checkbox"/> Firefighter certified in compliance with s. 633.408, F.S. Section 119.071(4)(d)2.d, F.S.	<input type="checkbox"/> Guardian ad litem as defined in s. 39.820, F.S. Section 119.071(4)(d)2.j, F.S.
<input type="checkbox"/> Juvenile probation officers, juvenile probation supervisors, detention superintendents, assistant detention superintendents, juvenile justice detention officers I/II, juvenile justice detention officer supervisors, juvenile justice residential officers, juvenile justice residential officer supervisors I and II, juvenile justice counselors, juvenile justice counselor supervisors, human services counselor administrators, senior human services counselor administrators, rehabilitation therapists, and social services counselors of the Dept. of Juvenile Justice. Section 119.071(4)(d)2.k, F.S.	<input type="checkbox"/> Human resource, labor relations, or employee relations director; assistant director, manager, or assistant manager of any local government agency or water management district whose duties include hiring and firing employees, labor contract negotiation, administration, or other personnel-related duties. Section 119.071(4)(d)2.h, F.S.
<input type="checkbox"/> Directors, managers, supervisors, and clinical employees of a child advocacy center that meets the standards of s. 39.3035(2), F.S. and fulfills the screening requirement of s. 39.3035(3), F.S. and the members of a Child Protection Team as described in s. 39.303, F.S. whose duties include supporting the investigation of child abuse or sexual abuse, child abandonment, child neglect, and child exploitation or to provide services as part of a multidisciplinary case review team. Section 119.071(4)(d)2.t, F.S.	<input type="checkbox"/> Directors, managers, supervisors, nurses, and clinical employees of an addiction treatment facility. The term "addiction treatment facility" means a county government, or agency thereof, that is licensed pursuant to s. 397.401, F.S. and provides substance abuse prevention, intervention, or clinical treatment, including any licensed service component described in s. 397.311(26), F.S. Section 119.071(4)(d)2.s, F.S.
<input type="checkbox"/> Member of U.S. Armed Forces, reserve component of U.S. Armed Forces, or National Guard who served after 9/11/2001.† ‡ The exemption set forth at Section 119.071(5)(k), F.S. (2020) has been repealed and therefore applies only to records created before October 2, 2020.	<input type="checkbox"/> Victim of sexual battery, aggravated child abuse, aggravated stalking, harassment, aggravated battery, or domestic violence Please attach official verification that crime occurred. Exemption for 5 years from date of this request. ‡ Section 119.071(2)(j), F.S.
<input type="checkbox"/> U.S. Attorney, Assistant U.S. Attorney, U.S. circuit judge, U.S. district judge, or U.S. magistrate judge. † ‡ Section 119.071(5)(i)2, F.S.	(Intentionally Left Blank)

Printed name: Eric Whitehead Date of Birth: [REDACTED] Phone No.: [REDACTED]

Home Address: [REDACTED]

Signature (and Title, if app.) of Requester: [Signature] Date: 12/22/22

† If specifically indicated category selected, person also certifies, by signature herein, that he or she has made reasonable efforts to protect information from being publicly accessible through other means available to the public.

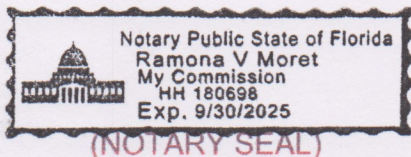
‡ Oath, affidavit and confirmation of status not required.

I, Eric Whitehead, do solemnly swear that the statutory basis for my exemption request as set forth herein above is true and correct, under the pain and penalty of perjury.

[Signature]

STATE OF FLORIDA
COUNTY OF Leon

Sworn to and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 22 day 12 of December, 2022 by Eric Whitehead, who is personally known to me or produced [REDACTED] as identification.



Ramona V. Moret
Print Name:
Notary Public, State of Florida
My Commission Expires: 12/22/22
Ramona V. Moret

Attach confirmation of your status as a party eligible for exempt status.

Family of Eric Whitehead, December 22, 2022

Chapter 119 Exemption from Public Records:

1. Wanda Whitehead, Wife, [REDACTED]
2. Whitney Whitehead, Daughter, [REDACTED]
3. Courtney Whitehead, Daughter, [REDACTED]

Section 119.071(4)(d)2.r., F.S. The home addresses, telephone numbers, dates of birth, and photographs of current or former personnel employed in an agency's office of inspector general or internal audit department whose duties include auditing or investigating waste, fraud, abuse, theft, exploitation, or other activities that could lead to criminal prosecution or administrative discipline; the names, home addresses, telephone numbers, dates of birth, and places of employment of spouses and children of such personnel; and the names and locations of schools and day care facilities attended by the children of such personnel are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution.



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
APPLICATION FOR
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

Name: Ms. Brenda Williams		Date: 10/11/2022 10:32:57 AM	
Home Address:	2051 Angus 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
Home Phone:	(850) 321-0620	Do you own property in the Tallahassee City Limits?	No
Email:	brendawilliams@tallha.org	How many years have you lived in Leon County?	7

(EMPLOYMENT INFORMATION)

Employer:	Tallahassee Housing Authority	Work Address:	2940 Grady Road TALLAHASSEE, FL 32312
Occupation:	Housing Authority Executive Director		
Work/Other Phone:	(850) 385-6126 Ext.155		

(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:	Black or African American	Gender:	F	Age:	64
District:	District 5	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Darryl Jones	Name:	Anita Favors
Address:	324 Chastain Lane, Tallahassee Florida 32305	Address:	2985 Medinah Ct. Tallahassee Florida 32312
Phone:	(850) 528-5241	Phone:	(850) 545-2602

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

[Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

[All members appointed by the Governor shall have been residents of the county for the previous 24-month period.](#)

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Brenda Williams*

The application was electronically sent: 10/11/2022 10:32:57 AM

Brenda Williams
2051 Angus St.
Tallahassee, Florida 32317
Telephone Number: (850) 321-0620
Email: Brendawilliams@tallha.org

Accomplished housing administrator with 39 years of experience in the housing industry.

Education

M.A. Sociology/Social Work Lincoln University, Jefferson City, MO 1983 Graduate
B.S. Sociology, Lincoln University, Jefferson City, MO 1981 Graduate

Work Experience

Tallahassee Housing Authority/Executive Director
2940 Grady Road
Tallahassee, Florida 32312

Ms. Williams is currently responsible to the Board of Commissioners for the efficient operation and overall management of all housing related activities of the Housing Authority. Tallahassee Housing Authority own and manage 441 Public Housing Units and provides rental assistance to 2200 families. Directs the activities of the Authority and personnel. Provide supervision over all professional, administrative, and technical staff.

President
Smart, Inc.
833 Howard Ave., New Orleans, LA 70113
January 2000-2011

Ms. Williams served as Project Manager for Smart, Inc and has provided a broad range of technical assistance, training and supportive services to Housing Authorities around the country. Responsibilities include assisting the Board of Commissioners, Executive personnel, and local government officials in improving the delivery of affordable housing and supportive community services to their constituent populations. The services provided are customized for the particular Agency assigned and include on-site technical assistance, the development and delivery of training, professional technical writing services, management analyses, research, assessments, evaluations, seminars, and operational and management support.

Transitional Administrator
Housing Authority of the City of Camden
Camden, New Jersey
1997-1999

The U.S. Department of Housing and Urban Development (HUD) appointed Ms. Williams to serve as Transitional Administrator for the Housing Authority of Camden, New Jersey. Ms. Williams was responsible for all aspects of the recovery effort which was the result of an HUD administrative take over of the agency in August 1997.

Chief of Staff
New Orleans Housing Authority
New Orleans, LA
June 1995 – January 2000

As Chief of Staff, Ms. Williams served as overseer of the Operations Division, Development Division, Finance and Administration Division and Resident Initiatives Division. The Authority was comprised of 13,000 public housing units and 5,000 Section 8 units.

Executive Director
St. Louis Housing Authority
St. Louis, MO
September 1994 – June 1995

As Executive Director, Ms. Williams was responsible for the daily operations of the St. Louis Housing Authority and overall supervision of approximately 400 employees under the direction of the Board of Commissioners. The Authority was comprised of approximately 6,000 units of public housing and 4,800 units of Section 8 housing.

Deputy Executive Director
St. Louis Housing Authority
St. Louis, MO
1990 – 1994

Ms. Williams was directly responsible for all aspects of the St. Louis Housing Authority and reported to the Executive Director. Responsibilities included but were not limited to the daily supervision of all employees and coordination of agency policy, goals and objectives.

Deputy Executive Director for Operation
St. Louis Housing Authority
St. Louis, MO
1988 – 1990

As Deputy Executive Director for Operations, Ms. Williams recommended and implemented operational goals for Housing Assistance Programs Division, Modernization Division, Housing Operations Division and Security Division.

**Special Assistant to the Executive Director
St. Louis Housing Authority
St. Louis, MO
1987 – 1988**

Ms. Williams monitored Authority activities and departmental functions and indentified and solved problems affecting the operations of the Authority. She also made periodic evaluations of operating procedures and practices and provided recommendations for appropriate corrective action and/or improvements.

**Manager of Rental & Certification
St. Louis Housing Authority
St. Louis, MO
1983 – 1987**

Manager of Rental & Certification involved conducting daily operations of the Rental & Certifications Department which include both Public Housing and the Housing Assistance Programs. Furthermore, Ms. Williams supervised annual recertification for program eligibility, new applications and waiting lists.



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Name: Mr. John Arthur Wilson		Date: 1/10/2024 3:52:55 PM	
Home Address:	5563 Lily Pond Court Tallahassee, FL 32303	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	No
Home Phone:	(334) 453-8886	Do you own property in the Tallahassee City Limits?	No
Primary Email:	jawsmooth@gmail.com	How many years have you lived in Leon County?	9

(EMPLOYMENT INFORMATION)

Employer:	Leon County Schools	Work Address:	1414 Chowkeebbin Nene Tallahassee, FL 32303
Occupation:	Teacher	Work Email:	
Work/Other Phone:			

(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:	Black or African American	Gender:	M	Age:	50
District:	District 3	Disabled?	Yes		

(RESUME AND REFERENCES)

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

Name:	Taiishina Olds McQueen	Name:	Elboni Moore
Address:	2119 Flipper Street Tallahassee, FL 32310	Address:	2868 Crestline Road Tallahassee, FL 32303
Phone:	(850) 284-7729	Phone:	(850) 363-3525

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
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Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. John Arthur Wilson*

The application was electronically sent: 1/10/2024 3:52:55 PM

John A. Wilson

5563 Lily Pond Court • Tallahassee, Florida 32303
(334) 435-8886 • jawsmooth@gmail.com / john4.wilson@famu.edu

SUMMARY

An enthusiastic and dedicated professional with a background in Physical Education, manufacturing, and military service. Seeking opportunities that will allow me to apply my expertise in classroom instruction, coaching, and mentorship to contribute effectively within a traditional school setting or other business environments.

EDUCATION

Florida A&M University (FAMU), Tallahassee, FL | Graduated: December 2023 | Bachelor of Science in Physical Education
Tallahassee Community College (TCC), Tallahassee, FL | Graduated: May 2022 | Associate of Science in Physical Education
Graceville High School, Graceville, FL | Graduated: May 1991 | High School Diploma

WORK EXPERIENCE

Frank Hartsfield Elementary School | Instructional Paraprofessional January 2024-Presently | Tallahassee, FL

- Provides direct instructional support under supervision of teachers and staff.
- Supervision of non-classroom settings such as in-school suspension, lunchroom, playground supervision, bus arrival, and dismissal.
- Assist in monitoring compliance with IEPs and other student management system; communicate student progress to parents, school, and/or District staff.
- Temporary Teaching Certificate applied for December 2023

FAMU Upward Bound Program | Summer Counselor June 2023-July 2023 | Tallahassee, FL

- Provided personalized academic support through one-on-one tutoring sessions, tailoring approaches to individual learning styles and needs.
- Guided campers in exploring various career paths, providing insights into different industries and professions through workshops and mentorship.
- Assisted campers in navigating the complexities of financial aid options, providing guidance on scholarships, grants, and other financial resources.
- Led educational field trips, curating immersive experiences to supplement classroom learning and broaden campers' perspectives.

Georgia Pacific | Utility Worker/Fifth Hand August 2019-February 2020 | Cedar Springs, GA

- Adhered rigorously to safety protocols while operating mobile equipment, prioritizing personal safety, and actively contributing to a secure work environment for all team members.
- Regularly participated in safety training sessions and consistently implemented best practices, demonstrating a strong commitment to accident prevention and workplace safety.
- Expertly ensured the proper setup and calibration of machines, optimizing their performance to meet production standards efficiently.
- Demonstrated agility in troubleshooting and promptly addressing any technical issues, conducting adjustments and maintenance to minimize downtime and maximize machine efficiency.
- Actively engaged in identifying areas for improvement in machine operations and production processes, proposing and implementing innovative solutions to enhance efficiency and quality.
- Participated in team discussions and contributed valuable insights based on hands-on experience, aiming for continuous improvement in operational practices.

GT Technologies | Machinery Operator August 2017-August 2019 | Tallahassee, FL

- Diligently documented and reported all safety incidents, quality concerns, violations, and occurrences to the leadership or supervisor, ensuring prompt attention and resolution.
- Proactively contributed to a safer and more compliant work environment by consistently highlighting and addressing potential hazards or quality deviations.
- Demonstrated proficiency in operating and cycling ID, OD, and seat grinders machinery, maintaining high standards of precision and quality throughout the grinding process.
- Conducted routine inspections and adjustments on machinery to ensure optimal performance, adhering to established operational procedures.
- Oversaw the proper dispersion of finished products, ensuring they met quality standards and were efficiently distributed according to established protocols.
- Managed the disposition of rejects and scrap materials, meticulously documenting and submitting scrap tickets, contributing to inventory accuracy and waste reduction initiatives.

Florida Department of Environmental Protection | Purchasing & Accounting Specialist

May 2016-June 2017 | Tallahassee, FL

- Efficiently scanned and organized various documentation, ensuring accuracy and timely processing of invoices and essential paperwork.
- Implemented meticulous organization methods to streamline document retrieval, supporting seamless workflows and reducing processing times.
- Held the key role of a My Florida Marketplace procurement system administrator, overseeing critical tasks such as account assignment, routing, and contract management.
- Demonstrated expertise in managing user accounts and contracts, ensuring smooth and compliant operations within the system.
- Conducted in-depth analysis of price proposals, financial reports, and pertinent data to evaluate and determine fair and reasonable values for goods and services.
- Utilized analytical skills to assess financial information, supporting informed decision-making and cost-effective procurement practices.
- Collaborated with personnel, end-users, and vendors to address issues related to defective or subpar goods or services, initiating corrective actions.
- Facilitated effective communication between stakeholders, resolving concerns promptly and ensuring a high standard of quality in acquired products or services.

United States Postal Service | CCA Postal Carrier-Temporary Employee

October 2015-May 2016 | Tallahassee, FL

- Efficiently managed the withdrawal, sorting, and casing of various types of mail, ensuring accurate distribution and timely processing.
- Operated authorized vehicles to facilitate the timely and secure delivery of mail to designated locations.
- Facilitated the collection of postage-due and cash-on-delivery fees, demonstrating excellent customer service skills during payment transactions.
- Managed the process of obtaining signed receipts for registered, certified, and insured mail, ensuring accountability and compliance with postal regulations.
- Interacted professionally with customers during mail deliveries, addressing inquiries and ensuring a positive customer experience.

Michelin Tire Corporation | RMS Operator

July 2006-October 2015 | Dothan, AL

- Proficiently operated and managed daily activities of OPL tire construction machinery, ensuring seamless production processes.
- Conducted routine inspections and maintenance on machinery to optimize performance and minimize downtime, contributing to increased productivity.
- Developed and maintained comprehensive traceability logs, meticulously documenting materials used and production outputs to ensure accurate inventory management.
- Conducted regular safety audits and training sessions, fostering a safety-conscious culture among team members, and significantly reducing workplace incidents.

ACTIVITIES & AWARDS

Tau Sigma National Honor Society • Dean's List (FAMU & TCC) • Florida Minority Teacher Scholarship Recipient • Certified Water Safety Instructor • United States Air Force • United States Army Reserves

New Eligible Applicants for the Childrens Services Council of Leon County

													County Resident Last 2 Years
	Date Received	Salutation	Name	Employer	Occupation	Race	Age	Gender	District	Disabled	Eligible	Financial Disclosure	
1	8/15/2024	Mrs.	Ashcroft, Sarah Neal	Architects Lewis & Whitlock	Project Manager, Interior Designer	White	39	F	District IV	No	yes	yes	yes
2	8/3/2024	Mrs.	Bell, Lynda	Retired	N/A	N/A	67	F	District II	No	yes	yes	yes
3	6/22/2024	Mrs.	Bigler, Emily	Florida State University	Adjunct Faculty	White	28	F	District I	No	yes	yes	yes
4	8/14/2024	Mr.	D'Souza, Joseph	The Able Truth	NonProfit Executive	Asian	41	M	Disctrict V	No	yes	yes	yes
5	8/3/2024	Mr.	Dunsby, Gavin	Unemployed	N/A	White	22	M	District I	Yes	yes	yes	yes
6	8/2/2024	Mrs.	Gammons, Tanishia	Leon County Schools	Student Case Specialist	Black	46	F	District II	No	yes	yes	yes
7	8/2/2024	Ms.	Hawkins, Ina	Leon County Court System	Criminal Court Specialist	Black	50	F	District I	No	yes	yes	yes
8	3/16/2024	Mr.	Lotane, Robert	Self Employed	Finance/Real Estate	White	65	M	District II	yes	yes	yes	yes
9	8/6/2024	Ms.	Magner, Mary	Apalachee Center, Inc. Leon County Research and Development Authority	Children's Case Manager Director of Finance and Adminstration	White	29	F	Disctrict II	No	yes	yes	yes
10	2/14/2024	Ms.	Markos, Ayne			Black	N/A	F	District V	no	yes	yes	yes
11	8/23/2024	Mr.	Picinic, Greg Michael	Livin in The Cut Barbershop	Owner	White	42	M	District III	No	yes	yes	yes
12	8/23/2024	Mrs.	Richards, Allie	Leon County Government	Commission Aide	White	29	F	District II	No	yes	yes	yes
13	8/5/2024	Mrs.	Ritzel, Dolleen	Retired	N/A	White	69	F	Disctrict IV	No	yes	yes	yes
14	8/4/2024	Dr.	Stewart, Cyndy	Coast Charter School	Teacher	Black	65	F	N/A	No	yes	yes	yes
15	3/20/2024	Mrs.	Vinyard, Sarah	Self Employed Parker Hudson Rainer % Dobbs, LLP	Actor Attorney	N/A	N/A	F	N/A	N/A	yes	yes	yes
16	6/27/2024	Mr.	Waldick, Ian			White	33	M	District III	No	yes	yes	yes
17	8/12/2024	Mrs.	Wickboldt, Valerie	Avail Strategies Agency for Persons with Disabilities	Governmental Consulting	White	38	F	District II	No	yes	yes	yes
18	8/29/2024	Ms.	Zamora, Daylis		Licensing Supervisor	White	28	F	N/A	No	yes	yes	yes



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY**

**It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.**

Name: Mrs. Sarah Neal Ashcroft		Date: 8/15/2024 9:28:14 AM	
Home Address:	6727 Johnstown Loop Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
		Do you own property in Leon County?	No
Home Phone:	(850) 942-1718	Do you own property in the Tallahassee City Limits?	No
Primary Email:	sarahnashcroft@gmail.com	How many years have you lived in Leon County?	30

(EMPLOYMENT INFORMATION)

Employer:	Architects Lewis & Whitlock	Work Address:	206 West Virginia Street Tallahassee, FL 32309
Occupation:	Project Manager, Interior Designer	Work Email:	sashcroft@think3d.net
Work/Other Phone:	(850) 942-1718 Ext.313		

(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:	39
District:	District IV	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Laura Sineath-Darabi	Name:	Emily Ely
Address:	910 Lasswade Drive, Tallahassee, FL 32312	Address:	Kilkierane Drive, Tallahassee, FL 32309
Phone:	(850) 509-5887	Phone:	(850) 459-0062

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.

Recently, I was the research and design lead for expansion efforts for The Refuge House, which serves not only Leon, but all of our neighboring counties, as well. Through this research, my passion for underprivileged and at-risk youth was renewed, and light was shed on some of the disparities that exist in our area that were previously unknown to me. My master's theses centered around the struggles plaguing intercity youth from the ages of 8-15, and how community-sponsored arts programs, particularly the performing arts, can alter the course of their lives in a positive way. So many children turn to deviant behavior for lack of another option, and by offering programs with safe facilities designed with mindfulness and intention, that not only spark their mind but activate the body, the community can offer a choice that would otherwise not exist.

Additionally, I have been involved as the Philanthropy Advisor for Alpha Delta Pi and a member of their Executive Board for the past year. During that time, we have been instrumental in raising money and donating time and supplies to the Tallahassee Ronald McDonald House both directly and through the Alpha Delta Pi Foundation, as well as Champ's Chance, a dog rescue charity serving north Florida.

(COMMITTEE QUESTIONNAIRE)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? **No**

[Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? **Yes**

[All members appointed by the Governor shall have been residents of the county for the previous 24-month period.](#)

Have you lived in Leon County for the past 24 months? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Sarah Neal Ashcroft*

The application was electronically sent: 8/15/2024 9:28:14 AM

Sarah Neal Ashcroft

6727 Johnstown Loop • Tallahassee, Florida 32309
Phone: 850-443-2760 • E-Mail: sarahnashcroft@gmail.com



Work Experience

Architects Lewis and Whitlock

July 2019-Present

Firm Associate | Project Manager | Interior Architecture

Develop proposals for work within the scope of the interior design department in North Florida and South Georgia. Assist clients with selections and design options; Develop projects through all phases of the design process; Generate construction documents, ensuring adherence to applicable building and accessibility codes; Produce and maintain project schedules and budgets, updating as necessary; Stay abreast of current trends and technologies to update product offerings and skill sets; Maintain consistent communication with vendors, clients, contractors, and other design professionals.

Woodlane Cabinet Company

January 2016-July 2019

Project Manager

Produce commercial bid packages and residential estimates for various size projects. Assist clients, architects, and designers with selections and design options; Develop projects through all phases of the design and production process; Generate all construction documents, ensuring adherence to applicable building and accessibility codes; Produce and maintain project schedules and budgets, updating as needed with all production staff; Stay abreast of current trends and technologies to update product offerings and skill sets; Maintain consistent communication with vendors, clients, contractors, and other design professionals.

Florida State University

August 2018-Present

Adjunct Professor, College of Interior Architecture and Design

IND1203 Design Fundamentals 1; IND2002 Survey of Interior Design; Teach the fundamentals of interior design to first year students and prepare them for the First Year Review.

Wilderness Graphics, Inc.

January 2015-January 2016

3D Exhibit Design Manager/Project Manager

Develop projects from initial concept to practical implementation; Generate all construction documents, ensuring adherence to applicable building and accessibility codes; Produce and maintain project schedules and budgets, updating as needed; Stay abreast of current trends and technologies to update product offerings and skill sets; Brand management; Maintain consistent communication with clients, contractors, and other design professionals; Develop pricing and timeline standards for new proposals; Recruit, evaluate, and hire new team members; Manage entry-level design staff and interns.

Interiors Unlimited

December 2012-January 2015

Designer/Assistant Project Manager

Guide clients through all phases of the design process; Generate all construction documents, ensuring adherence to applicable building codes; Produce and maintain project schedules, updating as needed; Stay abreast of current trends and technologies to update product offerings; Brand management, including design of advertisements and showroom displays; Maintain consistent communication with clients, contractors, and other design professionals.



Design Works at West Florida Distributors

January 2011-October 2012

Showroom Manager

Design and illustrate tile/stone layouts for project areas; Project management for all large accounts; Develop, update, and oversee production of showroom vignettes; Stay abreast of current trends and technologies to update product offerings; Brand management, including design of advertisements and showroom displays; Maintain consistent communication with clients, contractors, and other design professionals.

Education

College and Graduate School:

Brenau Women's College/Brenau University, Gainesville, Georgia

Bachelors of Fine Arts, Interior Design

Master of Interior Design

Outstanding Portfolio and Graduate Project

Internship:

K2J, Inc., Dunwoody, Georgia

Tanner Medical Sleep Disorder Center, Carrollton, Georgia

Space Planning, Construction Documentation, FF&E Selections and Schedules, Finish Selections and Schedules

Skills, Accomplishments, and Activities

Design Skills: Space Planning, Programming, Material Selections, Lighting Design, Digital Drafting, Digital Rendering, Hand Drafting, Hand Rendering, Cabinetry Design, Digital Photography, Graphic Design

Software Skills: ArchiCAD BIM Software, AutoCAD 2004-2013, Cabinet Vision, Draft Sight, 20-20 Design, Adobe Creative Suite, Microsoft Office Suite

Accomplishments: Leadership Tallahassee, Class 42; Alpha Delta Pi, Iota Chapter (FSU) Executive Board Member and Philanthropy Advisor; Gamma Sigma Alpha, Greek Academic Honor Society; Kappa Pi, International Honorary Art Fraternity; Sigma Alpha Pi, National Society of Leadership and Success

Activities: IIDA Associate Member; Access Tallahassee Member; Pop Warner Little Scholars Volunteer; Alpha Delta Pi: Alumni Advisor, Spirit Chair, Pride Leader, Philanthropy Committee, Social Enrichment Committee



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Applications will be discarded if no appointment is made after two years.

Name: Mrs. Lynda Gayle Bell		Date: 8/3/2024 10:49:14 PM	
Home Address:	19690 crows lane Tallahassee, FL 32310	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
Home Phone:	(850) 388-9967	Do you own property in Leon County?	Yes
		Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	lyndaforlife@bellsouth.net	How many years have you lived in Leon County?	7

(EMPLOYMENT INFORMATION)

Employer:	Self	Work
Occupation:	Retired	Address:
Work/Other	(786) 208-3292	Work
Phone:		Email:

(OPTIONAL)

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Race:		Gender: F	Age: 67
District: District II		Disabled? No	

(RESUME AND REFERENCES)

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

Name: Kyle Peddie	Name: Commissioner Christian Caban
Address: 15816 Moore st Hosford, Fl 32334	Address: 811 Buena Visa Dr, Tallahassee Fl 32304
Phone: (850) 556-1881	Phone: (352) 484-5658

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.

Former Miami Dade county commissioner and Vice Chairman of the Board, 2010-2014

Former Vice Mayor and Mayor of the city of Homestead, 2003-2009

Served on the Florida Communities TRUST as an appointee of Governor Rick Scott.

(COMMITTEE QUESTIONNAIRE)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) *No*

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Lynda Gayle Bell*

The application was electronically sent: 8/3/2024 10:49:14 PM



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Applications will be discarded if no appointment is made after two years.

Name: Mrs. Emily Bigler		Date: 6/22/2024 6:36:24 PM	
Home Address:	2809 Shamrock S Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 533-6083	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	mainbiglers@gmail.com	How many years have you lived in Leon County?	5

(EMPLOYMENT INFORMATION)

Employer:	The Florida State University	Work Address:	98 Varsity Way Tallahassee , FL 32309
Occupation:	Adjunct Faculty	Work Email:	eb23y@fsu.edu
Work/Other Phone:	(850) 533-6083		

(OPTIONAL)

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Race:	White	Gender:	F	Age:	28
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Mrs. Lynn Sleeth	Name:	Mrs. Allison Dillehay
Address:	Unk	Address:	
Phone:	(407) 973-4749	Phone:	(352) 328-7480

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.

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Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Emily Bigler*

The application was electronically sent: 6/22/2024 6:36:24 PM



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Name: Mr. Joseph D'Souza		Date: 8/14/2024 3:48:04 PM	
Home Address:	1729 Kathryn Dr Tallahassee, FL 32308-5228	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 264-8019	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	jwd3991@gmail.com	How many years have you lived in Leon County?	28

(EMPLOYMENT INFORMATION)

Employer:	The Able Trut	Work Address:	1709 Hermitage Blvd, Suite 100 Tallahassee, FL 32308-5228
Occupation:	nonprofit executive	Work Email:	joseph@abletrust.org
Work/Other Phone:			

(OPTIONAL)

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Race:	Asian	Gender:	M	Age:	41
District:	District V	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Allison Chase	Name:	Daniel Wilcox
Address:	1709 Hermitage Blvd, Suite 100 Tallahassee, FL 32308	Address:	1523 Belleau Wood Dr Tallahassee, FL 32308
Phone:	(850) 566-9606	Phone:	(850) 491-6473

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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Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Joseph D'Souza*

The application was electronically sent: 8/14/2024 3:48:04 PM

Joseph W. D'Souza

A proven and driven public sector professional with 10+ years of experience in developing and nurturing collaborative relationships, communicating with a variety of stakeholders and developing organization strategy. Vigilant in searching for creating opportunities that lead to meeting organizational goals while maintaining mission focus. Proficient in consensus building and managing workflow. Passionate about education and ensuring all of Florida's youth are able to realize their full potential to achieve their version of success.

CAREER EXPERIENCE

The Able Trust

Senior Vice President

July 2023-Current

- Oversaw the organization's largest and most concentrated public outreach efforts, Disability Employment Awareness Month (DEAM), which included two in-person events, five webinars, five presentations.
- Served as thought-leader for organization strategy, activity and implementation leading to finding the organization's identity and creating a strong value proposition.
- Directed the organization's transition from "fund and forget" to "participatory grantmaking" which led to a first-ever collective impact pilot to address disability employment with multiple stakeholders.
- Cultivated and supported existing staff leading to increased professionalism and capacity.
- Acted as fiduciary manager for federal grant for FL DVR.
- Initiated program evaluation for youth programs.

The Able Trust

Vice President, External Engagement

November 2021-July 2023

- Responsible for engaging public sector partners with the goal of developing relationships and finding opportunities for collaboration.
- Oversaw the programmatic work of the organization through management of two, full-time staff members.
- Selected and managed consultant contracts.
- Integral thought-leader to development of organization's strategic plan and external messaging.
- Served in operational capacity to ensure organization was meeting targeted metrics, kept staff on task with established work plans and focused on moving forward with execution of the strategic plan.

850.264.8019

jwd3991@gmail.com

www.linkedin.com/in/joseph-d-souza-3296a229

EDUCATION

Masters in Public Administration

Florida State University

May 2012

Bachelor of Arts –

Communication Studies

Florida State University

May 2005

SKILLS

Presenting and public speaking

Strategic thinking

Staff and consultant management

Analytical

Coaching and collaborating

Communication

Leadership

Problem-solving

Creative thinking

Data Analysis

- Integrated “Lean Impact” methodology across organization so staff are learning from work leading to improvements. Embracing the concept of “failing fast and failing forward” with all activities not just programmatic efforts.
- Staffed committees of the organization’s board, serving as primary point of contact for board members to engage with regarding programmatic and investment activities.

The Able Trust

State Director, High School High Tech

January 2020-November 2021

- Planned and oversaw three-day annual professional development conference for 55-65 program managers and coordinators of signature youth program.
- Lead administrator for organization’s largest program, High School High Tech, a career exploration program for students with disabilities.
- Collected and analyzed data and submitted relevant reports to State of Florida.
- Managed grants and a budget totaling \$1.2 million.
- Developed new youth program, Project Venture, an experiential entrepreneurial competition for students with disabilities to explore entrepreneurship while developing workplace soft-skills in process.
- Represented organization at a variety of public events around the state.

The Able Trust

Assistant Vice President, Workforce Programs

May 2017-January 2020

- Developed and served as administrator of \$25,000 grant program pilot exploring project-based learning model.
- Planned and oversaw annual professional development conference for program managers and coordinators of signature youth program.
- Continue to provide oversight and technical support to statewide career exploration program for students with disabilities.
- Coordinate statewide career exploration campaign for individuals with disabilities.
- Represented organization at a variety of public events around the state.

The Able Trust

Director of Workforce Programs

August 2016-April 2017

- Assisted in the expansion of statewide career exploration programs for high school students with disabilities from 39 to 43 sites.
- Work in collaboration with Florida Chamber of Commerce Foundation to market and hold 10 training seminars to members of local chambers of commerce around Florida.
- Continue to provide direct oversight and technical support to 13 programs of statewide career exploration program for students with disabilities, with additional oversight and oversight of remaining programs.
- Coordinate statewide career exploration campaign for individuals with disabilities.

The Able Trust**Manager, Internships and Mentoring Programs*****August 2012-July 2016***

- Coordinated statewide campaign highlighting capabilities of people with disabilities through one-day career experiences through collaborative efforts with community stakeholders and the business community.
- Provided technical support and oversight to career exploration programs for high school students with disabilities in 39 counties.
- Researched and developed curriculum for training seminar on internship program development.
- Marketed and executed six training seminars instructing businesses and other organizations how to develop an internship program to benefit their needs and goals.
- Engaged businesses at various sizes to inform the benefits and importance of including individuals with disabilities in their workforce.

Early Learning Coalition of the Big Bend Region**Governance Coordinator*****June 2011-August 2012***

- Maintained minutes for all board and committee meetings.
- Corresponded with board members regarding meetings and other information.
- Wrote grants to increase funding for the organization resulting in an additional \$106,000 from the local United Way in 2011.
- Created informative and attractive presentations for the Executive Director to utilize in her interactions with various stakeholders.

Early Learning Coalition of the Big Bend Region**Volunteer Coordinator*****October 2010-May 2011***

- Administered all volunteer recruitment and management duties.
- Communicated the mission and purpose of the Early Learning Coalition to outside groups and the community.

Boy Scouts of America**District Executive*****March 2006 – May 2010***

- Directed all scouting events and activities (i.e. fundraising, volunteer development, recruitment and leadership, event coordination, point of contact and local scouting liaison) for Seminole, Decatur, Grady, Thomas and Colquitt counties.
- Planned and executed multiple events while ensuring programmatic goals are met while budget and revenue obligations were met.
- Represented the Boy Scouts of America, Suwannee River Area Council to the general public and various stakeholders
- Served as Program Director for summer camp which included recruitment, screening and hiring of camp staff, day-to-day operations, providing programming and activities to adults and youth totaling 200 per week, and ensured safe operation of all program areas



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Applications will be discarded if no appointment is made after two years.

Name: Mr. Gavin Joseph Dunsby		Date: 8/3/2024 12:41:20 PM	
Home Address:	7521 Refuge Rd Tallahassee, FL 32312	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
Home Phone:	(850) 445-4594	Do you own property in Leon County?	No
		Do you own property in the Tallahassee City Limits?	No
Primary Email:	gavduns412@gmail.com	How many years have you lived in Leon County?	11

(EMPLOYMENT INFORMATION)

Employer:	Not applicable	Work Address:	
Occupation:	Unemployed	Work Email:	
Work/Other Phone:			

(OPTIONAL)

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Race:	White	Gender:	M	Age:	22
District:	District I	Disabled?	Yes		

(RESUME AND REFERENCES)

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

Name:	Jacob Smith	Name:	
Address:	5344 Big Richard Rd, Tallahassee, FL 32310	Address:	
Phone:	(850) 404-4282	Phone:	

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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Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Gavin Joseph Dunsby*

The application was electronically sent: 8/3/2024 12:41:20 PM

Gavin Dunsby

7521 Refuge Rd
Tallahassee, FL 32312
(850)445-4594
Gavindunsby@gmail.com

EDUCATION

Florida Atlantic University, Harriet Wilkes Honors College

August 2020 - May 2024

I am an alumni of Florida Atlantic University's Harriet Wilkes Honors College in Jupiter Florida. I majored in History, Spanish and minored in Business. I graduated *summa cum laude* and received the University Scholar award and an award for Outstanding Senior Thesis. My thesis focused on the history of Spanish terrorism from 1939-1975 and was written in both English and Spanish. While in college, I also participated in a study abroad program in Madrid, Spain to deepen my understanding of Spanish history and language.

Extracurriculars

College: Phi Alpha Theta (2021-2022) it is an organization centered around the study of history.

Work Experience

Grand Pizza, 1131 Grand Ave, Grand Lake, CO 80447 — *line cook*

June 2021 - August 2021

I worked alongside the owner and the other cooks, doing tasks such as dishwashing and preparing food.

El Pacifico, 920 Grand Ave, Grand Lake, CO 80447 — *dishwasher*

June 2020 - August 2020

I cleaned the dishes, cutlery, cups, and the cooking utensils.

Teen Tour USA, 7521 Refuge Rd, Tallahassee, FL 32312 — *assistant*

May 2016 - May 2019

I helped the owner supervise a group of foreign exchange students as we traveled along the East Coast and performed other tasks like: money management, and moving and managing of students luggage

Tallahassee Meridian Park Summer Camp, 4488 N Meridian Rd, Tallahassee, FL 32312 — *volunteer*

June 1st 2018 - June 20th 2018

I helped the counselors and was responsible for tasks such as: cleaning the indoor facilities, setting up camp activities, and monitoring children

SKILLS

Highly Organized

Strong Researching Skills

Can Work Independently and in Teams

Diligent

Proficient in PowerPoint Presentations

Experience with Public Speaking

Experience with Kitchen Work

AWARDS

FAU University Scholar Award for the Harriet Wilkes Honors College (2024)

Award for Outstanding Senior Thesis (2024)

Harriet Wilkes Honors College Outstanding Junior Award (2023)

The Leon Charney Diplomacy Program Scholarship for Study Abroad Programs (2022)

LANGUAGES

English, Spanish



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

Name: Mrs. Tanishia L Gammons		Date: 8/2/2024 10:27:46 AM	
Home Address:	900 Crossway Road Tallahassee, FL 32305	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
Home Phone:	(850) 510-9382	Do you own property in Leon County?	Yes
Primary Email:	Tanishiamgammons@yahoo.com	Do you own property in the Tallahassee City Limits?	No
		How many years have you lived in Leon County?	12

(EMPLOYMENT INFORMATION)

Employer:	Leon County Schools	Work Address:	500 N. Appleyard Drive Tallahassee, FL 32305
Occupation:	Student Case Specialist	Work Email:	tgammons@leonschools.net
Work/Other Phone:	(850) 717-2011		

(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:	Black or African American	Gender:	F	Age:	46
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Regina Browning	Name:	Demetria Clemons
Address:	526 Appleyard Dr. Tallahassee, FL 32304	Address:	2815 Allen Road Tallahassee, FL 32312
Phone:	(850) 717-2020	Phone:	(850) 488-5640

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

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Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Tanishia L Gammons*

The application was electronically sent: 8/2/2024 10:27:46 AM

Tanishia Gammons
900 Crossway Road, Tallahassee, FL 32305
Mobile: (850) 510-9382
Tanishiagammons@yahoo.com

Education

Master of Science in Criminal Justice, August 2014
Florida Agricultural and Mechanical University, Tallahassee, FL

Bachelor of Science in Criminal Justice, May 2013
Florida Agricultural and Mechanical University, Tallahassee, FL
Minor: Social Work

Experience

Agency for Persons with Disabilities

Service Provider

- Assist with developing a resume and completing a job application
- Helping the individual with the skills that are necessary to live and work
- Provides practice interview questions and answers
- Utilize business connections to search for employment opportunities

Lively Technical College, Tallahassee Florida, January 2022- Present

Student Case Specialist/ Job Coach

- Identify both job and career advancement opportunities for clients based on their needs, objectives, and skill sets.
- Assist clients in identifying and enhancing their job skills, suggest improvements to clients' resumes, and ensure that clients are adequately prepared for job interviews.
- Teaching clients with disabilities how to use job-related tools, instruments, and equipment correctly.
- Liaising with employers to identify possible job opportunities for clients with disabilities.

Apalachicola Youth Forest Camp, Bristol, Florida, August 2021- December 2021

Case Manger

- Maintains clients' records by reviewing case notes, logging events and progress
- Accomplishes clients' care by assessing treatment needs; developing, monitoring, and evaluating treatment plans and progress; facilitating interdisciplinary approaches; monitoring staff performance.
- Prepares clients' discharge by reviewing and amplifying discharge plans; coordinating discharge and post-discharge requirements; orienting and training family members; providing resources.

Adult Community Education School, Tallahassee, Florida, August 2020- August 2021

Student Case Specialist

- Provided direct instructional support on student social skills.
- Adapted instructional social skill programs to fit individuals needs of students, use of an array of instructional social skill aids and equipment.
- Investigate student problems (including attendance) from home, school, or community and obtain assessments of student, family, developmental and social histories

Gretchen Everhart Elementary School, Tallahassee, Florida, March 2019- August 2020

Behavioral Specialist

- Provided direct assistance in collection and maintenance of behavioral data related to students and classroom performance.
- Adapted instructional social skills programs to fit individuals needs of students, use of an array of instructional social skill aids and equipment.
- Evaluate the effectiveness of behavioral programs. Developed and implemented changes as needed.

Sealey Elementary School, Tallahassee, Florida, November 2016-March 2019

Behavioral Specialist

- Investigated student problems (including attendance) from home, school, or community and obtained assessments of student, family, developmental and social histories.
- Analyzed and interpreted data that are regularly available on student behavioral programs and performance.
- Assisted in monitoring compliance with Individual Education Plans (IEPs) and other student behavior management systems

Florida Department of Revenue, Tallahassee, Florida, January 2015-November 2016

Revenue Specialist III

- Provided quality customer service and safeguarded confidential information.
- Prepared cases, researched information, attended and testified at hearings, updated the computer system and meet with our customers before and after the hearings.
- Initiated and respond to requests, coordinated with internal and external partners, gathered information, researched and resolved case issues.

Apalachicola Youth Forest Camp, Bristol, Florida, February 2014-January 2015

Team Leader/Counselor

- Served as an advocate, mentor, educator, coach, and role model for young women and men in a structured, strengths-based, and trauma informed youth program.
- Wrote reports as required by program standards and report schedule.
- Supervised/escorted students during on and off-site appointments or activities.

City of Midway Police Department, Midway, Florida, January 2013-April 2013

Intern

- Referred victims to other government agencies or nonprofits that have the expertise and capacity to provide necessary services.
- Informed victims when their offenders have been transferred to other correctional facilities, have parole hearings, or are released from jail or prison.
- Counseled crime victims and witnesses.



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY**

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Name: Ms. Ina DeShandra Hawkins		Date: 8/2/2024 9:36:40 AM	
Home Address:	2423 Jim Lee Rd Tallahassee, FL 32301	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 321-0312	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	inasmile74@yahoo.com	How many years have you lived in Leon County?	40

(EMPLOYMENT INFORMATION)

Employer:	Leon County Court System	Work Address:	301 S. Monroe St. suite 225 C, Tallahassee, FL 32301
Occupation:	Criminal Court Specialist II	Work Email:	hawkinsi@leoncountyfl.gov
Work/Other Phone:	(850) 606-4369		

(OPTIONAL)

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Race:	Black or African American	Gender:	F	Age:	50
District:	District I	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Charles Francis	Name:	Kendra Brown
Address:	215 Meadow Ridge Dr. Tallahassee, FL 32312	Address:	301 S. Monroe St. Tallahassee, FL 32301
Phone:	(850) 694-8437	Phone:	(850) 606-4438

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.

July 30, 2024

To Whom It May Concern:

My years in the Leon County court system has been extensive and various. These vast experiences I believe gives me a unique array of increased professional skills and viewpoints. My goal and career path that I have chosen to blaze, is to help with program development and system implementation stemming from new legislation and laws within the court system. I have worked in criminal, civil and family law, with county and circuit judges, their staff and local attorneys. I also give oral reports and presentations to several formal government committees on the assessment of review with Court Administration programs and specialty courts. Previously, I was a judicial assistant for two now retired circuit judges: Charles Francis (Chief) and James Shelfer, who presided over two counties; Leon county (civil and family cases) and Wakulla county (criminal cases). I work well with the public and other law enforcement agencies, as it is an essential part of my profession. I believe that I would be well suited for any position involving the implementation of changes that will better serve the community.

My master's degree in Homeland Security was to achieve my goal of pursuing a career in combating human trafficking. My master's thesis topic was "*Forced Labor Trafficking: Its Social and Economic Effects in the United States.*" My goal and career path that I have laid before myself is to assist those who have become victims of trafficking. One of the biggest groups of victims are school aged children. I am capable of learning and implementing new ideas for any situation. I recently graduated from Certified Managers Program and I am ready to put my skills to work. I am meticulous, have extraordinary organizational skills, work well under pressure and I am efficient. I have integrity and great ethical character. I am sure that my experience and aptitude would allow me to make an immediate contribution.

Thank you for the opportunity to be considered a candidate for the position. Should you have any questions, please feel free to contact me at 850-321-0312.

Sincerely,

Ina D. Hawkins

Ina DeShandra Hawkins

(COMMITTEE QUESTIONNAIRE)

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Have you lived in Leon County for the past 24 months? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Ina DeShandra Hawkins*

The application was electronically sent: 8/2/2024 9:36:40 AM

Ina D. Hawkins, CPM

2423 Jim Lee Road • Tallahassee, Florida 32301

(850) 321-0312 (C)

Email: inasmile74@yahoo.com

Previous and Current Certifications

FEMA – NCIC/FCIC – CCIS – CJIS – DCCM – RMS – CJNET – LEEP – ASM – ICMS * Florida Notary *

Education

- March 2019** Keiser University; Tampa, Florida
Masters: Homeland Security (33 Credit hours)
- August 2003** Florida A & M University; Tallahassee, Florida
Major Degree: Sociology
Minor Degree: Anthropology (72 Credit hours)
- May 1997** Tallahassee Community College; Tallahassee, Florida
Associate of Arts Degree (68 Credit hours)
- June 1992** Lincoln High School; Tallahassee, Florida
High School Diploma (4 years)

Professional Organizations

- Survive and Thrive Advocacy Center (STAC)** – Tallahassee, FL. – Board Member 2019
Honor Society – National Organization – March 2019
Alpha Phi Sigma Honor Society – Keiser University Tampa Branch – Feb. 2019
General Federation of Women's Clubs – International Women's Organization – Oct. 2023
Florida Society of Certified Public Managers – Tallahassee Chapter – July 2024

Professional Experience

Detention Review Coordinator - Court Program Specialist II (Certified Public Manager)

2nd Judicial Circuit

March 26th, 2021 – current (40 hrs. per week)

Leon County Courthouse - Tallahassee, FL

- Prepares various judicial reports for Leon County Court analysis and review.
- Create and maintain record systems for efficient case management in Leon County Courts.
- Review and approve Specialty Court invoices for payment from experts and providers.
- Gives presentations to state funded and public safety counsel for administrative transparency.
- Identifies events and trends negatively impacting the timely progression of cases and provides needed reports to the court and court administration.
- Attends and monitors criminal court hearings and specialty courts to provide information to judges, participants and litigants, when needed.
- Provides assistance to judges in the management of caseloads, maintaining an inhouse database for open cases and advises the judge of cases needing specific attention.
- Also preforms level 1 background checks for all incoming court employees and facilities management.

Criminal Justice Information Analyst II

Florida Department of Law Enforcement (FDLE)

October 4th, 2019 – March 25th, 2021 (40 hrs. per week)

Uniform Crime Report (UCR) - Tallahassee, FL

- Conduct research to validate submissions of crime reporting data.
- Work with subject matter experts to resolve difficult, unusual or questionable issues in the review and processing of crime reporting data.
- Remain knowledgeable about legislative changes, rules and regulations, policies and operating procedures related to information systems and specific workflow processes.
- Maintains contact with local, state, and federal criminal justice or other criminal justice agencies outside the state, for the purpose of gathering required documentation and clarification management.
- Maintains records of uniform crime reporting point-of-contacts.
- Recommends operational policies and procedures.
- Assist in training new members on research and workflow tasks.
- Currently participating in the implementation of a statewide federally mandated records management system to unify law enforcement agencies UCR reporting country wide.

OPS Case Manager - Court Program Specialist II

2nd Judicial Circuit

April 15, 2019 – September 19, 2019 (35 hrs. per week)

Felony Drug Court - Tallahassee, FL

- Participates in felony drug court multi-disciplinary team court staffing.
- Reviews Felony Drug Court trial cases at the point of entry into the felony drug court program and continues to monitor cases through final disposition.
- Attends felony drug court to provide information to the judge and other court parties.
- Provides assistance in management of caseloads.
- Performs clerical tasks, such as creating and maintaining record systems (database and excel spreadsheets) for efficient case management.
- Produces data reports, as required.

Judicial Assistant

Circuit Court Judge- James O. Shelfer (Retired)

April 1st, 2018 – Jan. 7th, 2019 (Retired) (40 hrs. per week)

Circuit Court Judge- Charles A. Francis (Retired Chief)

March 29th, 2017 – March 30th, 2018 (40 hrs. per week)

2nd Judicial Circuit of Florida

Leon County Courthouse- Tallahassee, FL

- Prepares and maintains the judge's court and professional calendar; schedules and coordinates motions, hearings and conferences; assists attorneys with procedures on filing motions and hearing dates.
- Provides organizational support for the judge's caseload, including preparing orders and Schedules trials; maintains trial dockets, continuances and trial orders.
- Screens telephone calls and visitors to the judge's office; provides information, resolves issues, directs caller/visitor to proper personnel or agency, or takes messages.
- Composes and/or edits correspondence, memoranda, directives, notices, orders, e-mails, and other documents observing strict confidentiality.
- Interacts with attorneys and litigants and their family members to resolve problems such as scheduling conflicts or other case-related issues.

- Performs routine clerical tasks such as reviewing, distributing and responding to incoming mail, performing data entry, ordering office supplies, maintaining files/records, faxing or photocopying.

Mortgage Review

Treliant Risk Management Firm

February 4, 2016- March 28th, 2017 (40 hrs. per week)

HMDA Core Team - Tampa, FL

- Primary purpose is to review all mortgages that borrowers have asked our client to finance.
- Review paperwork and financial documents for accuracy.
- Report any inaccuracies to the client for follow up and possible reconsideration.
- Paperless environment with client and borrower's complete discretion.

Foreclosure Litigation Legal Assistant II

Kass Shuler Law Firm

February 2, 2015- December 11, 2015 (40 hrs. per week)

Summary Final Judgment Team - Tampa, FL

- Prepares correspondence and pleadings for filing with the courts.
- Docket and case search review, looking for any motions or hearings that we might be unaware of.
- Corresponds with clients and courts, about status updates and hearing prep and results.
- Coordinates with departments and attorneys internally, making sure all process have been completed.
- Reviews incoming mail and determines actions needed and responding accordingly.
- Updates case management database and client vendor programs with case status.
- Request, interprets and responds to attorney directives, making sure case moves effectively and efficiently.

Foreclosure Litigation Legal Assistant I

Kass Shuler Law Firm

April 1, 2013- February 1, 2015 (40 hrs. per week)

Final Judgment - Trial Team - Tampa, FL

- Prepares and maintains foreclosure files with the sole purpose of making sure the final judgment is entered in favor of our clients.
- Acquire and request documents needed for the completion of trial and final judgment.
- Communicates with clients, Judges, and counsel via phone and email as needed.
- Train new and existing employees on judgment preparation and how to read judgment figures.
- Monitor and maintain calendaring system to meet deadlines.
- Assisted with the revamping of our current final judgment merge.
- Communicate with various teams for document retrieval and subsequent corrections to documents.
- Assist Attorneys with case management, file issues and concerns that could become problematic.

Court Operations Specialist I

2nd Judicial Circuit of Florida

July 2012 - March 2013 (40 hrs. per week)

Foreclosure Case Management - Office of Court Administration 2nd Circuit - Tallahassee, FL

- Assist the 2nd Circuits counties with backlogged and current foreclosure cases.
- Review each file and make recommendations to the assigned judge as to how to keep the file moving.
- Prepare orders and notices for the judges' review.
- Review files for chamber hearings and provide the judge with a written summary sheet, as to the status of the file.
- Keep detailed spreadsheets for the chief judge, for various statistics and reports.

- Set case management hearings.
- Liaison between the judges, clerk's offices and plaintiff's counsel.

Program Manager

Tallahassee Bar Association

April 2011- May 2012 (40 hrs. per week)

Residential Mortgage Foreclosure Mediation Program – Tallahassee, FL

- Knowledgeable of court procedures, current trends, laws, rules, and regulations affecting residential foreclosures.
- Capable of effectively implementing information technology system and web-based programs.
- Prepare operational reports as required by the Chief Judge, regarding the number of cases mediated.
- Solicit qualified mediators and maintain a current list of mediators.
- Establish procedures for disqualifying and replacing mediators with ethical and other conflicts.
- Supervise other employees and establish job duties.
- Reference unrepresented parties to legal aid, panels of pro-bono, and/or reduced fee attorneys.
- Answer questions from mediators and parties reference the mediation process and forms.
- Establish system for resolving complaints against mediators and other persons involved in the Managed Mediation Program.
- Develop the forms and procedures necessary to verify compliance with the residential foreclosure mediation program by lender/servicer representatives, their attorneys, and borrowers.
- Other duties/tasks as assigned.

Administrative Assistant 2

2nd Judicial Circuit of Florida

July 2010 – April 2011 (40 hrs. per week)

Mortgage Foreclosure Program (Rocket Docket) – Tallahassee, FL.

- Responsible for providing advanced administrative skills in the area of coordination, organization, and composition of business correspondence and reports for signature.
- Compiling, examining and evaluation of data often leading to recommended actions for cases based on results.
- Coordinated hearings before Senior Judges, composed correspondence, and prepared reports for hundreds of cases.
- Assignment of work/duties to other office staff.
- Liaison to judiciary judges and staff, outside council, plaintiffs and other state or local government offices through oral and written communication.
- Managing multiple projects, priorities, and activities.
- Other varying meticulous duties as required for this complex position.

Police Communications Officer

Miramar Police Department

December 2004 – July 2010 (40 hrs. per week)

City of Miramar – Miramar, FL

- Responsible for efficient and accurate call taking for emergency protection services.
- Assists emergency 911 operators with emergency service through use of radio and/or computerized communication equipment.
- Participates in the training of the Communications Unit personnel including support staff in the proper performance of their duties.
- Processes highly confidential information received from teletypes, field officers, outside law enforcement agencies.

- Performs background checks for local, state and federal agencies.
- Handles routine call request for information and/or emergency actions.
- Entering information into and retrieving information from the filing system.
- Maintain various records and files for classification, indexing filing and storing.
- Conducting research on records request received from general public, city departments and other governmental agencies, which often involves extensive research.
- Testifies in court when necessary.
- Proficient in Records Management Systems (RMS) and National Incident Management Systems.

Secretary/Receptionist

Department of Fire & Arson Forensic Lab

February 2004 – November 2004 (20 hrs. per week)

State of Florida Fire Marshal – Tallahassee, FL

- Assisted in developing photos for crime scene processing and cataloging new and archived evidence.
- Maintaining multifaceted departmental file system.
- Responsible for answering incoming telephone call from a multi-line phone system and routing them to the proper person or department.
- Operating standard office equipment.
- Receiving and delivering messages.
- Answering routine questions from the public and outside agencies.
- Perform typing assignments and purchase order request for supplies and equipment.

Administrative Secretary

State of Florida Attorney General Office

March 2001 – September 2002 (40 hrs. per week)

Criminal Appeals Division – Tallahassee, FL

- Drafted documents from written material/instructions for legal correspondence, pleas, briefs, legal opinions, contracts, resolutions, ordinances and affidavits of a confidential nature.
- Established and revised work priorities and productions schedule.
- Maintains assigned attorney court/litigation calendar, appointment schedule, assignment list and files.
- Performed receptionist work, taking and screening telephone calls to determine the appropriate information to be given for public record.
- Routing calls to appropriate parties and taking messages.
- Performs general or routine legal research work, including electronic research.
- Checked statutes in the Law Library and correlated other data.



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Name: Mr. Robert Anthony Lotane		Date: 3/16/2024 4:10:34 PM	
Home Address:	1213 Halifax Ct Tallahassee, FL 32308	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
Home Phone:	(850) 544-9446	Do you own property in Leon County?	Yes
Primary Email:	robertlotane1@gmail.com	Do you own property in the Tallahassee City Limits?	Yes
		How many years have you lived in Leon County?	24

(EMPLOYMENT INFORMATION)

Employer:	self	Work Address:	1213 Halifax Ct Tallahassee, FL 32308
Occupation:	finance/real estate	Work Email:	robertlotane1@gmail.com
Work/Other Phone:			

(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:	65
District:	District II	Disabled?	Yes		

(RESUME AND REFERENCES)

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

Name:	Nigel Allen	Name:	Debra Metcalf
Address:	1331 East 6th Avenue Tallahassee, FL 32303	Address:	4535 Hedgewood Dr. Tallahassee, FL. 32309
Phone:	(850) 661-9364	Phone:	(850) 445-4748

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council to which you are applying for membership? **No**

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Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Robert Anthony Lotane*

The application was electronically sent: 3/16/2024 4:10:34 PM

Robert A. Lotane

Experience

12/2012 – 3/2015 Hill + Knowlton Strategies Tallahassee, FL

Senior Consultant/Vice President

- Senior consultant to top international strategic communications firm.
- Provide political and strategic counsel on communications issues to corporate clients.
- Work with largest national insurance companies to create and implement strategic plan to advance or impede issues before state governmental bodies.
- Author and place opinion and editorial pieces in major news outlets to advance client interests.

01/2008 – 04/2012 National Association of Insurance and Financial
Advisors – Florida Tallahassee, FL

Communications and Political Affairs Director

- Generate 100's of national and state media hits to include editorials, television interviews, radio and newspapers quotes for association which had virtually zero media presence. Serve as association spokesman and build media contact database. Make association a go-to resource for media.
- Coordinate with lobbying team and Board of Directors on legislative and regulatory matters & PAC donations. Serve as speaker at various association events statewide.
- Publish quarterly magazine to members, elected officials and regulators and electronic publication dealing with insurance/political issues of interest.

05/2006 – 04/2007 Office of Insurance Regulation Tallahassee, FL

Communications Director

- Principal spokesman for agency to all state, national and international media outlets.
- Publish press releases, oversee website, draft speeches talking points for presentations to policymakers.
- Act as advisor to Insurance Commissioner on policy, media management and agency communication efforts.
- Deliver speeches to civic, governmental and industry audiences.

12/2004 – 05/2006 Department of Financial Services The Capitol

Press Secretary

- Act as spokesman for Chief Financial Officer on all insurance issues, Division of Consumer Affairs (insurance), Division of Workers'

Compensation, Division of Agents and Agencies and on general departmental matters.

- Manage press events for CFO at Capitol and locations across Florida.
- Draft press releases and other material to advance communication effort.
- Serve as Capitol liaison for Office of Financial Regulation and Division of Workers' Compensation.

03/2003 – 12/2004 Office of Insurance Regulation Tallahassee, FL

Communications Director

- Appointed to create communications/press office in newly formed state agency.
- Advanced Office's message both as spokesman for print, radio and television and through press releases and other written communications.
- Served as primary speechwriter to Insurance Commissioner on all aspects of insurance for delivery to regulators, industry, trade groups and policymakers.

04/2000 – 03/2003 Department of Business and Professional Regulation
Tallahassee, FL

Tax Auditor

- Analyze and track records of alcohol and tobacco companies transporting and/or selling product in Florida.
- Perform audits on wholesalers and retailers of alcohol and tobacco.
- Oversee licensing and bonding for manufacturers and distributors of alcohol and tobacco doing business in Florida.

06/1986 – 02/2000 RoseCo Wholesale Distributors Newburyport, MA

Owner/Operator

- High volume importer/distributor.
- Effectuated all sales efforts to private and corporate (chain) accounts and franchises across the New England region.
- Managed all purchasing, accounting, marketing and distribution to supermarket and convenience store chains in Massachusetts, Maine, Connecticut, Rhode Island and New Hampshire.

06/1985 – 06/1986 Media One Cable News Division Hyannis, MA

News Reporter

- Television reporting focused principally on governmental/political assignments and spot news coverage.

08/1982 – 06/1985 WOCB News /Talk Radio Yarmouth, MA

News Reporter/Assistant News Director

- Radio news reporting focused principally on governmental/political assignments and spot news coverage.
- Spot reporting on free lance basis for NBC Radio Network News on New England news stories of national significance.
- Spot reporting on free lance basis for the Associated Press Radio Network

News (Massachusetts Division).

Education	August 2005	Florida State University	Tallahassee, FL
	<ul style="list-style-type: none">▪ M.S., Political Science▪ Major: Applied American Politics and Policy.▪ G.P.A. 3.77.		
	December 2001	Barry University	Tallahassee, FL
	<ul style="list-style-type: none">▪ B.S., Public Administration▪ Graduated <i>Magna Cum Laude</i>.		

References Available upon request

Community	2008 – 2020	Capital Area Chapter of the American Red Cross
	Board Member/Chairman	
	2007 - 2018	Annual Robin Lotane Memorial Hurricane Run
	Race Director	(to benefit Capital Area Red Cross operations)
	2020 – present	Refuge House
	Board Member	Assist victims domestic/sexual violence
	2019 – present	Goodwood Museum & Gardens
	Board Member	



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

Name: Ms. Mary E Magner		Date: 8/6/2024 8:41:33 AM	
Home Address:	2316 Eastgate Way Tallahassee, FL 32308	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
Home Phone:	(850) 459-7672	Do you own property in Leon County?	No
		Do you own property in the Tallahassee City Limits?	No
Primary Email:	marymascaro@gmail.com	How many years have you lived in Leon County?	12

(EMPLOYMENT INFORMATION)

Employer:	Apalachee Center Inc	Work Address:	2316 Eastgate Way Tallahassee, FL 32308
Occupation:	Children's Targared Case Manager	Work Email:	
Work/Other Phone:			

(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:	29
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Haley Rickards	Name:	Gaynell Clark
Address:	Chicago, IL	Address:	Apalachee Center Inc, Tallahassee FL 32308
Phone:	(704) 562-2070	Phone:	(850) 408-5181

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Mary E. Magner*

The application was electronically sent: 8/6/2024 8:41:33 AM

Mary Magner

Tallahassee, FL | (850) 459-7672 | marymascaro@gmail.com

01 August 2023

Thank you for the opportunity to apply for this position at your company. After reviewing your job description, it is clear that you are looking for a candidate that is extremely familiar with the responsibilities associated with the role and can perform them confidently. Given these requirements, I am certain that I have the necessary skills to successfully fit to the job adeptly and perform above expectations.

I am an enthusiastic and hardworking career woman, with a degree in Psychology from Florida State University. I have managed to balance many different interpersonal moves while supporting my husband's military career, along with pursuing my personal career goals thus far. I have had the ability to continue to learn and grow my knowledge in different Family Services. I pursued many opportunities to interact with and treat clients seeking all different types of counsel. I have found my skillset shines through in case management, supervision roles, and in working directly and in-directly with children and families.

Most recently, I have had the privilege of working for the Thompson Child and Family Focus as a Family Centered Therapy Practitioner. I was able to showcase my abilities at leading by providing treatment plans for children reentering their family homes after placement. In both my academic and professional life, I have been consistently praised as hardworking and diligent by my professors and peers. Whether working on academic, extracurricular, or professional projects- I apply teamwork proficiency, interpersonal relationship skills, and multitasking savvy, which I hope to leverage into this role at your company.

After reviewing my resume, I am sure you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skill sets and abilities will benefit your organization. Please contact me at (850) 459-7672 or via email at marymascaro@gmail.com to arrange for more information including meeting times and interviews.

Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Mary Magner

2023

Mary Magner

(850)-459-7672

marymascaro@gmail.com
Tallahassee, FL

Florida State University

December 2017 | Bachelor's Degree- Psychology

- Criminology Minor

Tallahassee Community College

August 2015 | AA Degree

Experience

Family Centered Therapy Qualified Professional

May 2023-Present Day | Thompson Child and Family Focus

- Coordinate and Run meetings with adolescents, parents, and community representatives
- Encompass FCT standard and models of therapy
- Pass rigorous training courses and exams to gain QP status
- Update client and family records virtually and in person daily

Secretary

March 2022-May 2023 | Intercoastal Electric

- Coordinate meetings
- Bookkeeping
- Manage funding

Program Coordinator

March 2021-March 2022 | VOLT Program Coordinator

- Coordinate meetings with adolescents, parents, and community representatives
- Enroll students into program
- Manage course progress
- Manage funding

Residential Counselor

November 2020-March 2022 | Residential Counselor

- Provide services to intervene with adolescents being served in group home
- Implementing direct treatment services through use of agency's Model of Care

- Work directly with client's families, volunteers, and community representatives
- Provide residential care services

Bankers Life

November 2019-November 2020 | Insurance Agent

- Life Insurance Certificate
- Accidental Insurance Certificate

Autism Society of North Carolina

January-December 2019 | Counselor

- Lead and interact in classes to help clients learn life skills
- Teach coping skills
- Execute calm demeanor in redirection or encouragement of behaviors
- Promote children to do their best in all daily activities

Presidential Pet Care

May-November 2018 | Pet Sitter

- Maintain steady client relationships
- Look after multiple animals
- Plan annual company celebration
- Execute small marketing missions

Florida State Hospital

2017 | Undergraduate Intern

- Assist Forensic Evaluations
- Group Treatment Classes

Apalachee Center

2016 | Undergraduate Intern

- Inpatient and Outpatient Clinic Experience
- Interpersonal Evaluations
- Detox Unit Admission and Outpatient Procedures
- PATH Crisis Stabilization Unit Admission and Outpatient Procedures

Pentaltha Jewelry

2014- 2018 | Sales Associate

- Receive orders and custom requests
- Inventory calculation
- Customer interaction and sales

Pandora

2013-2014 | Sales Associate

- New team member trainer
- Exceed sales goals
- Provide a calm demeanor in a fast-pace retail setting

Skills**CPR Certified**

2023 | Thompson Child and Family Focus

Family Centered Training- Level 1 Certification

2023 | Thompson Child and Family Focus

- FCT QP Certified

Lighthouse Certification- Model of Care

2021 | Methodist Home for Children

- Accredited Model of Care Certification Course

CPI training course

2020 | Methodist Home for Children

- Trained in safe behavior management method
- Restraint courses
- Trained to use focused communication in diffusing difficult situations

Computer Training Certificate

2015 | Tallahassee Community College

- Microsoft Word/ Excel/ PowerPoint
- Fluent in charting data

References

Haley Rickards | Methodist Home for Children | Program Coordinator | (704)562-2070

Jasmine Matthews | Thompson Child and Family Focus | FCT Supervisor | (980)699-6522

Michelle Neuhalphen | Bankers Life | Branch Manager | (252)702-0526



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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 (850) 606-5300 or by e-mail at smachm@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

Name: Ms. Ayne Markos		Date: 2/14/2024 12:43:49 PM	
Home Address:	1915 E Windwood way Tallahassee FL 32311 Tallahassee, FLorida Tallahassee, FL 32311	Do you live in Leon County?	Yes
Home Phone:	(850) 264-2876	Do you live within the City limits?	No
Primary Email:	markosayne@gmail.com	Do you own property in Leon County?	Yes
		Do you own property in the Tallahassee City Limits?	Yes
		How many years have you lived in Leon County?	25

(EMPLOYMENT INFORMATION)

Employer:	Leon County Research and Developoment Authority	Work Address:	2051 E. PAUL DIRAC DRIVE Tallahassee, FL 32311
Occupation:	Director of Finance and Administration	Work Email:	Amarkos@inn-park.com
Work/Other Phone:	(850) 575-0343		

(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:	Black or African American	Gender:	F	Age:	
District:	District V	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Bill Lickson	Name:	Michael Kramer
Address:	2051 E. PAUL DIRAC DRIVE, SUITE 100 Tallahassee FL 32310	Address:	2051 E. PAUL DIRAC DRIVE, SUITE 100 Tallahassee FL 32310
Phone:	(850) 575-0343	Phone:	(850) 575-0343

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? **No**

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? **Yes**

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Ayne Markos*

The application was electronically sent: 2/14/2024 12:43:49 PM

Aynalem Markos

1915 E Windwood Way
Tallahassee FL, 32311

Phone: (850) 264-2876
Email: aynemarkos@gmail.com

Objective:

A detail-oriented, hands-on, flexible, adaptable, self-starter leader with demonstrated skills and knowledge that are instrumental for an organization's strategic operation. Seeking challenging role with room for growth where skills could be used to advance solutions to complex problems.

Highlight of Professional Experience:

With over 20 years of experience in financial and resource management, I am skilled in Strategic Planning, and Compliance. Served in a leading role for multiple organizations bringing my knowledge and experience to support organizational leadership in improving cost allocation and streamlining operations.

Director of Finance and Administration

Nov 2022- to date

Leon County Research and Development Authority

Responsible for managing and supporting the business operations of a special district local government entity and a newly created non-profit corporation. Provide fiscal oversight, lead operations, and policy development; oversees key areas of organizational management, including compliance of financial reporting, business planning, budgeting, human resources, and administration.

People Management: Deliver success through empowerment and accountability. Embody the organization's values and practice the leadership principles. Define team objectives and outcomes; Help the team adapt and learn. Attract and retain great talent; Invest in their growth. Know each individual's capabilities and aspirations.

Financial Accountability: Leads developing approved budget. Ensures all revenue and costs are in-line with approved benchmarks. Oversees continued budget management and business revenue projections. Oversees adherence to a seamless approach across funding sources. Navigates local taxes, legal requirements, and policies through origination to completion of financial process associated with operations. Working with outsourced accounting services firm and independent auditors, support the annual audit process; Maintain bank relationship, oversee treasury management, credit card management systems, work with Treasurer and Investment Advisory Committee to ensure compliance with investment policy and procedures. Work with Insurance Broker to ensure appropriate coverages are maintained; Provide support for grant funding on existing and new applications. Deliver treasury reports for the Board of Governors.

Relationship Management: Develops relationships across organizational units to support a broader strategic mindset. Builds and maintains relationships cross-organizationally with key partners who impact financial and business decisions. Works with internal agency management to ensure joint accountability and develop resource planning. Oversees the entire scope of agency relationships, including financials.

Specialty Responsibilities: Direct change management – looking for new models to navigate and support internal and external partners.

Business Manager

Jan 2001- Oct 2022

Florida State University

Responsible for overseeing a portfolio of executive, confidential and sensitive information requiring discretion and critical thinking since 2001.

Financial/Fiscal Administration: Managed fiscal and HR administration and introduced business solutions. Ensured effective implementation of policies & procedures towards accounts payable, cash deposits, reconciliation of purchasing card charges.

Human resources and benefits coordination: Provided onboarding support, benefits applications. Review and certify payroll and oversee salary and rate reports. Provide training to administrative staff.

Aynalem Markos

Business Operations: Handled procurement and contracts. Support formulation and implementation of goals and initiatives regarding Financial, Budget Management, Human Resource and Marketing Strategy. Advise on operational efficiency to meet strategic goals.

Strategic Support: Developed long and short-range forecasts, financial analyses, and reports to ensure effectiveness. Identify and evaluate initiatives, coordinate, and facilitate discussions.

Marketing/Fund Raising: Oversaw development, execution, and application of all aspects of the FSU tag marketing program. Developed and managed annual marketing and promotional strategy; monitor performance and revenue trend. Identified partnership opportunities and coordinated with Division of Motor vehicles (DMV).

Accounting Coordinator

Sept. 1998 – Jan. 2001

Florida Board of Regents, Tallahassee, FL

Prepared financial and budget reports, fund reconciliation, financial statement; provide technical assistance to fiscal officers of all 10 public Universities in the state of Florida; oversee property, maintain fixed capital outlay.

Chief Accountant

1987 – 1998

Blue Nile Construction Enterprise, Addis Ababa Ethiopia

Plan, organize, direct, coordinate and review accounting activities such as budgeting, financial reporting, payroll, payable, receivable and cash management Provide oversight and management to ensure proper use of resources and compliance with local governance, tax, and legal requirements. Supervise a team of professional and paraprofessionals and administer user security profile; monitor and review financial policies and practices; Prepared comprehensive accounting and reporting manual.

Adjunct Lecturer (Online Mentor), Florida State University,

(2010- to-date)

- Introduction to Entrepreneurship (ENT3003)
- Organization Behavior (MAN5245)
- Strategy and Business Policy (MAN5721)
- Financial Management (FIN5425)
- Information system Management (ISM 5021)

Education

- Master of Business Administration, Florida State University, Tallahassee, FL (April 2009)
- Bachelor of Science, Accounting, Addis Ababa University Addis Ababa, Ethiopia (July 1986)

Memberships, Community Services, Awards and Recognition:

- COCA (appointed by Mayor of the city of Tallahassee)
- Guardian Ad Litem
- Golden Key International Honor Society
- National Scholars Honor Society
- Catholic Charities of North Florida (Board member Treasurer)
- Davis productivity Award (2005, 2014)

References: Available upon request.

[LinkedIn](#)



**LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY**

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov. Applications will be discarded if no appointment is made after two years.

Name: Mr. Greg Michael Picinic		Date: 8/23/2024 10:52:21 AM	
Home Address:	2420 Oakdale St Tallahassee, FL 32308	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 445-0026	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	gp31@gmail.com	How many years have you lived in Leon County?	25

(EMPLOYMENT INFORMATION)

Employer:	Living In The Cut Barbershop	Work Address:	111 Ocala Rd Tallahassee, FL 32308
Occupation:	Barbershop Owner	Work Email:	gp31@gmail.com
Work/Other Phone:	(850) 445-0026		

(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: 42
District: District III	Disabled? No	

(RESUME AND REFERENCES)

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

Name: Brian Bautista	Name: Anthony Espinosa
Address: 3876 W Millers Bridge Rd Tallahassee, FL 32312	Address: 6160 Pickwick Rd. Tallahassee, FL 32309
Phone: (850) 570-3016	Phone: (850) 443-0574

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.

My name is Greg Picinic and I am a proud resident of Tallahassee and Leon County since 1999. In 2004 I graduated from Florida State University and continued my career journey at Lively Technical Center via the barbering program. In 2005 I earned my State of Florida Barber's license. After 4 years of practicing my craft at 3 different local barbershops, I took the next step in my career and opened Livin' In The Cut Barbershop in 2009 on the west side of town on Ocala Rd. Since, opening the barbershop, I served on the Lively Technical Center's Occupational Advisory Committee for 2 years where we as a committee made recommendations to enhance and empower the barbering program at Lively. In March of 2024 I opened my 2nd barbershop in the Market District off of Thomasville road. As a barber and barbershop owner, I've had the pleasure of giving back to the community that has graciously supported my local business by providing my time at back to school free haircut events over the years.

I am submitting this application to become a Council member of the CSC because I can offer a unique position as a community member and business owner who has built relationships across the many demographics that our beautifully diverse city and county have. Those relationships have enlightened me on the many ideas and concerns that our citizens may have. This career as a barber and shop owner has afforded me the ability to be the listening ear for our clients in the two barbershops. I am hopeful to become a member on this Council and be a voice for our county constituents including recipients of services, providers of services, and the tax payers all alike.

Thank you for the time and consideration.

(COMMITTEE QUESTIONNAIRE)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

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Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? **Yes**

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Greg Michael Picinic*

The application was electronically sent: 8/23/2024 10:52:21 AM



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Applications will be discarded if no appointment is made after two years.

Name: Mrs. Allison Jackson Richards		Date: 8/23/2024 3:18:19 PM	
Home Address:	18326 Talquin Drive Tallahassee, FL 32310	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
Home Phone:	(850) 273-0744	Do you own property in Leon County?	Yes
		Do you own property in the Tallahassee City Limits?	No
Primary Email:	allie.richards22@gmail.com	How many years have you lived in Leon County?	29

(EMPLOYMENT INFORMATION)

Employer:	Leon County Government	Work Address:	301 South Monroe Street Tallahassee, FL 32310
Occupation:	Commission Aide	Work Email:	richardsal@leoncountyfl.gov
Work/Other Phone:	(850) 544-6255		

(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:	29
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Bill Montford	Name:	Mary Beth Tyson
Address:	4090 DUFFY CT	Address:	820 LIVE OAK PLANTATION RD
Phone:	(850) 577-5784	Phone:	(850) 443-0090

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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Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Allison Jackson Richards*

The application was electronically sent: 8/23/2024 3:18:19 PM

ALLISON JACKSON RICHARDS

allie.richards22@gmail.com | 850 - 273 -0744 | 18326 Talquin Drive, Tallahassee, FL, 32310

WORK EXPERIENCE

**Leon County Government, Tallahassee, Florida: Commission Aide to
Commissioner Christian Caban**

Aug 2022 - Present

- I facilitate administrative tasks, such as scheduling and managing meetings, maintaining records, operating the office budget, and coordinating with staff. I support the Commissioner with constituent services, community engagement, and media communications to keep the community informed. Additionally, I research and provide input to the Commissioner on Board agenda items and County policy issues.

**Gilchrist Elementary, Tallahassee, Florida: Exceptional Student
Education Teacher**

Aug 2017 - Dec 2022

- I taught students with disabilities with a large scale of needs and in various settings. Self-Contained classrooms, resource classrooms, small group and full size classes. I have taught Kindergarten through 5th grade - Florida Standards Access Points, students on regular pupil progression, social skills curriculum, and all subject areas.
- In addition to my students, I oversaw managing four different adults, support personnel, in my room.

Leon High School, Tallahassee, Florida: Classroom Behavior Specialist

Aug 2016 – Dec 2016

- I worked as a behavior specialist in a high school learning strategies classroom. I worked with students who had an Emotional Behavior Disorder listed on their Individualized Educational Plan. I checked in with students, took data on students' progress, created behavior interventions with the help from the program specialist, and ensured interventions were followed. I had to leave, due to my graduate internship for special education starting.

Woodville Middle School, Tallahassee, Florida: Paraprofessional

Aug 2015 - June 2016

- I worked with middle school aged students in a developing Title I, K-8 School. I provided behavioral supports to students with exceptionalities and ran small groups. I substituted for all core, and elective classes. I worked as a softball coach for the girls' team, as well.

Gilchrist Elementary, Tallahassee, Florida: After-school Counselor

Aug 2012 - Aug 2015

- I worked with groups of primary students. I planned and led activities according to the weekly theme and provided daily enrichment and I provided one on one behavioral support to a student with autism.

EDUCATION

**Florida State University
Education Specialist**

May 2021

Educational Leadership and Policy, Graduate Cumulative GPA 4.00

**Florida State University
Masters of Science**

May 2017

Curriculum and Instruction, Graduate Cumulative GPA 4.00

Bachelor of Science

Special Education, Undergraduate Cumulative GPA 3.717

HIGHLIGHTS

- Gilchrist Elementary Teacher of the Year 2019 - 2020
- Certified Educational Leadership and Policy
- Certified K- 6 Elementary Education
- Certified K-12 Exceptional Student Education
- ESOL Endorsed
- Political Committee Treasurer
- Reading Endorsed



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

Name: Mrs. Dolleen M Ritzel		Date: 8/5/2024 12:48:58 PM	
Home Address:	2817 Whittington Drive Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 545-1058	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	dollyritzel@yahoo.com	How many years have you lived in Leon County?	29

(EMPLOYMENT INFORMATION)

Employer:	Retired	Work Address:	
Occupation:	Registered Nurse	Work Email:	
Work/Other Phone:			

(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:	69
District:	District IV	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Kathleen Reid	Name:	
Address:	362 Hunters Crossing. Tallahassee Florida 32309	Address:	
Phone:	(850) 321-8181	Phone:	

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.

I am a registered nurse. Retired February 20, 2024, from Tallahassee memorial healthcare neonatal intensive care unit! I love children and especially babies! Sometimes their parents are not the best! Babies can not speak for themselves and I would like to be their voice

(COMMITTEE QUESTIONNAIRE)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? **No**

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? **Yes**

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? **Yes**

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Dolleen M Ritzel*

The application was electronically sent: 8/5/2024 12:48:58 PM



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Applications will be discarded if no appointment is made after two years.

Name: Dr. Cyndy Reed Stewart		Date: 8/4/2024 5:57:31 PM	
Home Address:	3029 Banks Rd Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(850) 345-8761	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	drcrstewy@gmail.com	How many years have you lived in Leon County?	18

(EMPLOYMENT INFORMATION)

Employer:	Coast Charter School	Work
Occupation:	Teacher	Address:
Work/Other		Work
Phone:		Email:

(OPTIONAL)

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Race:	Black or African American	Gender:	F	Age:	65
District:		Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Dr. Shirley Jones	Name:	Father Bret Hayes, Rector
Address:	Tallahassee, FL	Address:	Episcopal Church of the Advent 815 Piedmont DR , Tallahassee 32313
Phone:	(850) 559-4137	Phone:	(850) 386-5109

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)

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No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

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Are you willing to complete a financial disclosure form? *Yes*

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Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Dr. Cyndy Reed Stewart*

The application was electronically sent: 8/4/2024 5:57:31 PM



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Name: Mrs. Sarah Reid Vinyard		Date: 3/20/2024 12:32:01 PM	
Home Address:	1413 Highland Drive Tallahassee, FL 32317	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
Home Phone:	(904) 866-9186	Do you own property in Leon County?	No
		Do you own property in the Tallahassee City Limits?	No
Primary Email:	sarahreidvinyard@gmail.com	How many years have you lived in Leon County?	6

(EMPLOYMENT INFORMATION)

Employer:	Self-Employed	Work Address:	1413 Highland Drive Tallahassee, FL 32317
Occupation:	Actor	Work Email:	sarahreidvinyard@gmail.com
Work/Other Phone:	(904) 866-9186		

(OPTIONAL)

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Race:	Gender:	Age:
District:	Disabled?	

(RESUME AND REFERENCES)

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

Name:	Caleb Goodman	Name:	Danielle Wirsanski
Address:	117 S. Broad St / P.O. Box 6339 Thomasville, GA 31758	Address:	2353 Mission Road #114, Tallahassee, FL
Phone:	(850) 294-5977	Phone:	(904) 338-8555

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council to which you are applying for membership? **No**

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Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

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Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Sarah Reid Vinyard*

The application was electronically sent: 3/20/2024 12:32:01 PM

Sarah Reid Vinyard
sarahreidvinyard@gmail.com
BA Theatre Performance LSU
Microcredential in Holocaust Education
(904) 866-9186
5'4, 130lbs, Brown Hair, Hazel Eyes

Film Acting Experience

Wild Crime by Hulu	Vikki Shirley	Television
She Was Famous	Senior Care Nurse	Film
The World's Best	Mom	Short Film
A Modeled Woman	Dr. Lyn	Short Film
Cruel Summer - Part II	Mrs. Lorinz	Film
Cruel Summer - Part III	Mrs. Lorinz	Film
Trapped Tight	Shannon	Short Film
The Ballerina's Curse	Ballerina	Short Film
Life Inside the Seed	Detective Two	Short Film
Murphy Door	Principal	Commercial
Visit Tallahassee	Principal	Commercial
Clif Bar	Principal	Commercial
Got Brakes	Principal	Commercial
Envision Credit Union	Principal	Commercial

Theatre Acting Experience

The Secrets We Keep Musical	Liesa	Off-Broadway
12 Angry Men	Juror 12	TOSAC
A Coupla White Chicks Sitting Around Talkin'	Maude	Theatre Tallahassee
Black Enough	Narrator	LSU
Mean Girls	Gretchen	The NOLA Project
Dionysus of the Holocaust	Eumenides	LSU
Pluto	Dante: A Movement Piece	LSU
100	Nia	LSU

Post-Graduate Training

Private Voice Lessons	Shannon Wolf	White Mouse Productions	2024- current
Private Voice Lessons	Briana Lightbourn	Making Light Productions	2023- 2024
Laban and the Human Efforts	Matt Burke	Tampa Convention Center	2023
Being on Camera	Anthony Arkin	Tampa Convention Center	2023
Registered Yoga Instructor	(200 hour)		
Extras Casting Assistant	Caballero Casting (New Orleans)		

Special Skills

Running, Yoga (Certified Teacher), Singing, Swimming, Biking, Soccer, Beginner Spanish, Improvisation, Pantomime, Teaching, Working with Children, Certified Foster Parent, Valid US Driver's License, Hiking, Teleprompter, Water Skiing, Wake Boarding, Fishing, ATV Driving



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Applications will be discarded if no appointment is made after two years.

Name: Mr. Ian Waldick		Date: 6/27/2024 1:27:47 PM	
Home Address:	2347 Garland Ct Tallahassee, FL 32303	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
		Do you own property in Leon County?	Yes
Home Phone:	(352) 229-0202	Do you own property in the Tallahassee City Limits?	Yes
Primary Email:	ianwaldick@gmail.com	How many years have you lived in Leon County?	11

(EMPLOYMENT INFORMATION)

Employer:	Parker Hudson Rainer & Dobbs, LLP	Work Address:	101 E College Ave Suite 302, Tallahassee, FL 32303
Occupation:	Attorney	Work Email:	iwaldick@phrd.com
Work/Other Phone:	(850) 629-0576		

(OPTIONAL)

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Race:	White	Gender:	M	Age:	33
District:	District III	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Lance Stephens	Name:	
Address:	651 E Jefferson St, Tallahassee, FL 32399	Address:	
Phone:	(850) 296-8953	Phone:	

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

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Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mr. Ian Waldick*

The application was electronically sent: 6/27/2024 1:27:47 PM

Ian E. Waldick

2347 Garland Ct | Tallahassee, FL 32303 | ianwaldick@gmail.com | (352) 229-0202

EDUCATION

Florida State University College of Law

Tallahassee, FL

Juris Doctor, Magna Cum Laude, May 2016

GPA: 89.575/100 Final Upper-Level Rank 17/196

Activities: Executive Article Selection Editor, Florida State University Law Review, Volume 43
President, FSU College of Law Moot Court Team

Awards: First Place in 38th Annual J. Braxton Craven, Jr. Memorial Moot Court Competition, UNC Chapel Hill
Book Awards for Coastal & Ocean Law, Climate Change, and Professional Responsibility

University of Central Florida

Orlando, FL

Bachelor of Arts, May 2013

History and Legal Studies

PROFESSIONAL MEMBERSHIPS

The Florida Bar

Admitted

Member in good standing

September 2016

First District Appellate American Inn of Court

2019-2024

Barrister

PROFESSIONAL EXPERIENCE

Parker, Hudson, Rainer & Dobbs, LLP

Tallahassee, FL

Attorney

Jan. 2022-Present

Represent primarily healthcare clients in complex state and federal administrative litigation, with a focus on regulatory compliance, licensure, and public and private payor reimbursement issues. Represent clients in state and local procurement and bid protest matters.

Oertel, Fernandez, Bryant & Atkinson, P.A.

Tallahassee, FL

Associate Attorney

Nov. 2020-Jan. 2022

Represent public- and private-sector clients in regulatory matters before state and federal agencies and courts with a focus on state administrative litigation and regulatory compliance as well as civil appellate litigation.

Boyd & Jenerette, P.A.

Jacksonville, FL (remote)

Associate Attorney

Aug. 2019-Nov. 2020

Represent clients in civil appeals before the Florida District Courts of Appeal and the Florida Supreme Court. Provide trial support to civil defense attorneys for proper preservation of issues on appeal.

Moyle Law Firm, P.A.

Tallahassee, FL

Associate Attorney

Jan. 2019-Aug. 2019

Assist supervising attorneys to prepare for complex administrative litigation on behalf of healthcare and public and municipal utility clients.

The Florida Supreme Court

Tallahassee, FL

Senior Central Staff Attorney

May 2016-Jan. 2019

Advise the Court on extraordinary writ petitions and motions, Bar discipline and admission, and court rule and jury instruction amendment cases.

COMMUNITY INVOLVEMENT

Tallahassee-Leon County Planning Commission

2018-2024

Chairman (Oct. 2021-July 2023)

Tallahassee Affordable Housing Advisory Committee

2019-2024

Leon County Affordable Housing Advisory Committee

2018-2024

St. Francis Wildlife Association Board of Directors

2017-Present

FSU College of Law Moot Court Team Coach

2017-2021



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

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Applications will be discarded if no appointment is made after two years.

Name: Mrs. Valerie Wickboldt		Date: 8/12/2024 11:27:26 AM	
Home Address:	6518 Saylers Creek Rd Tallahassee, FL 32309	Do you live in Leon County?	Yes
		Do you live within the City limits?	No
Home Phone:	(850) 597-4960	Do you own property in Leon County?	Yes
		Do you own property in the Tallahassee City Limits?	No
Primary Email:	valeriew@availstrategies.com	How many years have you lived in Leon County?	20

(EMPLOYMENT INFORMATION)

Employer:	Avail Strategies	Work Address:	3412 Briar Branch Trl TALLAHASSEE, FL 32309
Occupation:	Governmental Consulting	Work Email:	valeriew@availstrategies.com
Work/Other Phone:			

(OPTIONAL)

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Race:	White	Gender:	F	Age:	38
District:	District II	Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	Rachel Stiles, Director of Communications and Community Engagement, HCA Capital Hospital	Name:	Kathleen Haughney Rohrer, Director for Research Communications, Florida State University
Address:	HCA Florida Capital Hospital 2626 Capital Medical Blvd, Tallahassee, FL 32308	Address:	Florida State University 222 S Copeland St, Tallahassee, FL 32306
Phone:	(850) 508-9407	Phone:	(412) 916-3615

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?

Yes
If yes, please explain. *I assume that possibly anything involving Big Brothers Big Sisters of the Big Bend due to my Board position.*

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council to which you are applying for membership? *No*

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Are you willing to complete a financial disclosure form? *Yes*

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Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Mrs. Valerie Wickboldt*

The application was electronically sent: 8/12/2024 11:27:26 AM

PROFESSIONAL SUMMARY

Purpose-driven, dynamic and effective communications and governmental consulting professional with nearly two decades of leadership in the public and private sector. Experience in leading initiatives and teams charged with strategically implementing comprehensive public affairs and public relations campaigns, managing organizational culture and change management initiatives, creating and implementing crisis communications and emergency response, choreographing high-profile events and organizing grassroots coalitions.

EXPERIENCE

President, Communications and Strategy - Avail Strategies

July 2023 - Present

Assist the firm in leading governmental consulting and communications strategies for clients to help build strategic relationships with governmental agencies across Florida. Help clients better align their value proposition with the needs of the public sector, and identify and capitalize on new public sector business opportunities. Act as a trusted advisor on policy development, regulatory compliance, and strategic planning, ensuring clients can effectively navigate the complexities of government processes. Assist clients in actively participating in industry associations, public forums, and thought-leadership initiatives.

AVP of Strategic Communications - HCA Healthcare

Feb 2020 - July 2023

Executive member of the Marketing & Corporate Affairs team for one of the nation's leading providers of healthcare services, Tennessee-based HCA Healthcare, currently serving at the North Florida Division (NFD). Charged with overseeing the development, implementation and execution of the Marketing, PR and Communications strategies that align with the HCA Healthcare enterprise mission and vision in coordination with key corporate business owners and hospital and division leadership across four main markets, Panhandle, Tallahassee, North Central Florida and Central Florida. Lead the NFD team of Communications and Community Engagement Directors at each of the Division's 15 hospitals and the Division Director of Media Relations. Manage reputation of state market brand, HCA Florida Healthcare, across North Florida Division.

Strategic Focus Areas:

- Led, executed and sustained a multi-year, multi-channel strategy for internal and external communications aligned with overarching Enterprise and Division marketing and growth strategies.
- HCA Florida Healthcare Launch: Successfully led the Division Marketing & Corporate Affairs team through a multifaceted, year-long strategic imperative to re-brand all Florida-based HCA Healthcare affiliated sites of care to launch as HCA Florida Healthcare, the largest healthcare network in the state. This project involved overseeing a multi-million dollar budget, coordinating cross-functional teams, implementing change management processes, and collaborating with community partners to bring awareness to the rebrand
- COVID-19 Response: Assisted hospital leadership in communicating key messages through multiple channels to internal and external audiences; organized and implemented a media strategy to ensure consistent and timely response to media inquiries; led a proactive MarComs campaign to promote the support and scale of HCA Healthcare, honor colleagues' heroic efforts, and inform the community of important developments at each hospital; conceptually designed and implemented HealthiER Tomorrows, a pilot project in 5 hospital emergency departments launched with the goal of promoting hospital safety measures and building back community confidence in seeking care; project lead for 16 Crush the Crisis/National Take Back Day events aiming to increase community awareness around opioid abuse, a crisis made worse by the pandemic, and providing area residents a drop-off location for their unused and expired prescription medications. In total, NFD events helped collect a record of nearly 2,300 lbs. of prescriptions and two NFD hospitals' collection totals ranked at the top nationally among all HCA Healthcare Crush the Crisis Events

Director of Communications - Florida Department of Revenue**2016 - 2020**

Executive leadership team member helping to set strategic direction for one of the largest state agencies responsible for administering Florida's general tax, child support and property tax oversight programs; oversee creation and implementation of internal and external communications plans and outputs on behalf of the Department, which employees nearly 5,000 professionals, manages a million+ business contacts and collects \$45 billion annually in taxes and fees, works on behalf of 1.2+ million children, and provides oversight and assistance to local government officials for a property tax system valued at \$2.6 trillion; manage crisis communications and emergency management efforts; manage media relations, public records requests and serve as official spokesperson; promote Department's new developments and customer service improvements, as well as employee accomplishments; supervise internal tracking systems to facilitate quantitative measuring of marketing and media efforts; oversee first-ever emergency mass notification system; directly manage a team and oversee key outputs of cross-agency communication liaisons; prepare presentations and materials for Governor and Cabinet, and state/national conferences; conduct outreach to key stakeholders and relevant associations; manage Executive Director employee communications; manage internal podcast and newsletter series for the Department Ombudsman; assist in launching employee communication campaigns regarding various initiatives related to HR, recognition and emergency services

Office of Communications Establishment: Formed the Department's Office of Communications consisting of a director, deputy, coordinator and more than 20 communications liaisons. Redirected and centralized the agency's communications to streamline outputs, establish a consistent tone/message, and formulate a cohesive, more approachable brand image. Analyzed user experiences to help improve customer communications statewide. Provided oversight of inter-departmental internal and external communications.

Sales Tax Holiday Promotion: Created and implemented statewide public relations plan for Disaster Preparedness Sales Tax Holiday and Back-to-School Sales Tax Holiday. Managed graphic design, content and webpage creation for the sales tax holidays featuring an electronic promotional kit for businesses and stakeholders. Worked with Executive Office of the Governor and other state agencies to promote the holidays, garnering millions of media impressions across all Florida media markets

Emergency Management: Strengthened the Department's emergency response functions in coordination with key senior leaders. Launched a departmentwide emergency notification system for employees called DOR Alert. Serve as a mission-critical senior manager to ensure continuity of operations in a variety of emergency response events. Manage emergency communications efforts for customers and employees across Florida.

Vice President, Communications - The James Madison Institute**2012-2016**

Executive leadership team member tasked with leading Institute's communications and marketing initiatives; managed multifaceted, multimarket strategic plan development, including traditional and new media marketing for general campaigns, publication promotion and fundraising events; oversaw internal and external communications, state/national press and public affairs efforts, and social media marketing; managed graphic design and creative professionals; created presentations and drafted speeches, talking points and public testimony for various Institute spokespeople; wrote, designed and distributed weekly e-newsletter, biannual print newsletter, various public policy studies, and marketing materials for current and potential donors and stakeholders; assisted in membership and grassroots coalition building; acted as spokesperson and represented the Institute at state and national conferences; managed planning and logistics of all events including high-profile fundraising and educational events; assisted in the procurement of guest speakers, external speaking opportunities and sponsorships; managed creative direction of video projects; trained and managed support staff and interns; managed cross-agency communications functions within policy, public affairs, development and operations; managed Constant Contact and Salesforce accounts

James Madison Institute Cont'd

Brand Awareness: Established organization as one of the top go-to resources for public policy issues in Florida through statewide and national marketing and public relations efforts including social media, events, editorial board meetings, newsletters and video production. Significantly increased positive brand awareness statewide and nationally among target audiences including elected officials and government staff, media, current and potential mission-supporters, state agencies/associations in Florida, and national and state-based think tanks. Secured earned media in all major Florida print/online media outlets, Florida Trend, Huffington Post, Townhall.com, Washington Post, USA Today, Wall Street Journal, National Review, and Bloomberg.

High-Profile Events: Secured speakers, handled event logistics, branding and promotion, wrote scripts, organized program, secured sponsorships and spoke on behalf of JMI at all major events with more than 300 attendees at each. Speakers secured for events included former Governor Rick Scott, former Chief Financial Officer Jeff Atwater, former Commissioner of Agriculture Adam Putnam, former Florida Speaker of the House Will Weatherford, and former Florida Senate President Don Gaetz, The Heritage Foundation's Jim DeMint, Stephen Hayes of The Weekly Standard and Fox News, Stephen Moore of The Wall Street Journal and chief economist at The Heritage Foundation, and Jonah Goldberg and Charles C.W. Cooke of National Review.

Director of Communications - CoreMessage, Inc.**2010-2012**

Crafted and implemented internal and external communication plans for public and private sector clients; managed statewide and national media relations through proactive pitching, media tours, teleconferences and press conferences; secured earned media for clients in all Florida media markets; drafted messaging for promotional campaigns, crisis communications, and legislative testimony; conducted media training with clients and elected officials; drafted content and design concepts for marketing collateral; organized grassroots coalitions; spokesperson on behalf of client issues; supervised team members and intern program

PCAN/Walgreens: Passage of the Vaccine Access Act, 2012 Legislative Session - managed media relations, hosted media training for bill sponsors and spokespeople, organized press conference, attended committee hearings, drafted legislative leave-behinds, secured a ceremonial bill signing with Florida Governor; earned more than 7 million statewide media impressions

2010 Census: Worked with more than 170 Asian-American (AA) and Native Hawaiian and Other Pacific Islander (NHOPI) Florida partners in multiple capacities to increase awareness, understanding and response. Partners included 63 faith-based organizations, 35 cultural/professional organizations, 54 businesses, 10 campus organizations, 5 ethnic media groups, and 12 Census Ambassadors across Florida.

Director of Communications - Boys & Girls Clubs of the Big Bend**2007-2010**

Handled media outreach, event planning/logistics for annual fundraising dinners; conducted target audience outreach through promotional material distribution, events and earned media; implemented donor outreach and cultivation campaign; managed application for state, federal and private grants ranging from \$5,000 to \$1 million, securing more than \$2 million in grant funding; managed internal and external relations, including crisis management; created promotional materials and managed redesign and upkeep of organization's website

EDUCATION

Bachelor of Arts in Public Relations; Minor in Political Philosophy
Florida State University – Tallahassee, FL

**COMMUNITY
ENGAGEMENT**

Big Brothers Big Sisters of the Big Bend Board of Directors; Leadership Florida Connect Class 13 Graduate; Leadership Tallahassee Class 33 Graduate; Designated a "40 Under 40 in Politics" by News Service of Florida and a "Top Communicator" by Influence Magazine; Past PR Chair for Florida Public Relations Association events; Rock by the Sea charity concert; Boys & Girls Clubs Annual Kids Soiree; Celebration of Women & Girls benefiting FACE Center for Girls and Oasis Center for Women & Girls



LEON COUNTY BOARD OF COUNTY COMMISSIONERS
CITIZEN COMMITTEE APPLICATION
CHILDREN'S SERVICES COUNCIL OF LEON COUNTY

It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Lisa Davis by telephone at (850) 606-5300 or by e-mail at DavisLis@leoncountyfl.gov.
Applications will be discarded if no appointment is made after two years.

Name: Ms. Daylis zamora		Date: 8/29/2024 10:40:14 AM	
Home Address:	3810 Buck Lake Rd K1104 Tallahassee, FL 32317	Do you live in Leon County?	Yes
		Do you live within the City limits?	Yes
Home Phone:	(386) 209-5449	Do you own property in Leon County?	Yes
Primary Email:	daylis96@yahoo.com	Do you own property in the Tallahassee City Limits?	Yes
		How many years have you lived in Leon County?	8

(EMPLOYMENT INFORMATION)

Employer:	State of Florida - APD	Work
Occupation:	Licensing Supervisor	Address:
Work/Other		Work
Phone:		Email:

(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:	28
District:		Disabled?	No		

(RESUME AND REFERENCES)

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

Name:	jamil gatlin	Name:	
Address:	Tallahassee, Fl	Address:	
Phone:	(850) 443-1541	Phone:	

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)

Do you know of any circumstances that would result in you having to abstain from voting on the Council due to voting conflicts?
No

Are you or your employer, or your spouse or child or their employers, currently doing business with the Council 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 the Council? (i.e. would you have frequent or reoccurring voting conflicts?) **No**

Do you foresee participating in any competitive bid process involving business with the Council to which you are applying, during your time serving on that council? *No*

Members on this Council must file a financial Disclosure Form #1 from the Florida Commission on Ethics, per State Statute 112.3145. [Financial Disclosure Information - Ethics](#)

Are you willing to complete a financial disclosure form? *Yes*

All members appointed by the Governor shall have been residents of the county for the previous 24-month period.

Have you lived in Leon County for the past 24 months? *Yes*

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Ms. Daylis zamora*

The application was electronically sent: 8/29/2024 10:40:14 AM

Contact Information

3810 Buck Lake Rd 1104

Tallahassee, FL 32317

☎ (386) 209-5449

Education:

PhD in Criminal Justice

Education

Saint Leo University

-Currently enrolled

Masters in Legal Studies

Saint Leo University

Graduated

Bachelors in Criminal Justice

Saint Leo University

Graduated

Alpha Phi Sigma

Suwannee High School

Live Oak, FL

High School Diploma

Certifications

- Crime Justice Information Services
- Criminal Justice Basic Abilities Test
- US Army Petroleum Specialist
- Georgia Certified Police Officer
- Florida Certified Correctional Officer
- U.S Army National Defense Medal
- U.S Army Service Ribbon
- Good Samaritan Award

Leadership Skills

- Client Relations
- Resource Allocation
- Tactical/ Operational Planning
- Military Operations
- Strategic Planning
- Accountability Reports
- Daily Status Reports
- Tracking Prioritization
- Training
- Computer Operations
- Relationship building
- Agility and adaptability
- Innovation and creativity
- Employee motivation
- Decision-making
- Conflict management
- Negotiation
- Critical Thinking
- Investigations

Daylis Zamora

Daylis96@yahoo.com

Summary

To secure a position in the organization that offers challenge and opportunity for my career development and at the same time serve the organization to the best of my capabilities.

Professional Experience

United States Army Reserves

2014-2023

Petroleum Supply Specialist

- Dispense bulk fuels and water from storage and distribution facilities.
- Select and submit samples of petroleum, oil, and lubricants to labs for testing.
- Take emergency precautions to prevent harm to self and facilities in the event of petroleum spillage or fire.
- Participate and support, military operations, such as combat or training operations, or humanitarian or disaster relief. Helping in disaster relief and emergency management efforts.
- Operating, maintaining, and repairing equipment.
- Performing technical and support activities.
- Supervising junior enlisted personnel.
- Guarding and protecting people and properties under threat.

Florida Department of Corrections

2015-2023

Correctional Officer Sergeant

- Correctional officers enforce rules and regulations. Maintain security by settling disputes between inmates, preventing disturbances, assaults, and escapes. Officers enforce regulations through effective communication and the use of progressive sanctions, which involve punishments, such as loss of privileges.
- Supervise the daily activities of inmates, ensuring that inmates obey the rules. Ensure the whereabouts of all inmates at all times. Escort prisoners between the institution and courtrooms, medical facilities, and other destinations.
- Following and enforcing all prison rules and regulations.
- Conducting patrols and inspections of inmates' cells.
- Supervising mealtimes, bathroom times, work, and recreational activities.
- Screening visitors and escorting them through the facility.
- Assisting with rehabilitation and counseling efforts.
- De-escalating confrontations when they occur.
- Providing care and correctional treatment of inmates.
- Managing inmate holding areas.

FI Department of Commerce

2023-2024

Fraud Investigations Supervisor

- Plan, organize and coordinate work assignments and work cooperatively with others including criminal investigators, attorneys, and courts.
- Review and oversight of investigative case file summaries necessary for prosecution in both the state and federal court.
- Fundamental understanding of both the state and federal criminal justice standards as it relates to prosecuting fraud and identity theft cases.
- Direct the Benefit Integrity Unit's (BIU) Fraud Investigations Team whose responsibilities include assisting the USDOL Office of Inspector General, State and Local Law Enforcement Agencies with the investigation and prosecution of fraudulent claims and overpayments through the State Attorney's Office and Federal Court.
- Assists local, state, and federal criminal justice partners in researching cases related to identity theft associated with Reemployment Assistance claims.

Key Skills

- Microsoft Suite: Excel, Word, Access, Project, PowerPoint, Grid
- Adobe Photoshop
- File Management
- Internet: Windows, Firefox, Explorer, Google Chrome, Safari
- Proficient in Spanish language
- Leadership
- Problem-solving
- Communication
- Teamwork
- Supervision

- Assists subordinates with resolution of more difficult or unusual programmatic or technical issues.
- Reviews documents and/or contacts appropriate parties to ensure compliance with applicable statutory and regulatory requirements and court orders.
- Reviews and approves subpoenas of banking records from financial institutions in support of fraud investigations.

Agency of Persons with Disability

2024- Present

Monitoring & Licensing Supervisor

- Recruits, interviews, and hire new staff as vacancies occur. Provides coverage when vacancies occur to ensure all occupied homes are monitored monthly and to ensure licenses are processed prior to expiration. Motivates staff to improve work output by holding regular individual and staff meetings to provide technical assistance and to offer feedback on staff performance. Conducts annual performance reviews with each direct report.
- Supervises, monitors, motivates, trains, communicates with, and evaluates employees; planning and directing their work; having authority to hire, transfer, suspend, assign, reward, and/or discipline subordinate employees or effectively recommend such actions
- Reviews all annual licensure packets to ensure compliance with 65G-2, F.A.C. Ensures all licensing staff verify all fire inspections were conducted by the appropriate inspection authority. Meets with licensing staff as licensing packets are found deficient to provide feedback on required elements. Ensures all licenses are entered into APD iConnect.
- Plans workloads of direct reports, ensures deadlines for all assignments are met within required timeframes. Directs the work of employees and provides oversight and technical assistance to staff in performing required tasks. Actively participates in regional and statewide meetings related to quality improvement initiatives. Keeps staff informed of changes in rules, policies, and standards.
- Reviews each monitoring report for adherence to monitoring requirements and to ensure 100% review of all occupied licensed residential facilities each month. Ensures all vacant homes review an onsite monitoring visit quarterly. Provide feedback to staff when submitted monitoring reports are incomplete to ensure that reports are corrected.
- Reviews Corrective Action Plans to ensure they are submitted timely and adequately address all noted violations.
- Coordinates with the State office on the submission of administrative complaints and PAARs.
- Provides technical assistance to licensed residential providers as needed.
- Serves on the Regional Emergency Management Team and assists in implementation of the Region's Emergency Management plan.

Leon County
Board of County Commissioners
Notes for Agenda Item #25

Leon County Board of County Commissioners

Agenda Item

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Office Residential (BOR) Zoning District to the Bradfordville Commercial-1 (BC-1) Zoning District for 0.92 Acres Located at 6785 Thomasville Road

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement (PLACE)
Lead Staff / Project Team:	Russell Snyder, Administrator, Land Use Planning Sean Reiss, Principal Planner, Land Use Division

Statement of Issue:

This item requests the Board conduct the first and only public hearing to consider an Ordinance amending the Official Zoning Map from the Bradfordville Office Residential (BOR) zoning district to the Bradfordville Commercial-1 (BC-1) zoning district, for a 0.92 acres portion of a parcel located at 6785 Thomasville Road which currently serves as a surface parking lot. The proposed Ordinance would return the parcel to the previous zoning district to allow for additional uses that enable the redevelopment of the subject parcel.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Bradfordville Office Residential (BOR) zoning district to the Bradfordville Commercial-1 (BC-1) zoning district, based on the findings of fact and conclusions of law of the Planning Commission, this report, and any evidence submitted at the hearing hereon.

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Office Residential (BOR) Zoning District to the Bradfordville Commercial-1 (BC-1) Zoning District for 0.92 Acres Located at 6785 Thomasville Road

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Report and Discussion

Background:

This item requests the Board conduct the first and only public hearing to consider an Ordinance amending the Official Zoning Map from the Bradfordville Office Residential (BOR) zoning district to the Bradfordville Commercial-1 (BC-1) zoning district, for a 0.92 acres portion of a parcel located at 6785 Thomasville Road which currently serves as a surface parking lot. The proposed Ordinance would return the parcel to the previous zoning district to allow for additional uses that enable the redevelopment of the subject parcel (Attachment #1). ***This public hearing is quasi-judicial in nature.*** More information regarding quasi-judicial hearings is provided in the Analysis section.

The subject property is in the Bradfordville Mixed Use Future Land Use Map (FLUM) category and was developed with a two-story retail store (which is now a self-storage facility) and surface parking lot. While the current zoning (BOR) allows for a mix of uses of medium intensity at a residential scale, compatible non-retail activities of moderate intensity, and certain community facilities related to office or residential facilities, the application is requesting to rezone a portion of the property to BC-1 which allows a mix of vehicle-oriented, non-residential uses that are compatible with adjacent residential areas.

At its meeting on September 3, 2024, the Planning Commission voted unanimously (6 – 0) to find the proposed Ordinance consistent with the Comprehensive Plan, and to recommend approval to the Board of County Commissioners.

The agent is Stearns Weaver Miller, which is represented by Ken Metcalf, and the applicant/owner is Bradfordville Self Storage, LLC, with Brad and James Nobles listed as the corporate officers.

Historic Zoning:

Historic Zoning: Prior to adoption of the City of Tallahassee Zoning, Site Plan and Subdivision Regulations in 1992, the subject property was zoned Agricultural (A-2). The A-2 district allowed for single-family, two-family and mobile home residential uses along with golf courses, churches and schools, nursing homes and the retail sales of agricultural products.

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 rezoned Mixed Use A.

1998: Leon County implemented “Site-Specific Zoning” and the subject property was rezoned BC-1 and BC-2.

April 12, 2022: The Board of County Commissioners approved a change to the zoning classification of the site from the Bradfordville Commercial-1 (BC-1) and Bradfordville

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Office Residential (BOR) Zoning District to the Bradfordville Commercial-1 (BC-1) Zoning District for 0.92 Acres Located at 6785 Thomasville Road

October 8, 2024

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Commercial-2 (BC-2) zoning districts to the Bradfordville Office Residential (BOR) zoning district.

September 3, 2024: The Planning Commission voted unanimously (6 – 0) to find the proposed Ordinance (Attachment #1) consistent with the comprehensive plan, and to recommend approval to the Board of County Commissioners.

Planning Commission Discussion

On September 3, 2024, the Planning Commission held a public hearing on this item and voted 6 – 0 to find the application consistent with the Comprehensive Plan and recommend that the Board of County Commissioners adopt the proposed Ordinance. The agent was present to answer any questions and there were no speakers on the item.

Analysis:

In accordance with Section 10-6.205(b)13 (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 proposed ordinance is consistent with the Tallahassee-Leon County Comprehensive Plan. The subject property is within the Urban Services Area (USA), the Bradfordville Commercial Center District, and the Bradfordville Mixed Use Future Land Use Map (FLUM) Category of the Comprehensive Plan. According to Land Use Element Policy 2.2.6 (Attachment #3), the primary intent of the Bradfordville Mixed Use FLUM Category 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 proposed rezoning is an allowed zoning district in the Bradfordville Mixed Use FLUM category. It furthers the intent of the Bradfordville Mixed Use FLUM category as the BC-1 zoning 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”.

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 land development requirements of the BC-1 zoning district (Land Development Code (LDC) Section 10-6.676, Attachment #4). 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

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Office Residential (BOR) Zoning District to the Bradfordville Commercial-1 (BC-1) Zoning District for 0.92 Acres Located at 6785 Thomasville Road

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Bradfordville Commercial Center District, which the subject site is within. The subject site also meets the district's access requirements since it has direct driveway access to Thomasville Road, which is an arterial roadway.

The BC-1 district requires that land zoned BC-1 demonstrate the need for additional services for the Bradfordville Study Area. The application proposes a return to the previous zoning district to allow for additional uses that enable the redevelopment of an area that currently functions as surface parking since the re-use of the former Kohl's building as self-storage needs far less parking than is now available. The district encourages the re-use of existing single use sites (which the subject site is considered) by adding uses, which is achieved with the proposed district (see Table #1). Finally, the BC-1 district prohibits expansions of the BC-1 district in viable residential areas, which the subject site is not considered to be.

A comparison of existing and proposed uses in the BC-1 and BOR zoning districts is provided in Table #1. A comparison of the allowable densities and intensities is contained in Table #2.

Table #1: Uses and Activities Allowed by District

Uses and Activities	Zoning District	
	BC-1 (Proposed)	BOR (Current)
Antique shops	X	
Automotive-retail, parts, accessories, tires, etc.	X	
Bait and tackle shops	X	
Banks and other financial institutions (with and without drive through facilities)	X	
Bed and breakfast inns up to a maximum of 6 rooms		X
Broadcasting studios		X
Camera and photographic stores	X	
Cocktail lounges and bars	X	
Commercial art and graphic design	X	
Commercial printing	X	
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.	X	X
Day care centers	X	X
Gift, novelty, and souvenir stores	X	
Indoor amusements (bowling, billiards, skating, etc.)	X	
Indoor theaters (including amphitheaters)	X	
Laundromats, laundry and dry-cleaning pick-up stations	X	

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Office Residential (BOR) Zoning District to the Bradfordville Commercial-1 (BC-1) Zoning District for 0.92 Acres Located at 6785 Thomasville Road

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Uses and Activities	Zoning District	
	BC-1 (Proposed)	BOR (Current)
Mailing services	X	
Medical and dental offices, services, laboratories, clinics, and mortuaries	X	X
Mini-Warehouses		X
Motor vehicle fuel sales	X	
Museum and art galleries	X	
Non-medical offices and services (including business and government offices and services)	X	X
Nursing homes and residential care facilities	X	X
Off-street parking facilities	X	
Outdoor amusements (golf courses, batting cages, driving ranges, etc.)	X	
Active recreational facilities		X
Passive recreational facilities	X	X
Personal services (barber shops, fitness clubs, etc.)	X	X
Rental and sales of dvds, video tapes and games	X	
Rental of tools, small equipment, or party supplies	X	
Repair services, nonautomotive	X	
Residential (any type provided it is located on second floor above commercial or office development)	X	
Restaurants with or without drive-in facilities	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 supply, hardware and nurseries	X	
Retail jewelry stores	X	
Retail needlework and instruction	X	
Retail newsstand, books, greeting cards	X	
Retail office supplies	X	
Retail optical and medical supplies	X	
Retail pet stores	X	

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Office Residential (BOR) Zoning District to the Bradfordville Commercial-1 (BC-1) Zoning District for 0.92 Acres Located at 6785 Thomasville Road

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Uses and Activities	Zoning District	
	BC-1 (Proposed)	BOR (Current)
Retail picture framing	X	
Retail sporting goods, toy stores	X	
Retail trophy stores	X	
Shoes, luggage, and leather products	X	
Sign shops	X	
Single-family attached dwellings		X
Single-family detached dwellings		X
Social, fraternal and recreational clubs and lodges (including assembly halls)	X	
Studios for photography, music, art, drama, voice	X	X
Tailoring	X	
Tobacco stores and stands	X	
Two-family dwellings		X
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.	X	
Residential single-family attached (townhomes), range of 6 du/ac to 12 du/ac	X	
Veterinary services (including veterinary hospitals)		X

Table #2: Density and Intensity Comparison

Zoning District	Maximum Residential Density	Maximum Non-Residential Building Size	Potential Development on the Subject Site
BC-1 <i>Proposed</i> 0.92 acres	12 du/acre	17,000 square feet of gross building floor area per acre (does not apply to a conversion of an existing structure).	11 dwelling units 15,640 gsf
BOR <i>Current</i> 0.92 acres	8 du/acre	10,000 square feet of commercial floor area per acre. No single use tenant shall exceed 10,000 gross square feet.	7 dwelling units 9,200 gsf
Net Change in Use =			+4 Residential Units +6,440 Non-residential gsf

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Office Residential (BOR) Zoning District to the Bradfordville Commercial-1 (BC-1) Zoning District for 0.92 Acres Located at 6785 Thomasville Road

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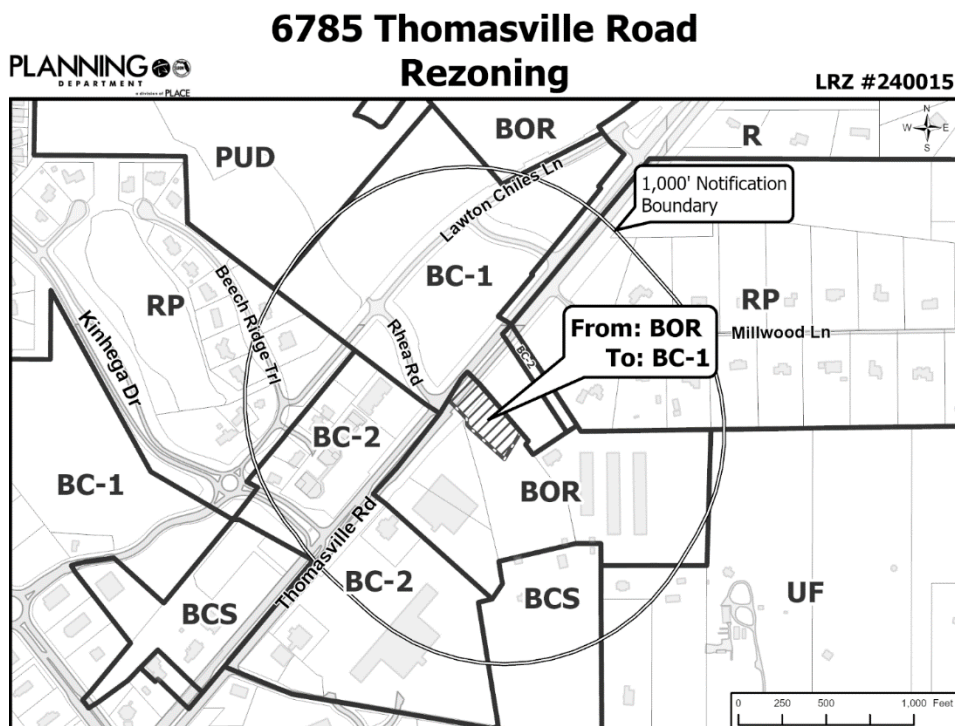
3. **Changed Conditions.** *Have the land use and development conditions changed since the effective date of the existing zoning district regulations involved, which are relevant to the properties?*

No. In 2022, the site was rezoned to BOR from BC-1 and BC-2 to allow for the former Kohl's building to be converted to a self-storage facility. This application proposes to return a portion of the site that is surface parking to the previous BC-1 zoning in order to develop an appropriate commercial use along Thomasville Road.

4. **Land Use Compatibility.** *Will the proposal result in any incompatible land uses, considering the type and location of uses involved?*

No. The predominant land use pattern surrounding the subject area is a mixture of BC-1 and BOR zoning districts. As shown in Figure #1, the immediate surrounding properties include a range of vacant and commercial uses in various implementing zoning districts for the Bradfordville Mixed Use FLUM Category. The subject property has direct access to the principal arterial roadway Thomasville Road as well as an interconnect that provides access to the Publix Shopping Center to the south of the site. The subject property is currently a surface parking lot for the recently converted self-storage facility. The BC-1 zoning to the north is vacant, BOR zoning to the south is the self-storage facility, the BC-1 zoning to the west is across Thomasville Road and vacant, and the BOR and BC-1 properties to the east are developed as mini-warehouses for self-storage or vacant.

Figure #1: Propose land use zone change and surrounding land use zones



Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Office Residential (BOR) Zoning District to the Bradfordville Commercial-1 (BC-1) Zoning District for 0.92 Acres Located at 6785 Thomasville Road

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5. ***School Considerations.*** *Is there capacity in area schools? What effects on enrollment could the proposed rezoning have on area schools?*

A School Impact Analysis (SIA) form has been submitted to the Leon County School Board and no issues have been identified at this time. The school impact analysis form is included as Attachment #5. Final determination of school impacts will be made at the site plan or subdivision review level.

6. ***Other Matters.*** *Are there any other matters which the Commission may deem relevant and appropriate?*

No.

Public Notification & Response:

The public hearing has been noticed and advertised in accordance with the provisions of the *Leon County Code of Ordinances* (Attachment #6). The Planning Department mailed 36 notices to property owners within 1,000 feet of the subject property, which included Killearn Lakes Homeowners Association and Millwood Estates Homeowners Association. To date, the Planning Department has received no inquiries or comments.

Legal Considerations for Quasi-Judicial Proceedings

This hearing is a quasi-judicial proceeding; therefore, members of the Board shall not initiate or knowingly engage in ex parte communications regarding this item. Ex parte communications are verbal or written communications made to a member of the Board on a matter to come before the Board by, or on behalf of, a party outside of a Commission meeting, and without notice to the other parties. All ex parte communications received by a Commissioner should be forwarded to the County Attorney's Office for inclusion in the agenda materials. If a communication is not included in the agenda materials or occurs after agenda materials are distributed to the Board, the Commissioner must disclose the details of the communication at the Commission meeting before the Board takes action on the matter.

Quasi-judicial hearings require due process (notice and an opportunity to be heard and cross-examine), must comport with the essential requirements of the law (consideration of the correct criteria), and require that the decision of the Board be supported by competent, substantial evidence placed on the record before the Board. "Competent substantial evidence" is that which is "sufficiently relevant and material that a reasonable mind would accept it as adequate to support the conclusion reached". *De Groot v. Sheffield*, 95 So. 2d 912, 916 (Fla. 1957). Evidence relied upon must be fact-based, real, material, pertinent and relevant. If the Board denies this rezoning request, such denial must include a determination on the record that maintaining the existing conditions furthers a legitimate public purpose.

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Bradfordville Office Residential (BOR) Zoning District to the Bradfordville Commercial-1 (BC-1) Zoning District for 0.92 Acres Located at 6785 Thomasville Road

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Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Bradfordville Office Residential (BOR) zoning district to the Bradfordville Commercial-1 (BC-1) zoning district, based on the findings of fact and conclusions of law of the Planning Commission, this report, and any evidence submitted at the hearing hereon.
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance amending the Official Zoning Map.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Ordinance/Location map
2. Legal Description of the Subject Property
3. Bradfordville Mixed Use Future Land Use Comprehensive Plan Policy
4. Zoning Districts—Land Development Code
5. School Impact Analysis Form
6. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. ____

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE BRADFORDVILLE OFFICE RESIDENTIAL (BOR) ZONING DISTRICT TO THE BRADFORDVILLE COMMERCIAL-1 (BC-1) ZONING DISTRICT FOR 0.92 ACRES LOCATED AT 6785 THOMASVILLE ROAD 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:

LRZ240015: From Bradfordville Office Residential (BOR) to Bradfordville Commercial-1 (BC-1)

(See Exhibit A)

SECTION 2. 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. 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. This ordinance shall have effect upon becoming law.

SECTION 5. 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 6. 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 _____, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, Chair
Board of County Commissioners

Date: _____

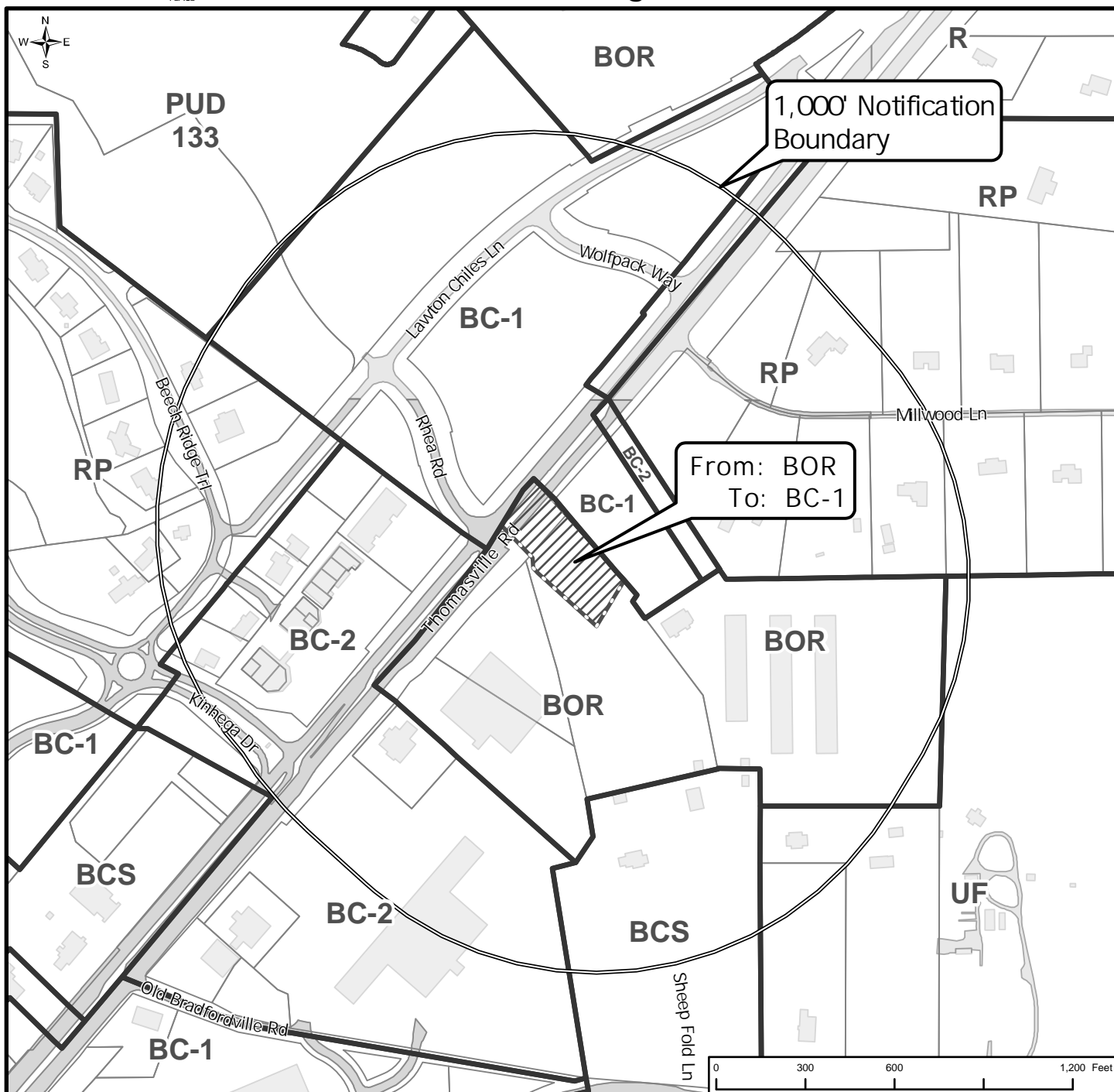
APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

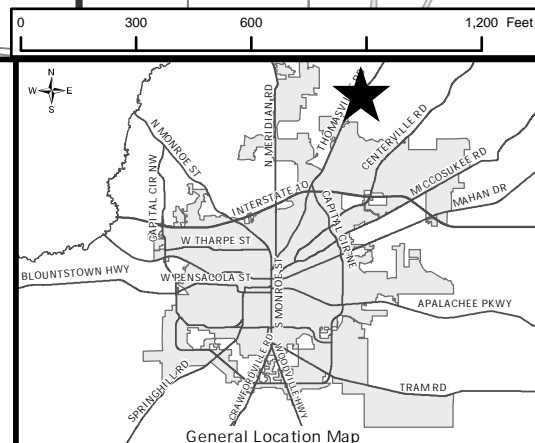
ATTEST:
Gwendolyn Marshall Knight, Clerk of the
Court & Comptroller, Leon County, Florida

By: _____

LRZ # 240015



Proposed Zoning: BC-1 (Bradfordville Commercial District - 1)



Posted on September 30, 2024



ALTA/NSPS LAND TITLE SURVEY
FOR
BRADFORDVILLE SELF STORAGE LLC
OF
PROPOSED 0.92 ACRES ± PARCEL
IN
Sections 15 and 22, Township 2 North, Range 1 East
LEON COUNTY, FLORIDA



VICINITY MAP
(NOT TO SCALE)

SCHEDULE B-II Exceptions

COMMITMENT NO. NCS-1231424-MKE

COMMITMENT DATE: AUGUST 01, 2024 at 7:30 AM

1. Defects, liens, encumbrances, adverse claims or other matters, if any, created, first appearing in the Public Records or attaching subsequent to the Effective Date but prior to the date the proposed insured acquires for value of record the estate or interest or mortgage thereon covered by this Commitment. NOT A SURVEY MATTER
2. Any rights, interests, or claims of parties in possession of the land not shown by the Public Records. NOT A SURVEY MATTER
3. Any encroachment, encumbrance, violation, variation or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the land. NOT A SURVEY MATTER
4. Any lien or right to a lien for services, labor, material or equipment, unless such lien is shown by the Public Records at Date of Policy and not otherwise excepted from coverage herein. NOT A SURVEY MATTER
5. Any dispute as to the boundaries caused by a change in the location of any water body within or adjacent to the Land prior to Date of Policy, and any adverse claim to all or part of the Land that is, at Date of Policy, or was previously under water. NOT A SURVEY MATTER
6. Taxes or special assessments not shown as liens in the Public Records or in the records of the local tax collecting authority, at Date of Policy. NOT A SURVEY MATTER
7. This item has been intentionally deleted.
8. Taxes and assessments for the year 2024 and subsequent years, which are not yet due and payable. NOT A SURVEY MATTER
9. Terms and conditions of any existing unrecorded lease(s), and all rights of lessee(s) and any parties claiming through the lessee(s) under the lease(s). NOT A SURVEY MATTER

The lessee's interest under the lease has been assigned to Bradfordville Self Storage, LLC, a Georgia limited liability company by assignment recorded May 24, 2022 as Book 5737, Page 1454 of Official Records. AFFECTS - SHOWN ON SURVEY

The lessee's interest under the lease has been assigned to Bradfordville Self Storage, LLC, a Georgia limited liability company by assignment recorded May 24, 2022 as Book 5737, Page 1461 of Official Records. DOES NOT AFFECT - SHOWN ON SURVEY

The lessee's interest under the lease has been assigned to The PiedMont Bank, a Georgia Bank by assignment recorded June 16, 2023 as Book 5848, Page 1030 of Official Records. AFFECTS - SHOWN ON SURVEY

11. Easement, granted from Continental 182 Fund LLC, a Wisconsin limited liability company to Talquin Electric Cooperative, Inc., a cooperative corporation, recorded in Book 3722, Page 487 of Official Records. DOES NOT AFFECT – SHOWN ON SURVEY
12. Easement, granted from Continental 182 Fund LLC, a Wisconsin limited liability company, EOC, LLC, a Florida limited liability company to Leon County, Florida, a political subdivision of the State of Florida, recorded in Book 3782, Page 1343 of Official Records. SHOWN ON SURVEY
13. Terms and conditions of the Cross Access Easement Agreement between Publix Super Markets, Inc., a Florida corporation, Continental 182 Fund LLC, a Wisconsin limited liability company and EOC, LLC, a Florida limited liability company recorded in Book 5385, Page 372 of Official Records. MAY AFFECT – NOT PLOTTABLE (EASEMENT NOT DESCRIBED)
14. Easement, granted from Bradfordville Self Storage, LLC, a Georgia limited liability company, recorded in Book 5800, Page 2393 of Official Records. MAY AFFECT – NOT PLOTTABLE (EASEMENT NOT DESCRIBED)
15. That certain mortgage from Bradfordville Self Storage, LLC, a Georgia limited liability company, to the Piedmont Bank, a Georgia bank, filed May 16, 2023, recorded in Book 5848, Page 995 of Official Records, and the terms and conditions thereof. NOT A SURVEY MATTER

as affected by Corrective Fee and Leasehold Mortgage, Security Agreement, Financing Statement and Assignment of Rents, filed January 22, 2024, recorded in Book 5919, Page 366 of Official Records. NOT A SURVEY MATTER

as affected by Corrective Fee and Leasehold Mortgage, Security Agreement, Financing Statement and Assignment of Rents, filed January 24, 2024, recorded in Book 5919, Page 1983 of Official Records. NOT A SURVEY MATTER

LEGAL DESCRIPTION

EXHIBIT A

COMMITMENT NO. NCS-1231424-MKE

The Land referred to herein below is situated in the County of Leon, State of Florida, and is described as follows:

All or a portion of a parcel of land lying in Sections 15 and 22, Township 2 North, Range 1 East, Leon County Florida being more particularly described as follows:

Commence at a 3-inch by 3-inch concrete monument marking the Northeast corner of said section 22, Township 2 North, Range 1 East, Leon county, Florida and thence North 89°52'10" West for a distance of 426.67 feet to a point; thence South 40°42'02" East for a distance of 66.10 feet to a point; thence South 35°59'05" West for a distance of 108.74 feet to a point; thence North 49°23'02" West for a distance of 247.57 feet to a point; thence North 17°34'16" West for a distance of 28.35 feet to a point; thence North 15°52'59" East for a distance of 9.96 feet to a point; thence North 50°56'34" West for a distance of 42.30 feet to a point; thence North 41°24'11" East for a distance of 132.52 feet to a point; thence South 40°42'02" East for a distance of 244.97 feet to a point; said point being the Point of Beginning.

The foregoing being inclusive of the lands conveyed by that certain Special Warranty Deed, by and between Continental 182 Fund LLC, a Wisconsin limited liability company, as Grantor, and Bradfordville Self Storage LLC, a Georgia limited liability company, as Grantee, filed May 24, 2022, recorded in Official Records Book 5737, Page 1449, of the Public Records of Leon County, Florida.

Which legal description shall be determined by a survey, to be provided to the company, prepared by a Florida registered land surveyor; dated no more than ninety (90) days prior to the closing date of subject transaction; certified to the proposed insured(s), First American Title Insurance Company, and all other parties in interest; meeting the minimum standards for all land surveys as set forth in chapter 472.027, Florida Statutes or in chapter 21 HH 6, Florida Administrative Code.

The company reserves the right to make such additional schedule B-I, requirements; schedule B-II, exceptions; and/or to modify the foregoing legal description, as it deems necessary.

SURVEYOR'S NOTES

1. BEARINGS ARE BASED ON THE FLORIDA STATE PLANE, ZONE NORTH (NAD 83), HAVING A BEARING REFERENCE AS S40°42'02"E ALONG THE NORTH LINE OF SUBJECT PARCEL.
2. ALL DISTANCES ARE EXPRESSED IN U.S. SURVEY FEET AND DECIMAL PARTS THEREOF UNLESS OTHERWISE SHOWN.
3. THE UNDERGROUND UTILITIES SHOWN HAVE BEEN LOCATED FROM FIELD INFORMATION AND EXISTING DRAWINGS. THE SURVEYOR MAKES NO GUARANTEE THAT THE UNDERGROUND UTILITIES SHOWN COMPRISE ALL SUCH UTILITIES IN THE AREA. EITHER IN SERVICE OR ABANDONED, THE SURVEYOR FURTHER DOES NOT WARRANT THAT THE UNDERGROUND UTILITIES SHOWN ARE IN FACT IN THE EXACT LOCATION INDICATED ALTHOUGH HE DOES CERTIFY THAT THEY ARE LOCATED AS ACCURATELY AS POSSIBLE FROM THE INFORMATION AVAILABLE. THE SURVEYOR HAS NOT PHYSICALLY LOCATED THE UNDERGROUND UTILITIES.
4. THE PROPERTY SURVEYED AND SHOWN HEREON APPEARS TO LIE IN FLOOD ZONES "X" AS INDICATED BY THE FLOOD INSURANCE RATE MAPS FOR LEON COUNTY, FLORIDA AND INCORPORATED AREAS, DATED AUGUST 18, 2009. MAP# 1207330130F AND #1207330130F COMMUNITY NUMBER 12044. PANEL NUMBER 130 AND 40 OF 490.
5. IMPROVEMENTS SHOWN HEREON PER SURVEY BY NOBLES CONSULTING GROUP, INC., PROJECT NUMBER 5028-003, DATED MARCH 16, 2015. ONLY THOSE IMPROVEMENTS SHOWN HEREON HAVE BEEN LOCATED AS PART OF THIS SURVEY.
6. LEGAL DESCRIPTION FURNISHED BY CLIENT.
7. UNLESS OTHERWISE SHOWN FIELD AND PLAT MEASUREMENTS ARE THE SAME.
8. NO OBSERVED EVIDENCE OF CURRENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS.
9. DISTANCE TO NEAREST STREET: 154 FEET TO RHEA RD.
10. NO ZONING REPORT WAS PROVIDED.
11. NO PROPOSED CHANGES IN STREET RIGHT OF WAY LINES.
12. NO OBSERVED EVIDENCE OF CURRENT STREET OR SIDEWALK CONSTRUCTION OR REPAIRS.

FIELD SURVEY DATE: 08/14/2024

SURVEYOR'S CERTIFICATE

TO BRADFORDVILLE SELF STORAGE, LLC, A GEORGIA LIMITED LIABILITY COMPANY AND ITS SUCCESSORS AND/OR ASSIGNS, AND FIRST AMERICAN TITLE INSURANCE COMPANY:

THIS IS TO CERTIFY THAT THIS MAP OR PLAT AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH 2021 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS, JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS, AND INCLUDES ITEMS 1, 2, 3, 4, 6(B), 7(A), 7(B)(1), 7(C), 8, 9, 11(A), 13, 14, 16, 17, AND 18, OF TABLE A THEREOF. THE FIELD WORK WAS COMPLETED ON 08/14/2024.

DATE OF PLAT OR MAP: 09/10/2024

ALFREDO A. BERMUDEZ
PROFESSIONAL SURVEYOR AND MAPPER
LICENSE NUMBER LS 5578

DATE _____

THIS SURVEY IS NOT VALID WITHOUT THE SIGNATURE AND DIGITAL SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER. THE OFFICIAL RECORD OF THIS REPORT IS THE ELECTRONIC FILE DIGITALLY SIGNED AND SEALED UNDER RULE 5J-17.062, F.A.C.

SALIXTM
2844 PABLO AVENUE, TALLAHASSEE, FLORIDA, 32308
LEG#7908 PH: 850-385-1179 FAX: 850-386-1404 WWW.SALIX.INFO

PROJECT NAME:
BRADFORDVILLE SELF STORAGE
6785 THOMASVILLE ROAD

TALLAHASSEE, FLORIDA 32312

CLIENT NAME:

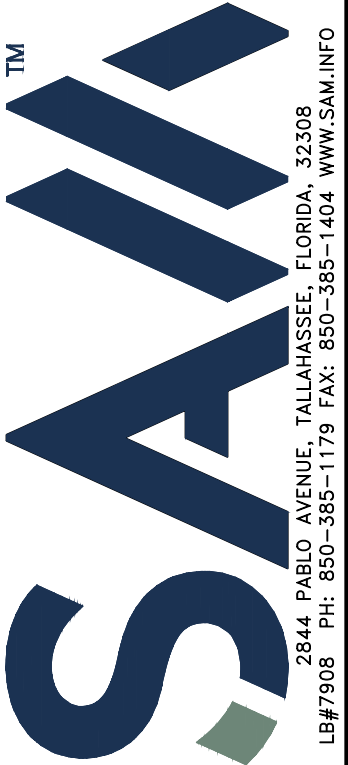
NOBLE FAMILY ENTERPRISES, LLC

#	REVISIONS	BY	DATE
0	INITIAL ISSUE	JSD	9/10/24
1			
2			
3			
4			
5			
6			

PROJ NO.: 1022069221A
DWG NO.: 69221A-1 ALTA
SCALE: NA
SURVEY DATE: 08/14/2024
FIELDBOOK: 43233
DRAWN BY: JSD
CHECKED BY: AAB
ISSUE DATE: 09/10/2024
ISSUE: PRELIM

SHEET TITLE:
ALTA/NSPS
LAND TITLE
SURVEY

SHEET NO. 1 OF 4



PROJECT NAME: **BRADFORDVILLE SELF STORAGE**
6785 THOMASVILLE ROAD
TALLAHASSEE, FLORIDA 32312

CLIENT NAME: **NOBLE FAMILY ENTERPRISES, LLC**

#	REVISIONS	BY	DATE
0	INITIAL ISSUE	AAB	4/1/22
1	PROPOSED PARCEL AND ALTA/NSPS LAND TITLE SURVEY UPDATE	JSD	9/5/24
2			
3			
4			
5			
6			

PROJ NO.: 1022069221A
DWG NO.: 69221A-1 ALTA
SCALE: 1" = 50'
SURVEY DATE: 08/14/2024
FIELDBOOK: 43233
DRAWN BY: JSD
CHECKED BY: AAB
ISSUE DATE: 09/10/2024
ISSUE: PRELIM

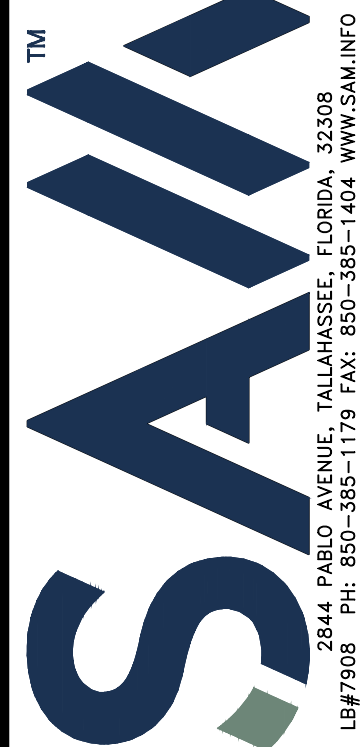
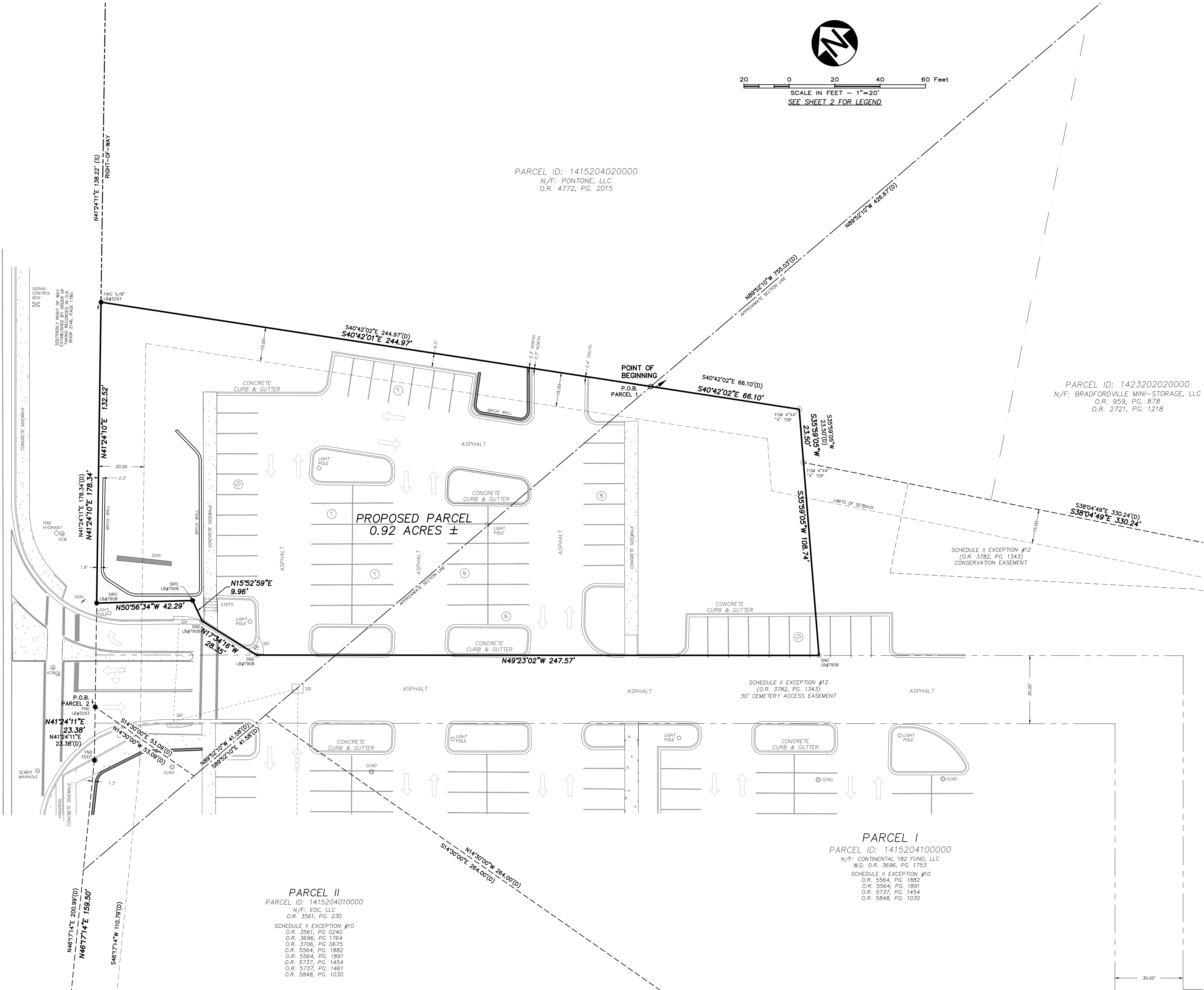
SHEET TITLE:
ALTA/NSPS
LAND TITLE
SURVEY

SHEET NO.
2 OF 3

THOMASVILLE ROAD — S.R. 61

(RIGHT OF WAY WIDTH VARIES)

ROW CONVEYED TO D.O.T. — O.R. 2326, PG. 1287
ROW CONVEYED TO D.O.T. — O.R. 2144, PG. 1449



PROJECT NAME:
BRADFORDVILLE SELF-STORAGE
6785 THOMASVILLE ROAD
TALLAHASSEE, FLORIDA 32312
CLIENT NAME:
NOBLE FAMILY ENTERPRISES, LLC

BY	DATE
AAB	4/1/22
JSD	9/5/24

REVISIONS	
#	
0	INITIAL ISSUE
1	PROPOSED PARCEL AND ALTA/NSPS LAND TITLE SURVEY UPDATE
2	
3	
4	
5	
6	

PROJ. NO.: 1022069221A
DWG. NO.: 68221A-1 ALTA
SCALE: 1" = 20'
SURVEY DATE: 08/14/2024
FIELDBOOK: 43233
DRAWN BY: JSD
CHECKED BY: AAB
ISSUE DATE: 09/10/2024
ISSUE: PRELIM

SHEET TITLE:
ALTA/NSPS
LAND TITLE
SURVEY

SHEET NO.
3 OF 3

Policy 2.2.6: [L] BRADFORDVILLE MIXED USE (REV. EFF. 12/23/96; REV. EFF. 7/26/06; REV. EFF. 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 predominant 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.

Sec. 10-6.676. BOR Bradfordville Office Residential District.

	PERMITTED USES	
1.District Intent	2. Principal Uses	3. Accessory Uses
<p>The BOR 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 BOR 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 BOR district is intended to be located in areas where employment and residential uses are encouraged to locate in close proximity to one another. The provisions of the BOR district are intended to provide the district with a residential character to further encourage this mixing of uses at a compatible scale. A variety of housing types, compatible non-retail activities of moderate intensity and certain community facilities related to office or residential facilities (recreational, community services, and light infrastructure) may be permitted in the BOR district. The maximum gross density allowed for new residential development in the BOR district is 8 dwelling units per acre.</p> <p>The access management standards set forth in for the BOR 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.</p> <p>Increases in land zoned BOR 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 BOR district. Expansions of the BOR district are prohibited in viable residential areas.</p>	<p>(1) Bed and breakfast inns up to a maximum of 6 rooms. (2) Broadcasting studios. (3) Community facilities related to office or residential facilities, including libraries, religious facilities, police/fire stations, and elementary and middle schools. Vocational schools are prohibited. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations. (4) Day care centers. (5) Medical and dental offices and services, laboratories, and clinics. (6) Mini-Warehouses (See subsection 16) (7) Non-medical offices and services, including business and government offices and services. (8) Nursing homes and other residential care facilities. (9) Passive and active recreational facilities. (10) Personal services. (11) Single-family attached dwellings. (12) Single-family detached dwellings. (13) Studios for photography, music, art, dance, drama, and voice. (14) Two-family dwellings. (15) Veterinary services, including veterinary hospitals.</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	3a. Building Size (excluding gross building floor area used for parking)	b. Building Height (excluding stories used for parking)
Single-Family Detached Dwellings	5,000 square feet	50 feet	100 feet	20 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such schools shall be less than 5 feet	20 feet	25 feet	not applicable	3 stories
Two-Family Dwellings	8,500 square feet	70 feet	100 feet	20 feet	same as single-family above	20 feet	25 feet	not applicable	3 stories
Single-Family Attached Dwellings	3,750 square feet end unit; 2,400 square feet interior lot	37.5 feet end unit; 25 feet interior lot	80 feet	20 feet	none	20 feet	25 feet	maximum length: 8 units	3 stories
Any Permitted Principal Nonresidential Use	6,000 square feet	50 feet	100 feet	20 feet	same as single-family above	20 feet	10 feet	10,000 square feet of gross building floor area per acre (does not apply to a conversion of an existing structure)	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.									
(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 BOR 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.

DEVELOPMENT STANDARDS (Continued)

9. Landscape Standards:

Development within the BOR 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 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 landscape 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.

(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 sq. ft. 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 years of planting date. At grade parking areas shall include interior landscaped areas at a minimum ratio of 400 SF 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 impale 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. 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.

DEVELOPMENT STANDARDS (Continued)	
(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 BOR 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 BOR 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 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.	
(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. Off-Street Parking Requirements: Off-street parking facilities associated with permitted principal nonresidential uses in the OR-1 zoning districts must comply with the following requirements:	
(a.) Parking Setbacks: Side-Corner: 20 feet	
Rear and Side-Interior: 10 feet	
(b.) Driveway Setbacks: Side-Corner: 10 feet (none if driveway is shared)	
Rear and Side-Interior: 4 feet (none if driveway is shared)	
(c.) Off-street parking may not be placed in a front yard between a building and the street.	
(d.) The parking or driveway separation from the building is four feet	
(e.) All off-street parking spaces behind a building shall be screened from the required front yard and side corner lot areas by evergreen landscaping at least four feet in height.	
(f.) Parking spaces shall be screened from rear and interior side property lines by a combination of a six feet high opaque fence or wall and landscape plant material.	
(g.) Driveways connecting to a public street shall be the narrowest possible width to ensure appropriate safety standards, as determined by the county administrator or designee.	

DEVELOPMENT STANDARDS (Continued)	
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.	
(d.) Lighting levels of 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 4, 5, 6, 7, 8, 10(a), 10(C), and 11.	
15. Design Standards Applicable to Mini-warehouse Land Uses:	
(a.) Mini-warehouse developments shall be developed in accordance with standards as set forth in Section 10-6.675 (BCS district).	
(b.) A continuous 100 percent opaque buffer obtained through the use of vegetation and/or fencing shall be required around the perimeter of all areas used for mini-warehouse storage. This standard does not apply to the portion of the development utilized for a sales office.	

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. 10-6.673. 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)
<p>(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.</p>
<p>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.</p>
<p>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.</p>
<p>(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.</p>
<p>(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.</p>
<p>(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.</p>
<p>(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.</p>
<p>(e.) Trees planted within a sidewalk area shall incorporate tree grates or other surfacing so as to not impede the flow of pedestrian traffic.</p>

DEVELOPMENT STANDARDS (Continued)	
(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.
<p>15. Incentives for Site Design Alternatives:</p> <p>An intensity bonus shall be provided to developments incorporating any of the following site design alternatives.</p> <ol style="list-style-type: none"> 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: <ol style="list-style-type: none"> 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.).

SCHOOL IMPACT ANALYSIS FORM

Agent Name: Urban Catalyst Consultants, Inc. Applicant Name: Bradfordville Self Storage, LLC Address: 500 SUN VALLEY RD. STE. H3 ROSWELL, GA 30076	Date: 08-12-24 Telephone: 404-594-4403 EXT. Fax: Email:												
① Location of the proposed Comprehensive Plan Amendment or Rezoning: <i>Tax ID #:</i> 14-15-20-410-0000 (5.56 ac) <i>Property address:</i> The project is located at 6785 Thomasville Road.													
② Type of requested change (check one): <input type="checkbox"/> Comprehensive plan land use amendment that permits residential development. <input checked="" type="checkbox"/> Rezoning that permits residential development. <input type="checkbox"/> Nonresidential land use amendment adjacent to existing residential development. <input type="checkbox"/> Nonresidential rezoning adjacent to existing residential development. *													
③ Proposed change in Future Land Use or Zoning classification: <input type="checkbox"/> Comprehensive plan land use From: _____ To: _____ <input checked="" type="checkbox"/> Zoning From: <u>Bradfordville Office Residential (BOR)</u> To: <u>Bradfordville Commercial-1 (BC-1)</u>													
Planning Department staff use only:													
④ Maximum potential number of dwelling units permitted by the request: <i>Number of dwelling units:</i> <u>12 dwelling units/acre x 5.56 acres = 67 Units</u> <i>Type(s) of dwelling units:</i> <u>Single-Family Attached</u>													
Leon County Schools staff use only:													
⑤ School concurrency service areas (attendance zones) in which property is located. <p style="color: red;">Please Note: Approved by the School Board at the September 10, 2024 meeting.</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Elementary: Roberts</th> <th style="text-align: center;">Middle: Montford</th> <th style="text-align: center;">High: Chiles</th> </tr> </thead> <tbody> <tr> <td>Present capacity</td> <td style="text-align: center;"><u>396</u></td> <td style="text-align: center;"><u>297</u></td> <td style="text-align: center;"><u>293</u></td> </tr> <tr> <td>Post Development capacity</td> <td style="text-align: center;"><u>383</u></td> <td style="text-align: center;"><u>291</u></td> <td style="text-align: center;"><u>293</u></td> </tr> </tbody> </table> <p>Is additional coordination with the School Board necessary? Yes _____ No <u>X</u></p>			Elementary: Roberts	Middle: Montford	High: Chiles	Present capacity	<u>396</u>	<u>297</u>	<u>293</u>	Post Development capacity	<u>383</u>	<u>291</u>	<u>293</u>
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Post Development capacity	<u>383</u>	<u>291</u>	<u>293</u>										

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.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, October 8, 2024, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of the ordinances entitled to wit:

6785 THOMASVILLE ROAD**LEON COUNTY ORDINANCE****NO. 24-_____**

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE BRADFORDVILLE OFFICE RESIDENTIAL (BOR) ZONING DISTRICT TO THE BRADFORDVILLE COMMERCIAL-1 (BC-1) ZONING DISTRICT FOR 0.92 ACRES LOCATED AT 6785 THOMASVILLE ROAD IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

4767 CAPITAL CIRCLE SE**LEON COUNTY ORDINANCE****NO. 24-_____**

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE LIGHT INDUSTRIAL (M-1) ZONING DISTRICT TO THE SINGLE FAMILY DETACHED, ATTACHED AND TWO-FAMILY RESIDENTIAL (R-3) ZONING DISTRICT FOR 18.51 ACRES LOCATED AT 4767 CAPITAL CIRCLE SE IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties may also provide virtual real-time public comments during the public hearing. Interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at <https://www2.leoncountyfl.gov/coadmin/agenda/> by 8:00 p.m. on Monday, October 7, 2024. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300 or (850) 606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the Ordinances may be inspected as part of the agenda package on the County's web site (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies of the Ordinances by other means, such as email, mail, or facsimile transmittal, contact County Administration at (850) 606-5300 or the Tallahassee-Leon County Planning Department at (850) 891-6400.

Advertise: September 27, 2024

TD-40321586

Leon County
Board of County Commissioners
Notes for Agenda Item #26

Leon County Board of County Commissioners

Agenda Item #26

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification for 18.51 Acres Located at 4767 Capital Circle SE from the Light Industrial (M-1) Zoning District to the Single Family Detached, Attached and Two-Family Residential (R-3) Zoning District

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Nawfal Ezzagaghi, Assistant County Administrator Artie White, Director, Planning, Land Management & Community Enhancement (PLACE)
Lead Staff / Project Team:	Russell Snyder, Administrator, Land Use Planning Sean Reiss, Principal Planner, Land Use Division

Statement of Issue:

This item requests the Board conduct the first and only public hearing to consider an Ordinance amending the Official Zoning Map from the Light Industrial (M-1) zoning district to the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district, for an approximately 18.51-acre parcel located at 4767 Capital Circle Southeast (SE). The proposed Ordinance would allow for the placement of a residential redevelopment at the subject parcel.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Conduct the first and only public hearing and adopt the proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Light Industrial (M-1) zoning district to the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district, based on the findings of fact and conclusions of law of the Planning Commission, this report, and any evidence submitted at the hearing hereon.

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification for 18.51 Acres Located at 4767 Capital Circle SE from the Light Industrial (M-1) Zoning District to the Single Family Detached, Attached and Two-Family Residential (R-3) Zoning District

October 8, 2024

Page 2

Report and Discussion

Background:

This item requests the Board conduct the first and only public hearing to consider a change to the Official Zoning Map from the Light Industrial (M-1) zoning district to the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district for an approximately 18.51-acre parcel located at 4767 Capital Circle Southeast (SE). The subject property is in the Suburban Future Land Use Map (FLUM) category and the site is currently vacant. The proposed Ordinance would allow for the placement of a residential redevelopment at the subject parcel. The proposed Ordinance, including a location map, is included as Attachment #1. ***This public hearing is quasi-judicial in nature.*** More information regarding quasi-judicial hearings is provided in the Analysis section.

The proposed district is R-3, which is intended to be located in areas designated Suburban on the future land use map that contain, or are anticipated to contain, a wide range of single-family and two-family housing types. Recent rezonings in this area (from M-1 to C-2 General Commercial and MR-1 Medium Density Residential) indicate a transition away from light industrial uses toward more residential, office, and commercial uses, which is consistent with the Comprehensive Plan. The site is currently vacant, and the proposed rezoning is intended to allow for residential development on the site.

At its meeting on September 3, 2024, the Planning Commission voted unanimously (6 – 0) to find the proposed Ordinance consistent with the Comprehensive Plan, and to recommend approval to the Board of County Commissioners.

The agent is Urban Catalyst Consultants, Inc., which is represented by Sean Marston, and the applicant/owner is Arden Gates, LLC, with Hadi Boulous listed as the corporate officer.

Historic Zoning:

Historic Zoning: Prior to adoption of the City of Tallahassee Zoning, Site Plan and Subdivision Regulations in 1992, the subject property was zoned Agricultural (A-2). The A-2 district allowed for single-family, two-family, and mobile home residential uses along with golf courses, churches and schools, nursing homes and the retail sales of agricultural products. A portion of the property was also zoned General Industrial (M-2), which allowed industrial uses.

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 rezoned Mixed Use B.

1998: Leon County implemented “Site-Specific Zoning” and the subject property was rezoned to M-1.

Title: First and Only Public Hearing to Consider an Ordinance Amending the Official Zoning Map to Change the Zoning Classification for 18.51 Acres Located at 4767 Capital Circle SE from the Light Industrial (M-1) Zoning District to the Single Family Detached, Attached and Two-Family Residential (R-3) Zoning District

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September 3, 2024: The Planning Commission voted unanimously (6 – 0) to find the proposed Ordinance (Attachment #1) consistent with the comprehensive plan, and to recommend approval to the Board of County Commissioners.

Planning Commission Discussion

On September 3, 2024, the Planning Commission held a public hearing on this item and voted 6 – 0 to find the application consistent with the Comprehensive Plan and recommend that the Board of County Commissioners adopt the proposed Ordinance. There were no speakers on the item.

Analysis:

In accordance with Section 10-6.205(b)13 (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 Urban Services Area and within the Suburban Future Land Use Map (FLUM) Category (Policy 2.2.5: [L], Attachment #2) of the Comprehensive Plan. The Suburban FLUM category is intended as an environment for economic investment or re-investment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low- to medium-density residential areas. The Suburban FLUM category states that recreational opportunities, cultural activities, and commercial goods and services should be located nearby to complement the residential aspects of this development pattern.

Two properties at the southwest intersection of Capital Circle Southeast and Tram Road were rezoned from M-1 to C-2 (General Commercial, LRZ220007) and MR-1 (Medium Density Residential, LRZ220008) in December of 2022, which indicates a transition away from light industrial uses toward more residential, office, and commercial uses in this area. Allowing for low density residential uses, as requested, in proximity to the existing nearby commercial and offices uses, such as those found at the nearby intersection of Tram Road and Capital Circle SE, as well as those in the Southwood Planned Unit Development (PUD) and Capital Circle Office Center (CCOC) PUD, is consistent with the intent of the Suburban FLUM category.

Availability of requisite infrastructure is a key determining factor in the appropriateness of an implementing zoning district in the Suburban FLUM category. Policy 2.2.5: [L] states that “allowed land uses within the Suburban 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 Suburban 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

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availability of the requisite infrastructure”. The subject site has access to City of Tallahassee sewer and water services, so a lower intensity interim designation is not needed.

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 R-3 district is intended to be located in areas designated Bradfordville Mixed Use Urban Residential, Urban Residential 2, or Suburban on the future land use map which contain or are anticipated to contain a wide range of single-family and two-family housing types (Attachment #3). These conditions exist for the subject property. The subject site is also located near the Southeast Sector Planning Area, which requires a mix of uses that includes a requirement for 40 – 60% of the land area to be dedicated to residential development (Policy 10.1.1: [L]).

A comparison of existing and proposed uses in the M-1 and R-3 zoning districts is provided in Table #1. A comparison of the allowable densities and intensities is contained in Table #2.

Table #1: Comparison of Existing and Proposed Permitted Uses

Permitted Uses	Zoning Districts	
	M-1 (Current)	R-3 (Proposed)
Armored truck service	X	
Assembly of apparel and accessories	X	
Automotive service, including car wash	X	
Bottling Plants	X	
Broadcast studios	X	
Building Contractors and related services	X	
Cemeteries	X	
Community and utilities	X	
Community Services, including vocational schools. Library, elementary, middle, or high schools prohibited.	X	
Community facilities related to residential uses including religious facilities, and elementary, middle, vocational and exceptional student education schools. Libraries and high schools are prohibited.		X
Community Services for police fire and other community services may be allowed in accordance with section 10-6.806	X	X
Crematoriums	X	
Day care centers*	*	
Distribution facilities	X	

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Permitted Uses	Zoning Districts	
	M-1 (Current)	R-3 (Proposed)
Dry Cleaning Plants	X	
Food processing, excluding slaughter	X	
Golf courses	X	X
Gun firing ranges (indoors)	X	
Heavy infrastructure	X	
Laboratories: research and development activities	X	
Lawn and tree removal services	X	
Manufacturing (consistent with the definition of light industrial)	X	
Non-medical offices and services, including business and government offices and services	X	
Off-street parking facilities	X	
Passive and active recreational activities	X	X
Pest control services	X	
Printing and publishing	X	
Repair service, non-automotive	X	
Single-family attached dwellings		X
Single-family detached dwellings		X
Towing, wrecking and recovery services	X	
Transportation and freight handling services	X	
Two-family dwellings		X
Warehouses, mini-warehouses, or self-storage facilities	X	
Welding and machine shops	X	
Wholesale activities	X	
Wholesale building supplies	X	
Zero-lot line single-family detached dwellings		X
Other uses, which in the opinion of the County Administrator or designee, are of a similar and compatible nature to those described in the M-1 zoning district	X	

*Accessory only. See Attachment #3: §10-6.653 Light Industrial; §10-6.637. Single- and Two-Family Residential district charts.

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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
R-3 <i>Proposed</i> 18.51 acres	8 du/acre	10,000 square feet of gross building floor area per acre	148 dwelling units 185,100 gsf
M-1 <i>Current</i> 18.51 acres	Accessory residential use only	50,000 square feet per acre of gross building floor area (some exceptions). Max. 3 stories.	0 dwelling units 925,000 gsf
Net Change in Use =			+148 Residential Units -739,900 Non- residential gsf

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. In 2022, two properties near the subject site were rezoned from M-1 to allow for commercial and medium density residential uses. The area is currently transitioning from land use and development conditions related to light industrial uses to more residential, office, and commercial uses. The nearby Southwood and CCOC PUDs place the subject site near residential, office, commercial, and recreational uses, which make it a suitable location for residential development. Allowing residential development on the subject site is consistent with the Suburban FLUM category's intent to create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses.

4. **Land Use Compatibility.** *Will the proposal result in any incompatible land uses, considering the type and location of uses involved?*

No. There is no predominant land use pattern surrounding the subject area. It is a mixture of zoning that ranges from M-1, Rural, Critical Planning Area (CPA), and PUD. As shown in Figure #1, to the east is a mix of Rural and PUD zoning that includes low density residential and a stormwater facility. To the north is an enclave of Rural that is, uncharacteristically, within the Urban Services Area (USA) boundary that has a low-density residential land use pattern. This cluster of parcels designated as Rural contains 19 parcels that, if developed with a dwelling unit on each vested lot, would have an approximate density of one dwelling unit per acre, which is consistent with what the Comprehensive Plan defines as low density residential development (0-8 dwelling units per acre).

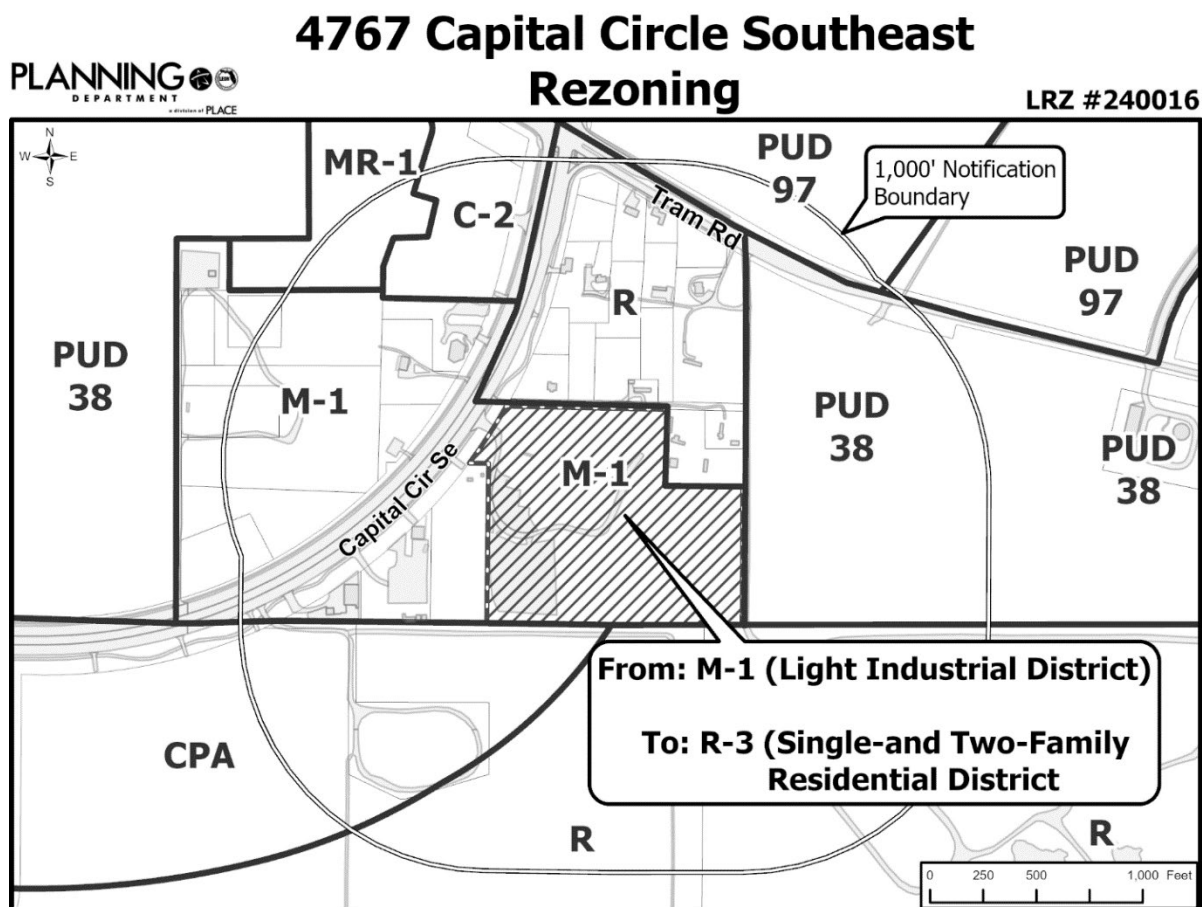
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To the west is a communications tower that is zoned M-1, and to the south is vacant land that is zoned Rural and CPA. The surrounding mix of uses will not result in any incompatible uses if the subject site is rezoned to allow low density residential development. If the property to the west that is zoned M-1 is redeveloped, buffering would be required to ensure compatibility between adjacent developments.

Figure #1: Proposed land use zone change with surrounding land use zones



5. **School Considerations.** *Is there capacity in area schools? What effects on enrollment could the proposed rezoning have on area schools?*

A School Impact Analysis (SIA) form has been submitted to the Leon County School Board and no issues have been identified at this time. The school impact analysis form is included as Attachment #4. Final determination of school impacts will be made at the site plan or subdivision review level.

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6. ***Other Matters.*** *Are there any other matters which the Commission may deem relevant and appropriate?*

No.

Public Notification & Response:

The public hearing has been noticed and advertised in accordance with the provisions of the *Leon County Code of Ordinances* (Attachment #5). The Planning Department mailed 32 notices to property owners within 1,000 feet of the subject property. To date, the Planning Department has received no inquiries or comments.

Legal Considerations for Quasi-Judicial Proceedings

This hearing is a quasi-judicial proceeding; therefore, members of the Board shall not initiate or knowingly engage in ex parte communications regarding this item. Ex parte communications are verbal or written communications made to a member of the Board on a matter to come before the Board by, or on behalf of, a party outside of a Commission meeting, and without notice to the other parties. All ex parte communications received by a Commissioner should be forwarded to the County Attorney's Office for inclusion in the agenda materials. If a communication is not included in the agenda materials or occurs after agenda materials are distributed to the Board, the Commissioner must disclose the details of the communication at the Commission meeting before the Board takes action on the matter.

Quasi-judicial hearings require due process (notice and an opportunity to be heard and cross-examine), must comport with the essential requirements of the law (consideration of the correct criteria), and require that the decision of the Board be supported by competent, substantial evidence placed on the record before the Board. "Competent substantial evidence" is that which is "sufficiently relevant and material that a reasonable mind would accept it as adequate to support the conclusion reached". *De Groot v. Sheffield*, 95 So. 2d 912, 916 (Fla. 1957). Evidence relied upon must be fact-based, real, material, pertinent and relevant. If the Board denies this rezoning request, such denial must include a determination on the record that maintaining the existing conditions furthers a legitimate public purpose.

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Options:

1. Conduct the first and only public hearing and adopt the proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Light Industrial (M-1) zoning district to the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district, based on the findings of fact and conclusions of law of the Planning Commission, this report, and any evidence submitted at the hearing hereon.
2. Conduct the first and only public hearing and do not adopt the proposed Ordinance amending the Official Zoning Map to change the zoning classification from the Light Industrial (M-1) zoning district to the Single Family Detached, Attached and Two-Family Residential (R-3) zoning district, based on the findings of fact and conclusions of law of the Board of County Commissioners and any evidence submitted at the hearing hereon.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Ordinance/Location map
2. Suburban Future Land Use Comprehensive Plan Policy
3. Zoning Districts – Land Development Code
4. School Impact Analysis Form
5. Notice of Public Hearing

LEON COUNTY ORDINANCE NO. ____

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE LIGHT INDUSTRIAL (M-1) ZONING DISTRICT TO THE SINGLE FAMILY DETACHED, ATTACHED AND TWO-FAMILY RESIDENTIAL (R-3) ZONING DISTRICT FOR 18.51 ACRES LOCATED AT 4767 CAPITAL CIRCLE SE 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:

LRZ240016: From Light Industrial (M-1) to Single Family Detached, Attached and Two-Family Residential (R-3)

(See Exhibit A)

SECTION 2. 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. 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. This ordinance shall have effect upon becoming law.

SECTION 5. 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 6. 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 _____, 2024.

LEON COUNTY, FLORIDA

By: _____
Carolyn D. Cummings, Chair
Board of County Commissioners

Date: _____

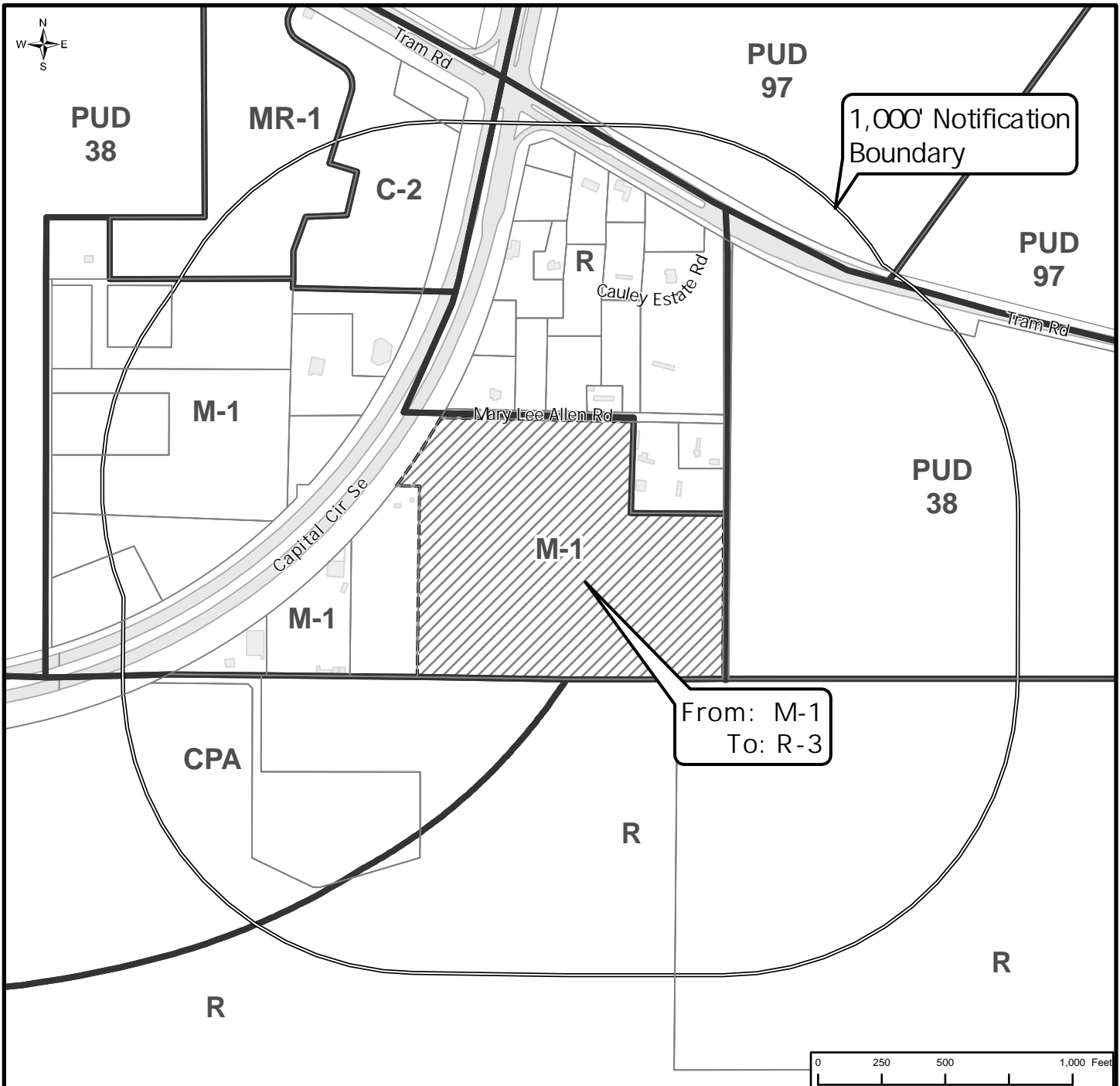
APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

By: _____

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

By: _____

LRZ # 240016

[illegible]

LEGAL DESCRIPTION

(Official Records Book 5952, Page 2349)

Commence at the Southeast corner of Section 21, Township 1 South, Range 1 East, Leon County, Florida, and run thence West 2310 feet to an Iron rebar with cap (set), for the POINT OF BEGINNING; From said POINT OF BEGINNING run South 89 degrees 54 minutes 22 seconds West 257.77 feet to an iron pipe (found, 2 inch.), thence North 89 degrees 55 minutes 12 seconds West 781.24 feet to a concrete monument (found), thence North 00 degrees 04 minutes 26 seconds East 645.27 feet to an Iron rebar with cap (set); thence North 89 degrees 55 minutes 12 seconds West 190.35 feet to an iron rebar with cap (set), on the Southeasterly right of way boundary of State Road No. 263 (Capital Circle Truck Route), said point lying on a curve concave to the Northwest; thence run Northeasterly along said right of way boundary and said curve having a radius of 2030.08 feet, through a central angle of 08 degrees 05 minutes 40 seconds, for an arc distance of 286.80 feet (the chord bearing of said arc being North 35 degrees 09 minutes 34 seconds East 286.56 feet) to an iron pipe (found, 2 inch); thence leaving said right of way run South 89 degrees 09 minutes 46 seconds East 749.63 feet to a concrete monument (found); thence South 1 degree 00 minutes 21 seconds West 308.58 feet to an iron pipe (found); thence North 89 degrees 41 minutes 30 seconds East 314.37 feet to an iron rebar with cap (set); thence South 0 degrees 30 minutes 39 seconds East 562.71 feet to the POINT OF BEGINNING. In Leon County, Florida.

The above being the same lands described in the Commitment for Title Insurance prepared by Fidelity National Title Insurance Company, File No. 24-119, bearing an effective date of March 21, 2024 at 5:00AM.

Policy 2.2.5: [L] (Eff. 3/14/07)**SUBURBAN**

To create an environment for economic investment or reinvestment through the mutually advantageous placement of employment and shopping opportunities with convenient access to low to medium density residential land uses. Employment opportunities should be located near residential areas, if possible within walking distance. This category recognizes the manner in which much of Tallahassee-Leon County has developed since the 1940s. The category predominantly consists of single-use projects that are interconnected whenever feasible. Mixed-use projects and the principles of traditional neighborhood developments are encouraged, though not required. The Suburban category is most suitable for those areas outside of the Central Core. However, additional areas inside the Central Core may be designated as appropriate based on existing land use pattern.

To complement the residential aspects of this development pattern, recreational opportunities, cultural activities, commercial goods and services should be located nearby. To reduce automobile dependency of residents and employers alike, mass transit stops should be located at large commercial centers and appropriate street and pedestrian connections established between commercial and residential areas. Except within mixed use centers, larger scale commercial development should be buffered from adjacent residential neighborhoods.

Development shall comply with the Suburban Intensity Guidelines. Business activities are not intended to be limited to serve area residents; and as a result may attract shoppers from throughout larger portions of the community.

Suburban Intensity Guidelines (EFF. 3/14/07; REV. EFF. 7/14/14; REV. EFF. 5/31/18)

Table 4: Suburban Intensity Guidelines

Development Patterns	Allowed Land Uses	Gross Residential Density	Non-Res Intensity	Percent-age Mix of Uses
Low Density Residential	Residential, Recreation, Light Infrastructure & Community Service	0 to 8 UNITS/ ACRE ⁽⁴⁾	10,000 SQ FT/ACRE	65-80%
Low Density Residential Office	Residential, Office, Recreation, Light Infrastructure & Community Service	0 to 8 UNITS/ ACRE ⁽⁴⁾	10,000 SQ FT/ACRE ⁽⁵⁾	
Medium Density Residential	Residential, Recreation, Light Infrastructure & Community Service	8 to 16 UNITS/ ACRE	20,000 SQ FT/ACRE	
Medium Density Residential Office	Residential, Office, Ancillary 1 st Floor Commercial, Recreation, Light Infrastructure, Community Service & Post-Secondary Schools	8 to 20 UNITS/ ACRE	20,000 SQ FT/ACRE ⁽⁶⁾	
Village Center	Residential, Office, Commercial up to 50,000 SQ FT, maximum business size. Centers shall not be located closer than ¼ mile to another village center or commercial development including more than 20,000 SQ FT of floor area.	8 to 16 UNITS/ ACRE	12,500 SQ FT/ACRE per parcel for center 20 acres or less ⁽⁷⁾	
Urban Pedestrian Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 16 UNITS/ ACRE ⁽³⁾	Up to 20,000 SQ FT/ACRE ⁽³⁾	35-50%
Suburban Corridor	Residential, Office, Commercial, Recreation, Light & Heavy Infrastructure & Community Service	Up to 16 UNITS/ ACRE	Up to 25,000 SQ FT/ACRE ⁽⁸⁾	

Development Patterns	Allowed Land Uses	Gross Residential Density	Non-Res Intensity	Percent-age Mix of Uses
Medical Center	Residential, Office, Commercial, Recreation, Light Infrastructure & Community Service	6 to 20 UNITS/ ACRE ⁽¹⁾	80,000 SQ FT/ACRE ⁽²⁾	
Business Park	Office, Residential and Commercial	Up to 16 UNITS/ ACRE	20,000 SQ FT/ ACRE	5-10%

Notes:

- (1) 8 units/acre minimum for exclusively residential;
- (2) Hospitals up 176,000 sq ft/acre;
- (3) 20 units/acre and 40,000 sq ft/acre for multiple use development; Combined residential and non-residential development may have up to 40,000 SF and up to a six story building. Residential use, office use and commercial use is allowed.
- (4) Low Density Residential and Residential Office development patterns can have a minimum of 1 unit per acre if water and sewer are not available.
- (5) The maximum square footage is increased to 12,500 SF if the project is a mixed-use development.
- (6) The maximum square footage increases to 40,000 SF per acre and maximum height increases to six stories if 50% of parking is structured. This provision only applies to areas previously designated as Mixed Use C
- (7) 250,000 SF of total development permitted on 20 to 30 acre centers.
- (8) Storage areas may be 50,000 SF per acre. Office and Retail is allowed.

While mixed land uses are encouraged in the Suburban Future Land Use Category, the more prevalent pattern will be a compatibly integrated mix of single-use developments that include low and medium density residential, office, and retail development. Allowed land uses within the Suburban 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 Suburban 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.

Section 10-6.637. R-3 Single- and Two-Family Residential District.

1. District Intent				PERMITTED USES					
				2. Principal Uses				3. Accessory Uses	
The R-3 district is intended to be located in areas designated Bradfordville Mixed Use, Urban Residential, Urban Residential 2, or Suburban on the Future Land Use Map of the Comprehensive Plan which contain or are anticipated to contain a wide range of single-family and two-family housing types. The maximum gross density allowed for new residential development in the R-3 district is 8 dwelling units per acre; a minimum density of 4 dwelling units per acre is required when applied to the Urban Residential future land use category. The minimum density is not applicable if constraints of public easements, concurrency, or preservation an/or conservation features preclude the attainment of the minimum densities. Certain community and recreational facilities related to residential uses are also permitted.				(1) Community facilities related to residential uses including religious facilities, police/fire stations, and elementary, middle, vocational, and exceptional student education schools. Libraries and high schools are prohibited. Other community facilities may be allowed in accordance with Section 10-6.806 of these regulations. (2) Golf courses. (3) Passive and active recreational facilities. (4) Single-family attached dwellings. (5) Single-family detached dwellings. (6) Two-Family dwellings. (7) Zero-lot line single-family detached dwellings.				(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. (2) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee.	
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)
Single-Family Detached Dwellings	5,000 square feet	50 feet	100 feet	20 feet	7.5 feet on each side; or any combination of setbacks that equals at least 15 feet, provided that no such setback shall be less than 5 feet	15 feet	25 feet	not applicable	3 stories
Single-Family Attached Dwellings	3,750 square feet end unit; 2,400 square feet interior lot	37.5 feet end unit; 25 feet interior lot	80 feet	20 feet	not applicable	15 feet	25 feet	maximum length: 8 units	3 stories
Zero-Lot Line Single-Family Detached Dwellings	3,750 square feet	30 feet interior lot; 40 feet corner lot	100 feet	20 feet	0 feet one side; 5 feet other side	15 feet	25 feet	not applicable	3 stories
Two-Family Dwelings	8,000 square feet	60 feet	100 feet	20 feet	same as for single-family detached dwellings	15 feet	25 feet	not applicable	3 stories
Any Permitted Principal Non-Residential Use	12,000 square feet	60 feet	100 feet	25 feet	same as for single-family detached dwellings	15 feet	25 feet	10,000 square feet of gross building floor area per acre	3 stories

GENERAL NOTES:

1. If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and non-residential 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.).

Section 10-6.652. M-1 Light Industrial District.

1. District Intent	PERMITTED USES		
	2. Principal Uses		3. Accessory Uses
The M-1 district is intended to be located in areas designated Bradfordville Mixed Use or Suburban on the Future Land Use Map of the Comprehensive Plan shall apply to urban areas with convenient access to transportation facilities, where light manufacturing, processing, storage, community and recreational facilities and other activities compatible with light industrial operations are permitted. The district is not intended to accommodate heavy industrial operations or to accommodate commercial or residential development which would restrict the principal light industrial operations.	(1) Armored truck services. (2) Assembly of apparel and accessories. (3) Automotive service and repair, including car wash. (4) Bottling plants. (5) Broadcasting studios. (6) Building contractors and related services. (7) Cemeteries. (8) Communications and utilities. (9) Community services, including vocational schools and police/fire stations. Libraries, elementary, middle, or high schools are prohibited. Other community services may be allowed in accordance with Section 10-6.806 of these regulations. (10) Crematoriums. (11) Distribution facilities. (12) Dry cleaning plants. (13) Food processing, excluding slaughter. (14) Golf courses. (15) Gun firing ranges (indoor). (16) Heavy infrastructure (maintenance yards, motor pools, airports, land fills, sewage treatment plants, etc.).	(17) Laboratories; research and development activities. (18) Lawn and tree removal services. (19) Manufacturing (consistent with the definition of light industrial). (20) Non-medical offices and services, including business and government offices and services. (21) Off-street parking facilities. (22) Passive and active recreational activities. (23) Pest control services. (24) Printing and publishing. (25) Repair services, non-automotive. (26) Towing, wrecking, and recovery services. (27) Transportation and freight handling activities. (28) Warehouses, mini-warehouses, or self-storage facilities. (29) Welding and machine shops. (30) Wholesale activities. (31) Wholesale building supplies. (32) 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.	(1) A lawfully established 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 gross floor area of the principal use or structure, as determined by the County Administrator or designee. The 33 percent limitation does not apply to outdoor storage that is accessory to a permitted principal use. (a) Light infrastructure and/or utility services and facilities necessary to serve permitted uses, as determined by the County Administrator or designee. (b) Residential use (intended for watchman or guard not to exceed 1 dwelling unit per industrial use). (c) Outdoor storage (without the 33 percent limitation), provided it complies with Section 7 below. (d) The following uses are permitted accessory uses in this district: 1. Eating and drinking establishments such as cafeterias or snack bars, (located within the interior of any permitted use.) 2. Temporary employment 3. Security Guard Service 4. Day Care Centers-- licensed day care services as described in and regulated by section 10-6.811. 5. Recreational amenities—provided as an accessory to a permitted uses established within the district for use by employees management, and their guests. 6. Retail sales—provided the sales are directly related to the principal light industrial use(s), e.g. gun sales at an indoor shooting range. Retail sales must be limited to no more than 33% of the gross floor area.

DEVELOPMENT STANDARDS (continued on page 1 of 2)									
Permitted Principal Commercial Uses Numbers (3), (21), (25)	none	none	none	25 feet	none	25 feet	10 feet	10,000 square feet of gross building floor area per parcel	3 stories
All Other Permitted Principal Non-Residential Uses	none	none	none	25 feet	none	25 feet	10 feet	20,000 square feet of gross building floor area per acre. 50,000 square feet of gross building floor area per acre for storage areas within buildings.	3 stories
7. Criteria for Outdoor Storage: Outdoor storage is permitted as an accessory use to a permitted principal use (without the 33 percent limitation) if the outdoor storage area is screened with an opaque material (an opaque material may include vegetation). The opacity requirements are as follows: 100 percent along any property line that adjoins an existing residential use; 80 percent along any property line that adjoins any other type of use other than residential (commercial, office, etc.) or a street right-of-way. The determination of the adequacy of the opaque material will be evaluated at the time of permitting.									
8. Street Vehicular Access Restrictions: Properties in the M-1 zoning district may have vehicular access to any type of street. However, in order to protect residential areas and neighborhoods from non-residential 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, and RP									
9. Fencing Requirement: All areas proposed for use, currently used, or previously used, in open-pit mining operations and/or construction and demolition debris disposal must be secured by a fence, unless the area is determined to be a reclaimed open-pit mine by the county administrator or designee. The fence must be at least four feet in height with openings that will reject the passage of a seven-inch diameter sphere. The fence must be equipped with a gate which shall remain locked when workers or employees of the land owner or mining company are not present at the site. At every gate or access point, at least one sign must be posed which states, in at least four-inch tall letter, “Danger,” “Keep Out,” “No Trespassing,” or similar language to indicate that there may be hazardous conditions on the premises.									

- GENERAL NOTES:**
- 1. If central sanitary sewer is not available, residential development is limited to a minimum of 0.50 acre lots and non-residential 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.)**

SCHOOL IMPACT ANALYSIS FORM

Agent Name: Urban Catalyst Consultants, Inc. Applicant Name: Arden Gates, LLC Address: 118 N Monroe Street Tallahassee, FL 32301	Date: 08-12-24 Telephone: 850-591-4245 Fax: Email:												
① Location of the proposed Comprehensive Plan Amendment or Rezoning: <i>Tax ID #:</i> 31-21-20-402-0000 (18.51 ac) <i>Property address:</i> The project is located at 4767 Capital Circle SE.													
② Type of requested change (check one): <input type="checkbox"/> Comprehensive plan land use amendment that permits residential development. <input checked="" type="checkbox"/> Rezoning that permits residential development. <input type="checkbox"/> Nonresidential land use amendment adjacent to existing residential development. <input type="checkbox"/> Nonresidential rezoning adjacent to existing residential development. *													
③ Proposed change in Future Land Use or Zoning classification: <input type="checkbox"/> Comprehensive plan land use From: _____ To: _____ <input checked="" type="checkbox"/> Zoning From: <u>M-1</u> To: <u>R-3</u>													
Planning Department staff use only:													
④ Maximum potential number of dwelling units permitted by the request: <i>Number of dwelling units:</i> <u>8 dwelling units/acre x 18.51 acres = 148 Units</u> <i>Type(s) of dwelling units:</i> <u>Single-Family Detached, Attached and Two-Family Residential</u>													
Leon County Schools staff use only:													
⑤ School concurrency service areas (attendance zones) in which property is located. <div style="background-color: yellow; padding: 5px; margin-bottom: 10px;"> Please Note: Approved by the School Board at the September 10, 2024 meeting. </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Elementary: Conley</th> <th style="text-align: center;">Middle: Fairview</th> <th style="text-align: center;">High: Rickards</th> </tr> </thead> <tbody> <tr> <td>Present capacity</td> <td style="text-align: center;"><u>404</u></td> <td style="text-align: center;"><u>481</u></td> <td style="text-align: center;"><u>307</u></td> </tr> <tr> <td>Post Development capacity</td> <td style="text-align: center;"><u>374</u></td> <td style="text-align: center;"><u>468</u></td> <td style="text-align: center;"><u>294</u></td> </tr> </tbody> </table> <p>Is additional coordination necessary with Leon County Schools? Yes _____ No <u>X</u></p>			Elementary: Conley	Middle: Fairview	High: Rickards	Present capacity	<u>404</u>	<u>481</u>	<u>307</u>	Post Development capacity	<u>374</u>	<u>468</u>	<u>294</u>
	Elementary: Conley	Middle: Fairview	High: Rickards										
Present capacity	<u>404</u>	<u>481</u>	<u>307</u>										
Post Development capacity	<u>374</u>	<u>468</u>	<u>294</u>										

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.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida will conduct a public hearing on Tuesday, October 8, 2024, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of the ordinances entitled to wit:

6785 THOMASVILLE ROAD**LEON COUNTY ORDINANCE****NO. 24-_____**

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE BRADFORDVILLE OFFICE RESIDENTIAL (BOR) ZONING DISTRICT TO THE BRADFORDVILLE COMMERCIAL-1 (BC-1) ZONING DISTRICT FOR 0.92 ACRES LOCATED AT 6785 THOMASVILLE ROAD IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

4767 CAPITAL CIRCLE SE**LEON COUNTY ORDINANCE****NO. 24-_____**

AN ORDINANCE AMENDING LEON COUNTY ORDINANCE NO. 92-11 TO PROVIDE FOR A CHANGE IN ZONE CLASSIFICATION FROM THE LIGHT INDUSTRIAL (M-1) ZONING DISTRICT TO THE SINGLE FAMILY DETACHED, ATTACHED AND TWO-FAMILY RESIDENTIAL (R-3) ZONING DISTRICT FOR 18.51 ACRES LOCATED AT 4767 CAPITAL CIRCLE SE IN LEON COUNTY, FLORIDA; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, and the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), and web site (www.LeonCountyFL.gov).

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Interested parties may also provide virtual real-time public comments during the public hearing. Interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at <https://www2.leoncountyfl.gov/coadmin/agenda/> by 8:00 p.m. on Monday, October 7, 2024. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Commission", and Article IX., Section F., entitled "Decorum", shall remain in full force and effect.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300 or (850) 606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of the Ordinances may be inspected as part of the agenda package on the County's web site (<https://www2.leoncountyfl.gov/coadmin/agenda/>). To receive copies of the Ordinances by other means, such as email, mail, or facsimile transmittal, contact County Administration at (850) 606-5300 or the Tallahassee-Leon County Planning Department at (850) 891-6400.

Advertise: September 27, 2024

TD-40321586

**Leon County
Board of County Commissioners
Notes for Agenda Item #27**

Leon County Board of County Commissioners

Agenda Item #27

October 8, 2024

To: Honorable Chair and Members of the Board

From: Vincent S. Long, County Administrator

Title: Second and Final Public Hearing on the Federal Fiscal Year 2023 Small Cities Community Development Block Grant Opportunity

Review and Approval:	Vincent S. Long, County Administrator
Department / Division Review:	Ken Morris, Assistant County Administrator Shington Lamy, Assistant County Administrator
Lead Staff / Project Team:	Abigail Thomas, Director, Human Services & Community Partnerships Jelani Marks, Housing Services Manager

Statement of Issue:

This item requests the Board conduct the second and final public hearing for the Federal Fiscal Year 2023 Small Cities Community Development Block Grant opportunity. The item also seeks Board authorization to submit a Federal Fiscal Year 2023 Small Cities Community Development Block Grant application for housing rehabilitation consistent with Leon County's commitment to increase and preserve the stock of affordable housing.

Fiscal Impact:

This item has a fiscal impact. This item proposes leveraging a portion of the County's State Housing Initiatives Partnership (SHIP) allocations for the next three fiscal years (FY 2025 – FY 2027) in the amount of approximately \$520,000 to secure a \$750,000 Community Development Block Grant for housing rehabilitation. The combined CDBG and SHIP funds totaling \$1.27 million would support the rehabilitation of 13 homes and up to \$100,000 per home.

Staff Recommendation:

- Option #1: Conduct the second and final Public Hearing to receive public comments on the County's draft application for the Federal Fiscal Year 2023 Small Cities Community Development Block Grant opportunity.
- Option #2: Authorize the County Administrator to submit an application for the Federal Fiscal Year 2023 Small Cities Community Development Block Grant opportunity to fund housing rehabilitation activities (Attachment #1).

Report and Discussion

Background:

This item requests the Board conduct the second and final public hearing for the Federal Fiscal Year (FFY) 2023 Small Cities Community Development Block Grant (CDBG) opportunity through the Florida Department of Commerce (Florida Commerce). The item also seeks Board authorization to submit a FFY 2023 Small Cities CDBG application for housing rehabilitation consistent with Leon County's commitment to increase and preserve the stock of affordable housing (Attachment #1).

CDBG is a federal program that provides funding for housing and community development activities. The CDBG program is administered by the United States Department of Housing and Urban Development (HUD) and consists of two components: the Entitlement Program, which provides funds directly to urban communities, and the State Program, which allocates funds to the states for distribution to eligible non-entitlement communities. The City of Tallahassee (City) is a designated "entitlement community" due to its population size (city with 50,000+), and as a result, receives annual CDBG allocations directly from HUD for housing, human service programs, and neighborhood revitalization efforts. Leon County is a non-entitlement community due to the population size of the unincorporated area (county with less than 200,000), and therefore and must apply for CDBG funding through the State. Florida Commerce administers the Small Cities CDBG program as a competitive grant that awards funds to non-entitlement local governments.

In 2014, the County was awarded a Small Cities CDBG grant in the amount of \$750,000 for housing rehabilitation. The County closed out this CDBG grant in April of 2018. Most recently, in 2022, the County received \$3.6 million in special Coronavirus CDBG funds for the renovation of the Old Concord School in the Miccosukee community, which is expected to be completed in late 2024.

On September 2, 2024, Florida Commerce opened the FFY 2023 Small Cities CDBG application process with an application deadline of October 31, 2024. The Small Cities CDBG program provides funding to eligible local governments for housing rehabilitation, neighborhood revitalization, community revitalization, or economic development. Local governments are required to hold at least two public hearings prior to submitting an application. On September 17, 2024, the Board held the first public hearing to receive citizen input on community needs for the FFY 2023 Small Cities CDBG opportunity as required by Rule Chapter 73C-23, Florida Administrative Code. As detailed in the Analysis section, the Leon County CDBG Citizens Advisory Task Force (CATF), which consists of citizens appointed by the Board to provide recommendations on CDBG funding opportunities, held a meeting on September 19, 2024, to further review the Small Cities CDBG grant and take additional citizen input. At that time, the CATF voted to recommend that the County submit an application for housing rehabilitation. Subsequently, an application was developed for Board consideration at the second public hearing.

The second public hearing is required to inform the public of the proposed application, including the planned activities, the specific locations of those activities, and the budgeted amounts for those activities. Based on community needs and the recommendations of the CATF, this item recommends submitting a Small Cities CDBG application for the maximum award amount of \$750,000 to fund housing rehabilitation activities for low-income households in unincorporated Leon County.

Analysis:

On August 2, 2024, Florida Commerce announced the availability of \$25 million in FFY 2023 Small Cities CDBG funding. The Small Cities CDBG Program provides funding for projects that fall into the categories of Housing Rehabilitation, Neighborhood Revitalization, Commercial Revitalization, and Economic Development. During the first public hearing on September 17, 2024, a presentation was provided to the Board on general information and examples of the types of activities for each category.

Housing Rehabilitation, Neighborhood Revitalization, and Commercial Revitalization projects can receive a maximum funding award of up to \$750,000, while Economic Development projects can receive up to \$1.5 million. Small Cities CDBG applications are scored on a point system. Additional points on the grant application are provided to local governments that establish a CATF to make recommendations on community needs prior to applying for a Small Cities CDBG. In 2018, the Board adopted a resolution to reauthorize the County's CDBG CATF to improve the competitiveness of the County's applications for funding. The CATF is a five-member decision-making committee comprised of three low- to moderate-income individuals appointed by the Board, the Chair of the Housing Finance Authority of Leon County, and one County staff person appointed by the County Administrator. The purpose of the CATF is to provide input on all phases of the Small Cities CDBG Program process. The CATF meets to discuss community needs and make recommendations on the program area and activities that should be considered when drafting the grant application.

The CATF has held multiple meetings in the past several months to discuss community needs and receive updates on the Concord School renovation project. As mentioned earlier, on September 19, 2024, the CATF held a meeting at which time it recommended the County submit a Small Cities CDBG application for the Housing Rehabilitation category in support the County's commitment to preserving the stock of affordable housing for low- to moderate-income households in the unincorporated area of Leon County.

Leon County is committed to preserving the stock of affordable housing. SHIP is the primary source of funding of the County Housing programs. Currently, the SHIP Home Rehabilitation program assists low-income households in need of major repairs for health, safety, resiliency, insurability, and code compliance. The Program is exclusive to residents in unincorporated Leon County since the City receives annual state and federal funding to provide home rehabilitation to residents within its limits. The SHIP Home Rehabilitation program is currently oversubscribed. In 2024, approximately 75 residents applied to the County for assistance with home rehabilitation; but due to limited funding, only 12 were approved for assistance. Additionally, Leon County's

SHIP allocation for FY 2025 decreased by 33% compared to the FY 2024 allocation due to a reduction in Doc Stamp Tax collected by the State.

Based on the demand for affordable housing preservation, the decrease in County SHIP revenue, and the recommendations of the CATE, this item recommends submitting a Small Cities CDBG application for the Housing Rehabilitation category to enhance the County's existing home rehabilitation programs. This item proposes leveraging approximately \$520,000 in SHIP funding over the next three years (FY 2025 – FY 2027) to secure the maximum award amount of \$750,000 for major home repairs roofs replacements, HVAC installation, and septic tank replacements to income eligible households (80% or below the area median income) in unincorporated Leon County. This would allow the County to earn the maximum points for CDBG funds which must be expended over a three-year period. The combined CDBG and SHIP funds totaling \$1.27 million would support the rehabilitation of 13 homes and up to \$100,000 per home.

The FFY 2023 Small Cities CDBG application deadline is October 31, 2024. The goal of the second and final public hearing is to inform the public of the proposed application, including the planned activities, the specific locations of those activities, and the budget amounts for those activities. The meeting notice for the second and final hearing is included as Attachment #2, which was published in the Tallahassee Democrat and Capital Outlook. Additionally, the County has promoted the public hearing on social media platforms to encourage citizen participation.

Options:

1. Conduct the second and final Public Hearing to receive public comments on the County's draft application for the Federal Fiscal Year 2023 Small Cities Community Development Block Grant opportunity.
2. Authorize the County Administrator to submit an application for the Federal Fiscal Year 2023 Small Cities Community Development Block Grant opportunity to fund housing rehabilitation activities (Attachment#1).
3. Do not conduct the second and final Public Hearing to receive public comments on the County's draft application for the Federal Fiscal Year 2023 Small Cities Community Development Block Grant opportunity.
4. Do not authorize the County Administrator to submit an application for the Federal Fiscal Year 2023 Small Cities Community Development Block Grant opportunity to fund housing rehabilitation activities.
5. Board direction.

Recommendations:

Options #1 and #2

Attachments:

1. Leon County Draft FFY 2023 Small Cities CDBG Application
2. Notice for the October 8, 2024 Public Hearing



Florida Small Cities Community Development Block Grant (CDBG)

Application for Funding

Applicant: Leon County
(Name of Local Government)

- | | |
|--|--|
| <input type="checkbox"/> Commercial Revitalization | <input checked="" type="checkbox"/> Housing Rehabilitation |
| <input type="checkbox"/> Neighborhood Revitalization | <input type="checkbox"/> Economic Development |

Federal Fiscal Year 2023-24

Application Due Date: October 31, 2024

Mailing Address: FloridaCommerce
Bureau of Small Cities and Rural Communities
107 East Madison Street – MSC 400
Tallahassee, Florida 32399-6508

Telephone: (850) 717-8405
Fax: (850) 922-5609
Web: <http://www.floridajobs.org/SmallCitiesCDBG>

Contents

Left click on the appropriate check boxes to indicate which parts of the application form are included in this application package.

- ☒ **Part 1 – General Information**
- ☒ **Part 2 – Application Profile and General Scoring Criteria (Required)**
- ☒ **Part 3 – Sources and Uses of Non-CDBG Funds**
- ☐ **Part 4 – Commercial Revitalization**
- ☐ **Part 5 – Economic Development**
- ☒ **Part 6 – Housing Rehabilitation**
- ☐ **Part 7 – Neighborhood Revitalization**
- ☒ **Part 8 – Certification and Score Summary (Required)**
- ☒ **Part 9 –Supporting Documentation (Required)**
 - ☐ **Appendix A: Maps (Required)**
 - ☐ **Appendix B: Local Governing Body’s Resolutions for Signature Delegation and Application Submission (Required)**
 - ☐ **Appendix C: Comprehensive Plan Documents (Required)**
 - ☐ **Appendix D: Public Hearing/CATF Meeting Documentation (Required)**
 - ☐ **Appendix E: Leverage Documentation**
 - ☐ **Appendix F: Grant Application Preparation Cost Documentation**
 - ☐ **Appendix G: Readiness to Proceed Documentation**
 - ☐ **Appendix H: VLI/LMI Worksheets and Survey Documentation or Census Data and Maps**
 - ☐ **Appendix I: Documentation Related to Health and Safety Impact Score**
 - ☐ **Appendix J: Joint Agreements/Contingency Funding Documentation/Interlocal Agreements**
 - ☐ **Appendix K: Housing Assistance Plan (Required for all Housing Rehabilitation Applications)**
 - ☐ **Appendix L: Historic Preservation Documents**
 - ☐ **Appendix M: Special Designation Documentation**
 - ☐ **Appendix N: Documentation for Economic Development Applications**
 - ☐ **Appendix O: Documentation for Other Community Development Activities Score (Commercial Revitalization)**
 - ☐ **Appendix P: Documentation for Demolition of Vacant Dilapidated Structures (Commercial Revitalization)**
 - ☐ **Appendix Q: Local Government Minority Contracting and Fair Housing Score Documentation**
 - ☐ **Appendix R:**

Part 2 – Application Profile and General Scoring Criteria

**Application Profile
Table G-1**

Local Government Contact Information:

Local Government Name: Leon County		
Street Address: 301 South Monroe Street		
Mailing Address (if different): 301 South Monroe Street		
City: Tallahassee	Zip Code: 32301	County: Leon
Main Telephone: 850-606-1900	Main Facsimile: 850-606-5301	Federal ID Number: 596000708
DUNS Number: 193730645	Local Government's Name in DUNS: Leon County	

Chief Elected Official: Carolyn D. Cummings	Title: Chair, Board of County Commissioners
Telephone: 850-606-5300	Facsimile: 850-606-5301
E-mail Address: cummingsc@leoncountyfl.gov	

Local Government Financial Officer: Roshaunda Bradley	Title: Budget Director
Telephone: 850-606-5113	Facsimile: 850-606-5301
E-mail Address: bradleyr@leoncountyfl.gov	

Local Government Project Contact: Abigail Thomas	Title: Director, Human Services & Community Partnerships
Street Address: 615 E Paul Russell Rd	
City: Tallahassee	Zip Code: 32301
Direct Telephone: 850-606-1913	Facsimile: 850-606-5301
E-mail Address: thomasab@leoncountyfl.gov	

Application Profile – Table G-1 (Continued)

Application Preparer Information		
Preparer's Name: Jelani Marks		Organization Preparing Application: <input checked="" type="checkbox"/> Local Government <input type="checkbox"/> Private Company <input type="checkbox"/> RPC
Street Address: 615 E Paul Russell Rd		
City: Tallahassee	State: FL	Zip Code: 32301
Telephone: 850-606-1916		Facsimile: 850-606-5301
E-mail Address: marksj@leoncountyfl.gov		

Consultant Information		
Consultant's Name:		<input type="checkbox"/> Private Company <input type="checkbox"/> RPC
Street Address:		
City:	State:	Zip Code:
Telephone:	E-mail Address:	

Demographics		
U.S. Congressional District Number: 2	Florida Senate District Number: 3	Florida House District Number: 9
Service Area Census Tract(s) and Block Group(s): County Wide		

Application Type: Indicate the application category. A completed application must include the appropriate section as listed below.	
<input type="checkbox"/> Commercial Revitalization (Part 4)	<input type="checkbox"/> Economic Development (Part 5)
<input checked="" type="checkbox"/> Housing Rehabilitation (Part 6)	<input type="checkbox"/> Neighborhood Revitalization (Part 7)

Application Profile – Table G-1 (Continued)

Citizen Participation – Public Hearings Documentation of the citizen participation activities must be included in Appendix D of Part 9.	
List the date that the public notice for the first public hearing was published: 9/12/2024	List the date when the first public hearing was held: 9/17/2024
List the date that the public notice for the second public hearing was published: 9/23/2024	List the date when the second public hearing was held: 10/8/2024

Subgrant Funding Request: The maximum funding request for Neighborhood Revitalization, Commercial Revitalization and Housing Rehabilitation subgrants is based on the jurisdiction's LMI population as determined by HUD. Please see the table below. The maximum subgrant funding request for Economic Development subgrants is \$1,500,000, and the cost per job created must be less than \$35,000. At the bottom of the left column, enter the actual LMI population. (Data available on CDBG website.) At the bottom of the right column, enter the actual subgrant amount being requested.	
LMI Population	Maximum Subgrant Request
1 – 499	\$600,000.00
500 – 1,249	\$650,000.00
1,250 – 3,999	\$700,000.00
4,000 – and above	\$750,000.00
Local Government's LMI Population: 26,520	Subgrant Funds Being Requested: \$ 750,000

Application Profile

Table G-1 (Continued)

Answer the following questions by clicking on the correct check box.		
Historic Preservation Will the project impact a building, public improvement or planned open space that is 50 or more years old? If yes, documentation must be provided in Appendix L of Part 9. (See instructions.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Interlocal Agreement Will project activities require an interlocal agreement? If yes , the interlocal agreement(s) must be provided in Appendix J of Part 9. (See instructions.)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
State of Financial Emergency Is the local government currently identified as being in a State of Financial Emergency pursuant to Section 218.50 – 218.504, Florida Statutes? Check at http://www.leg.state.fl.us/cgi-bin/View_Page.pl?File=financial-emergencies.cfm&Directory=committees/joint/Jcla/&Tab=committees	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Grant Preparation Costs The applicant may request subgrant funds for the cost of application preparation. See instructions if funds are requested. Does the applicant wish to request subgrant funds for the cost of application preparation? If yes, documentation must be included in Appendix F of Part 9. Amount: \$ _____	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
National Flood Insurance Program Is the applicant currently participating in the National Flood Insurance Program?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Project Narrative — G-2

Describe the proposed project using the guidelines in the instructions. Specific directions for Commercial Revitalization and Economic Development application narratives can be found in the instructions. Use additional pages as needed.

Leon County is committed to preserving the stock of affordable housing. State Housing Initiative Partnership (SHIP) is currently the primary source of funding of Leon County Housing programs. Currently, Leon County's SHIP-funded Home Rehabilitation program assists low-income households in need of major repairs for health, safety, resiliency, insurability, and code compliance. The Leon County Home Rehabilitation Program is exclusive to residents in unincorporated Leon County, since the City of Tallahassee receives annual state and federal funding to provide home rehabilitation to residents within its limits. The Leon County SHIP Home Rehabilitation program is currently oversubscribed. In 2024, approximately 75 residents applied to the County for assistance with home rehabilitation; but due to limited funding only 12 were approved for assistance. Additionally, Leon County's SHIP allocation for FY 2025 decreased by 33% decreased from FY 2024 due to a reduction in Doc Stamp Tax collected by the State.

Based on the demand for affordable housing preservation, the decrease in County SHIP revenue, and the recommendations of the CATF, Leon County proposes utilizing CDBG Housing Rehabilitation funds to enhance the County's existing home rehabilitation programs. The maximum award amount of \$750,000 would be utilized to preserve the stock of affordable housing for income eligible households (80% or below the area median income) in unincorporated Leon County, meeting the CDBG National Objective of program beneficiaries being low- and moderate-income (LMI) persons.

Leon County proposes leveraging a portion of its County's annual SHIP allocations for the next three fiscal years amounting to \$520,000 to secure a \$750,000 Community Development Block Grant for housing rehabilitation. Aligning with the County's commitment to preserve the quality of homes for households the earn 80% or below the area median income, the Small Cities CDBG funds would be utilized to enhance Leon County's SHIP Home Rehabilitation program by increasing the number of households assisted. During the grant period, Leon County anticipates utilizing up to \$60,000 of CDBG funds to assist 13 low-income households with needed repairs for health, safety, insurability, and code compliance.

General Scoring Criteria — Table G-3

1. Community-Wide Needs Score (CWNS) The CWNS for each non-entitlement local government is posted on the Department's website at: http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-and-information-for-applicants (Transfer this score to line 1. of the Application Scoring Summary page – Part 8, page 4.)		Score: <u>91.48</u>
2. Special Designation Score Check all applicable designations below and enter a score of 20 points if all CDBG activities will be conducted within any of the boundaries of the special designation areas checked. Documentation must be included in Appendix M of Part 9. (See instructions.) (Transfer this score to line 3a. of the Application Scoring Summary page.)		Score: <u>0</u>
<input type="checkbox"/> Rural Area of Opportunity (RAO)	<input type="checkbox"/> Rural Community as defined by §288.0656, F.S.	
<input type="checkbox"/> Area of Critical State Concern pursuant to §380.05, F.S.	<input type="checkbox"/> Florida Enterprise Zone pursuant to §290.0065, F.S.	
3. Grant History Score: If the applicant has not had an open CDBG contract in the NR, CR, or HR categories within five years of application deadline, claim 100 points. (Transfer this score to line 3b. of the Application Scoring Summary page.)		Score: <u>100</u>
4. CATF Score: The applicant can score a maximum of 10 points if it has appointed a Citizen Advisory Task Force (CATF) to provide input on all phases of the Small Cities CDBG Program process and the CATF met to discuss community needs and make recommendations to the local governing body before the application was drafted. The task force must be comprised of residents of the applying jurisdiction, and at least 51% of the members must be from LMI households. None of the members can be an elected official of the jurisdiction, and only one member can be an employee of the applicant. The CATF shall have at least five members, and at least 51% members must participate in the meeting to claim CATF points. Documentation must be included in Appendix D of Part 9. (See instructions.)		
4a. If the CATF met before the first public hearing was conducted and before a draft application was developed to discuss community needs and make recommendations to the local governing body as to the program area and activities that should be considered when drafting a Small Cities CDBG application, score 10 points, or 4b. If the CATF met before the notice for the second public hearing was published and before a draft application was finalized to make recommendations to the local governing body as to the program area and activities that should be included in its Small Cities CDBG application, score 5 points. (Transfer this score to line 3c. of the Application Scoring Summary page.)		Score: <u>5</u>
If applicable, list the date that the public notice for the CATF meeting was published: 9/11/2024	If applicable, list the date when the CATF meeting was held: 9/19/2024	

General Scoring Criteria — Table G-3 (Continued)

5. Outstanding Performance in Equal Employment Opportunity (EEO)						
M/WBE Contracting: The applicant may claim up to 20 points for achievement in Minority-/Women-Owned Business Enterprises (M/WBE) contracting in the most recent Small Cities CDBG subgrant that was administratively closed not more than four years before application deadline date. Review the M/WBE reports submitted to FloridaCommerce for that subgrant and enter a score based on the achievement reported.						
Most Recent Administratively Closed Small Cities CDBG Contract Number:				10DB-4N-02-47-01-NES		
\$90,803 Amount Awarded to M/WBE firms	÷	165,203 Total Prime Contracts Amount	X 100 =	54.9 M/WBE %		
M/WBE %		Points		5a. M/WBE Contracting Score: <div style="text-align: right; margin-right: 50px;">20</div> (Maximum 20 points)		
0.0 – 4.99%		0				
5.0 – 14.99%		5				
15.0 – 19.99%		10				
20.0 – 24.99%		15				
25.00%+		20				
If the applicant has not administratively closed a Small Cities CDBG subgrant within four years of the application deadline date, score 5 points.						
Local Government Minority Employment: The applicant may claim up to 60 points for meeting minority employment goals. Complete the table below to calculate the applicant's percentage of minority employees. See instructions for calculations.						
Number of Permanent Full-time Equivalent Minority Applicant Employees 300	÷	Number of Permanent Full-time Equivalent Applicant Employees 889.55	=	Applicant's Percentage of Minority Employees 33.72%		
Enter percentage of minorities in the applicant's county: 44.34%						
If the "Prorated 60 Points Score" is claimed, complete the following equation:						
Applicant's Percentage of Minority Employees 33.72	÷	Percentage of Minorities in Applicant's County 44.34	=	Applicant's Percentage of Minority Employees 76.05	X 60 =	Points Claimed 45.63

If the applicant has three or less employees, 40 points may be claimed.		
5b. Local Government Minority Employment Score (60 Points Maximum):		<u>45.63</u>
6. Outstanding Performance in Fair Housing		
The applicant may claim five points for adopting a Fair Housing Ordinance prior to the application deadline and five points for conducting a Fair Housing workshop in the 12 months prior to the application deadline. See instructions for guidelines and documentation requirements.		
	Date	Score
6a. Date Fair Housing Ordinance Adopted:	<u>5/11/2010</u>	<u>5</u>
6b. Date of Fair Housing Workshop:	<u> </u>	<u> </u>
6c. Total Fair Housing (6a+6b) Score (10 Points Maximum):		<u>5</u>

Outstanding Performance in EEO and Fair Housing (5a+5b+6c) Score: 70.63
(Transfer this score to line 2. on the Application Scoring Summary page – Part 8, page 4.)
(90 points maximum)

Part 2 – Application Profile and General Scoring Criteria

Instructions

Application Profile (Table G-1)

The application profile must reflect the requested information about the applicant, including demographics; the person who prepared the application; and the type of application. The applicant's name as it appears in the DUNS system must be included in the appropriate box on page 2.

Citizen Participation

1. The Applicant may appoint a Citizens Advisory Task Force (CATF) to make recommendations on community needs prior to drafting an Application for Funding and to provide input during the implementation of any subgrants that the Applicant receives. An Applicant can claim up to 10 points on its Application for Funding if it has an active CATF. To claim points for having CATF participation in the application process, the following conditions must be met:

(a) The task force shall be comprised of at least five residents of the Applicant's jurisdiction, and at least 51% of the members must be from low- to moderate-income households.

(b) No more than one employee of the Applicant can serve on the CATF, and no elected officials of the Applicant can serve as members of the task force.

(c) The CATF shall conduct at least one meeting prior to an Application for Funding being drafted and prior to the notice for the second public hearing being published to discuss community needs and to provide recommendations to the local governing body. The meeting shall be advertised in accordance with subsection 73C-23.0031(27), F.A.C. A minimum of 51% of the members must participate in the meeting.

(d) If the Applicant is claiming points for having an active CATF, copies of the public notice, affidavit of publication, meeting minutes and sign-in sheet shall be included in Part 9, Appendix D, of the Application for Funding, Form SC-60, which is further described in paragraph (6)(a) below. If the affidavit is not available by the application deadline, it must be provided by the end of the "completeness period" to retain the points.

2. Local governments must conduct two public hearings in accordance with subsection 73C-23.0041(1) prior to submitting their applications for funding. The hearings shall be advertised in accordance with subsection 73C-23.0031(27). Documentation of the citizen participation activities must be included in Appendix D of Part 9. The following documents shall be included:

- Copies of the required public hearing notices and affidavits of publication.
- Certified copies of the minutes from the public hearings.

Historic Preservation

Answer "Yes" if any project activity will result in one of the following:

- Direct physical changes to a structure 50 or more years old, such as demolition (partial or complete), rehabilitation, restoration, remodeling, renovation, expansion, or relocation.
- Direct physical changes to public improvements 50 or more years old, such as stone curbs or brick streets.
- Direct physical changes to a planned open space 50 or more years old, such as a park or plaza.
- Project activities occurring within 100 feet of a structure, public improvement, or planned open space 50 or more years old.
- Project activities occurring in a Historic District listed on the National Register of Historic Places.

If this question is answered "Yes," proceed as follows:

- Contact the State Historic Preservation Office (SHPO) during the application planning process. Properties listed, or eligible for listing, in the National Register of Historic Places must be designed in accordance with the recommended approaches in the ***Secretary of the Interior's Standards or Rehabilitation Guidelines for Rehabilitating Historic Buildings*** (U.S. Department of the Interior, National Park Service). This publication and technical assistance may be obtained from the SHPO, 500 South Bronough Street, Tallahassee, Florida 32399-0250.
- Provide original photographs to SHPO that can be used to determine the historical/architectural significance of the property. Photographs must show each side of the structure and general views of the property in its surroundings; they should be identified by street address and keyed to the service area map. If potentially significant historic properties are identified, SHPO will recommend the appropriate approach.
- Provide the following documentation in Appendix L of Part 9:
 - The location/address.
 - The construction date.
 - The activity affecting the historic property.
 - The results of any pre-application discussions with SHPO regarding the potential impact of the proposed project on historic properties.

Interlocal Agreements

Indicate whether or not activities will require an interlocal agreement. If activities will take place, or services will be extended or provided, outside of the applicant's jurisdiction, include in Appendix J an interlocal agreement signed by the chief elected officials, or legally designated individuals of the jurisdictions, that specifies:

- The units of local government (parties involved).
- The purpose of the interlocal agreement.
- A delineation of the cooperation between the parties involved.
- A description of the activities and the service area(s).
- The amount of funds being committed (and associated terms).
- A statement that the project is not inconsistent with the local comprehensive plans of all involved jurisdictions.

1. Prior to application submission, a written interlocal agreement shall be executed by all local governments in whose jurisdictions the CDBG activities will be undertaken. The interlocal agreement must authorize the applying local government to undertake the activities outside its jurisdiction, giving the concurrence of the other local government(s) with the activity and committing resources by one or more local governments, or some other entity which has provided written assurance, to maintain the activity. Such an interlocal agreement must be submitted with the Application for Funding.

2. Each local government signing an interlocal agreement shall affirm that all activities, project areas, service areas, and job creation locations are not inconsistent with its comprehensive plan.

3. The application shall contain excerpts of the comprehensive plans of all local governments in whose jurisdiction activities will take place. The excerpts must document that the activities, project areas, service areas, and job creation locations are not inconsistent with the local government's comprehensive land use plan.

4. An eligible Applicant's activities can extend beyond its jurisdiction, provided the areas outside its jurisdiction are eligible. The Applicant must have legal authority to provide such services or undertake such activities and be supported by a signed interlocal agreement executed by both eligible local governments. Except for Economic Development projects, no more than 25 percent of the service area beneficiaries may reside outside the Applicant's jurisdiction unless all CDBG funded work is taking place within the Applicant's jurisdiction or on property owned by the Applicant. When all work will take place within the Applicant's jurisdiction or on property owned by the Applicant, up to 50 percent of the beneficiaries may reside outside the Applicant's jurisdiction.

5. Pursuant to 24 CFR 570.486(b), an eligible individual Applicant may apply to undertake a portion of an eligible Neighborhood Revitalization activity in an otherwise eligible location outside its jurisdiction or service area, if it can provide written documentation that the activity is required by an engineer or by a state or federal agency having regulatory authority over the activities. Any benefit to persons outside the jurisdiction or service area must not be a Direct Benefit and may only be incidental to the activity undertaken within the jurisdiction or service area.

Subgrant Application Preparation Costs

If subgrant application preparation costs are to be paid from the subgrant, the grant writer must have been procured pursuant to 2 CFR sections 200.317-.326. Include the following in Appendix F of Part 9:

Include the following in Appendix F of Part 9:

- A copy of the Request for Proposal advertisement.
- The ranking sheets.
- Minutes of the meeting where the grant writer was selected.
- A copy of the invoice from the grant writer.
- A copy of the contract between the local government and the grant writer.

If the Department determines that the procurement or contracting process did not meet program requirements, or that an expense is ineligible, the associated expense(s) will be disallowed.

If the local government prepared the application using local government staff or the staff of another governmental agency selected pursuant to Chapter 287, F.S., the local government may seek payment only for direct costs incurred as part of the application preparation. In order to be eligible for payment, documentation of direct costs must be provided with the application.

National Flood Insurance Program

Please indicate whether the local government is a current participant in the National Flood Insurance Program.

Project Narrative (G-2)

The information below must be included in the project narrative:

1. Applications proposing more than one activity or service area must include a narrative for each activity and/or service area.
2. Applications presenting both addressed and unaddressed needs must include a separate project narrative for each.
3. For addressed and unaddressed needs, a narrative description of each proposed activity must include the following information:

- Activity description, including the need being met.
 - Explanation of the need for CDBG funding.
 - Proposed construction start and completion dates.
 - Quantity and location of activity within the service area.
 - Cost of the activity.
 - How the activity meets a national objective.
 - Purpose of the activity (if not readily apparent).
 - Beneficiaries (Total, VLI and LMI) of the activities.
4. Describe all activities to be undertaken and the projected cost, without regard to the funding source or whether such funding will be counted for leverage.
 5. Describe any activities in which a portion of the construction will occur outside of the applicant's jurisdiction.
 6. Describe any impact that proposed DOT or county road construction will have on the proposed CDBG funded activity.
 7. Specify whether any portion of the project area is located in a flood-prone area and whether the local government participates in the National Flood Insurance Program.
 8. If complementary activities are being undertaken, explain how they relate to the project.
 9. If funds from other sources are being "leveraged," describe how the funds will be used (what they will pay for, etc.).
 10. If the removal of public building architectural barriers to handicapped persons is being paid for with CDBG funds, identify:
 - The location and function of each building.
 - The barriers to be removed in each building.
 - How the expenditure of CDBG funds will resolve the problem.
 11. If using a survey that was completed for a previous CDBG project, state the subgrant number and year the survey was conducted.
 12. The narrative for Economic Development applications must also include a statement regarding, or description of, the following:
 - The roles of all Participating Parties, local governments, agencies, and other parties whose actions or participation are necessary for the project's success.
 - The number and types of jobs to be created and/or retained.
 - Additional development, spin-off jobs, and the need for additional goods and services which are likely to be stimulated by the proposed project.
 - Any increases to the tax base that will occur, including property, sales, and other taxes.
 - Anticipated training needs of LMI persons who may apply for the created jobs; and how and who will provide the training.
 - That the cost per job to be created and/or retained by each Participating Party as a direct result of the CDBG assisted activity is \$34,999 or less in CDBG funds.

13. The narrative for Commercial Revitalization applications must also include a statement regarding, or description of, the following:

If acquisition or demolition other than for an easement is proposed as part of the project, provide the following documentation with the application:

- The purpose of the proposed acquisition or demolition.
- A list of the sites proposed for acquisition or demolition.
- The ownership of each site.
- Current zoning and land use of the proposed site.
- Estimated value of each site.
- Current zoning for each site.

For activities addressing the Slum and Blight National Objective, include a description of the slum or blight conditions being addressed by the activity and documentation that the activity is eligible under CDBG regulations.

General Scoring Criteria (Table G-3)

1. Enter the **Community Wide Needs Score** provided by the Department. This document is posted to the Department's website at: <http://www.floridajobs.org/community-planning-and-development/assistance-for-governments-and-organizations/florida-small-cities-community-development-block-grant-program/downloads-and-information-for-applicants>
2. If the local government has one or more special designations, enter 20 points for the **Special Designation Score**. Points cannot be claimed unless all activities occur within the boundaries of the special designation. The service area or project area map and the jurisdiction map must show the boundaries of the designated area(s) if the designation does not encompass the entire jurisdiction.
3. If the applicant has not had an open CDBG subgrant in the NR, HR, or CR categories within five years of application deadline, claim 100 points for the **Grant History Score**.

Outstanding Performance in Equal Employment Opportunity

1. Achievement in M/WBE Contracting
 - Enter the appropriate score based on achievement reported in Minority-/Women-Owned Business Enterprises (M/WBE) reports to the Department from the most recently administratively closed subgrant. The percentage is calculated by dividing the total amount of funds reported as awarded to M/WBE contractors or subcontractors by the total amount of all prime contracts awarded.
 - If the applicant has no administratively closed CDBG subgrant within four years of the application deadline date, score 5 points.
2. Local Government Minority Employment

When determining the local government minority employment score:

 - "Permanent full-time employment" includes full-time and part-time employees who are eligible to receive benefits, but not elected officials. County applicants shall count only the staff employed by the Board of County Commissioners, and not any constitutional officers. Only one payroll within 45 days of the application deadline shall be used for establishing total full-time employees and total full-

time minority employees.

- The number of part-time employees, who meet the definition of permanent full-time employees because they are eligible to receive benefits, must be converted to full-time equivalents (FTE) based upon the number of hours worked in an average week, with 40 hours per week setting the standard for full-time employment.
- Minority population percentages are provided by the Department. For the local government employment score calculations, "within the County" includes the sum of incorporated and unincorporated areas.
- The applicant may claim:
- 60 points if the percentage of permanent full-time and full-time equivalent minority employees equals or exceeds the percentage of minorities within the County, or
- 40 points if the local government has three or fewer employees without regard to full-time or part-time status, or
- A prorated portion of 60 points if the percentage of full-time and full-time equivalent minority employees is less than the percentage of minorities within the county.

Outstanding Performance in Fair Housing

The applicant may claim:

1. Five points if, before the application deadline, the local government adopted a Fair Housing Ordinance that covers all federally protected classes (race, color, familial status, handicap, national origin, religion, and sex).
2. Five points if the local government conducted a Fair Housing workshop within 12 months before the application deadline date that meets all the following conditions:
 - Public notice was provided pursuant to 73C-23.0031(27), F.A.C.
 - The workshop was conducted by the local government, and the information presented during the workshop was designed for the public, property owners, housing professionals and local elected officials.
 - An agenda and training materials covering both the state and federal Fair Housing laws were provided to all participants.
 - A sign-in sheet was maintained.

Someone must attend the workshop to claim the points for conducting the workshop.

EEO/Fair Housing Summary

Up to 90 points can be claimed for Outstanding Performance in Equal Employment Opportunity and Outstanding Performance in Fair Housing:

- 20 points for Achievement in M/WBE contracting.
- 60 points for Local Government Minority Employment.
- 10 points for Outstanding Performance in Fair Housing.

Part 3 – Sources and Uses of Non-CDBG Funds

Sources and Uses of Non-CDBG Funds
Private, Participating Party, Public Leverage from Non-Local and Local Funding Sources
Table L-1

Activity #	Source	Amount Claimed for Scoring	Amount Not Claimed for Scoring	Type (Participating Party, Loan, Grant, Local Government Funds, Donated Land, or Other Leverage)
	State Housing Initiatives Partnership Funding	\$520,000	\$	Local Government Funds
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
		\$	\$	
Totals		\$520,000	\$	
Total Funds Claimed for Leverage Scoring		\$520,000		

Use the preceding totals to compute the number of points you are claiming for leverage scoring on the next page.

Leverage Score Summary

<p>Leverage Points Calculation for NR, CR, and HR</p> <p>Communities with a LMI Population of 1,249 or Less</p> <p style="margin-top: 20px;"> \$ _____ ÷ \$1,000 = _____ Points (25 Points Maximum) </p>
<p>Leverage Points Calculation for NR, CR, and HR</p> <p>Communities with a LMI Population of 1,250 or More</p> <p style="margin-top: 20px;"> \$520,000 _____ ÷ \$2,000 = _____ 25 _____ Points (25 Points Maximum) </p>
<p>Leverage Points Calculation for ED</p> <p style="margin-top: 20px;"> \$ _____ ÷ \$10,000 = _____ Points (125 Points Maximum) </p>

Leverage Score: 25

**(Transfer this score to line 3d. on the Application Scoring Summary page in Part 8.
25 Points Maximum for NR, HR, and CR. 125 Points Maximum for ED.)**

Part 3 – Sources and Uses of Non-CDBG Funds

Instructions

Leverage

Leverage includes local government funds, grants and loans to the local government, funds expended by other entities for the project, including a Participating Party in an Economic Development project, fee waivers, or land required for the project which is donated by the local government or any other entity or private individual (i.e., an easement). Special CDBG allocations awarded separately from the annual allocation, such as disaster recovery funding, may be used as leverage. Leverage funds must be spent on activities that are eligible for CDBG reimbursement in the program category that is being funded to receive leverage points for the respective application. Funds expended incidentally in a service area by other entities, on activities which the local government is not legally responsible for, and which would occur regardless of the CDBG activity (such as FDOT paving of a state highway), may not be claimed for leverage.

Points can be claimed for documented leveraged funds that were committed to the project by resolution or vote of the local governing body prior to the application deadline. A copy of the resolution or certified meeting minutes must be included with the application (Appendix E) that reflects the commitment. List by activity all leverage funding; indicate the source and amount of funds that will be claimed for scoring.

In addition to the resolution or certified minutes, documentation of leverage provided by non-local sources must be submitted to the Department with the application to qualify for points.

- For Commercial Revitalization, Housing Rehabilitation and Neighborhood Revitalization applications in communities with fewer than 1,250 LMI residents, claim one point for each \$1,000 of non-CDBG funds contributed to the project as leverage. (25 Points Maximum)
- For Commercial Revitalization, Housing Rehabilitation and Neighborhood Revitalization applications in communities with 1,250 LMI residents or more, claim one point for each \$2,000 of non-CDBG funds contributed to the project as leverage. (25 Points Maximum)
- For Economic Development applications, claim one point for each \$10,000 of non-CDBG funds contributed to the project as leverage. List all funds to be contributed.

The following requirements relate to the use of leveraged funds claimed for application score points:

- a. Except for grant application preparation costs, leverage must be expended after the date of application site visit and prior to submission of the administrative closeout
- b. Leveraged funds must be expended proportionately and concurrently with CDBG funds to the extent feasible.
- c. Except for fee waivers and donation of land, leverage must be cash expenditures.
- d. Impact, permit and other fees which the local government would normally collect due to the CDBG project, but which the local government waives, qualifies as local government leverage. (If the fee would have been collected by another entity and that entity waives the fee, it qualifies as “non-local” leverage.)
- e. Except for administrative and engineering costs, leverage funds shall only be expended on eligible activities for the program category that is

being funded to qualify for scoring. The leveraged activities must meet the LMI national objective. For NR and CR projects, the leveraged activities shall take place in the designated service areas.

- f. Funds for jurisdiction-wide or large area-wide activities (i.e., sewer or water treatment plant, water tank, etc.) shall not be counted unless the CDBG project is for the same activity or the leveraged funds are for a new or expanded water or sewer plant and the CDBG project is for the associated water or sewer lines or hook-ups.

The proportion to be counted shall be based on a pro-rata share of service to the project's beneficiaries. If beneficiary information is not available, households may be used for calculating the proportion. (For example, leveraging a new sewer plant with a CDBG grant for 50 of 200 total hookups will allow the proportion to be calculated using total and CDBG beneficiaries, if these are known; if total beneficiaries are unknown, use the proportion of CDBG hook-ups to total hook-ups [25%.])

- g. Grant or loan funds, which the local government will expend as leverage, must be under contract or awarded to the local government when the application is submitted. All documents necessary to complete the award, loan or grant must be fully executed by all parties before the application deadline date.
- h. Funds not yet awarded by EDA may be claimed for leverage if the local government can document that it received a written formal notification that their EDA application has been received, reviewed and found to warrant further consideration within the 12 months before the application deadline.
- i. Grants or loans from the Florida Communities Trust, pursuant to Chapter 380.501-.515, F.S., may be counted if the parcel is included in a grant awarded prior to application deadline and the parcel will be part of a CDBG activity.
- j. State Housing Initiatives Partnership (SHIP) funds can only be used for leverage on Housing Rehabilitation projects.
- k. For grants and loans in NR, for each \$5 of construction leverage expended on an activity, there must be at least \$1 of CDBG funds expended on the same activity.

To meet this requirement, the following activities listed separately in the application shall be considered one activity:

- Water plant, new or replacement water lines and water hook-ups
- Sewer plant, new or replacement sewer lines and sewer hook-ups
- New roads and resurfacing existing road

- l. Land acquisition, including easements, required for any activity shall be considered part of that activity. Funds which will be expended on the project by another entity must be officially committed to the project on the application deadline by a letter signed by an authorized individual representing that entity. The letter must state the amount, source and use of the entity's funds and, except for SHIP funds, must indicate that the funds are currently available. The applicant is responsible for ensuring that the person signing the letter is authorized to commit the funds.

Donated Land

- m. To be counted for leverage, land must already be owned by the local government, be the subject of a purchase agreement or purchase option, or be the subject of a donation agreement (contingent on only the local government obtaining the grant and completing the project).
- n. Donation of land qualifies as leverage only if the property is not already being used for the CDBG activity requiring the land and the donation allows the local government to avoid a purchase of land for the project. If the land is already in use and the CDBG activity allows continuation of the existing use, leverage cannot be claimed (i.e., land being used as a park will not qualify as leverage for a new park; land not used as a park, but donated for that use will qualify as leverage; a golf course which will also be used as a wastewater spray field will not qualify as leverage.)
- o. The value of donated land shall be based on one of the following:
 - The most recent value established by the County property appraiser.
 - An appraisal based on proposed use by a state licensed appraiser.
 - The most recent sale price if sale was within 12 months of application deadline; or, for property valued at less than \$10,000, a statement of value from someone knowledgeable about property values.
 - For easements, a proportional value, based on the size of the easement to the value of the total property's size, is acceptable.

Economic Development/Participating Party Leverage

In addition to the overall leverage requirements, leverage funds provided by a Participating Party must be reflected in the Participating Party's letter of commitment. For scoring purposes, a Participating Party may claim a leverage amount that is less than the total amount reflected on Table E-2.

To qualify for points, funds must be:

- In the form of available cash, new equity or debt funds.
- Spent on activities at the job creation location or on activities directly in support of grant-related activities at the job creation location.
- Expended on initial startup costs.

Funds cannot be for ongoing costs of operation, such as payroll, rent, lease expense, inventory purchases, non-capitalized equipment, maintenance, or other like expenses may not be counted.

Public Leverage from Local Funding Sources

Leverage contributions provided by the local government must be reflected on Table L-1 and in the local government's letter of commitment.

To be claimed for points, funds:

- Must be from the applying local government.
- Must be used for CDBG eligible activities that directly enhance or expand the scope of the CDBG activities or project, are in direct support of the job creating entities, or are necessary for the completion of the proposed CDBG funded activities.
- May include funds from General Revenue, Program Income from a prior CDBG project, waiver or payment of permitting fees, funds expended which will not be reimbursed by a CDBG grant.
- Cannot be grants from any governmental or private agency, in-kind services, normal recurring governmental services or expenses, forgiven or deferred taxes, donations, or expenses that are maintenance in nature.
- Can be provided by a loan; however, the loan must be fully approved, subject only to the receipt of CDBG or other federal funding.
- Can be administrative costs for CDBG application preparation paid by the local government, which will not be reimbursed by the subgrant.

Public Leverage from Non-Local Government Sources

Leverage funds provided by non-local government sources must be reflected on Table L-1 and in the Participating Party's letter of commitment.

To claim points, funds must be:

- From a source other than CDBG, the applying local government (applicant), or a political subdivision of the applicant.
- Used for CDBG eligible activities that directly enhance or expand the scope of the CDBG activities or project, are in direct support of the job creating entities, or are necessary for the completion of the proposed CDBG funded activities.
- Fully approved and ready to be sold, if provided by the sale of bonds.
- Fully approved, subject only to the receipt of CDBG or other federal funding, if provided by a loan.
- An amount that is not less than the amount reflected on Table L-1.

Other Funds Needed for the Project (Not Claimed for Leverage)

Identify (by activity, amount and source) in the appropriate column of the Sources and Uses of Non-CDBG Funds spreadsheet any funds not claimed for leverage, but which are required for the project. For Neighborhood Revitalization, Commercial Revitalization and Housing Rehabilitation projects, documentation of the availability of these funds will be requested at the site visit. Funds are “available” if the local government can document (e.g., executed funding document or letter of funds award) that the funds are guaranteed. For the application to remain fundable, this documentation must be received by the Department no later than the end of the completeness period.

For Economic Development projects, documentation of the availability of all funds necessary for the completion of a project must be provided by the end of the 60-day offer to contract period.

Part 6 – Housing Rehabilitation

Category Impact CDBG Funds and Activity Goals Score — Table H-1

Activity #	Activity Name	Enter CDBG Activity \$	% of CDBG Project Cost (B ÷ 1)	Goal Points	Activity Goal Score (C x D)	# of Housing Units To be Addressed by Activity	
01	Acquisition (in support of)	\$	%	*			
01	Acquisition in 100 Year Floodplain	\$	%	75			
04	Clearance	\$	%	35			
15	Code Enforcement	\$	%	45			
04A	Demolition (without subsequent construction)	\$	%	50			
16A	Historic Preservation - Residential	\$	%	35			
14A	Housing Rehab/Demolition/Replacement	\$750,000	100%	75	75	13	
08	Permanent Relocation as a part of Hazard Mitigation	\$	%	75			
08	Permanent Relocation – Other	\$	%	50			
14A	Potable Well Installation**	\$	%	70			
14A	Removal of Housing Architectural Barriers	\$	%	75			
14A	Septic System Installation**	\$	%	70			
14A	Sewer Hookups**	\$	%	70			
08	Temporary Relocation	\$	%	75			
14A	Utility Hookups, Other**	\$	%	60			
14A	Water Hookups**	\$	%	70			
1. Add Column B to get the CDBG Project Cost		\$750,000	4. Add Column E to get the Total Activity Goal Score: 75 (75 Points Maximum)			Total Unduplicated Number of Housing Units to be Addressed by All Activities 13	
2. Enter CDBG Administrative Funds (Maximum of 15% of Total CDBG Funds Requested)		\$0	* Goal points for this activity are same as the activity supported by the acquisition. ** Use only if no housing rehabilitation is required. Otherwise, treat as complementary activity to housing rehabilitation activity.				
3. Add 1 and 2 for Total CDBG Funds Requested		\$750,000					

Low Income and Very Low Income Beneficiary Impact Score

Option 1: Housing Rehabilitation (Housing Rehab/Demolition/Replacement)
5a. Number of homes to be addressed whose occupants qualify as “low income:” (Note: “low income” (LI) means the household income is between 30.01% - 50% of median income for your county)
“Low income” beneficiary impact points: 6 homes* X 50 = 150points (150 Points Maximum)
5b. Number of homes to be addressed whose occupants qualify as “very low income:” (Note: “very low income” (VLI) means the household income does not exceed 30% of median income for your county) 1 home: score = 55 points; 2 homes: score = 85 points:
“Very low income” beneficiary impact points: 2 home(s) = 85 points (85 Points Maximum)
Option 2: Hookups Only (Sewer, Water or Other Utility)
5c. Number of households to be hooked up whose occupants qualify as “low income:”
“Low income” beneficiary impact points: homes* X 7 = points (175 Points Maximum)
5d. Number of households to be hooked up whose occupants qualify as “very low income:”
“Very low income” beneficiary impact points: home(s) X 6 = points (60 Points Maximum)
5e. Total “Low Income” and “Very Low Income” Beneficiary Impact Score (5a+5b) or (5c+5d): <u>235</u> (235 Points Maximum)
* If a Recipient serves more “very low income” homes than scored on this application, those additional homes can be counted to meet the number of “low income” homes that the Recipient committed to serve.

Average CDBG Cost per LMI Housing Unit**6a.** Use the CDBG Funds and Activity Goal Score Spreadsheet to calculate the average CDBG LMI housing unit cost:

\$750,000	÷	13	=	\$57,692.30.
CDBG Project Cost		Total Number of LMI Housing Units		Average CDBG LMI Housing Unit Cost

Enter the appropriate score from the chart below on line 6b.

Option 1. Rehab - Average CDBG Cost Per LMI HU	Score	Option 2. Hookups - Average CDBG Cost Per LMI HU	Score
Less than \$62,250	120	Less than \$2,200	100
\$62,250 to \$65,000	105		
\$65,000 to \$66,999	90	\$2,200 to \$3,099	80
\$67,000 to \$68,999	75		
\$69,000 to \$70,999	60	\$3,100 to \$3,999	60
\$71,000 to \$72,999	45		
\$73,000 to \$74,999	30	\$4,000 to \$4,899	40
\$75,000 to \$76,999	15		
\$77,000 to \$77,999	0	\$4,900 and above	20
\$78,000 to \$78,999	-50		
\$79,000 and above	-100		

6b. Average CDBG Cost per LMI Housing Unit Score: 120**“Green” Rehabilitation Standards**7a. If the Housing Assistance Plan (HAP) requires all the minimum “green” standards identified in the instructions, **score 45 points:** 457b. If the HAP requires all the supplemental “green” standards identified in the instructions, **score 30 points:** 30**7c. “Green” Rehabilitation Standards (7a + 7b) Score:** 75**Category Summary Score (4+5e+6b+7c=):** 505

(Transfer this score to line 3e. in the HR column on the Application Scoring Summary page – Part 8, page 4.)
(Cannot exceed 505 points.)

Part 6 – Housing Rehabilitation

Instructions

Program Requirements for Housing Rehabilitation.

- (a) The primary objectives of the Housing Rehabilitation category are to improve housing conditions for low- and moderate-income persons. All housing units to be rehabilitated shall be located within the jurisdictional boundaries of the Recipient. For a county, all housing units to be rehabilitated shall be located in the unincorporated portion of the county.
- (b) Housing Rehabilitation subgrant Recipients must have a Department-approved Housing Assistance Plan addressing the requirements specified in Part 9 of the application. A copy of the applicant's HAP must be included in Appendix K.
- (c) Low- and Moderate-Income Benefit for Housing Rehabilitation.
1. Selection of beneficiaries or housing units need not take place during the application process, but may take place at any time during the subgrant application or implementation process. All beneficiaries must be low- and moderate-income persons pursuant to 24 CFR 570.482, as incorporated in Rule 73C-23.0030, F.A.C.
 2. Activities involving rehabilitation shall be considered to directly benefit low- and moderate-income persons only to the extent that such housing shall, upon completion, be occupied by low- and moderate- income persons, and for rental units, the units must be occupied by low- and moderate-income persons at affordable rents pursuant to 24 CFR 92.252, as incorporated in Rule 73C-23.0030, F.A.C.
 3. Water or sewer hookups may be performed under this category as a complementary activity in conjunction with rehabilitation of a home.
 4. Water or sewer hookup-only applications must be funded under this category. Related activities, such as abandonment of a septic tank or well or modification to a house's plumbing to complete the hookup, may be funded in a hookup-only grant. Beneficiaries are reported by households.

Complementary Activities

Complementary activities are eligible activities, as provided in Section 290.042, F.S., which are necessitated by the primary activity or project scored in the CDBG application for which grant funds are requested. Complementary activities in the Housing category include water and sewer hookups to provide service to units being rehabilitated or providing rehabilitation to the kitchen and/or bathroom plumbing of houses so that they can access water and/or sewer hookups. Water and sewer hookups are not complementary if they are the primary activity because the home is not being rehabilitated except as needed to allow the hookup.

The per housing unit cost of providing service shall not exceed \$5,000. The use of CDBG funds for complementary activities may not exceed 35% of the total CDBG funds requested for the primary activity.

Category Impact

The Housing Category Impact Section requires applicants to describe activities, outline the budget, and document VLI and LMI benefit. The applicant must provide supporting documentation with the application as indicated. The information provided in the application is required to calculate the following scores. A maximum of 505 points may be claimed.

- Activity Goal Score

- Low Income and Very-Low Income Beneficiary Impact Score
- Average CDBG Cost Per LMI Housing Unit Score
- “Green” Rehabilitation Standards Score

CDBG Funds and Activity Goal Score (Table H-1)

Provide the proposed CDBG budget by activity, determine the goal scores and then enter the total project activity goal score.

- Enter the proposed CDBG budget, excluding administrative costs in Column B for each planned activity. All eligible Housing activities are listed in Column A. The Cost Standard Used to estimate costs must be available at the local government for review during the site visit. Department staff will review the standard for cost reasonableness. The Department reserves the right to request justification of the cost reasonableness of any budgetary item. If the local government cannot justify a cost, the Department will reduce the line item budget at the time of contracting.
- Total Column B - CDBG Project Cost. Administrative costs are not included in the CDBG Project Cost.
- Enter the percentage of each activity’s cost relative to the CDBG Project Cost (Column C) and enter the corresponding activity goal score for each activity (Column E).
 - To determine each activity’s percentage of the CDBG Project Cost, divide activity cost by the CDBG Project Cost (see item 2B). Enter this percentage as a four-digit decimal number (i.e., 100% = 1.000, 9.87% = .0987, and 35.12% = .3512).
 - To determine each activity’s goal score, multiply the percentage entered in Column C by the goal points in Column D. This score cannot exceed 75 points.
- Enter the CDBG Administrative Funds Requested. In Column B, enter the total CDBG administrative funds requested. Administrative costs to be paid with CDBG funds for the Housing category cannot exceed 15% of the total CDBG funds requested.
- Enter the Total CDBG Funds Requested. Add the CDBG Project Cost (1B) and the CDBG Administrative Funds (2B) to arrive at the total funds requested.

Low and Very Low Income Beneficiary Impact Score

The definitions of “low income” and “very low income” used for the purposes of scoring in this application are HUD’s definitions for the CDBG Program. They are not the same as the definitions of “low income” and “very low income” used for Section 8 purposes even though it is the Section 8 income limits tables that are used to determine points for serving “low income” and “very low income” households. For the purposes of scoring, “low income” limits are those listed as “very low income” on the Section 8 income limits table and “very low income” limits for the purposes of scoring are those listed as “30% of median” on the Section 8 income limits table. The “low income” limits on the Section 8 table meet the “moderate income” definition for CDBG purposes.

If multi-family housing units are proposed for rehabilitation and the rehabilitation work is limited to the exterior of the structure, the local government must ensure that after rehabilitation, 51% or more of the households served are LMI. The only exception is for a duplex. If a duplex is rehabilitated and the work is limited to the exterior of the structure, at least one of the units served must be occupied by an LMI household. Anytime rehabilitation work is performed on the interior of a housing unit, it must be occupied by an LMI household.

Option 1.

1. Score 50 points for each home (up to three maximum) which will be addressed whose occupants qualify as “low income.”
2. Score 55 points for the first home which will be addressed whose occupants qualify as “very low income” (VLI) and an additional 30 points if a second such home will be addressed.

Option 2.

1. Score 7 points for each hookup (up to 25 maximum) that will be made to a home whose occupants qualify as “low income.”
2. Score 6 points for each hookup (up to 10 maximum) that will be made to a home whose occupants qualify as “very low income” (VLI). Note that any “very low income home” hookups also qualifies for points as a “low income” home.

Average CDBG Cost per LMI Housing Unit Score

1. Enter the CDBG Project Costs from Table H-1.
2. Enter the total number of housing units to be addressed.
3. Calculate the Average CDBG Cost per LMI Household. This figure does not include administration funds.
4. Enter the appropriate Average CDBG Cost per LMI Housing Unit score. The table on page 4 provides scores for the Average CDBG Cost per LMI Housing Unit served for Option 1 and Option 2. A maximum of 120 points can be claimed.

“Green” Rehabilitation Standards

If the applicant’s Housing Assistance Plan that was in effect on the day of application submission contains all the following minimum “green” standards which will be implemented for all homes rehabilitated or demolished and rebuilt, score 45 points:

1. Refrigerators that are replaced or installed shall be Energy Star rated. Gas water heaters that are replaced or installed shall be Energy Star rated.
2. All exterior doors and windows that are replaced or installed shall be Energy Star rated; and
3. All lighting fixtures and ceiling fans that are replaced or installed shall be Energy Star rated.

If the applicant’s Housing Assistance Plan that was in effect on the day of application submission contains all the “green” standards above and the following additional standards for all homes, score another 30 points:

1. Weatherization of all homes rehabilitated. At a minimum, weatherization shall include attic insulation, and if appropriate, floor insulation, as well as sealing all exterior walls. Other weatherization activities are at the local government’s option. (Demo-rebuilt homes are presumed to meet the minimum insulation and sealing requirements.)
2. HVAC units that are replaced or installed shall be Energy Star rated and have a SEER rating of at least 14.

Part 8 – Certification and Score Summary

I, the undersigned chief elected official or authorized representative of the Applicant, certify that, to the best of my knowledge, this Florida Small Cities Community Development Block Grant Application for Funding was prepared in accordance with state and federal rules and regulations, contains information that is true and correct, and has been approved by the local governing body.

I also certify that the Applicant:

Has met all citizen participation requirements contained in Chapter 73C-23, Florida Administrative Code:

Following public notice, hearings were conducted by a member of the local governing body or a duly authorized employee;

- The first public hearing was conducted to obtain citizen views about community development needs and potential uses of CDBG funding;
 - The notice for the second public hearing was published following the first public hearing. The notice included a summary of the activities that would be conducted with CDBG funds, the specific locations where those activities would take place, a line item budget, and the time and place where a copy of the draft application would be available for review; and
 - A second public hearing was conducted to obtain citizen comments on the CDBG application prior to submission.
2. Has properly conducted surveys of service areas to document LMI benefit, if applicable.
 3. Will not attempt to recover, through special assessments, capital costs of public improvements funded in whole or in part with CDBG funds.
 4. Will ensure that upon completion of housing structures addressed with CDBG funds, each housing structure will meet the local housing code.
 5. Will administer the subgrant in conformity with the Civil Rights Act of 1964 and the Fair Housing Act.
 6. Will affirmatively further fair housing and undertake one fair housing activity each quarter.
 7. Has adopted or will adopt a Community Development Plan or has adopted the Local Comprehensive Plan as its Community Development Plan.
 8. Will adopt an Anti-Displacement and Relocation Policy and will minimize the displacement of persons.
 9. Has presented accurate information and has documentation on file and readily accessible to the Department of Commerce.
 10. Has authorized the submission of this application by vote of the local governing body.
 11. Will adopt a CDBG Procurement Policy that conforms to 2 CFR 200.317 – 200.326, Sections 255.0525 and 287.055, Florida Statutes, and Rule 73C-23.0051(4), Florida Administrative Code.
 12. Has implemented a financial management system that complies with Section 218.33, Florida Statutes, and 2 CFR 200.302.

13. Will complete a self-evaluation of its facilities related to the Americans with Disabilities Act and adopt a Transition Plan, if applicable.
14. Will meet a National Objective for each funded activity other than administration and engineering prior to the administrative closeout of the subgrant.

Signature of Chief Elected Official or Designee
Signature: _____
Typed Name and Title:
Date:
If signed by a person other than the chief elected official, a copy of the resolution authorizing the person to sign the application must be included in Appendix B.

Signature of Application Preparer if not an employee of the Local Government
Signature: _____
Typed Name and Title:
Name of Firm or Agency:

Application Scoring Summary

This form is the Applicant's evaluation of the application score. Use the "scores" identified in the application to complete this form when you have finished filling out the application. Enter the scores or other information in the appropriate columns. When all of the scores have been transferred to this form, add the scores and enter the total.

Applicant Name: Leon County			(For FloridaCommerce Use Only) Application Number: _____			
Enter Type of Application: <input type="checkbox"/> Commercial Revitalization <input checked="" type="checkbox"/> Housing Rehabilitation <input type="checkbox"/> Economic Development <input type="checkbox"/> Neighborhood Revitalization						
Title/Score	Part	Page	CR	ED	HR	NR
1. Community-Wide Needs Score (250 Points Maximum)					91.48	
2. Outstanding Performance in Equal Employment Opportunity and Fair Housing (90 points maximum)					70.63	
3. Program Impact:						
3a. Special Designation Score (20 Points Maximum)					0	
3b. Grant History Score (100 Points Maximum)					100	
3c. CATF Score (10 Points Maximum)					5	
3d. Leverage (25 Points Maximum for CR, NR and HR) (125 Points Maximum for ED)					25	
3e. Category Summary Score					505	
3f. Total Program Impact Score (3a+3b+3c+3d+3e) (660 Points Maximum)					635	
4. Total Application Score (1+2+3f) (1000 Points Maximum)					797.11	
Less Penalties Assessed (For FloridaCommerce Use Only)						
Final Score (For FloridaCommerce Use Only)						

NOTICE OF SECOND AND FINAL PUBLIC HEARING OF COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

Notice is hereby given that the Board of County Commissioners of Leon County will conduct a public hearing on Tuesday, October 8, 2024, 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 S. Monroe Street, Tallahassee, Florida 32301, to obtain public comments on Leon County's drafted application for the Florida Department of Commerce for a Federal Fiscal Year (FFY) 2023 Small Cities Community Development Block Grant (CDBG).

Leon County has drafted an application to the Florida Department of Commerce for a FFY 2023 Small Cities CDBG. The requested funding amount of \$750,000 will be used to undertake housing rehabilitation activities for the benefit of low- to moderate-income households in unincorporated Leon County. Copies of the drafted grant application may be inspected from at the Office of Human Services & Community Partnerships, located at 615 Paul Russell Road, Tallahassee, FL, 32301, during regular business hours (Monday through Friday from 8:00 a.m. to 5:00 p.m.).

Leon County will also broadcast the public hearing on Comcast channel 16, the Leon County Florida channel on Roku, the County's Facebook page (<https://www.facebook.com/LeonCountyFL/>), YouTube channel (<https://www.youtube.com/user/LeonCountyFL>), X/Twitter (<https://x.com/LeonCounty>), and website (www.LeonCountyFL.gov).

All interested parties are invited to present their comments on potential projects at the public hearing at the time and place set out above. Interested parties may also provide virtual real-time public comments during the public hearing. After the Board of County Commissioner's agenda is posted online, interested parties wishing to provide virtual real-time public comments must complete and submit the registration form provided at LeonCountyFL.gov/BOCCMeetings by 8:00 p.m. on Monday, October 7, 2024. Following submittal of the registration form, further instructions for participating in the meeting will be provided. Persons needing assistance with registering or providing real-time comments may contact County Administration via telephone at (850) 606-5300. Please note that Board of County Commissioners Policy 01-05, Article IX., Section E., entitled "Addressing the Board," and Article IX., Section F., entitled "Decorum," shall remain in full force and effect.

Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact, on behalf of the Chair, Mathieu Cavell at Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301 or CMR@leoncountyfl.gov, by written request at least 48 hours prior to the proceeding. Telephone: (850) 606-5300, 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.