

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

**AGENDA**

**REGULAR MEETING**

**Tuesday, October 25, 2011  
3:00 P.M.**

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

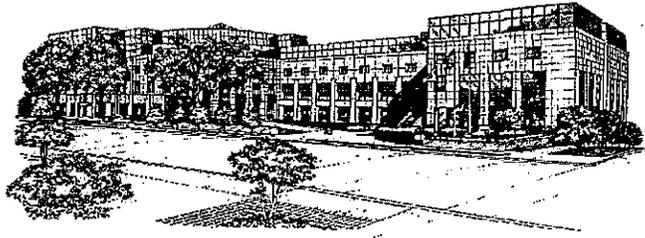
***COUNTY COMMISSIONERS***

John Dailey, Chairman  
District 3

Bill Proctor  
District 1

Jane Sauls  
District 2

Nick Maddox  
At-Large



Akin Akinyemi, Vice-Chair  
At-Large

Bryan Desloge  
District 4

Kristin Dozier  
District 5

Vincent S. Long  
County Administrator

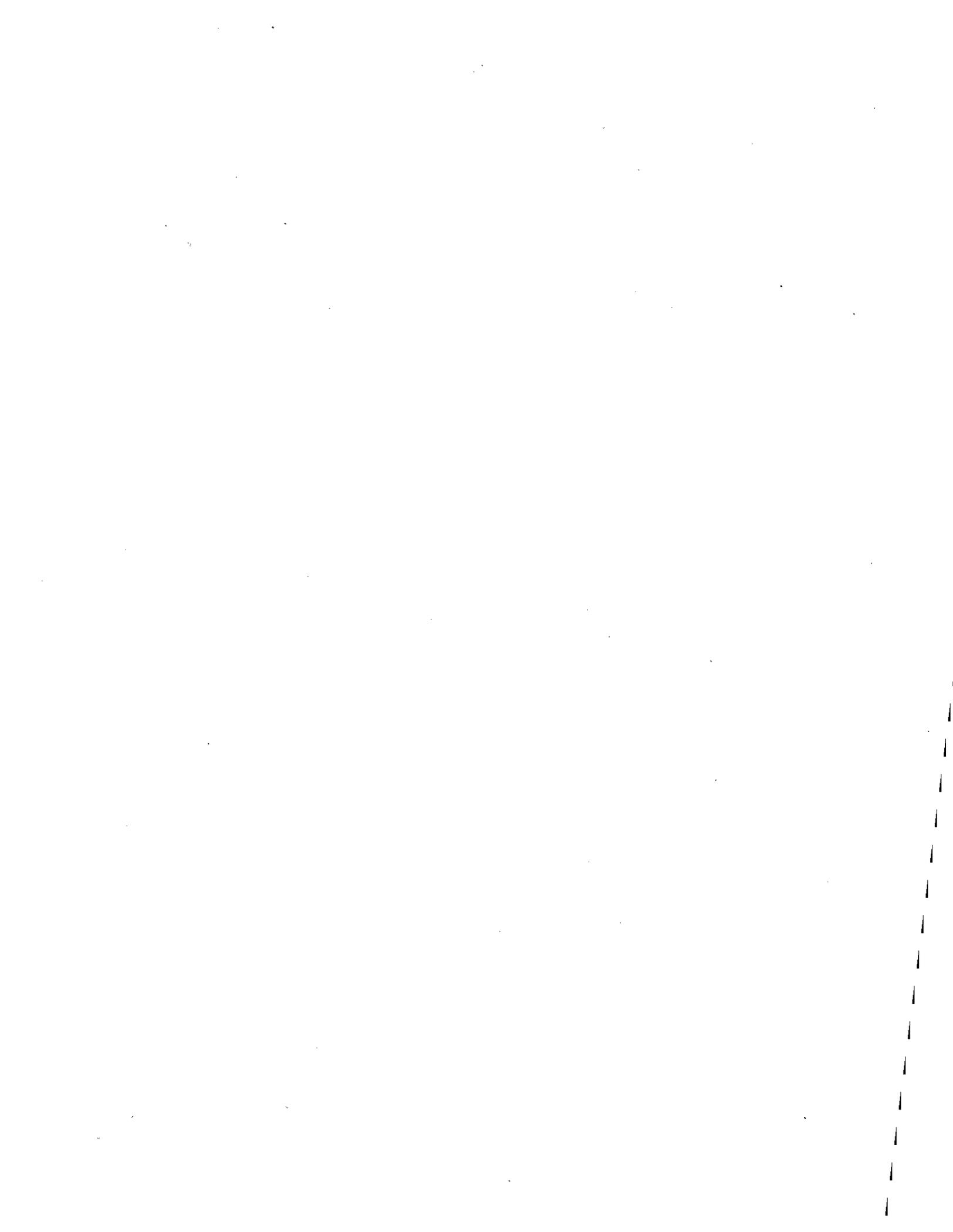
Herbert W. A. Thiele  
County Attorney

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

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

In accordance with Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Jon D. Brown, 606-5300, or Facilities Management, 606-5000, by written or oral request at least 48 hours prior to the proceeding. 7-1-1 (TDD and Voice), via Florida Relay Service.



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

**Regular Public Meeting**  
**Tuesday, October 25, 2011**

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**INVOCATION AND PLEDGE OF ALLEGIANCE**

Commissioner Nick Maddox

Pastor Greg James of The Life Church International will provide the Invocation.

**AWARDS AND PRESENTATIONS**

- Presentation on Behalf of the Florida Library Association Recognizing Senator Bill Montford for his Support of Florida Libraries During 2011 Legislative Session  
(Chairman John Dailey)
- Resolution in Honor of the Retirement of Betty Miller, County Extension Director, After 16 Years of Dedicated Service to Leon County and its Citizens; Resolution in Honor of the Retirement of Jo Shuford-Law, FCS Extension Agent, After 30 Years of Dedicated Service to Leon County and its Citizens  
(Chairman John Dailey)
- Resolution Recognizing October 2011 as "Breast Cancer Awareness Month"  
(Chairman John Dailey)
- Economic Incentive Update: ACS State and Local Solutions  
(Chuck Cliburn, Senior Vice President, Government Solutions Group – Florida ACS, a Xerox Company)
- Presentation Requesting Approval to Execute a Military Realistic Urban Training in Support of Joint Military Exercise "Emerald Warrior 12"  
(Jeff Mason, Exercise Planner, United States Special Operations Command)

**CONSENT**

1. Approval of Minutes: September 13, 2011 Workshop on Economic Development; September 20, 2011 Workshop on Primary Healthcare; and, September 20, 2011 Regular Meeting  
(Clerk of the Courts/Finance)
2. Approve the Extension to the Memorandum of Agreement Regarding the Public Safety Communications Board and Rescind the Previous Approval to the First Amendment to the Interlocal Agreement Between Leon County, City of Tallahassee, and the Leon County Sheriff Regarding the Procurement, Funding, and Daily Operations of the 800 MHz Digital Trunked Simulcast Radio System  
(County Administration)
3. Approval to Submit Application for the U.S. Department of Transportation's National Infrastructure Investments Grant (TIGER III)  
(County Administration)

4. Ratification of Board Action Taken at the October 11, 2011 Workshop on Consideration of Transition to Digital Agendas  
(County Administration/MIS)
5. Ratification of Board Action Taken at the October 11, 2011 Workshop on 2012 State and Federal Legislative Priorities  
(Office of Economic Development & Business Partnerships/Special Projects and Intergovernmental Affairs)
6. Approval to Waive Policy No. 00-2, "Public Use of the Courthouse" for the Florida Association of Counties' Legislative Day Reception on February 1, 2012  
(Office of Economic Development & Business Partnerships/Special Projects/Intergovernmental Affairs)
7. Approval of the FY 2011/2012 Community Human Services Partnership Funding for Social Service Agencies  
(Office of Economic Development & Business Partnerships/Grants)
8. Approval of an Agreement with the Florida Department of Law Enforcement to Accept and Utilize Justice Assistance Grant Funding for Leon County Sheriff's Office Equipment  
(Office of Economic Development & Business Partnerships/Grants)
9. Approval of Payment of Bills and Vouchers Submitted for October 25, 2011 and Pre-Approval of Payment of Bills and Vouchers for the Period of October 26 through November 7, 2011  
(Office of Financial Stewardship/Office of Management and Budget)
10. Authorization to Carry Forward FY 2011 Appropriations  
(Office of Financial Stewardship/Office of Management and Budget)
11. Approval of the Memorandum of Understanding Between the Leon County Board of County Commissioners and the Leon County School Board District for Off-site Natural and Landscape Area Mitigation Required for a Proposed School Bus Transportation Maintenance Facility  
(Public Works & Community Development/Development Support & Environmental Management)
12. Request to Schedule First and Only Public Hearing for the Board to Consider the Adoption of a Proposed Ordinance Amending Chapter 11, Article VI of the Code of Laws of Leon County, Florida, Regarding Dealers in Precious Metals and Copper for Tuesday, November 8, 2011 at 6:00 p.m.  
(County Attorney's Office)

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

None.

**CONSENT ITEMS PULLED FOR DISCUSSION**

**CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS**

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

**GENERAL BUSINESS**

13. Approval of the FY 11/12 Board Retreat Agenda and the Process to Establish the Board's Strategic Priorities  
(County Administration)
14. Approval of the Leon County Board of County Commissioners' 2011 Installation and Reorganization Ceremony Agenda  
(County Administration/Community & Media Relations)
15. Approval of Agreement Awarding Bid to Larry D. Smith, LLC, for Yard Debris Management Services  
(Office of Resource Stewardship/Solid Waste)
16. Approval to Award Bid to RAM Construction & Development, LLC, in the Amount of \$2,173,846 for the Lake Jackson Branch Library, Community Center and Huntington Oaks Renovations  
(Public Works and Community Development/Facilities Management)
17. Consideration of Full Board Appointments to the Palmer Munroe Youth Center Community Executive Committee and Tourist Development Council  
(County Administration/Agenda Coordinator)
  - Palmer Munroe Teen Center Community Board of Trustees (One Citizen appointment)
  - Tourist Development Council (One appointment)

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

18. Joint City/County Adoption Hearing on Cycle 2011-1 Comprehensive Plan Amendments  
(Public Works and Community Development/PLACE/Planning)

**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**

- Comcast – FCC Form 1240, Annual Update Form, and Form 1205, Determining Costs of Regulated Cable Equipment and Installation

**ADJOURN**

*The next Regular Board of County Commissioners Meeting is scheduled for  
Tuesday, November 8, 2011 at 3:00 p.m.*

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



# 2011

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**PUBLIC NOTICE**  
**2011 Tentative Schedule**

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

All sessions are held in the Commission Chambers, 5<sup>th</sup> Floor, Leon County Courthouse unless otherwise indicated. Workshops are scheduled as needed on Tuesdays from 12:00 to 3:00 p.m.

Month	Day	Time	Meeting Type
October 2011	Monday 17	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA) Retreat; Goodwood Museum & Gardens 1600 Miccosukee Road
		1:30 – 3:30 p.m.	CRA Meeting; Goodwood Museum & Gardens 1600 Miccosukee Road
		5:00 – 8:00 p.m.	Leon County Legislative Delegation Meeting County Commission Chambers
	Tuesday 25	3:00 p.m.	Regular Meeting
			6:00 p.m.
November 2011	Tuesday 8	12:00 – 1:30 p.m.	Workshop on the Educational Facilities Authority
		1:30 – 3:00 p.m.	Workshop on Non-Ad Valorem Assessments
		3:00 p.m.	Regular Meeting
		6:00 p.m.	Public Hearing Regarding Intent to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessment for Windwood Hills 2/3 Paving Project
			First and Only Public Hearing to Consider a Proposed Ordinance Amending Chapter 11, Article III of the Code of Laws of Leon County Regarding the Tourist Development Tax
			<u>First and Only Public Hearing for the Board to Consider the Adoption of a Proposed Ordinance Amending Chapter 11, Article VI of the Code of Laws of Leon County, Florida, Regarding Dealers in Precious Metals and Copper</u>
	Friday 11	Offices Closed	<b>VETERAN'S DAY</b>
	Tuesday 15	12:00 – 3:00 p.m.	Workshop on Utilization of Tourism Development Taxes
			3:00 p.m. Reorganization of the Board Regular Meeting

Month	Day	Time	Meeting Type
<b>November 2011</b> (Continued)	<i>Wednesday 16</i> <i>Friday 18</i>	<i>FAC Legislative Conference</i>	<i>Sandestin Beach Resort</i> <i>Walton County</i>
	<i>Wednesday 16</i>	<i>County Commissioner Certification Workshop</i>	<i>Topic: County Structure and Authority</i> <i>Sandestin Beach Resort</i>
	<i>Thursday 17</i>	<i>County Commissioner Certification Workshop</i>	<i>Topic: County Roles and Responsibilities</i> <i>Sandestin Beach Resort</i>
	<i>Friday 18</i>	<i>County Commissioner Certification Workshop</i>	<i>Topic: Post Conference</i> <i>Sandestin Beach Resort</i>
	Monday 21	12:00 – 1:00 p.m.	Community Redevelopment Agency (CRA) City Commission Chambers
		1:00 p.m.	Capital Region Transportation Planning Agency (CRTPA) City Commission Chambers
	<b>Thursday 24</b>	<b>Offices Closed</b>	<b>THANKSGIVING DAY</b>
	<b>Friday 25</b>	<b>Offices Closed</b>	<b>FRIDAY AFTER THANKSGIVING DAY</b>
<b>December 2011</b>	Monday 12	9:00 a.m. – 4:00 p.m.	Board Retreat Goodwood Museum & Gardens 1600 Miccosukee Road
	Tuesday 13	3:00 p.m.	Regular Meeting
	Wednesday 14	3:00 p.m.	Community Redevelopment Agency (CRA) City Commission Chambers
	<b>Tuesday 20</b>	<b>No Meeting</b>	<b>BOARD RECESS</b>
	<b>Monday 26</b>	<b>Offices Closed</b>	<b>CHRISTMAS DAY OBSERVANCE</b>
<b>January 2012</b>	<b>Monday 2</b>	<b>Offices Closed</b>	<b>NEW YEAR'S DAY OBSERVANCE</b>

**Citizen Committees, Boards, and Authorities**  
**2011 Expirations and Vacancies**

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**VACANCIES**

**Affordable Housing Advisory Committee**

Full Board: (Two Appointments)

**Human Services Grant Review Committee**

Individual Commissioners: (Commissioner Dailey – two appointments)

**Leon County Sales Tax Committee**

Individual Commissioners: (Commissioners Akinyemi, Dailey, Desloge, Dozier, Maddox, Proctor, and Sauls)

**Palmer Monroe Youth Center and Restorative Justice Program Executive Committee**

Full Board: (One Citizen Appointment)

**Research and Development Authority at Innovation Park**

Full Board: (One appointment)

**EXPIRATIONS**

**September 30, 2011**

**Council on Culture and Arts**

Full Board: (Four Appointments)

**October 31, 2011**

**Tourist Development Council**

Full Board: (One Appointment)

**December 31 2011**

**Human Services Grant Review Committee**

Individual Commissioners: (Commissioners Akinyemi, Dailey, Desloge, Dozier, Maddox, Proctor, and Sauls)

**Library Advisory Board**

Individual Commissioners: (Commissioners Akinyemi, Dailey, Desloge, and Sauls)

**Value Adjustment Board**

Full Board: (One Citizen Appointment)

**December 2011 (Full Board Annual Appointments)**

**Apalachee Regional Planning Council**

Full Board: (One Commissioner Appointment)

**Canvassing Board**

Full Board: (One Commissioner Appointment - Substitute)

Full Board: (One Commissioner Appointment – Alternate Substitute)

**Value Adjustment Board**

Full Board: (Two Commissioner Appointments)



# Leon County Board of County Commissioners

## Cover Sheet for Agenda #1

October 25, 2011

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

**From:** Bob Inzer, Clerk of the Court

**Title:** Approval of Minutes: September 13, 2011 Workshop on the County's Economic Development Activities; September 20, 2011 Workshop on Primary Health Care; and, September 20, 2011 Regular Meeting.

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	David Reid, Finance Director, Clerk of the Court
<b>Lead Staff/ Project Team:</b>	Rebecca Vause, Board Secretary

**Fiscal Impact:**

This item has no fiscal impact to the County.

**Staff Recommendation:**

Option #1: Approve the Minutes of the September 13, 2011 Workshop on the County's Economic Development Activities; September 20, 2011 Workshop on Primary Health Care; and, September 20, 2011 Regular Meeting.

**Attachments:**

1. September 13, 2011 Workshop on the County's Economic Development Activities
2. September 20, 2011 Workshop on Primary Health Care
3. September 20, 2011 Regular Meeting



**BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA  
WORKSHOP  
County's Economic Development Activities  
September 13, 2011**

The Leon County Board of County Commissioners met for a Workshop regarding the County's Economic Development Activities on Tuesday, September 13, 2011 at 12:00 p.m.

Present were Chairman John Dailey and Commissioners Akin Akinyemi, Jane Sauls, Bill Proctor, Nick Maddox, Kristen Dozier and Bryan Desloge. Also present were County Administrator Vincent Long, County Attorney Herb Thiele and Board Secretary Rebecca Vause.

Facilitator: Ken Morris, Director of Legislative Affairs and Economic Development. Other workshop participants included Wayne Tedder and Roxanne Manning, PEACE, Iranetta Dennis, MWSBE; David McDevitt, Growth and Environmental Management; Catherine Kunst, Leon County Research and Development Authority (Innovation Park); Lee Daniel, Tourism Development; Karen Moore and Beth Kirkland, Economic Development Council and Kimberly Moore, Workforce Plus.

County Administrator Long provided an introduction to the workshop. He stated that the workshop will provide information on two specific areas: 1) the County's programs, initiatives, and collaborative efforts to assist and grow local businesses, and 2) results of a survey of local business owners, led by Commissioner Akinyemi, to identify way to stimulate job creation and improve the local economy. Mr. Long noted that staff will present a number of findings and recommendations (based on the results of the survey) for the Board's consideration. Upon the Board's approval, he will formalize an action plan with timelines and assemble a LEADS Team of interdepartmental personnel to regularly monitor the progress of the recommendations and action plan. He stated that the Board will be provided regular reports on the progress of economic development issues.

The Workshop was then turned over to Ken Morris, who utilized a power point presentation to convey to the Board 1) the county's ongoing job creation efforts and 2) survey findings and recommendations. A great portion of Mr. Morris's presentation was focused on survey feedback. He indicated that the goal of the job creation survey was to identify what role, if any, the County may have played in organizational decisions and the general survey sought to capture overall perceptions, thoughts, concerns and suggestions on the local economy and the County's ongoing efforts.

Based on the responses received from the survey, a listing of findings and recommendations were compiled. This data was presented and elaborated on by Mr. Morris. Following is the list of recommendations as offered by staff for the Board's consideration.

**Business Recruitment & Expansion:**

- R1. Increase the marketing of the County's economic incentives toward local businesses and notify the community of recent successes (QTI) changes, Event Photography, Bing Energy, Red Hills Surgery, etc., to enhance public understanding and encourage local participation.
- R2. Determine the Board's interest and threshold, if any, for providing additional upfront incentives such as constructing a speculative building or offering cash incentives to develop a shelf-ready package for prospective businesses.
- R3. Continue to proceed with the infrastructure sales tax extension (Blueprint 2000) with an emphasis on community involvement and seek guidance on setting aside up to 15% of the tax revenues for economic development purposes which may include shelf-ready incentives.
- R4. Modify the Targeted Business Program to appeal to more small businesses and certain non-profits to capture targeted sectors that may not qualify for QTI.
- R5. Renew the County's agreement with the EDC to provide comprehensive economic development and job creation activities.

- R6. Consider offering low cost leasing opportunities for certain County owned properties to startup businesses, expanding businesses, and/or businesses relocating to Tallahassee.
- R7. Continue to grow the tourism market through aggressive marketing and public relations techniques.

**Coordination of Efforts & Perceptions:**

- R8. Continue to leverage partnerships with local universities, hospitals, public and private sectors for job creation opportunities through the efforts of the EDC.
- R9. Continue to review opportunities to combine purchasing power with the Constitutional Officers, City, School Board, and neighboring counties.
- R10. Establish a County LEADS Team to regularly monitor the progress of the recommendations and action plan set forth in this workshop item.
- R11. Support efforts to attract affluent retirees to the area by sharing the Tourism Department's marketing materials for repackaging.

**Growth Management & Permitting:**

- R12. Increase the awareness of the County's Dual Track Permitting Process and Project Manager Concept through industry groups, leaders, and economic development partners.
- R13. Expand the Project Manager Concept to include on-site permitting assistance for business expansion and work with partner organizations to identify interested business owners.
- R14. Partner with the EDC to proactively seek applicants for the Concept Plan Approval Process (Dual Track) in geographic areas targeted for economic growth (Gum Rd., Tower Rd., etc.) and market these areas to site consultants.
- R15. Establish an interdepartmental visioning team, lead by the Department of PLACE, to identify opportunities to enhance our sense of place. This will also provide a team in place to take on specific projects (Gadsden Street parking lot, Tallahassee Mall, Fairgrounds, etc.).
- R16. Develop a design studio within the Department of PLACE to assist individual property owners, developers and design professionals in creating site development plans that compliment and blend with the local design standards.
- R17. Partner with the EDC to encourage and market the use of stormwater tubes, where feasible, which are currently authorized in the Comprehensive Plan.
- R18. Request the Educational Facilities Authority to meet with City officials to review planned student housing projects, particularly near the Gaines Street corridor and both university campuses to explore partnership opportunities to assist with the financing of urban infill student housing projects.

**Hospitals & Health Care:**

- R19. Direct the EDC and County staff to fast track Capital Regional Medical Center's Targeted Business Program application which seeks to add an eighth floor to the hospital and create more than 100 health care jobs by Spring 2013.

**Workforce & Infrastructure:**

- R20. Take full advantage of the temporary changes to the local financial contribution formula under the QN program, specific to the capital area local governments, to entice business expansion and relocation in an effort to diversify the local economy.
- R21. Review additional procurement, training and outreach opportunities under the County's MWSBE program.
- R22. Continue to advocate on behalf of the state workforce while working to diversify the local economy.
- R23. Renew the County's interlocal agreement and Service Plan with Workforce Plus to provide comprehensive workforce and job placement services.

**Airport & Utilities:**

- R24. Include the development of a Gateway Corridor from the airport to downtown in the reauthorization of the infrastructure sales tax.
- R25. Request a joint County/City workshop to address the City's interest in developing a CRA at the airport.

**Taxes & Fees:**

- R26. Direct the Department of PLACE to address concurrency issues through its series of agenda items in response to statutory changes in growth management laws adopted during the 2011 legislative session.

**Universities & Innovation Park:**

- R27. Participate in the upcoming Town and Gown forums and schedule a presentation/update to the Board.
- R28. Request a presentation or workshop on Innovation Park activities at a later date (within the next 12-18 months).

**Access to Capital:**

- R29. Allow the private sector to evaluate the appropriate level of risk associated with business loans to resolve these lending concerns.
- R30. Review the progress of Vision 2020 and its investment in local ventures.

Mr. Morris concluded the presentation by restating that staff would like to establish a LEADS Team to oversee the recommendations, and those offered by the Board, in action plan.

Chairman Dailey voiced appreciation to Mr. Morris and staff for the information and also acknowledged the efforts of Commissioner Akinyemi in this initiative.

Commissioner Maddox shared his views on a number of the recommendations. These comments included 1) if balanced properly, microloans could provide another outlet for potential businesses (R2); 2) interested in using a portion of the proposed 15% infrastructure sales tax monies to facilitate additional partnering opportunities with secondary education (R3); establish a LEADS Team to review current regulations to identify those regulations that are not working, outdated or irrelevant; supports Springhill Road as Gateway from airport, and stressed the need to address traffic concurrency and development.

Commissioner Proctor joined the workshop at 1:12 p.m.

Commissioner Akinyemi thanked those individuals who participated in the survey and voiced his support for the comments made by Commissioner Maddox regarding microloan opportunities and utilizing 15% of infrastructure sales tax monies for economic development. Commissioner Akinyemi offered three additional proposals for the Board's consideration: 1) Document the high volume of vacant buildings in Leon County and create policies and incentives for their adaptive re-use; 2) Create policies that will encourage manufacturers to locate here, and 3) Support the efforts of the Innovation Park Board in the transition from being primarily a research facility to being a national research and manufacturing hub. In addition, Commissioner Akinyemi distributed the following documents: 1) an article written by Tallahassee Democrat Business Editor Dave Hodges; 2) My View column written by Commissioner Akinyemi on the County's efforts to help augment economic development in the community, and 3) comments from Esther L. Turner and John Outland responding to the Commissioners' My View column.

Commissioner Desloge suggested that this type of undertaking be done on a more routine basis, as there are a lot of services being offered by the County that is unknown throughout the community. He also mentioned the need for minimum standards, per job or opportunity, and questioned how to measure "success". Commissioner Desloge dialogued with staff and EDC representatives regarding his suggestion to maintain a database of vacant properties, to include federal, state and local government properties. It was noted by Mr. Morris that the EDC web site currently contains this type of information.

Commissioner Dozier provided comment and inquiry on several items, such as the possibility to fast track potential projects to better take advantage of the recently passed QTJ legislation, which expires in 2013. She ascertained that, based on the process and time lags, the County has done all it can do expedite these type projects. She suggested that more focus be placed on creating "walkable environments" and a "sense of place"; as businesses are generally more successful within these settings, as evidenced by Midtown. Commissioner Dozier commented on the "great things" being done at Innovation Park and highlighted the Authority's focus on tech transfer. Additionally, she mentioned the interest by the Tallahassee Builders Assn (and possibly other building organizations) to partner with the County to better connect with the public on septic tank technology. Lastly, Commissioner Dozier suggested the scheduling of a workshop to discuss the possibility of redirecting some of the close to \$4 million allocated for a performing arts center (PAC) for other capital projects; and specifically mentioned spending \$1.2 million to place a cover over the proposed amphitheater at Cascades Park. She indicated that the PAC Board has expressed its support for the idea and opined that the action would generate "good culture and arts and economic development" for the community in one year.

Commissioner Sauls commented that the workshop was one of the most comprehensive economic development discussions conducted by the County and looks forward to the implementation of the recommendations. She too remarked on the need to document outcomes and measure success.

Commissioner Desloge inquired about consolidation efforts of Growth Management with the City and learned that at this time there is no formal process in play regarding this effort. It was shared by Commissioner Dozier that she was invited to attend a meeting with City Commissioner Nancy Miller and interested stakeholders who have been discussing this issue and will report back to the Board. Commissioner Desloge also expressed his support for the suggested use of PAC monies to fund a cover for the amphitheater at Cascades Park.

County Administrator Long, in response to inquiry from Commissioner Maddox, confirmed that the actions today would be used to generate the action plan, which will include timelines, deliverables, scheduled updates, etc.

*Commissioner Maddox moved, duly seconded by Commissioner Dozier, to approve Option 1, as amended. Approve all of the recommendations for continued improvement associated with the County's economic development activities, and a) establish a LEADS team that covers regulation review; b) hold a workshop, preferably this fall, to discuss the allocation of each of the five cents in the TDC bed tax, specifically to focus on the PAC.*

**Commissioner Akinyemi offered the following friendly amendment to the motion: 1) document the high volume of vacant buildings in Leon County and create policies and incentives for their adaptive re-use; 2) create policies that will encourage manufacturers to locate in Leon County; 3) assist Innovation Park in the transition from being primarily a research facility to being a national research and manufacturing hub, and 4) give consideration to a microloan program. Commissioner Maddox accepted the friendly amendment.**

Commissioner Proctor spoke of the need for a County Office of Economic Development and distributed correspondence expressing his support for all local tax dollars (County, City and School Board) to be recycled and reinvested into local banks, which could be leveraged to make funds available for microloans. In addition, Commissioner Proctor expressed disappointment that the discussion has not included redevelopment of the fairgrounds and purchase of property across from the Flea Market. He opined that both projects are "big, bold and actionable", are located within the southern strategy, would provide shovel ready jobs and requested that consideration be given to their inclusion in the action plan. Lastly, Commissioner Proctor referenced the President's Job Bill and asked that staff be directed to pursue a share of the \$400 billion for the County.

*Commissioner Proctor requested the following amendments to the motion: 1) revisit the concept of establishing an Office of Economic Development; 2) pursue collaborative efforts between the County, City and School Board to deposit and reinvest all tax dollars collected into local banks; 3) include the redevelopment of the fairgrounds in the action plan, and 4) direct staff to pursue any portion of the \$400 billion from the President's Job Bill. Commissioner Maddox accepted Commissioner Proctor's amendment #4; however, did not accept the other three amendments offered.*

Upon his request, Commissioner Proctor received additional information from staff regarding the Community Redevelopment Area (CRA) current focus, its goals and its use of funds and the Sense of Place initiative.

Commissioner Maddox discussed with Commissioner Akinyemi the portion of his amendment to the motion regarding Innovation Park. Commissioner Maddox requested that the amendment be rewritten as "Support Innovation Park in its initiative moving forward, as determined by their Board, from a research facility to an economic development hub." This rewording was supported by Commissioner Akinyemi and Ms. Kunst.

Commissioner Proctor voiced concern and wanted to ensure that the QTI program did not only target businesses outside of Tallahassee, but that incentives could also be used for local business expansion. He was assured by Chairman Dailey that his concerns were addressed under Option 1.

Commissioner Maddox confirmed with Commissioner Akinyemi that his amendment regarding documentation of the high volume of vacant buildings could be incorporated into staff recommendation R2 as "a directive to staff to bring back policy recommendations that encourage the reuse of vacant commercial properties".

**The motion as restated by Commissioner Maddox: Approval of Option #1: Approve all of the recommendations for continued improvement associated with the County's economic development activities, and a) establish a LEADS team that covers regulation review; b) hold a workshop, preferably this fall, to discuss the allocation of each of the five cents in the TDC bed tax, specifically to focus on the PAC; c) document the high volume of vacant buildings in Leon County and create policies and incentives for their adaptive reuse; incorporate into staff recommendation R2 a directive to bring back policy recommendations that encourage the reuse of vacant commercial properties; d) create policies that will encourage manufacturers to locate in Leon County; e) assist Innovation Park in the transition from being primarily a research facility to being a national research and manufacturing hub; support Innovation Park in its initiative moving forward, as determined by their Board, from a research facility to an economic development hub; f) bring back information on micro-lending opportunities, and g) direct staff to pursue any portion of the \$400 billion Job Bill.**

The motion as amended carried 7-0.

**Adjourn:**

There being no further business to come before the Board, the workshop was adjourned at 2:31 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: \_\_\_\_\_  
John Dailey, Chairman  
Board of County Commissioners

BY: \_\_\_\_\_  
Bob Inzer, Clerk of the Court  
Leon County, Florida

DRAFT

**BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA  
WORKSHOP  
Primary Healthcare  
September 20, 2011**

The Leon County Board of County Commissioners met for a Workshop regarding the proposed FY 2011/20112 funding allocation for the Primary Healthcare Program on Tuesday, September 20, 2011 at 12:00 p.m.

Present were Chairman John Dailey and Commissioners Akin Akinyemi, Jane Sauls, Nick Maddox, Kristen Dozier, Bill Proctor and Bryan Desloge. Also present were County Administrator Vincent Long, County Attorney Herb Thiele and Board Secretary Rebecca Vause.

Chairman Dailey convened the workshop at 12:00 p.m.

County Administrator Long explained that the workshop will provide the Board with the proposed FY11/12 funding allocation for the Primary Healthcare Program. He recalled that the Board, at its June 27 Budget Workshop, approved the Program at its current level of funding for a total of \$1,739,582; and additionally, the Board requested additional information regarding Neighborhood Health Services (NHS) plan to seek a Federally Qualified Health Center Look-a-Like designation. He advised that Bond has requested an additional \$430,000 and NHS has requested an additional \$400,000 over last year's funding.

County Administrator Long turned the workshop over to Candice Wilson, Health and Human Services Director, who in turn, introduced other workshop participants: Alan Rosenzweig, Deputy County Administrator; J.R. Richards, CEO Bond; Jay Reeve, CEO Apalachee Center; Glen Davis, Director, State Office of Primary Care; Karen Wendland, WeCare; Michael Thompson, FAMU Pharmacy; Dr. Kendall Campbell, Medical Director NHS.

Ms. Wilson utilized a power point presentation to provide a detailed review of the Primary Healthcare Program, a history of funding granted by the County, and information on the additional funding being requested by Bond (\$430,000) and NHS (\$400,000). She noted that primary health services are provided through CareNet partners: Bond Community Health Center, Neighborhood Health Services (NHS); Capital Medical Society Foundation/We Care; Florida A&M University Pharmacy and Apalachee Center.

Staff also provided an overview of the Federally Qualified Health Center and a Federally Qualified Health Center Look-a-Like Program. This information was shared as a result of discussions by the Board during its Budget Workshop regarding a request from NHS to Bond, for a Letter of Support for their application to become a Federally Qualified Health Center (FQHC) Look-a-Like, and Bond's decision to not provide the letter of support. Ms. Wilson provided an update on NHS's status to become a FQHC. The Board learned that NHS received a letter of support from Primary Care of Southwest Georgia and application was made to the Health Resources and Services Administration (HRSA) for a Planning Grant (to prepare to become an FQHC Look-a-Like). NHS has received notification from HRSA of the grant award.

This concluded staff's presentation and the Board assumed discussion of the issue.

*Commissioner Maddox moved, duly seconded by Commissioner Sauls, approval of Options 1, 2, 3, & 4: 1) Accept staff's overview on Federally Qualified Health Centers and Look-a-Likes; 2) Approve funding for the Primary Healthcare Program for a total of \$1,739,582 as follows: Bond Community Health Center, \$805,140 (Primary Care \$332,052; Women and Children's \$245,588; Pharmacy \$177,500; Mental Health \$50,000); Neighborhood Health Services \$466,740 (Primary Care \$416,740, Mental*

Health \$50,000); Apalachee Center, \$157,671 for Mental Health Services; Capital Medical Society Foundation's We Care Network, \$130,043; Florida A&M University Pharmacy \$177,500; and Florida Healthy Kids/KidCare \$2,488 and authorize the County Administrator to execute corresponding contracts in a form approved by the County Attorney; 3) Approve the Agency for Healthcare Administration Letters of Agreement for matching funds for Bond Community Health Center grants for Dental, Emergency Room Diversion, Expanding Access to Care and Uncompensated Care, and 4) Retain the additional \$188,905 in the reserve account and do not allocate at this time.

Commissioner Desloge discussed with Mr. Davis the difference and benefits to being a federal look-a-like as opposed to a Federally Qualified Health Center (FQHC) (currently achieved by Bond) and the process utilized by URSA to authorize the designation. He ascertained from Dr. Campbell that attaining look-a-like status would allow NHS to leverage Medicaid and Medicare funding, receive reduced drug rates and provide a platform to increase their community offerings and programs. Commissioner Desloge opined that, assuming there was no overlap in services with Bond, having NHS as a full FQHC or look-a-like, would be a benefit to the community and was somewhat troubled by Bond's refusal to provide a letter of support. He asserted that the decision on NHS' designation is not made locally, but by HRSA, based on data provided. Commissioner Desloge went on record as stating that he would do all he could to help NHS become a FQHC assuming there is no overlap.

Commissioner Akinyemi stated that he wanted to see the two agencies working collaboratively to help the indigent in the community. He requested additional information from Ms. Wilson on the Planning Grant award recently received by NHS and from Mr. Richardson the reasoning behind the refusal by Bond's Board of Directors to not provide NHS with a letter of support.

Commissioner Dozier asked Mr. Davis to explain more about HRSA Policy Information Notice 2007-09, which states that there are situations where it may be appropriate and beneficial to have some overlap. She conveyed that she would support the motion on the floor to maintain the current level of funding; however, noted that the two additional funding requests are indicators of the need within the community that need to be addressed. She remarked that federal dollars should be leveraged whenever possible. She too was disappointed that NHS had to go outside of the community to receive its letter of support and hoped that the two health service providers' would partner to serve the needs of the community.

Per Commissioner Proctor's request, the following individuals spoke and provided information to the Board:

- Travis Coker, Director of Special Projects and Legislative Affairs, Florida Assn. of Community Health Centers responded to questions from Commissioner Proctor regarding service area overlap; support of FQHCs throughout the State and how Leon County compares in its support, to name a few
- Dr. Kendall Campbell, Medical Director, NHS, requested the Board's support of its application and building assistance and shared that the additional \$400,000 budget request would provide startup funds for three new programs (chronic disease wellness clinic; pediatrics program/ob/gyn partnership with TMH, and HIV clinical care partnerships with FAMU pharmacy team and TMH.)
- J.R. Richards, CEO, Bond, an overview of the services offered, service area, its target population; population served; growth rates, funding shortfall and its community impact.
- Dr. Temple Robinson, Chief Medical Officer, Bond, information on its additional funding request of \$430,000; which will be used to fund salary and wages for an OB/GYN physician; Advanced Registered Nurse Practitioner/Midwife, and Psychiatrist.

Chairman Dailey offered an opportunity for other workshop participants to address the Board.

- Karen Wendland, We Care, on behalf of the 315 physicians, and 52 dentists who volunteer their care, thanked the Board for its consistent funding. She highlighted their partnership with Bond and NHS, which she noted decreases the demand on the WeCare network.

- Michael Thompson, FAMU School of Pharmacy, thanked the Board for its continued funding of pharmacy services at NHS. He noted that FAMU has dedicated a total of \$96,000 for a full-time pharmacist, along with professors and students. He also mentioned the medication therapy management initiative, which has won national acclaim.
- Dr. Jay Reeve, Apalachee Mental Health Center, echoed the appreciation to the Board for its support and mentioned that County funding for outpatient indigent care allows them to maintain a three day a week open medication clinic, which is particularly important for psychiatric clients who are being discharged from jail.

Commissioner Proctor continued his comments. He pointed out that the local providers do an outstanding job in the services being offered; however opined that the County, in conjunction with the City, needed to "redouble" its commitment in this arena. He suggested that the City and County find some mechanism to fund indigent, such as the use of a ½ cent sales tax.

Suzanne Cramer, NHS Consultant for its look-a-like designation, was requested to address the Board. She provided a detailed overview of the NHS initiative and pointed out the benefits to be obtained by the community by having another health care provided designated a look-a-like.

Commissioner Akinyemi established with Ms. Cramer that a letter of support for NHS from Bond would signify to URSA that an "atmosphere of collaboration" existed within the community. Ms. Cramer stressed that this initiative provides an opportunity to come together in a comprehensive manner to illustrate how better to serve people, to better maximize revenues and to show how providers can coordinate services so that there is not a duplication of services. She stated that Bond's refusal to provide a letter of support, at this point, is irrelevant as they have partnered with another look-a-like in Georgia who is willing to help with the process. She noted however, that NHS volunteered to provide Bond with a letter of support for its service area competition application, which is required to be renewed every four to five years.

Commissioner Maddox ascertained from staff that the Community Health Coordinating Council (CCHC) was formed and meets regularly to address the healthcare and healthcare funding challenges in the County.

Commissioner Sauls pointed out that healthcare is a priority for the Board and was pleased that the current level of funding was maintained. She voiced support for the motion on the floor.

Commissioner Dozier spoke of the importance of partnerships and wondered if the CCHC should be directed to specifically look at collaboration.

At the invitation of the Commission, Darrell Jones, Treasurer of the Bond Board of Directors and Otis Kirksey, Chairman of the NHS Board of Directors, appeared to share comment on behalf of their respective organizations.

Commissioner Proctor referenced the abundance of information presented and suggested that a special group be convened to receive the information and assist the Board in determining how to merge the strengths of the community and move forward. He also mentioned the possibility of utilizing revenue from a ¼ cent sales tax to fund healthcare. Lastly, Commissioner Proctor asked Dr. Homer Rice, Dr. Holifield, Dr. Campbell and Mr. Richardson to meet with him on how to help the approximately 35 persons in the community who are unable to access medications to treat HIV.

Commissioner Maddox confirmed with Ms. Wilson that the Community Health Coordinating Council will include in its report to the Board recommendations for additional funding sources for indigent healthcare.

**Commissioner Maddox moved, duly seconded by Commissioner Sauls, approval of Options 1, 2, 3, & 4: 1) Accept staff's overview on Federally Qualified Health Centers and Look-a-Likes; 2) Approve funding for the Primary Healthcare Program for a total of \$1,739,582 as follows: Bond Community Health Center, \$805,140 (Primary Care \$332,052; Women and Children's \$245,588; Pharmacy \$177,500; Mental Health \$50,000); Neighborhood Health Services \$466,740 (Primary Care \$416,740, Mental Health \$50,000); Apalachee Center, \$157,671 for Mental Health Services; Capital Medical Society Foundation's We Care Network, \$130,043; Florida A&M University Pharmacy \$177,500; and Florida Healthy Kids/KidCare \$2,488 and authorize the County Administrator to execute corresponding contracts in a form approved by the County Attorney; 3) Approve the Agency for Healthcare Administration Letters of Agreement for matching funds for Bond Community Health Center grants for Dental, Emergency Room Diversion, Expanding Access to Care and Uncompensated Care, and 4) Retain the additional \$188,905 in the reserve account and do not allocate at this time. The motion carried 7-0.**

**Adjourn:**

There being no further business to come before the Board, the workshop was adjourned at 2:41 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: \_\_\_\_\_

John Dailey, Chairman  
Board of County Commissioners

BY: \_\_\_\_\_

Bob Inzer, Clerk of the Court  
Leon County, Florida

**BOARD OF COUNTY COMMISSIONERS  
LEON COUNTY, FLORIDA  
REGULAR MEETING  
September 20, 2011**

The Board of County Commissioners of Leon County, Florida, met in regular session at 3:00 p.m. with Chairman John Dailey presiding. Present were Commissioners Akin Akinyemi, Nick Maddox, Bill Proctor, Kristin Dozier, Bryan Desloge, and Jane Sauls. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, Finance Director David Reid and Board Secretary Rebecca Vause.

**Invocation and Pledge of Allegiance**

At the invitation of Commissioner Kristin Dozier, the Reverend Abigail Moon, Associate Pastor at St. John's Episcopal Church provided the Invocation. Commissioner Dozier then led the Pledge of Allegiance.

**Awards and Presentations**

- Commissioner Bill Proctor presented a Resolution to the Students Working Against Tobacco (SWAT) in support of their efforts to urge tobacco retailers to cease the sale and marketing of all flavored tobacco in Leon County.
- The Resolution was accepted by representatives of SWAT, which is a Statewide youth organization that advocates for a tobacco free future. SWAT is hopeful that state leadership will take notice of local decision makers who support their movement and will aid their push for a statewide ban on candy-flavored tobacco products.
- Scott Bonnell, Founder and CEO of "Hope to Haiti", spoke of the plight of the hungry around the world, the nation and in our community. He presented information on a food packaging event entitled "Neighbors Helping Neighbors", which will be held at Godby High School on October 1, 2011 at 9:00 a.m. and 1:00 p.m. The cost to participate is \$50 per person which will buy the ingredients for 200 meals. The aim of the event is to package 100,000 meals that will be donated to the Second Harvest Food Bank of the Big Bend. He urged participation by the Board and stated that contributions can be made and additional information found at [www.hope2thehungry.org](http://www.hope2thehungry.org).
- Karen Henry, Community Educator for Covenant Hospice, stated that two hospices (Big Bend and Covenant) provide palliative care services to citizens in eight counties. Last year, Covenant Hospice served over 6,000 people in their service area, many who were unable to afford palliative care. She shared that Covenant Hospice needs volunteers.
- John Locklear, P.G., HDR Engineering, provided information on a collaborative effort between his firm and County staff regarding the Organic Composting Pilot Scale Study Project at the Solid Waste Management Facility. He noted that the project is being done at no cost to the County. Mr. Locklear also provided information on House Bill 7243, which established a 75% recycling goal by 2020, with goals to be met at incremental stages. The pilot project involves a process labeled "Organic Recycling Biomodule" (ORB), which converts organic waste to energy. A sampling of benefits from this process include: 1) production of renewable energy; 2) reduction of landfilling, and 3) reduction of greenhouse gases.

The benefits from the Pilot Scale Study Project include:

- Verifying theoretical methane generation rates;
- Determining optimum moisture levels
- Temperature variability;

- Waste volume reduction rates;
- Analyzing characteristics of the compost end product, and
- Demonstrate viability of low-cost organics progressing.

Mr. Locklear concluded his presentation by stating the preliminary data is very encouraging and offered to return to share with the Board the more definitive results from the project. Chairman Dailey, on behalf of the Board, invited Mr. Locklear to come back and provide a follow-up report to the Board.

Commissioner Akinyemi expressed his appreciation to Mr. Locklear for his presentation. He ascertained from Mr. Locklear that the current collection site is relatively small (30 by 30 square) and that finances, along with process and collection were the key factors to expansion of the project. Mr. Locklear stated however, that with effort and participation of local restaurants, hospitals, prisons, schools, universities, etc. the County could manage a 50 to 100 ton facility, which would reduce by approximately 20% those items intended for the landfill.

Commissioner Dozier stated that she is very interested in this project and looks forward to Mr. Locklear's next update. She also inquired about the length of the study and how a county/private partnership could be used in the collection of materials needed to sustain the ORB process.

Commissioner Proctor voiced his interest in pursuing a partnership with FAMU, the University of Florida and Waste Management to convert waste to fertilizer. He asked if discussions regarding the conversion of waste to energy could be expanded to create a dual approach to waste conversion. Mr. Locklear stated that HDR was open to looking at all avenues "green" and indicated a willingness to partner with other organizations.

**Consent:**

*Commissioner Akinyemi moved, duly seconded by Commissioner Dozier, to approve the Consent Agenda with the exception of Item 6, which was pulled for further discussion. The motion carried 7-0.*

- 1. Request to Schedule a Tax Equity and Fiscal Responsibility Act (TEFRA) Hearing Regarding the Bay County, Florida Industrial Development Revenue Bonds, Series 2011 Regarding the Goodwill Industries Big Bend, Inc. Project for Tuesday, October 11, 2011 at 6:00 p.m.**

*The Board approved Option 1: Schedule a Tax Equity and Fiscal Responsibility Act (TEFRA) Hearing Regarding the Bay County, Florida Industrial Development Revenue Bonds, Series 2011 Regarding the Goodwill Industries Big Bend, Inc. Project for Tuesday, October 11, 2011 at 6:00 p.m.*

- 2. Adoption of Proposed Revised Policy No. 03-14, "Annual Evaluations and Pay Adjustments for County Administrator, County Attorney, and Executive Director, Tourist Development Council"**

*The Board approved Option 1: Adopt the proposed revised Policy No. 03-14, "re-titled "Annual Evaluation and Pay Adjustment for County Attorney"*

**3. Ratification of Commissioners' Appointments to the Housing Finance Authority**

*The Board approved Option 1: Ratify the reappointments to the Housing Finance Authority by Commissioners Dailey, Desloge, and Sauls.*

**4. Approval of the Annual Contract Between Leon County and the State of Florida Department of Health for the Provision of Public Health Services**

*The Board approved Option 1: Approve the Contract between Leon County and the State of Florida Department of Health for the provision of public health services in an amount not to exceed \$237,345, and authorize the County Administrator to execute.*

**5. Acceptance of the Florida Department of Health "Reducing Racial and Ethnic Health Disparities: Closing the Gap" Grant in the Amount of \$130,000**

*The Board approved Options 1, 2, & 3: 1) Accept the Florida Department of Health "Reducing Racial and Ethnic Health Disparities: Closing the Gap" Grant in the Amount of \$130,000, and authorize the County Administrator to execute an Agreement, in a form approved by the County Attorney; 2) Approve the execution of an agreement with the County's grant provider, Capital Area Health Start Coalition, to implement a portion of the "Closing the Gap" Grant, and authorize the County Administrator to execute the agreement, in a form approved by the County Attorney, and 3) Approve the Resolution and associated Budget Amendment Request for the Closing the Gap Grant in the amount of \$130,000.*

**6. Approval to Renew the Agreement Between Leon County and Apalachee Center, Inc. for the Provision of State-Mandated Baker Act and Marchman Act Services for FY 2011/12**

Chairman Dailey requested the item be pulled for further discussion.

County Attorney Thiele confirmed that there was no conflict of interest by Chairman Dailey serving as a volunteer Board member of the Apalachee Center.

*Commissioner Sauls moved, duly seconded by Commissioner Akinyemi, approval of Option 1: Approve the renewal of the Agreement with Apalachee Center, Inc. for Baker Act and Marchman Act mandated services in an amount of \$638,156 for FY 2011/12, and authorize the County Administrator to execute. The motion carried 7-0.*

**7. Approval of the Agreement Between Leon County and Children's Home Society of Florida for the provision of State-Mandated Child Protection Examinations for FY 2011/12**

*The Board approved Option 1: Approve the Agreement between Leon County and Children's Home Society of Florida for the provision of State-mandated child protection examinations for FY 2011/12, and authorize the County Administrator to execute.*

**8. Approval of the WORKFORCE plus Workforce Services Plan and Approval of the Renewal of the Interlocal Agreement for Workforce Development Services**

*The Board approved Options 1 & 2: 1) Approve the WORKFORCE plus Workforce Services Plan, and 2) Approve the renewal of the Interlocal Agreement with WORKFORCE*

*plus and partner organizations for workforce development services, and authorize the County Administrator to execute.*

9. **Approval of Payment of Bills and Voucher Submitted for September 20, 2011, and Pre-Approval of Payment of Bills and Vouchers for the Period of September 21 through October 10, 2011.**

*The Board approved Option 1: Approve payment of bills and vouchers submitted for September 20, 2011, and Pre-Approval of Payment of Bills and Vouchers for the Period of September 21 through October 10, 2011.*

10. **Authorization to Budget Funds Received by the Supervisor of Elections from the "Voting Access for Individuals with Disabilities" Program**

*The Board approved Option 1: Approve the Resolution and Associated Budget Amendment Request for the \$10,872 in reimbursable expenditures-revenue associated with the voting Access for Individuals with Disabilities*

11. **Request to Schedule a Public hearing Regarding Intent to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessment for Windwood Hills 2/3 Paving Project for November 8, 2011 at 6:00 p.m. and Ratification of Right-of-Way Easements**

*The Board approved Options 1 & 2: 1) Schedule a public hearing regarding intent to use the uniform method of levy, collection, and enforcement of non-ad valorem assessments for Windwood Hills 2/3 Paving Project for November 8, 2011 at 6:00 p.m., and 2) Ratify the four Right-of-Way Easements.*

12. **Approval of Contract Amendment No. 5 to the Stormwater Flow Monitoring Contract with the Northwest Florida Water Management District**

*The Board approved Option 1: Approve Contract Amendment #5 to the Stormwater Flow Monitoring Contract with the Northwest Florida Water Management District, and authorize the County Administrator to execute.*

13. **Approval of the State Highway Lighting, Maintenance, and Compensation Agreement with the Florida Department of Transportation**

*The Board approved Option 1: Approve the State Highway Lighting, Maintenance, and Compensation Agreement with the Florida Department of Transportation, and authorize the County Administrator to execute.*

14. **Request to Schedule the First and Only Public Hearing Regarding a Proposed Ordinance Amending the Appeals Process for Site and Development Plans**

*The Board approved Option 1: Schedule the first and only public hearing on a proposed Ordinance amending the appeals process for site and development plans for Tuesday, October 11, 2011 at 6:00 p.m.*

**Citizens to be Heard on Non-Agendaed Items** (3-minute limit per speaker; there will be no discussion by the Commission)

- Wilson Barnes, 1949 Setting Sun Trail, addressed the high rate of employment of returning Iraq and Afghanistan veterans and added that the Board missed an excellent opportunity to address the issue at its September 13<sup>th</sup> Economic Development workshop.
- Major Kurt Craig, P.O. Box 11358, US Army Retired, shared the following information: 1) there are more people going into military service from Florida than any other state and 2) Florida has the highest number of returning Iraq and Afghanistan veterans of which a large number are unemployed. He requested the County's help to address this important issue.
- Denise Manning, 837 E. Park Ave., an Iraqi war veteran, and advocated that the Board move to address veteran needs.

**General Business**

**15. Appointment of a County Commissioner to the Palmer Munroe Youth Center and Restorative Justice Program Community Executive Committee**

County Administrator Long introduced the item. He recalled that the Board had assisted in the establishment of the Executive Committee and its by-laws call for the appointment of two representatives, a citizen appointment and a County Commissioner appointment. Mr. Long advised that advertising is currently being conducted for a citizen representative, and recommendations will be brought to the Board for its consideration.

*Commissioner Desloge moved, duly seconded by Commissioner Akinyemi, the appointment of Commissioner Nick Maddox to serve on the Palmer Munroe Youth Center and Restorative Justice Program Community Executive Committee. The motion carried 7-0.*

Commissioner Desloge encouraged fellow Commissioners to visit the center and see for themselves the great job being done.

**16. Ratification of Board Actions Taken at the Workshop on Primary Healthcare**

County Administrator Long introduced the item.

*Commissioner Sauls moved, duly seconded by Commissioner Dozier, approval of Option 1: Ratify Board actions taken at the September 20, 2011 Workshop on Primary Healthcare.*

Commissioner Desloge offered a friendly amendment directing staff to work with Neighborhood Health Services (NHS) in looking for a more suitable location to relocate. The current site is not designed or appropriate to deliver healthcare services. Commissioner Sauls accepted the friendly amendment.

Commissioner Proctor asked staff to "ponder and contemplate" how to bring additional funding to those entities that provide health to the indigent and poor. County Administrator Long affirmed that the Community Health Coordinating Committee is looking at other healthcare funding options; however, would transmit to the Coordinating Council this specific Board direction.

Commissioner Sauls amended her motion to include direction to staff to communicate to the Coordinating Committee the Board's desire that they identify additional funding options for the Board to consider in supporting entities providing health services to the indigent.

The motion as amended carried 7-0.

**17. Authorization to Issue an Invitation to Negotiate for the Solar and/or Other Electrical Power Production Project at the Leon County Solid Waste Management Facility**

County Administrator Long introduced the item. He stated that past efforts have not produced viable vendors, however, at the request of Commissioner Akinyemi to agenda the item, staff recommends issuing the Request to Negotiate (RTN).

*Commissioner Dozier moved, duly seconded by Commissioner Akinyemi, approval of Option 1: Authorize staff to Issue an Invitation to negotiate for the Solar and/or electrical Power Production Project at the Leon County Solid Waste Management Facility.*

Commissioner Dozier thanked Commissioner Akinyemi for bringing this issue back before the Board. She remarked on the popularity of Pop Warner football and how crowded the Apalachee Park is every week-end with games. She mentioned that the Pop Warner program will continue to grow and opined that the solid waste facility site was "key land" and could in the future be used to expand the Apalachee Park. Commissioner Dozier asked the Board to critically think about potential options for the private sector to look at renewable energy projects and locating those projects in other areas of the county, rather than at the Solid Waste Management Facility.

Commissioner Akinyemi acknowledged the point made by Commissioner Dozier; however, stated that there is vast land available. He noted that the Board would have an opportunity to review the specific options proposed by vendor, which will include a location for a renewable energy project.

The motion carried 7-0.

**18. Authorization to Execute Certification of Local Government Approval for Catholic Charities**

County Administrator Long introduced the item. He noted that the form is required as part of Catholic Charities application for an Emergency Shelter Grant.

*Commissioner Desloge moved, duly seconded by Commissioner Akinyemi, approval of Option 1: Authorize the County Administrator to execute the Certification of Local Government Approval for Nonprofit Organizations form for Catholic Charities. The motion carried 7-0.*

**19. Adoption of a Resolution Regarding Federal Funding Cuts in the Community Services Block Grant and Home Energy Assistance Programs**

County Administrator Long introduced the item and stated that the proposed resolution was brought back at the Board's direction.

*Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option 1: Adopt the Resolution regarding federal funding cuts in the Community Services Block Grant and Home Energy Assistance Programs. The motion carried 7-0.*

This concludes general business agenda, the Board entered into discussion of "Commissioner Discussion" items.

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

Chairman Dailey reconvened the Board at 6:00 p.m. to conduct the following public hearings.

**20. Second and Final Public Hearing for Adoption of the Final Millage Rates and the Final Budgets for FY 11/12**

County Administrator Long stated that the item requests the Board to conduct the second and final public hearing for the adoption of the countywide, Emergency Medical Services MSTU, and Primary Healthcare MSTU final millage rates and budgets for FY11/12. He declared that the tentative budget of \$235,617,730 is approximately \$8.5 million or 3.5% less than the FY10/11 budget.

Chairman Dailey announced that this was the second of two required hearings on the Leon County budget for FY 2011/2012. He invited those individuals who wished to comment on the item, to complete a speaker card and submit to the Clerk.

County Administrator Vince Long read the following into the record:

- The proposed aggregate Millage rate is 8.3500 mills which is 3.1% under the aggregate rollback Millage rate of 8.6168 mills.
- The proposed Countywide Millage rate is 7.8500 mills which is 3.09% under the countywide rollback millage rate of 8.0927 mills.
- The proposed Emergency Medical Services MSTU Millage rate is 0.5000 mills which is 2.9% under the Emergency Medical Services MSTU rollback Millage rate of 0.504 mills.
- The proposed Primary Healthcare MSTU Millage rate is 0.00 mills which is 100% equal to the Primary Healthcare MSTU rollback Millage rate of 0 mills.

**Speakers:**

- Curtis Baynes, 1323 E Tennessee, acknowledged the Board's efforts to control the budget. He opined additional measures would need to be taken in the future to balance the budget and suggested the following: 1) look more closely at fire administration costs; 84¢ out of every fire services fee dollar is spent in fire administration; 2) terminate the County's Recreational Agreement with the City, as County residents are paying \$5 million more for utilities due to a surcharge imposed by the City to use the facilities, and 3) remove Waste Management's exclusive garbage removal agreement and open this services up to more competition.
  - Chairman Dailey expressed the Board's appreciation to Mr. Baynes for his engagement and comments in regards to the County's budget.
- John Gibby, 4887 Gum Road, shared with the Board a video showing what it's like to live next to the Leon County Transfer Station. In addition, he asked the Board to consider using some of the operating budget surplus revenue to purchase and install a commercial-grade tire wash.
  - County Administrator Long responded that there are monies set aside to purchase the equipment in this year's budget.

Chairman Dailey closed the public hearing.

*Commissioner Desloge moved, duly seconded by Commissioner Akinyemi, to approve Option 1: Approve Resolution 11-52, adopting the final FY11/12 Countywide millage rate of 7.8500 mills. The motion carried 7-0.*

*Commissioner Proctor moved Option 2, as amended: Approve Resolution 11-53, adopting the final FY11/12 Countywide budget, and instruct staff to use the \$187,000 in contingency to ensure that employees earning \$70,000 and above receive a 1.5% salary increase. The motion died for lack of a second.*

*Commissioner Desloge moved, duly seconded by Commissioner Dozier, to approve Option 2: Approve Resolution 11-53, adopting the final FY11/12 Countywide budget.*

- Commissioner Proctor cited the comments made by Mr. Baynes and requested that the motion be amended to include 1) a direction to staff to review the fire administration costs, and 2) suggested the Board consider structuring a County run recreational department. Commissioner Desloge did not accept the amendments proposed by Commissioner Proctor.
- Commissioner Maddox indicated an interest in making a motion that these issues be considered at the Board's Retreat. Chairman Dailey suggested that the Board conclude its business regarding the adoption of the budget and he would return to Commissioner Maddox for a motion at that time.
- Commissioner Proctor articulated that he would not support the motion and questioned the Board's decision to segregate the salary increases. He stated for the record that his vote stands as a signal for his support for a 1.5% increase for all employees.
- *Commissioner Dozier called the question. The motion carried 7-0.*
- The motion to accept Option 2 carried 6-1 (Commissioner Proctor in opposition).

*Commissioner Maddox moved, duly second by Commissioner Sauls, to approve Option #3: to adopt the final FY11/12 Emergency Medical Services MSTU millage rate of 0.5000 mills. The motion carried 7-0.*

*Commissioner Sauls moved, duly seconded by Commissioner Dozier, to approve Option #4: Adopt the final FY11/12 Emergency Medical Services MSTU budget. The motion carried 7-0.*

*Commissioner Akinyemi moved, duly seconded by Commissioner Desloge, to approve Option 5: Adopt, via attached resolution R11-56, the final FY11/12 Primary Healthcare MSTU millage rate of 0.0000 mills.*

- Commissioner Desloge asked if there is a point in time when the MSTU could be eliminated. County Attorney Thiele responded that the Board has the authority to terminate the MSTU at any time. Commissioner Desloge stated that the Board may want to consider this at some point.
- Commissioner Maddox established that 2005/2006 was the last time a MSTU was attached to primary health care.
- Commissioner Proctor stated that the MSTU serves as a conscious reminder of what the Board once tried to do in its endeavor to fund healthcare for the indigent.
- Commissioner Akinyemi stated that, at some point, there needs to be a community dialogue regarding primary health care funding and suggested that the Board consider forming a citizen action committee to help promote the issue.
- The motion to adopt Option 5 carried 7-0.

*Commissioner Dozier moved, duly seconded by Commissioner Desloge, to approve Option #6: Adopt the final FY 11/12 Primary Healthcare MSTU budget. The motion carried 7-0.*

County Administrator Long thanked the Board for its passage of a "responsible budget" during a very tough budget year. Additionally, he acknowledged the work of County staff, who will be doing more with less and complimented budget staff for their work to prepare the budget.

Chairman Dailey too acknowledged the efforts of the budget staff in assisting the Board with the upcoming budget and mentioned that the Board could not have passed the budget without those efforts.

**21. First and Only Public Hearing on Adoption of the Capital Improvements Schedule Annual Update**

County Administrator Long announced the public hearing and Chairman Dailey confirmed that there were no speakers on this issue.

*Commissioner Maddox moved, duly seconded by Commissioner Dozier, approval of Option 1: Conduct the first and only public hearing and adopt the Ordinance updating the Capital Improvements Schedule in the Comprehensive Plan. The motion carried 7-0.*

**Citizens to be Heard on Non-Agendaed Items** (3-minute limit per speaker; Commission may discuss issues that are brought forth by speakers.)

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

**Comments/Discussion Items**

**County Administrator Long:**

- Requested the Board mark their calendars for the Tourist Development Council (TDC) Marketing Rollout event scheduled for Wednesday, October 12 at Goodwood. This is an opportunity to bring tourism partners together.
- Announced that Phil Blank, Leon County Research and Development Authority (LCRDA) Chairman, has sent a letter of resignation from the LCRDA; therefore, there will be a vacancy on the LCRDA Board. He stated that the LCRDA Nominating Committee will convene and he will bring back recommendations to fill the vacancy.
- Announced that the current Eastside Branch location will close Saturday, October 15<sup>th</sup> and the grand opening of the new Eastside Branch Library will be held on Thursday, November 3<sup>rd</sup> at 4:00 p.m. More details of the grand opening will be forthcoming.

**County Attorney Thiele:**

- None.

**Commissioner Discussion Items**

**Commissioner Desloge:**

- Confirmed with County Attorney Thiele that the County's job application contains a Veterans Preference.
- *Commissioner Desloge moved, duly seconded by Commissioner Maddox, to conduct a management review of the grant funding process of the Council on Culture & Arts (COCA) and Tourist Development Council (TDC).*
  - Commissioner Proctor stated the Community Redevelopment Agency (CRA) should give money for healthcare rather than COCA. *He recommended a substitute motion*

to allow for a review of funding for indigent healthcare for Neighborhood Health Services and Bond funding.

- County Attorney Thiele advised that the tax increment dollars could not be used for healthcare.
- Commissioner Dozier requested feedback on the CRA's investment plan so as to have a better understanding of CRA funding.
- Chairman Dailey requested that Roxanne Manning, Frenchtown/Southside CRA, meet with those Commissioners who do not sit on the CRA and update them on activities within the CRA.
- The motion carried 6-0 (Commissioner Proctor out of Chambers).
- Remarked that currently outdated County computers are donated to Goodwill; however, there could be a way of selling the outdated computer to County employees.
  - Commissioner Desloge moved, duly seconded by Commissioner Dozier, to direct staff to bring back an agenda item regarding the County's computer replacement policy. The motion carried 6-0 (Commissioner Proctor out of Chambers).
- Commissioner Desloge moved, duly seconded by Commissioner Maddox, to have the County Attorney bring back an opinion regarding a County Ordinance to ban texting while driving. The motion carried 6-0 (Commissioner Proctor out of Chambers).

**Commissioner Dozier:**

- Requested an update from Workforce Plus on what programs they offer which are directed to veterans. Approved without objection.
- Mentioned the benefit of having the vacancy on the Leon County Research and Development Authority Board filled by someone with a knowledge base in tech transfer.

**Commissioner Proctor**

- Requested the Board commit the \$187,000 in the contingency fund to provide raises for those employees who make \$70,000 and above. He stated that he would raise this issue under Item #20.

**Commissioner Sauls**

- Announced the grand opening of the Woodville Library on October 1 at 10:30 a.m.

**Commissioner Maddox**

- None.

**Commissioner Akinyemi**

- Referenced the Board's September 13<sup>th</sup> Economic Development Workshop and its approval of the recommendations for improvements to the County's economic development and job creation activities. He commented that there were two critical areas that were not incorporated into the plan.
  - Firstly, he requested that consideration be given to include any policy changes or incentives that could be utilized to help veterans be employed.
  - Secondly, he asked for the Board's consideration to the growing of "green collar" jobs.
  - County Administrator Long mentioned that veteran issues were not included in the workforce plan, as this is viewed by staff as a "core function" and the Board has consistently exhibited its commitment to providing veteran services. He stated that staff would prepare a status report on what the County's Veterans' Services are currently doing.

**Chairman Dailey**

- None.

Chairman Dailey recessed the Board and announced that it would reconvene at 6:00 p.m. to conduct the scheduled public hearings.

**Receipt and File:**

None.

**Adjourn:**

There being no further business to come before the Board, the meeting was adjourned at 6:40 p.m.

LEON COUNTY, FLORIDA

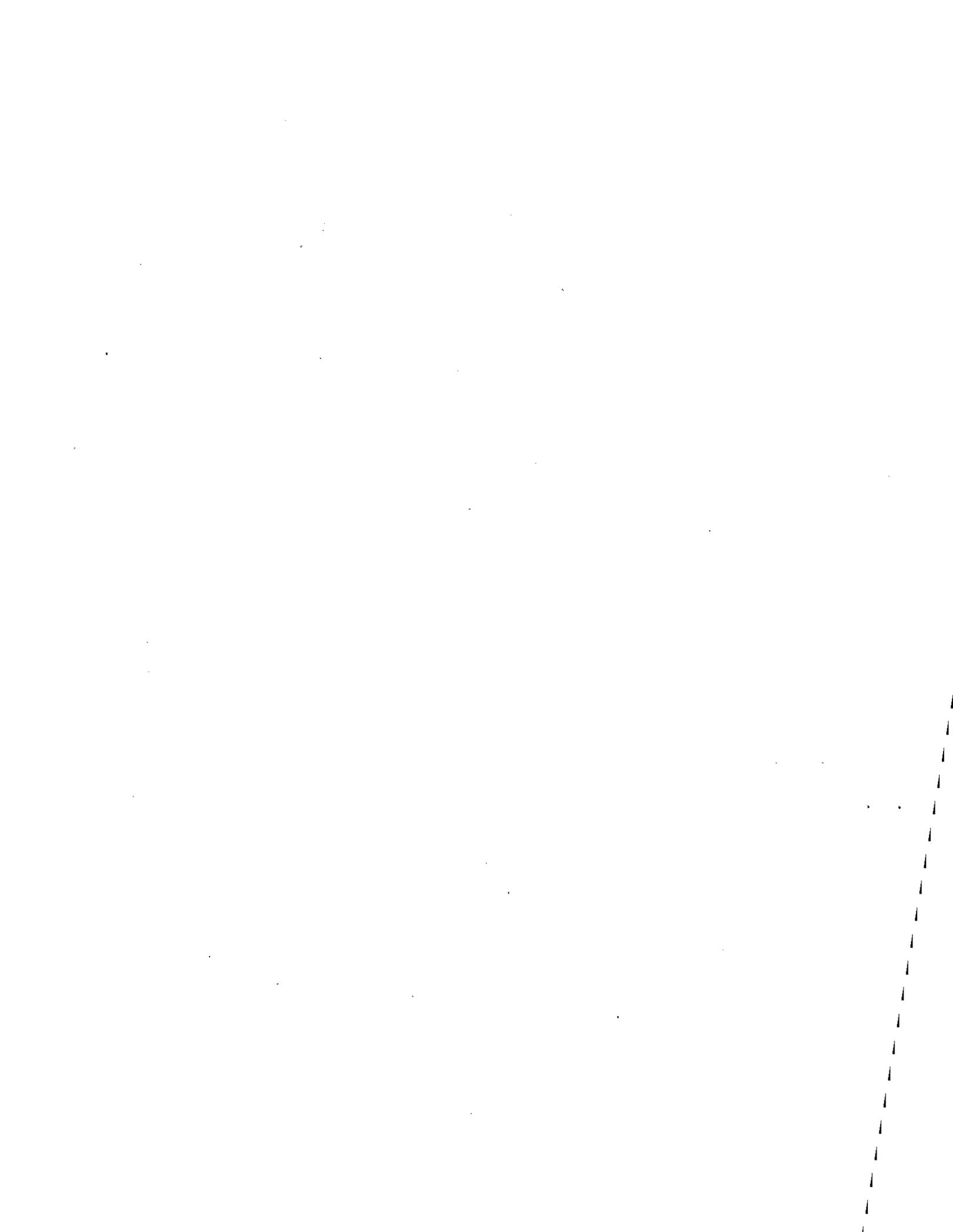
ATTEST:

BY:

John Dailey, Chairman  
Board of County Commissioners

BY:

\_\_\_\_\_  
Bob Inzer, Clerk of the Court  
Leon County, Florida



# Leon County Board of County Commissioners

## Cover Sheet for Agenda #2

October 25, 2011

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

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

**Title:** Approve the Extension to the Memorandum of Agreement Regarding the Public Safety Communications Board and Rescind the Previous Approval to the First Amendment to the Interlocal Agreement Between Leon County, City of Tallahassee, and the Leon County Sheriff Regarding the Procurement, Funding, and Daily Operations of the 800 MHz Digital Trunked Simulcast Radio System

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator, County Administration

**Fiscal Impact:**

This item does not have a fiscal impact.

**Staff Recommendation:**

- Option #1: Approve the Amendment to the Memorandum of Agreement regarding the establishment of the Public Safety Communications Board with the City of Tallahassee and Leon County Sheriff, providing for a termination date of December 31, 2012.
- Option #2: Rescind the Board's September 13, 2011 approval of the First Amendment to the Interlocal Agreement between Leon County, City of Tallahassee, and the Leon County Sheriff regarding the procurement, funding, and daily operations of the 800 MHz Digital Trunked Simulcast Radio System.

Title: Approve the Extension to the Memorandum of Agreement Regarding the Public Safety Communications Board and Rescind the Previous Approval to the First Amendment to the Interlocal Agreement Between Leon County, City of Tallahassee, and the Leon County Sheriff Regarding the Procurement, Funding, and Daily Operations of the 800 MHz Digital Trunked Simulcast Radio System.

October 25, 2011

Page 2

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## Report and Discussion

### **Background:**

The Public Safety Communications Board (PSCB) was established through the Memorandum of Agreement (MOA), approved by the County and the City Commissions in December 2006. The PSCB was the oversight Board responsible for the implementation and operation of a consolidated dispatch center. The Agreement expired on January 1, 2011.

At the December 14, 2010 meeting, the Board approved a one-year extension to the existing Memorandum of Agreement, which was subsequently signed by the Sheriff.

On October 12, 2011, the City Commission approved extending the original agreement through December 31, 2012 (which is one year longer than the extension approved by the Board and Sheriff last December) (Attachment #1). The presumption is a more formal interlocal agreement consolidating the dispatch departments will be executed by all parties prior to the termination of the extension.

### **Analysis:**

The County, Sheriff, and City are proceeding with the construction of the Public Safety Complex with an anticipated opening in Spring 2013. One of the primary functions to be housed at the complex will be the consolidated dispatch operation. County, Sheriff, and City staff are currently negotiating the interlocal agreement to finalize the consolidation effort. To provide continuity prior to the formal interlocal agreement being executed, it is recommended that the original MOA establishing the PSCB be extended through December 31, 2012. The Board had previously approved an extension through December 31, 2011.

On September 13, 2011, the Board approved modifications to the 800 MHz agreement regarding the composition to the oversight board. The action removed the County Administrator and City Manager from the oversight board. The modification to the agreement left the four primary public safety officials (Sheriff, Police Chief, EMS Chief and Fire Chief or their designees) as the governing body for the 800 MHz system.

At this point in time, the City has indicated that they would prefer to discuss any modifications to the 800 MHz oversight board as part of any future discussion related to the dispatch consolidation interlocal agreement. To maintain consistency between the actions taken by both governments on this matter, staff recommends the Board rescind its previous approval of this modification.

Title: Approve the Extension to the Memorandum of Agreement Regarding the Public Safety Communications Board and Rescind the Previous Approval to the First Amendment to the Interlocal Agreement Between Leon County, City of Tallahassee, and the Leon County Sheriff Regarding the Procurement, Funding, and Daily Operations of the 800 MHz Digital Trunked Simulcast Radio System.

October 25, 2011

Page 3

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**Options:**

1. Approve the Amendment to the Memorandum of Agreement regarding the establishment of the Public Safety Communications Board with the City of Tallahassee and Leon County Sheriff, providing for a termination date of December 31, 2012.
2. Rescind the Board's September 13, 2011 approval of the First Amendment to the Interlocal Agreement between Leon County, City of Tallahassee, and the Leon County Sheriff regarding the procurement, funding, and daily operations of the 800 MHz Digital Trunked Simulcast Radio System.
3. Do not approve the Amendment to the Memorandum of Agreement regarding the establishment of the PSCB with the City of Tallahassee and Leon County Sheriff providing for a termination date of December 31, 2012.
4. Do not rescind the Board's September 13, 2011 approval of the First Amendment to the Interlocal Agreement between Leon County, City of Tallahassee, and the Leon County Sheriff regarding the procurement, funding, and daily operations of the 800 MHz Digital Trunked Simulcast Radio System.
5. Board direction.

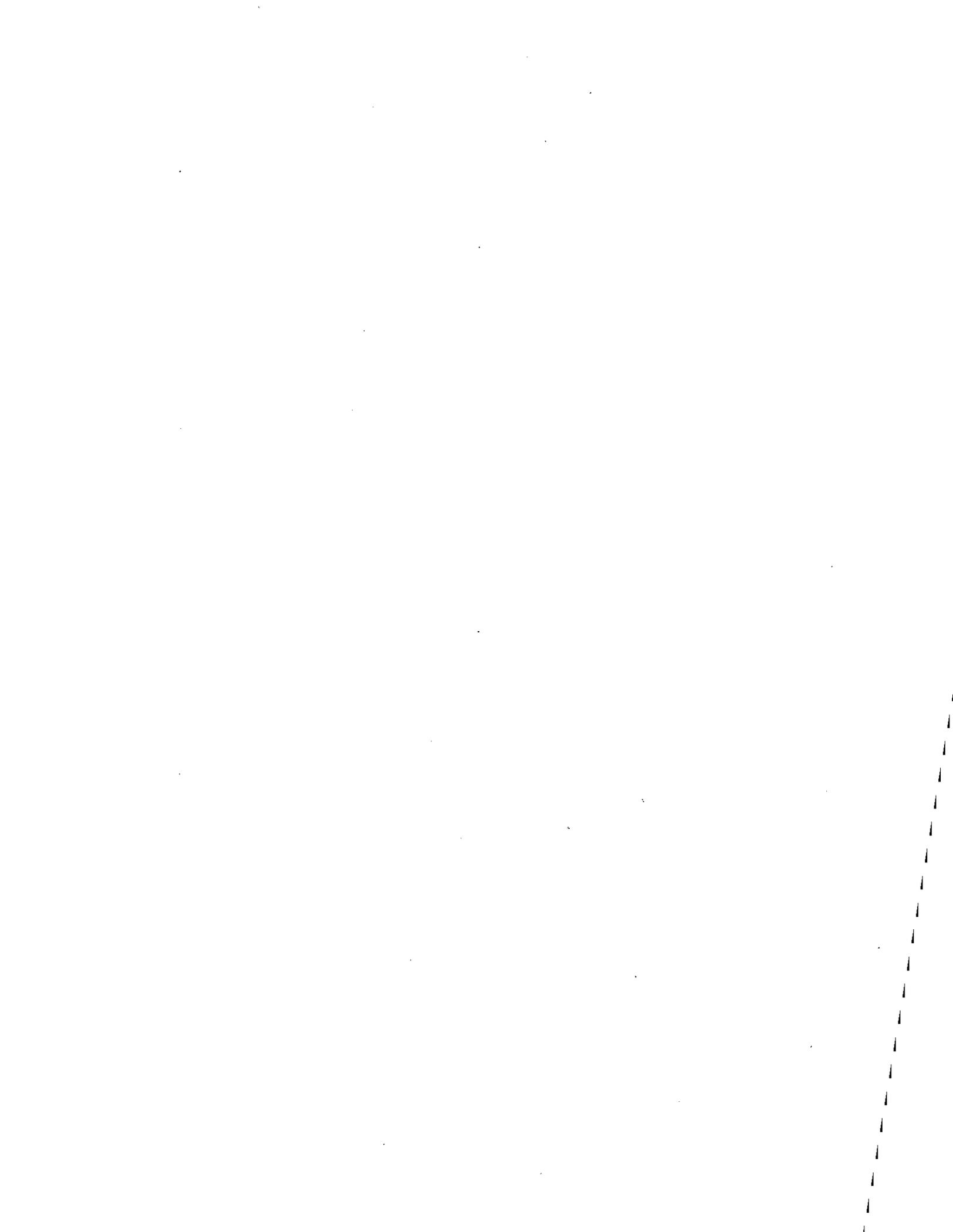
**Recommendation:**

Options #1 and #2.

**Attachment:**

1. Amendment to the Memorandum of Agreement

VSL/AR/KM/clp



**Amendment to Memorandum of Agreement**

This Amendment to Memorandum of Agreement is dated \_\_\_\_\_ 2011, by the **City of Tallahassee**, a Florida municipal corporation ("City"), **Leon County**, a charter county and political subdivision of the State of Florida ("County"), and the **Leon County Sheriff**, a separately elected county officer of the State of Florida ("Sheriff").

**Recitals**

The City, County, and Sheriff entered into a Memorandum of Agreement dated December 13, 2006 ("MOA"), relating to the creation of a joint dispatch center for law enforcement, fire services, and emergency medical services. The MOA further provided for establishment of a Public Safety Communications Board ("PSCB") to oversee the implementation and operation of a consolidated dispatch center. The Parties now desire to retroactively extend the term of the MOA.

The parties therefore agree as follows:

1. Section I of the MOA is retroactively amended to read as follows: "The Term of this Agreement shall commence on the date on which it has been executed by all parties and shall end December 31, 2012, unless earlier replaced by another agreement among the parties.

2. All other provisions, sections or requirements in the MOA not otherwise in conflict with the provisions herein shall remain in full force and effect.

The parties are signing this Amendment as of the date stated in the introductory clause.

**CITY OF TALLAHASSEE, FLORIDA**

Attest:

By: \_\_\_\_\_  
Gary Herndon, City Treasurer-Clerk

By: \_\_\_\_\_  
John R. Marks, III  
Mayor

Approved as to form:

By: \_\_\_\_\_  
James R. English  
City Attorney

**LEON COUNTY, FLORIDA**

Attest:  
Bob Inzer, Clerk of the Court

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

Approved as to form:  
County Attorney's Office

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

Herbert W.A. Thiele, Esq.  
County Attorney

By: \_\_\_\_\_  
John E. Dailey, Chairman  
Board of County Commissioners

**LEON COUNTY SHERIFF**

\_\_\_\_\_  
Larry Campbell

Approved as to form:

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

Alan Griner, Esq.  
Sheriff Attorney

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #3

October 25, 2011

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

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

**Title:** Authorization to Submit an Application for the U.S. Department of Transportation's National Infrastructure Investments Grant (TIGER III)

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Lead Staff/Project Team:</b>	Shington Lamy, Assistant to the County Administrator, County Administration

**Fiscal Impact:**

This item may have a fiscal impact. If the County is awarded the TIGER III grant, a 20% local match is required. The total grant request is for \$20.4 million; therefore, if the County were awarded funding in the amount of \$16 million, a local match of \$4.08 million would be required. Funding programmed for current and future sidewalk projects will support the County's match requirement.

**Staff Recommendation:**

Option #1: Authorize the submittal of an application for the U.S. Department of Transportation's National Infrastructure Investments Grant.

## Report and Discussion

### **Background:**

On May 26, 2009, the Board directed staff to evaluate sidewalk projects that total \$20 million that may be eligible for the Transportation Investment Generating Economic Recovery (TIGER) Grant Program. TIGER was a competitive grant program created by the U.S. Department of Transportation (DOT) to administer \$1.5 billion that was included in the stimulus package signed by President Obama. On July 14, 2009, staff presented a list of sidewalk projects for consideration of the TIGER Grant Program to the Board. At that time, the Board directed staff to work with the City of Tallahassee (City) on a joint application for TIGER funding.

The TIGER I grant request was in the amount of \$44 million for 26 sidewalk projects that equated to 28 miles of new pedestrian facilities, and the installation of OPTICON systems on StarMetro and County/City emergency vehicles to allow for prioritization at traffic signals. Approximately 1,400 applications were submitted with a total request of \$60 billion. On February 17, 2010, DOT announced funding awards to 51 projects for a total of \$1.5 billion. This represents 2.5% of the amount of funding requested and 3.6% of the total projects requested. Despite submitting 120 applications worth \$4.3 billion, no projects in Florida were awarded funding.

On December 16, 2009, DOT was appropriated \$600 million for TIGER II. On July 13, 2010, the Board approved a project list in the amount of \$73.4 million for the second round of funding opportunity. The County/City project list included projects identified in TIGER I, as well as sidewalk projects identified as part of the StarMetro's Nova 2010 Decentralization Plan. Additionally, the Board included the Timberlane Area Bike and Pedestrian Project as part of the TIGER II grant request. Approximately 1,700 applications were submitted with a total request of \$21 billion. On October 20 2010, DOT announced funding awards to 42 projects for a total of \$557 million. This represents 2.7% of the amount of funding requested and 2.5% of the total projects requested. Three projects were awarded in Florida (two port project and a bus transit project); however, the County/City application was not awarded. Although there have been sidewalk projects awarded, the majority of TIGER I and II funding have been awarded to Interstate, freight rail, and port infrastructure due to the regional impact of such projects. On July 1, 2011, DOT announced the funding availability of the National Infrastructure Investment Grant (TIGER III).

### **Analysis:**

TIGER III is a highly competitive grant process that is eligible to states and local governments for capital investments in surface transportation infrastructure, including highway or bridge projects, public transportation projects, passenger and freight rail, and port infrastructure projects. It is similar to the previous grant program (TIGER II); however, it has a few significant differences. The U.S. DOT received a \$527 million appropriation to administer the program, which is a 12% reduction from TIGER II, and a 65% reduction from TIGER I. As with the previous grant, U.S. DOT is required to award at least \$140 million of TIGER III funding to projects located in rural areas, which limits funding to large and mid-size communities to \$387 million.

Title: Authorization to Submit an Application for the U.S. Department of Transportation's National Infrastructure Investments Grant (TIGER III)

October 25, 2011

Page 3

Generally, TIGER III funding requests must be no less than \$10 million and no more than \$200 million. TIGER III funds up to 80% of the cost of a project. Applicants must assure a local match of at least 20% of the project cost. No more than 25% of the grant funding (\$131 million) may be awarded in a single state. The application submittal deadline is October 31, 2011. TIGER III does not set a required date in which projects must be completed; however, it states that any funding awarded must be obligated by September 30, 2013.

For TIGER I and TIGER II, the County and City submitted joint applications for sidewalk projects as well as the OPTICON system. However, unlike previous application processes, DOT explicitly prohibits the bundling of unrelated projects for TIGER III. As a result, the City plans to submit a TIGER application that focuses on sidewalk projects incorporated in its NOVA 2010 plan. The County's application includes sidewalk projects identified in the previous applications with the exception of sidewalk projects that have been completed or are currently under construction. These projects would meet DOT's funding obligation of September 30, 2013.

Staff has taken a number of measures in order to better position the County's TIGER III application for funding, including gathering and reviewing applications of several local communities that were awarded TIGER I and TIGER II funding for pedestrian and bicycle projects. The awarded projects focused on its regional benefits and identified significant local matching fund through local and state governments and private businesses. The projects provided broad quantifiable measures on the criteria set forth by TIGER I and TIGER II. In addition, staff participated in webinars on TIGER III conducted by U.S. DOT.

DOT has indicated that award preference will be given to projects that are included in state, metropolitan, and local planning documents. The following sidewalk projects, identified for the County's application, are included in the Capital Region Transportation Planning Agency (CRTPA) Bicycle and Pedestrian Master Plan, as well as in the Access to Schools Sidewalk Priority List. It also includes the Timberlane Area Bike and Pedestrian Project as identified by the Board during the previous TIGER process.

Projects
<i>Access to Schools</i>
Magnolia Drive - From South Adams Street to Appalachee Parkway
Fred George Road - From Capitol Circle NW to N. Monroe
Chaires Cross Road - From Capitola Road to Green Oak Drive
<i>CRTPA Bike-Ped Master Plan Project</i>
Timberlane Road - From Meridian Street to Thomasville Road
Old Bainbridge Road - From I-10 to Brevard Street
Old St. Augustine Road - From Indian Head to Capital Circle
Micosukee Road - From Capital Circle to Fleischmann Road
Tram Road - From South Monroe to Capital Circle
Centerville Road - From Shamrock to Roberts Road
Ox Bottom Road - From Meridian Road to Thomasville Road
Maclay Road - From Meridian to Thomasville Road
Beech Ridge Trail- From Kinhega Drive to Lawton Chiles Lane
<i>Additional Project (As directed by the Board as part of the TIGER III application)</i>
Timberlane Area Bike-Pedestrian Project

**Options:**

1. Authorize the submittal of an application for the project list for U.S. Department of Transportation's National Infrastructure Investments Grant.
2. Do not authorize the submittal of an application for the project list for U.S. Department of Transportation's National Infrastructure Investments Grant.
3. Board direction.

**Recommendation:**

Option #1.

VSL/SL/sl

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #4

October 25, 2011

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

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

**Title:** Ratification of the Actions Taken by the Board at the October 11, 2011 Workshop on Consideration of Transition to Digital Agendas

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator, County Administration
<b>Lead Staff/ Project Team:</b>	Pat Curtis, Director, Management Information Services

**Fiscal Impact:**

This item has a one-time fiscal impact of approximately \$11,410 associated with the initial equipment and software purchase. It is estimated that there is \$11,500 in anticipated recurring cost savings; partially associated with direct expenses, and partially associated with staff time.

**Staff Recommendation:**

Option #1: Ratify the actions taken by the Board at the October 11, 2011 Workshop on Consideration of Transition to Digital Agendas.

## **Report and Discussion**

### **Background:**

On October 11, 2011, the Board conducted a workshop to consider the transition to a digital agenda as the next step in the County's continuing efforts to achieve efficiency in the agenda process. The workshop examined benefits of tablet technology in general; how other governments have made the move to digital agendas with iPads; and, what the potential cost savings would be for Leon County.

The estimated annual cost savings would be \$11,500; \$10,000 in labor for producing paper agendas and workshop materials and \$1,500 for paper, supplies, and copying costs. With the one-time cost impact to supply iPads to each Commissioner and their aide being \$11,410, the return on investment would be within 12 months.

Beyond simply placing a digital agenda on an iPad for easier access and replacing paper, it was proposed to provide an application with functions for document review, such as notations, markups, and sharing/printing of comments. The iAnnotate application was demonstrated to show how it provides a means for creating and managing a library of digital documents that can be annotated with typed and handwritten notes, flags, bookmarks, stamps, and highlights. Entire documents, or just the pages with annotation, could be e-mailed and/or printed for sharing and easy access.

The proposed implementation plan for procuring, configuring, and distributing the iPads included a schedule for training on the iPad and iAnnotate software.

### **Analysis:**

The Board directed staff to transition to digital agendas using iPad table technology under the timeline as proposed. Digital agendas will be introduced at the November 8, 2011 Board meeting, together with a paper version to assist in transitioning to the digital format. The full transition will occur at the November 15 Board meeting, where only one paper agenda packet will be produced for the public record.

Tablets and accessories will be purchased in mid-October; MIS will load the tablets with appropriate agendas and workshop materials. Training sessions will be held the end of October, when the tablets will be distributed to Commissioners and their aides. When the November 8 digital agenda is released, training on iAnnotate software will be conducted through scheduled classes, as well as through one-on-one training and review sessions, giving the Commissioners and their aides an opportunity to use the software for an actual Board meeting.

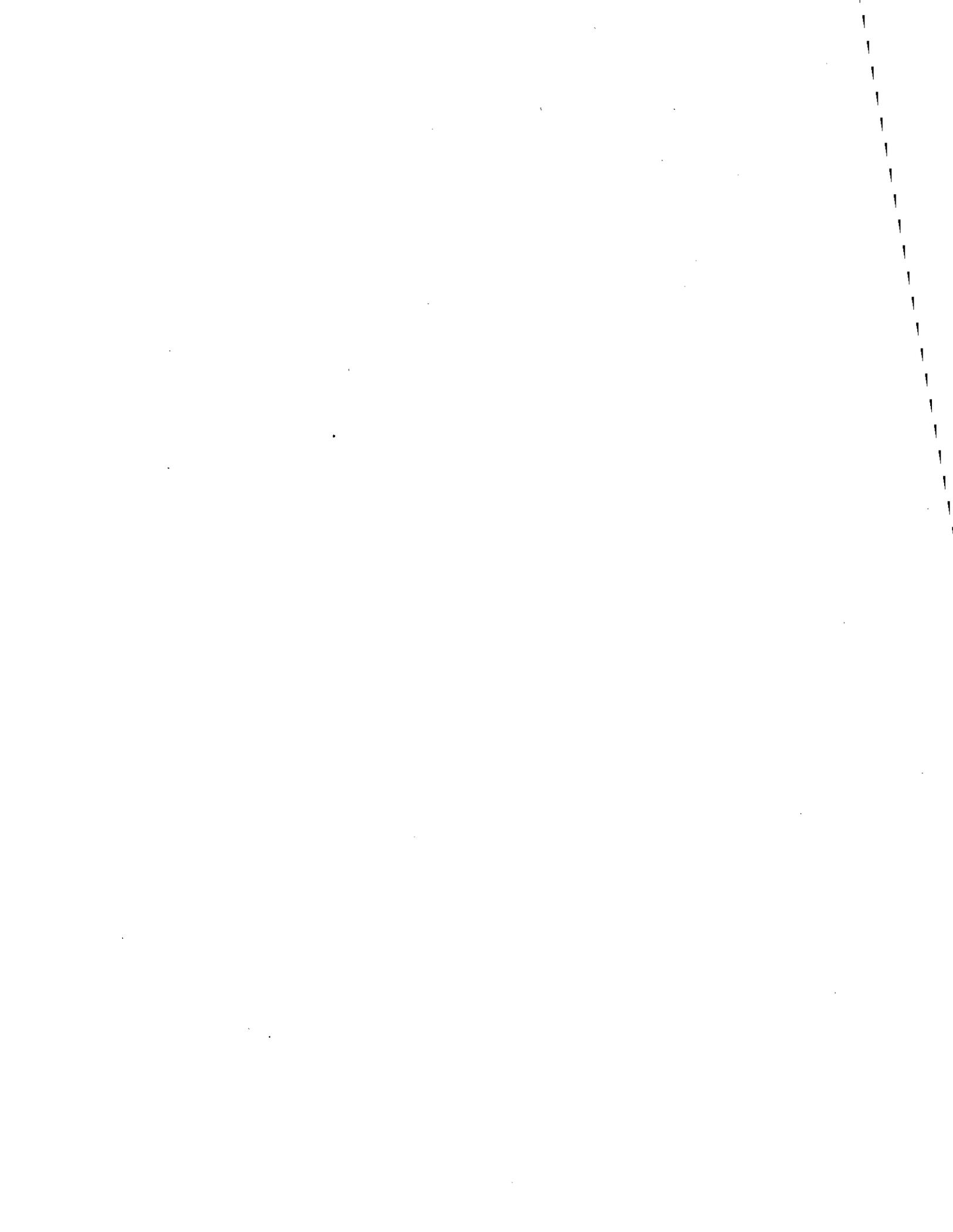
**Options:**

1. Ratify the actions taken by the Board at the October 11, 2011 Workshop on Consideration of Transition to Digital Agendas.
2. Do not ratify the Board's actions taken at the October 11, 2011 Workshop on Consideration of Transition to Digital Agendas.
3. Board direction.

**Recommendation:**

Option #1.

VSL/AR/pc



# Leon County Board of County Commissioners

## Cover Sheet for Agenda #5

October 25, 2011

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

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

**Title:** Ratification of Board Action Taken at the October 11, 2011 Workshop on the 2012 State and Federal Legislative Priorities

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator, County Administration Ken Morris, Director of Economic Development and Business Partnerships
<b>Lead Staff/ Project Team:</b>	Cristina L. Paredes, Special Projects and Intergovernmental Affairs Coordinator

**Fiscal Impact:**

This item does not have a fiscal impact.

**Staff Recommendation:**

Option #1: Ratify the Board actions taken at the October 11, 2011 Workshop on the 2012 State and Federal Legislative Priorities.

## Report and Discussion

### Background:

Each year, the Board conducts a workshop on the County's state and federal legislative priorities. On October 11, 2011, the Board held a workshop to discuss the legislative issues for the 2012 state and federal sessions.

### Analysis:

Staff provided the Board with an oral report on five appropriation requests and eight substantive issues proposed for the 2012 state and federal legislative sessions.

The appropriation requests approved by the Board were as follows:

- |   |                |
|---|----------------|
| • Woodville Sewer Design                              | \$ 500,000     |
| • EMS Equipment Grant                                 | \$ 721,980     |
| • Disaster Relief Property Acquisition: Oakridge Road | \$ 3.4 million |
| • Woodville Highway Design                            | \$ 3.4 million |
| • Capital Circle Southwest Construction               | \$ 8.0 million |

As presented by staff, the Board discussed and approved the eight substantive policy issues, specific to Leon County, that are expected to be considered during the 2012 legislative session.

1. Advocate for the protection of state workforce
2. Support state inspection of equipment at internet cafes while maintaining the County's home rule authority
3. Support the repeal of firearm preemption legislation from 2011
4. Support Florida A&M University's efforts to establish a dental education program in Leon County
5. Oppose efforts to shift administrative duties of septic tank inspection program to counties
6. Support the Florida Association of Counties' legislative efforts
7. Support federal legislation to empower PACE Programs
8. Continue to work Patton Boggs to secure the usage of property at the Federal Correction Institution facility for constructing baseball fields.

In addition to these issues, the Board requested staff monitor legislation that would increase voter participation. The Board designated Commissioner Desloge to work with staff to coordinate a meeting with community partners and local organizations to identify shared interests in advance of the legislative session. Staff is currently working to schedule a date and time for this meeting, which would be held prior to the December holidays.

Staff will prepare the Board's legislative priorities in a Quick Reference Guide to assist Commissioners and the lobbying team in advocating at the Capitol with legislators.

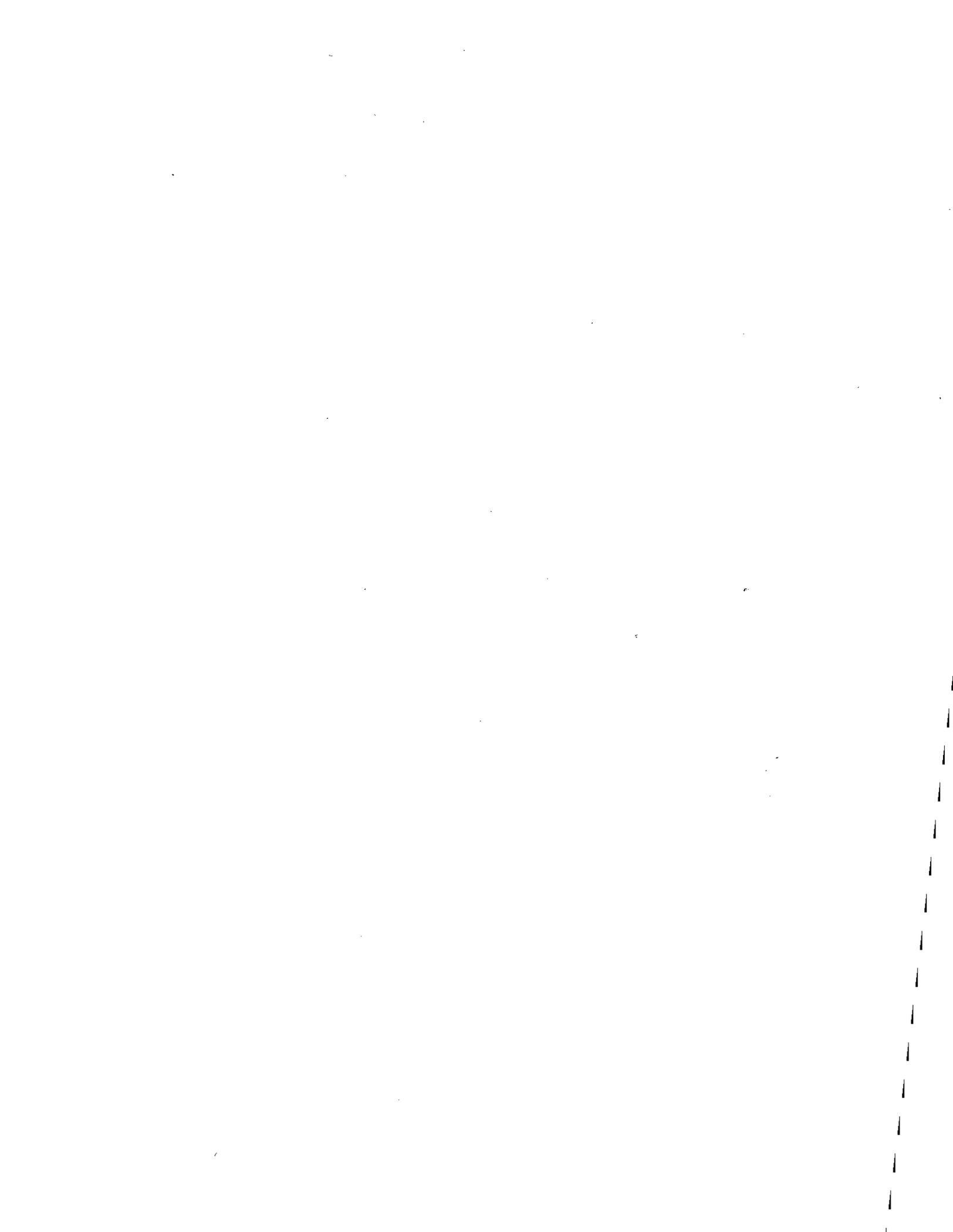
**Options:**

1. Ratify the Board actions taken at the October 11, 2011 Workshop on the 2012 State and Federal Legislative Priorities.
2. Do not ratify the Board actions taken at the October 11, 2011 Workshop on the 2012 State and Federal Legislative Priorities.
3. Board direction.

**Recommendation:**

Option #1.

VSL/AR/KM/clp



# Leon County Board of County Commissioners

## Cover Sheet for Agenda #6

October 25, 2011

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

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

**Title:** Approval to Waive Policy No. 00-2, "Public Use of the Courthouse" for the Florida Association of Counties' Legislative Day Reception at the Leon County Courthouse on February 1, 2012

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator, County Administration  Ken Morris, Director of Economic Development and Business Partnerships
<b>Lead Staff/ Project Team:</b>	Cristina L. Paredes, Special Projects and Intergovernmental Affairs Coordinator

**Fiscal Impact:**

This item has a fiscal impact. There is an anticipated cost of approximately \$410 for security and custodial services. Budgeted funds are available in the account established to host Board events, such as the Board retreat and reorganization ceremony.

**Staff Recommendation:**

Option #1: Waive Leon County Policy No. 00-2, "Public Use of Leon County Courthouse" to apply only to the provision related to the consumption of alcoholic beverages, for the Florida Association of Counties' Legislative Day Reception on February 1, 2012 from 5:30 – 8:00 p.m.

## Report and Discussion

### **Background:**

Each year the Florida Association of Counties (FAC) holds a Legislative Day Conference in Tallahassee during the State's legislative session. As part of their conference program, FAC hosts an evening reception, which includes cocktails and hors d'oeuvres for Legislators, County Commissioners, and other county officials from across the state.

On March 23, 2011, the County hosted the FAC Legislative Day Reception at the Leon County Courthouse with several visiting county commissioners from around the state in attendance. Chairman Dailey and Commissioners welcomed Governor Scott to the reception. Additionally, the County has hosted this reception in previous years at the Leon County Courthouse.

FAC has asked Leon County to host the 2012 Legislative Day Reception in the Leon County Courthouse Rotunda on February 1, 2012 from 5:30 to 8:00 p.m.

### **Analysis:**

In accordance with Leon County Policy No. 00-2, "Public Use of Leon County Courthouse" (Attachment #1), staff has worked with FAC to reserve the Courthouse rotunda and to coordinate arrangements for the 2012 Legislative Day Reception.

This item seeks Board approval of a waiver to County Policy No. 00-2, specifically Sections 10 and 11 listed in Procedures for Public Use of the Courthouse (Attachment #1, page 3), which states:

10. *Alcoholic beverages and smoking are prohibited throughout the Courthouse.*
11. *Alcoholic beverages are prohibited throughout outside areas.*

The proposed waiver would apply only to the provision and consumption of alcoholic beverages in the Courthouse rotunda, as part of the FAC reception. Smoking would remain a prohibited activity throughout the Courthouse and outside areas during the event. This Policy waiver is only for participants of the FAC reception.

Additionally, the event will take place after normal business hours at the Courthouse and will require security at the cost of \$325. FAC, through the catering service, will be responsible for clean up; however, custodial services, such as trash removal, are required and will cost approximately \$85. Budgeted funds are available in the account established to host Board events, such as the Board retreat and reorganization ceremony, to cover the anticipated cost.

Title: Approval to Waive Policy No. 00-2, "Public Use of the Courthouse" for the Florida Association of Counties' Legislative Day Reception at the Leon County Courthouse on February 1, 2012  
October 25, 2011  
Page 3

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**Options:**

1. Waive Leon County Policy No. 00-2, "Public Use of Leon County Courthouse" to apply only to the provision related to the consumption of alcoholic beverages, for the Florida Association of Counties' Legislative Day Reception February 1, 2012 from 5:30 – 8:00 p.m.
2. Do not waive Leon County Policy No. 00-2, "Public Use of Leon County Courthouse to apply only to the provision related to the consumption of alcoholic beverages, for the Florida Association of Counties' Legislative Day Reception February 1, 2012 from 5:30 – 8:00 p.m.
3. Board direction.

**Recommendation:**

Option #1.

**Attachment:**

1. Leon County Policy No. 00-02, "Public Use of the Leon County Courthouse"

VSL/AR/KM/clp



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

**Policy No. 00-2**

Title: Public Use of the Leon County Courthouse

Date Adopted: February 15, 2000

Effective Date: February 15, 2000

Reference: N/A

Policy Superseded: Policy No. 96-16, "Public Use of Leon County Courthouse, October 23, 1996"

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that:

While the Courthouse is owned by the citizens of Leon County, County Government is held responsible for its maintenance, appearance and control. Therefore, individuals or public organizations may use only the County Commission chambers, conference rooms on the second and fifth floors, courtrooms on plaza, second and third floors with Court Administration's approval (with the exception of Courtrooms 2B, 3A and 3B, which cannot be used), the Calhoun Street balcony on plaza level, and the Monroe Street hard surface public access ways, to conduct meetings.

Individuals or public organizations making application to use Courthouse facilities shall comply with the "Procedures for Public Use of Courthouse" attached to and incorporated as an element this Policy.

To schedule courtrooms for meetings which are to occur during normal courtroom hours, the Court Administrator must be contacted for scheduling. For all such meetings which are to begin after 5 p.m., the Division of Facilities Management must be contacted for scheduling.

Those wishing to use the Commission Chambers, conference rooms, Calhoun Street balcony, or Monroe Street hard surface public access ways, must schedule and coordinate their use with the Division of Facilities Management.

Individuals or groups wishing to use an outdoor area of the Courthouse, as described above, must first obtain authorization to use the requested area from the Director of Facilities Management. Final approval to use the area must be obtained from the County Administrator or Board.

Access to the building, security and implementation of the Board of County Commissioners' Policy regarding eligibility to use the facilities shall be the responsibility of the Division of Facilities Management.

**Board of County Commissioners**  
Facilities Management Division  
1907 S. Monroe St.  
Tallahassee, Florida 32301  
Phone: 850/606-5000 FAX: 850/606-5001

I acknowledge receipt of the attached procedures covering the use of County facilities which I have reserved. By receipt of these procedures, I understand it is my responsibility to ensure compliance. I will coordinate the corrective activities, should there be a need. (Please type or print)

DESCRIPTION OF EVENT/FUNCTION:	
Date of Function:	
Agency or Organization:	
Address:	
Contact Person:	
Day Telephone:	
E-Mail:	
Date Requested:	
Room or Area Reserved:	
Time Room or Area Reserved:	
Time Function Starts/Ends:	
FILL OUT ONLY IF RESERVING CHAMBERS	
Sound System:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Roundtable Microphones:	<input type="checkbox"/> Commissioner's Bench: <input type="checkbox"/> YES <input type="checkbox"/> NO
Podium:	<input type="checkbox"/> Recording: <input type="checkbox"/>
All of Above:	<input type="checkbox"/>

SIGNATURE: \_\_\_\_\_

Telephone Number if Different than Contact Person: \_\_\_\_\_

Approval shall only be granted when it is determined that the proposed use does not threaten or imperil the facility or its occupants.  
The County Commission is pleased that you have chosen a County facility for this function.

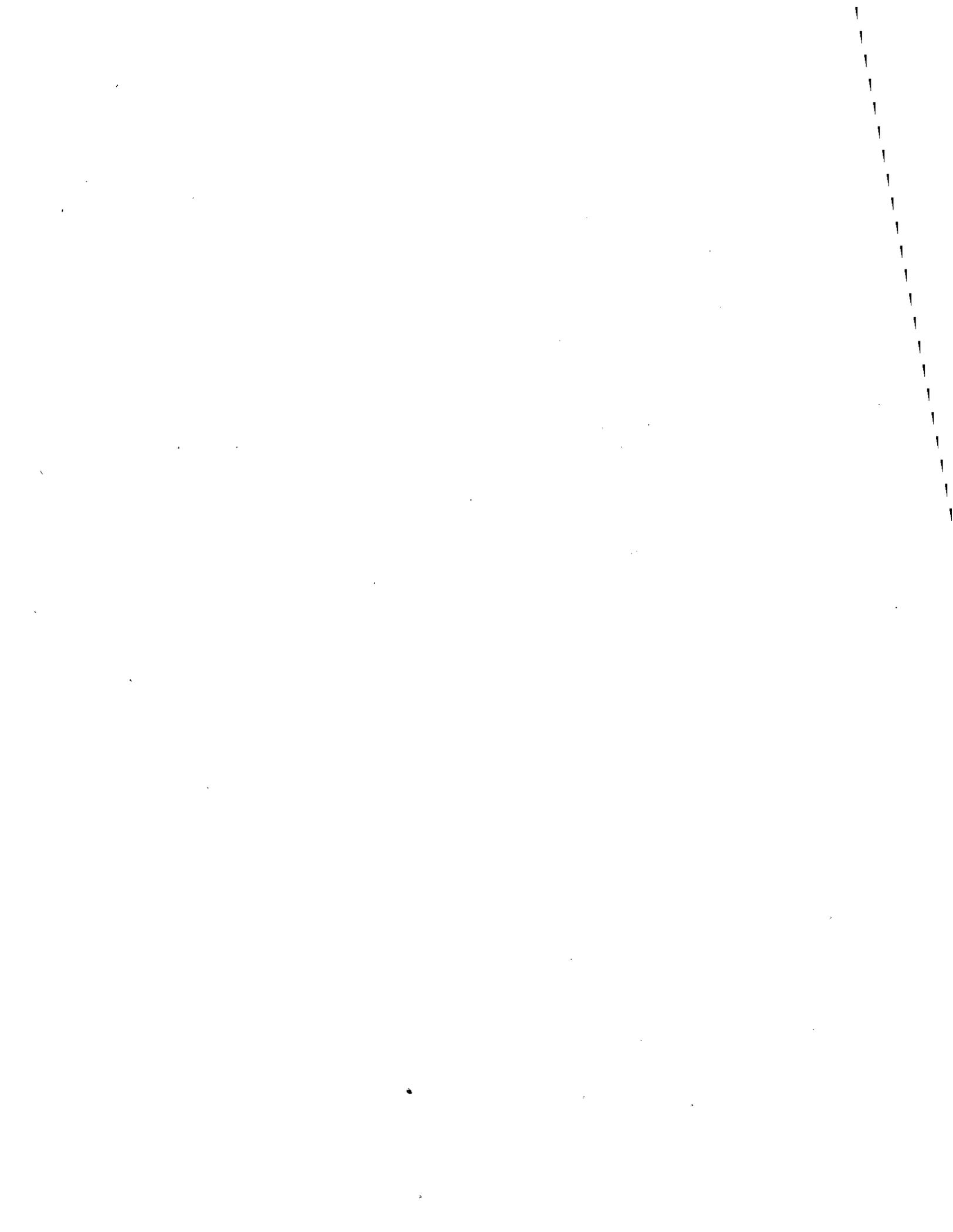
## PROCEDURES FOR PUBLIC USE OF COUNTY FACILITIES

The Leon County Board of County Commissioners welcomes you to your County Facilities. In order that all may enjoy County Facilities, your assistance in following the procedures listed below is appreciated.

1. Contact Facilities Management at 606-5000 to arrange for your function and to coordinate access to the Courthouse, Courtyard or other County Facilities. Reserving Courtrooms will be done through Court Administration at 577-4401. Contact person: Bill Wills.
2. The person making the reservation is responsible for coordinating these procedures unless prior arrangements are made.
3. Must provide own tables, chairs, setups and takedowns, cleanup and utilities for the events.
4. If your function needs to be canceled, please notify Facilities Management as soon as possible.
5. No Vehicles allowed to park in the Courtyard.
6. **COURTHOUSE SECURITY:**
  - a. *For daytime work day security: Please enter through Monroe Street or Calhoun Street Security Entrance.*
7. Your group must remain in the area reserved for your function because of Courthouse security.
8. All safety and fire prevention rules must be observed. All open flames, sparks or other possible fire-producing materials are prohibited.
9. Do not exceed the posted room and area capacity for safety reasons.
10. Alcoholic beverages and smoking are prohibited throughout the Courthouse.
11. Alcoholic beverages are prohibited throughout outside areas.
12. If food is involved, arrangements must be made in advance to prevent food, crumbs, etc., from being left in the area. All leftover food must be removed from the building.
13. **No food or drinks allowed in the Commission Chambers.**
14. All furniture must be returned to its original place.
15. Trash receptacles need to be placed in the hallway after your function so they can be emptied before the next working day.
16. Your group is responsible for leaving the room or area clean and ready for business.
17. **When ready to leave, please contact the security guard to have the room checked and secured.**  
(This is for your protection.)

### LIMITED APPROVAL FOR COURTYARD USE

18. No vehicles on lawn.
19. No grandstands, stages or seating
20. Use to remain on one-way slab area only.
21. Shoring required to expand usage of area.
22. Crowds to remain dispersed at all times.
23. Users responsible for crowd control.
24. Users responsible for restrooms (port-o-lets)



# Leon County Board of County Commissioners

## Cover Sheet for Agenda #7

October 25, 2011

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

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

**Title:** Approval of the FY 2011-2012 Community Human Service Partnership Funding for Social Service Agencies

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator, County Administration  Ken Morris, Director, Office of Economic Development and Business Partnerships
<b>Lead Staff/ Project Team:</b>	Don Lanham, Grants Program Coordinator

**Fiscal Impact:**

This item has been budgeted and adequate funding is available. The County appropriates general revenue funding for this program into the annual budget. For Fiscal Year 2011/2012, \$825,000 was allocated.

**Staff Recommendation:**

- Option #1: Approve the Human Services Grant Review Committee funding recommendations for FY 2011/2012 in the amount of \$825,000.
- Option #2: Authorize the County Administrator to execute the agreements with the funded agencies; and to modify the Agreements with the funded agencies, as necessary, in a form approved by the County Attorney.

## Report and Discussion

### **Background:**

This agenda item seeks Board approval of the recommendations made by the Leon County Human Services Grant Review Committee (HSGRC) concerning the 2011/2012 allocation of Leon County's Community Human Service Partnership (CHSP) funding in the amount of \$825,000 (Attachment #1). In addition, this item requests authorization for the County Administrator to execute and/or amend, as necessary, and execute the Agreements with the funded agencies (Attachment #2 – Sample Agreement).

The 2011/2012 Community Human Services Partnership (CHSP) cycle began in December 2010. A public notice of the availability of funding was advertised in the Tallahassee Democrat and sent to individuals that had requested a written notification, as well as currently funded CHSP agencies. The total CHSP funds available were \$5,156,142 (County, City, and United Way). The County allocated \$825,000 of general revenue to the 2010/2011 CHSP process; the City allocated \$1,186,095 of CDBG grant funding and general revenue; and, the United Way allocated \$3,145,047. A spreadsheet showing all programs and the recommended funding is attached (Attachment #3). In January 2011, CHSP staff (County, City, and United Way staff) conducted mandatory workshops for all agencies seeking to participate in the 2011/2012 CHSP process.

The grant application period opened immediately after the workshops were completed in February 2011. Applications requesting a total of \$7,507,852 were received. During the application period, CHSP staff recruited volunteers needed for the Citizen Review Teams (CRTs), created to review the applications and develop funding recommendations.

In March 2011, CHSP staff conducted seven grant review training sessions and trained more than 100 volunteers for the CRT's. During April and May 2011, the CRT and CHSP staff conducted site visits to the agencies that requested funding. Upon completion of the visits, each CRT deliberated and developed a recommendation as to the distribution of funding within its specific category of review. Volunteers conducted 86 agency site visits and reviewed 121 programs, contributing more than 2,700 hours of service to the CHSP process, valued at \$48,000.

On September 29, 2011, the HSGRC reviewed the proposed allocation of the Leon County funding and voted to recommend that the Board approve the proposed allocation.

### **Analysis:**

Through funding opportunities and collaborative efforts, the Board supports the development and delivery of pertinent social services to area residents in the interest of promoting the overall health and well-being of the community. Historically, the County has provided general revenue funds to address the needs of low- and moderate-income persons and neighborhoods.

For the 2011/2012 fiscal year, CHSP received 121 applications requesting funding for human services programs for a total of \$7,507,852, exceeding the available amount of funding (\$5,156,142) by \$2,351,710. The applications were placed into one of the following 11 human service areas:

1. basic needs
2. children's services
3. community support
4. emergency services
5. family support
6. persons with disabilities
7. physical health
8. senior services
9. substance abuse
10. youth education
11. youth recreation

For each of these areas, a CRT was organized. The members of the United Way Community Investment Committee (UWCIC), the City of Tallahassee Community Improvement Advisory Council (CIAC), and the Leon County Human Services Grant Review Committee (HSGRC), filled leadership positions on each review team. Extensive efforts were made to ensure that each CRT was reflective of the community. The CRTs reviewed applications, conducted site visits to hear agency presentations, completed standardized agency/programmatic assessments, and developed funding recommendations. To assist in the decision-making process, the CRTs utilized an evaluation tool, which includes the following criteria:

- The needs addressed by the program are clearly documented.
- The program targets high-risk persons and/or communities.
- The program adequately demonstrates that the desired outcomes are being achieved or are achievable.
- The agency uses appropriate and/or creative collaborative approaches to increase effectiveness in providing quality services to address a particular need area and/or target population.
- Program services are geared toward meeting the needs of diverse populations.
- Access to programs is reasonably available in terms of staffing, transportation, location, facilities, eligibility criteria and fee structure, and hours of operation.
- Particular services provided under this program are unique and are not unnecessarily duplicated.
- The program provides specialized services to a particular clientele and/or community.
- Unit costs are reasonable and justifiable based on the type of service provided.

- The program directly relates to the overall mission of the agency (in reference to agency capacity).
- A balanced budget is presented, clearly demonstrating agency revenues and expenditures.
- The agency demonstrates that internal fiscal controls are incorporated in the organizational structure with appropriate board oversight.
- The agency's board of directors is comprised of individual's representative of its clientele and the community at-large.

Previously funded agencies are informed that funding levels are not guaranteed; however, the volunteers recognize the need to maintain a current program if it is effectively addressing its target population. Any decreases or increases in funding occur only after serious deliberation. Generally, reasons for increases include:

- expansion of a program to meet a growing need,
- increase in the number of clients served,
- confidence in agency leadership/management to use funds appropriately,
- documentation of measured program impacts.

Reasons for decreases include:

- unclear budgets, program inefficiencies,
- little or no effort to measure program outcomes,
- unnecessary duplication of services,
- poorly prepared or incomplete applications and
- programs that are ranked as low priorities in comparison to other programs

For the 2011-12 CHSP cycle, the individual agencies were notified in September of the recommended funding for their program and the opportunity to appeal the recommendation. Two agencies appealed the recommended funding: Literacy Volunteers and the Walker-Ford Teen Council. The Appeals Committee met on September 16, 2011, and recommended funding for Literacy Volunteers be increased to \$30,000 (a \$7,000 increase); and recommended no change of the award for the Walker-Ford Teen Council (\$23,000).

Once the CRTs develop a funding recommendation for all of the agencies that applied, CHSP staff determined which programs would be funded by the County, the City, and the United Way, since the funds from the three agencies cannot be co-mingled. These decisions are based upon prior funding patterns and any restrictions on the funding. It is important to note that a CHSP dollar, regardless of its origin, is considered to come from all three funding agencies.

The next step in the process, prior to submitting an agenda item to the respective Commissions, was the review of the CHSP budget by the Leon County HSGRC and the City of Tallahassee's CIAC. On September 29, 2011, the HSGRC voted to approve the allocations, as presented, and recommend that the Board ratify the proposed allocation.

**Options:**

1. Approve the Human Services Grant Review Committee funding recommendations for FY 2011/2012 in the amount of \$825,000.
2. Authorize the County Administrator to execute the agreements with the funded agencies; and to modify the Agreements with the funded agencies, as necessary, in a form approved by the County Attorney.
3. Do not approve the Human Services Grant Review Committee funding recommendations for FY 2010/2011 in the amount of \$825,000.
4. Board direction

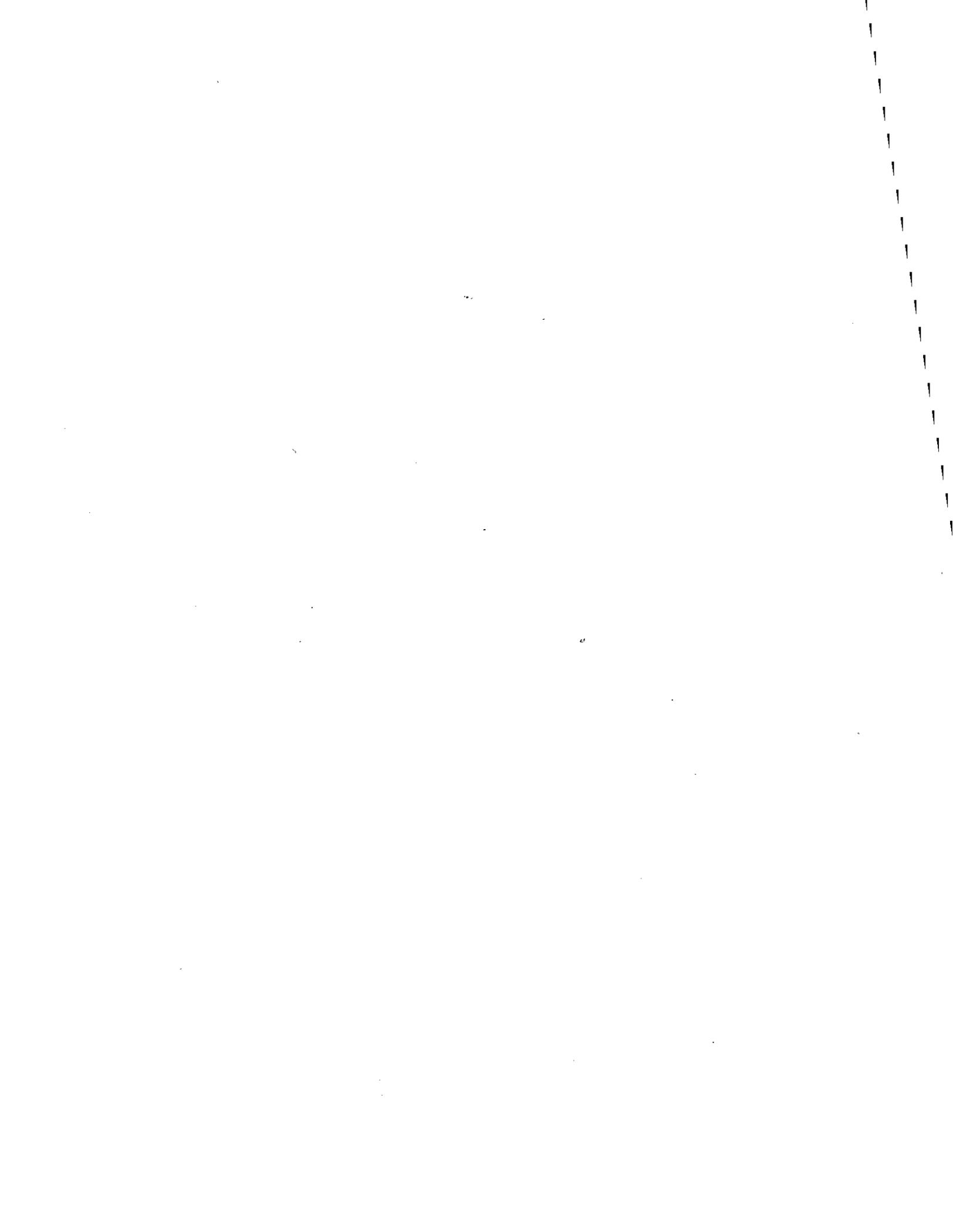
**Recommendation:**

Options #1 and #2.

**Attachments:**

1. FY 2011/12 Community Human Services Partnership Leon County recommended allocations
2. Draft contract between Leon County and the funded social service agencies
3. FY 2011/12 Community Human Services Partnership total recommended allocations

VSL/AR/KM/DAL/dal



2011/2012 CHSP Funding Results - Leon County Funded Agencies						
Agency Name	Team	2011/12 Award	City	County	United Way	Total
2-1-1 Big Bend Helpline 24	2	157,001	25,000	35,000	97,001	157,001
		157,001	25,000	35,000	97,001	157,001
ALZHEIMER'S PROJECT Program Support	7	104,000	15,000	44,000	45,000	104,000
		101,000	15,000	44,000	45,000	104,000
BETHEL BY THE LAKE Girls Choir	9	23,000	0	23,000	0	23,000
		23,000	0	23,000	0	23,000
BOYS & GIRLS CLUB/BB Tallahassee & Leon County Clubs	9	200,000	30,000	78,000	92,000	200,000
		200,000	30,000	78,000	92,000	200,000
BREHON Brehon House Healthy Families	5	97,000	30,000	7,000	60,000	97,000
		90,000	30,000	0	60,000	90,000
		7,000	0	7,000	0	7,000
C.H. Mason Bible Institute FCAT Homework Club & Bicycle	9	11,500	0	11,500	0	11,500
		11,500	0	11,500	0	11,500
CAP. AREA HEALTHY START Stronger Girls	5	25,000	0	18,000	7,000	25,000
		25,000	0	18,000	7,000	25,000
CHILDREN'S HOME SOCIETY Pregnancy Counseling Adoption/Foster Care Early Steps Tree House Family Connection VOCA MODEL Mentoring	1	123,000	30,000	10,000	83,000	123,000
		10,000	0	10,000	0	10,000
		15,000	0	0	15,000	15,000
		18,000	0	0	18,000	18,000
		65,000	30,000	0	35,000	65,000
		0	0	0	0	0
		15,000	0	0	15,000	15,000
0	0	0	0	0		
EARLY LEARNING COALITION Childcare Tuition Assistance	1	106,067	68,067	38,000	0	106,067
		106,067	68,067	38,000	0	106,067
ECHO Family Services Program Emergency Resources Weekend Meals Employment Assistance	5 4 4 2	82,000		52,000	30,000	82,000
		65,000		35,000	30,000	65,000
		15,000		15,000		15,000
		2,000		2,000		2,000
ELDER CARE SERVICES SOS Nutrition	7	330,046	10,000	56,046	264,000	330,046
		45,000	0	0	45,000	45,000
		176,046	0	56,046	120,000	176,046

**2011/2012 CHSP Funding Results - Leon County Funded Agencies**

Agency Name	Team	2011/12 Award	City	County	United Way	Total
In-Home		60,000	0	0	60,000	60,000
Big Bend RSVP		10,000	10,000	0	0	10,000
Adult Day Care		39,000	0	0	39,000	39,000
<b>GOOD NEWS</b>		<b>58,300</b>	<b>0</b>	<b>58,300</b>	<b>0</b>	<b>58,300</b>
Mercy House	2	20,000	0	20,000	0	20,000
Elder Services	7	7,200	0	7,200	0	7,200
Food Outreach	11	6,800	0	6,800	0	6,800
Soup Kitchen	11	9,500	0	9,500	0	9,500
Maryland Oaks Crossing	11	5,800	0	5,800	0	5,800
Mission Oakes	11	9,000	0	9,000	0	9,000
<b>Imani Dance Program for Youth Development</b>	<b>9</b>	<b>33,000</b>	<b>0</b>	<b>33,000</b>	<b>0</b>	<b>33,000</b>
After School Dance Program		33,000	0	33,000	0	33,000
<b>JOHN RILEY CENTER</b>	<b>10</b>	<b>42,000</b>	<b>0</b>	<b>42,000</b>	<b>0</b>	<b>42,000</b>
Youth Culture & Literacy Academic Program		42,000	0	42,000	0	42,000
<b>Killearn United Methodist Church</b>		<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>
Grace House		2,000	0	2,000	0	2,000
<b>MICCOSUKEE YOUTH ED</b>	<b>10</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>	<b>0</b>	<b>30,000</b>
Academic Achievement Program		30,000	0	30,000	0	30,000
<b>NATURAL MEN AND WOMEN</b>	<b>10</b>	<b>22,596</b>	<b>0</b>	<b>22,596</b>	<b>0</b>	<b>22,596</b>
Lake Jackson Enrichment		22,596	0	22,596	0	22,596
<b>OASIS CENTER FOR GIRLS</b>		<b>23,374</b>	<b>0</b>	<b>23,374</b>	<b>0</b>	<b>23,374</b>
Afterschool		23,374	0	23,374	0	23,374
<b>PACE SCHOOL FOR GIRLS</b>	<b>10</b>	<b>60,000</b>	<b>22,500</b>	<b>15,000</b>	<b>22,500</b>	<b>60,000</b>
Spirited Girls		45,000	22,500	0	22,500	45,000
Transition Program		15,000	0	15,000	0	15,000
<b>REFUGE HOUSE</b>		<b>238,000</b>	<b>10,083</b>	<b>16,000</b>	<b>211,917</b>	<b>238,000</b>
Children's Program	1	77,000	0	0	77,000	77,000
Rape Crisis	2	40,000	10,083	0	29,917	40,000
Residential Programs	5	90,000	0	0	90,000	90,000
Outreach Counseling & Courthouse Services	5	31,000	0	16,000	15,000	31,000
<b>Second Harvest Food Bank</b>	<b>11</b>	<b>165,000</b>	<b>30,000</b>	<b>41,446</b>	<b>93,554</b>	<b>165,000</b>
Food Bank		150,000	30,000	26,446	93,554	150,000
Child Nutrition Program		15,000	0	15,000	0	15,000

2011/2012 CHSP Funding Results - Leon County Funded Agencies						
Agency Name	Team	2011/12 Award	City	County	United Way	Total
SENIOR CITIZENS FOUNDATION	7	17,000	0	17,000	0	17,000
Southside Outreach		17,000	0	17,000	0	17,000
TURN ABOUT	8	98,051	0	45,000	53,051	98,051
Middle/High School Intervention		82,000	0	45,000	37,000	82,000
Middle/High Intensive Outpatient		16,051			16,051	16,051
VISIONS OF MANHOOD		67,500	0	67,500	0	67,500
Fatherhood Initiative Project Child Support	5	0	0	0	0	0
Male Responsibility	10	47,500	0	47,500	0	47,500
Youth Education through Service	10	20,000	0	20,000	0	20,000
W.A.V.E.	3	6,238	0	6,238	0	6,238
Social Activities		2,238	0	2,238	0	2,238
Vocational Training		4,000	0	4,000	0	4,000
Walker-Ford Teen Council	9	23,000	0	23,000	0	23,000
Teen Council		23,000	0	23,000	0	23,000
WATCH ME GROW		10,000	0	10,000	0	10,000
Childcare Tuition Assistance		10,000	0	10,000	0	10,000
<b>Total</b>			270,650	825,000	1,059,023	2,154,673



## AGREEMENT

THIS AGREEMENT is entered into this 1st day of October 2010, by and between \_\_\_\_\_ (hereinafter referred to as the Agency) and Leon County, a charter county and a political subdivision of the State of Florida (hereinafter referred to as the County).

**WHEREAS**, the County allocated funding from its General Revenue Fund for the provision of human services to residents of the County; and,

**WHEREAS**, the Leon County Board of County Commissioners, on the 25th day of October 2011, during a regular County Commission meeting, authorized and approved funding in the amount of \$ \_\_\_\_\_ to the Agency; and,

**WHEREAS**, the County desires to engage the Agency to render, and the Agency desires to render, certain human services to such residents as more specifically described in Attachment A hereto;

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

### A. GENERAL CONDITIONS

1. **Scope of Services:** The Agency shall do, perform and carry out, in a satisfactory and proper manner, as determined by the County, the work and services ("Scope of Services") to be undertaken as set forth in **Attachment A: Statement of Work**, which is attached hereto and by reference made a part hereof.
2. **Collaboration:** During the Term of this Agreement, the Agency shall carry out the goals, objectives, and tasks as outlined in **Attachment B: Collaboration Plan**, which is attached hereto and by reference made a part hereof. The specific types of collaborative approaches and partnerships that the Agency will use to enhance its effectiveness in delivering quality services are set forth in such Attachment and shall include, but shall not be limited to, the following:
  - (i) Enhanced coordination and communication among organizations;
  - (ii) Development of interagency referral and tracking systems;
  - (iii) Increased community awareness of available human services and resources;
  - (iv) Concerted, comprehensive efforts to address multiple community needs;
  - (v) Opportunity to impact community-wide social indicators; and
  - (vi) Reduction of duplication of efforts/services.

3. **Program Evaluation:** The Agency's program evaluation requirements under this Agreement are specified in **Attachment C: Program Logic Model and Attachment C1: Outcome Measurement Framework**, which is attached hereto and by reference made a part hereof. The Agency shall participate in training opportunities to enhance its ability to report program outcome measures.
4. **Time of Performance:** The Agency shall not commence performance of the Scope of Services, nor incur any costs or obligations associated with those services, until the Agency has received a written notice to proceed from the County. All work and services required by this Agreement shall be performed between **October 1, 2011, and September 30, 2012**, unless otherwise mutually agreed to in writing by the County and the Agency.
5. **Personnel and Subcontracting:**
  - a. The Agency represents that it has, or will secure at its own expense, all personnel required in performing the Scope of Services (Paragraph A.1.) under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the County.
  - b. All work and services required hereunder will be performed by the Agency, or under its supervision, and all personnel engaged in the performance of work or services shall be fully qualified and properly authorized or licensed under applicable federal, state, and local law, statutes, and ordinances to perform such work or services.
  - c. None of the work or services to be performed under this Agreement shall be subcontracted without prior written approval of the County.
6. **Compensation:** The method and amount of compensation to the Agency for the performance of the Scope of Services under this Agreement is specified in **Attachment D: Method and Amount of Compensation**, which is attached hereto and by reference made apart hereof. Requests by the Agency for changes in budget line items must be submitted to the County in writing and will be approved or denied by the County in writing within fifteen (15) working days from receipt of the request. Funds paid to the Agency by the County shall be referred to herein as "Grant Funds."
7. **Program Income:** In the event the Agency receives program income as a result of its performance of the required work or services, such income shall be returned to the County unless the parties have first entered into a written and approved amendment to this Agreement, specifying activities that will be undertaken with the program income. All provisions of this Agreement shall apply to such specified activities.

8. **Reports:**

- a. A written report reflecting Agency operations shall be submitted by the Agency to the County on a quarterly basis, or on such other basis as the County may require from time to time. When submitted quarterly, such report shall be due no later than the fifteenth day following the end of the quarter which is the subject of the report. That report will consist of the following parts:
  - (i) **The Agency Report of Advances and Expenditures** (form to be prescribed and supplied by the County).
  - (ii) **The Agency Report of Clients Served and Project Narrative** (form to be prescribed and supplied by the County).
- b. Using a form prescribed and supplied by the County, the Agency shall submit to the County at least annually an inventory of all nonexpendable personal property purchased by the Agency using Grant Funds.
- c. Using a form prescribed and supplied by the County, the Agency shall submit a **Year-End Close-Out Report**, reflecting all program activity for fiscal year 2011/12, to the County by November 1, 2012.
- d. Upon execution of this Agreement, the Agency will designate in writing to the County, a member of the Agency staff who will be responsible for submission of all Agency reports to the County, and for administration of this Agreement on behalf of the Agency. All contact with the Agency regarding such reporting and administration will be directed to the attention of that designated individual.
- e. All reports prepared by the Agency shall be submitted to:

Shanea Wilks  
Human Services and Community Partnerships  
918 Railroad Avenue  
Tallahassee, FL 32310

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

10. **Termination of Contract for Cause:** If the Agency fails to fulfill, in a timely and proper manner, any of its obligations under this Agreement, or if the Agency violates any of the covenants, agreements, provisions, or stipulations of this Agreement, the County shall have the right to terminate this Agreement by giving written notice of such termination to the Agency, specifying the reasons for the termination and the effective date thereof, at least five (5) days prior to the effective date of such termination. The Agency shall be entitled to receive pro rata compensation for any work or services satisfactorily completed prior to the effective date of termination, subject to the provisions set forth below.

Notwithstanding such termination, the Agency shall be and remain liable to the County for all damages sustained by, and costs or expenses incurred by the County by virtue of any breach of the Agreement by the Agency. The County shall have a right to set off against any compensation otherwise due the Agency the amount of any damage sustained by the County by virtue of the Agency's breach of this Agreement and any other amounts owed to the County by the Agency.

11. **Termination of Contract for Convenience of County:** The County may terminate this Agreement in whole or in part at any time by giving written notice to the Agency of such termination, specifying the effective date thereof, at least fifteen (15) days before the effective date of such termination. If this Agreement is terminated by the County as provided herein, the Agency will be paid an amount which bears the same ratio to the total compensation as the work and services actually performed bear to the total work and services of the Agency covered by the Agreement, less payments of compensation previously made.
12. **Reversion of Assets:** Upon expiration or other termination of this Agreement, the Agency shall transfer to the County any remaining Grant Funds not properly expended or obligated at the time of expiration and any accounts receivable attributable to the use of Grant Funds.
13. **Assignment and Binding Effect:** The Agency shall not assign, transfer, or otherwise convey any interest in this Agreement without the prior written consent of the County.
14. **Audit:** If the Agency expends less than \$500,000 in a year from County Grant Funds, the Agency is exempt from County audit requirements for that year, subject to the provisions below. If the Agency expends \$500,000 or more in a fiscal year from either County, State, or Federal awards, an independent public accountant shall be employed to conduct a financial and compliance audit of its records. In addition to the above, the Agency shall provide the Leon County Health and Human Services Division, for their review, a copy of any audit received as a result of the organization policy; US Office of Management and Budget Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations; or Section 215.97, Florida Statutes, relating to the expenditure of state awards under the Florida Single Audit Act. Such audits shall include or be accompanied by any applicable audit management letter issued and all applicable responses to the auditor's findings and recommendations. All audits shall be submitted to the County within thirty (30) days of receipt of each issued report.

The County reserves the right to conduct financial and program monitoring of all awards to the Agency and to perform an audit of all records. An audit by the County may encompass an examination of all financial transactions, all accounts and reports, as well as an evaluation of compliance with the terms and conditions of this Agreement.

15. **Indemnification:** The Agency shall indemnify, save and hold the County, its officials, officers and employees harmless from any and all actions, obligations, claims, damages, expenses, costs of any kind, debts, negligence, and liabilities arising from, or in any way related to, acts or omissions of the Agency, its employees, volunteers, subcontractors, employees of subcontractors, or clientele, in the performance of, or failure to perform under, this Agreement. Should the County, as a result of the performance or lack thereof by or on behalf of the Agency, be required to reimburse any sums to any organization, or reimburse funds to any Federal, state or local governmental entity, contribute funds to the performance of this project, or expend County funds to complete or correct such performance, the Agency, upon demand by the County, shall refund and reimburse the County for all sums so reimbursed or expended by the County.
16. **Attorney Fees:** Nothing in this Agreement shall be construed to deny either party the right to seek any remedies that may be available to that party, at law or in equity, including, but not limited to, awards of court costs and attorney fees, in order to enforce the terms of this Agreement or to recover damages as a result of a breach of this Agreement.

**B. ASSURANCES**

1. **Equal Employment Opportunity:** The Agency shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, sex, age, disability, sexual orientation, national origin, marital status, familial status, or any other basis prohibited by applicable law. Such action shall include, but not be limited to, the following: employment, promotion, demotion or transfer; recruitment, advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Agency shall post in conspicuous places, available to employees and applicants for employment, notices as provided by the County setting forth the provisions of this nondiscrimination clause. The Agency shall incorporate this provision in all subcontracts for services provided under this Agreement.
2. **Nondiscrimination Under Title VI of Civil Rights Act of 1964:** The Agency covenants and promises that it will fully comply with Title VI of the Civil Rights Acts of 1964 (P.D. 88-352) and in accordance with Section 109 of the Housing and Community Development Act of 1974, as amended, and with all requirements imposed by or pursuant to that Act. In accordance with this, no person in the United States shall, on the basis of race, color, disability, age, religion, national origin, or sex, be excluded from participation in, denied the benefits of, or subjected to discrimination under any program or activity for which the recipient received financial assistance from the County.

3. **Interest of Members of the County and Others:** No officer, member or employee of the County and no members of its governing body, and no other public official of the governing body of the locality in which the project is situated and being carried out who exercise any functions or responsibility in the review and approval of the undertaking or carrying out of this project, shall participate in any decision relating to this Agreement which affects his personal interest or have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.
4. **Interest of the Agency:** The Agency on behalf of itself and its officers and officials, covenants that none of them presently have any interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of work and services required to be performed under this Agreement. The Agency, on behalf of itself and its officers and officials, further covenants that in the performance of this Agreement, no person having such interest shall be employed.
5. **Records:** The Agency shall maintain books, records, documents, and accounting procedures and practices sufficient to reflect properly the amount received and disposition by the Agency of all compensation received for its work and services. The Agency's records shall be subject at all reasonable times to inspection, copy, and audit by the County or its authorized representatives. The Agency shall preserve and make its records available to the County and its authorized representatives until the expiration of three (3) years from the date of final settlement, and for such longer period, if any, as is required by applicable law, statute, ordinance, rule, or regulation.
6. **Constitutional Prohibition:** The Agency shall not use Grant Funds for the acquisition, construction, reconstruction, rehabilitation, or operation of structures used for religious purposes.

**ATTACHMENT A: STATEMENT OF WORK**

**ATTACHMENT B: COLLABORATION PLAN**

**ATTACHMENT C: PROGRAM LOGIC MODEL**

**ATTACHMENT C 1: OUTCOME MEASUREMENT FRAMEWORK**

**ATTACHMENT D: METHOD AND AMOUNT OF COMPENSATION**

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

**AGENCY:**

\_\_\_\_\_  
(Insert legal name of Agency)

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

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

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

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

ATTEST:  
BOB INZER, CLERK OF THE COURT    LEON COUNTY, FLORIDA  
LEON COUNTY, FLORIDA

BY: \_\_\_\_\_

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

APPROVED AS TO FORM:  
LEON COUNTY ATTORNEY'S OFFICE

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

**THE LEON COUNTY HUMAN SERVICES DIVISION  
GENERAL REVENUE CONTRACT ATTACHMENTS FOR FY 2011/12**



- ✓ **ATTACHMENT A: STATEMENT OF WORK**
- ✓ **ATTACHMENT B: COLLABORATION PLAN**
- ✓ **ATTACHMENT C: PROGRAM LOGIC MODEL**
- ✓ **ATTACHMENT C 1: OUTCOME MEASUREMENT FRAMEWORK**
- ✓ **ATTACHMENT D: METHOD AND AMOUNT OF COMPENSATION**

**ATTACHMENT A: STATEMENT OF WORK  
FISCAL YEAR 2011/12**

*Instructions: Please type your responses on the form provided. A copy may be downloaded at <http://www.leoncountyfl.gov/HHS/Grants/humanservices.asp>. If you need additional space, insert extra pages.*

- A. List the **Legal Name** of the Agency as listed with the **Florida Division of Corporations** (This is the only name that can be legally recognized.):
- B. Provide a **Program Narrative** for approved activity. In the narrative, please include the following information:
1. Identify the **target population** (including the geographic area such as the Bond, Apalachee Ridge, and Frenchtown communities, County-wide, county-wide, etc.,) that your program will serve. State the number of **unduplicated persons** (persons served only once within a given fiscal year) that you plan to serve during FY 2011/12.
  2. Give an overall **description of services, products, etc.**, that will be provided by the Agency using Grant Funds.
  3. Complete a **timeline**: Provide a **list of major program tasks/activities that you plan to accomplish** during the fiscal year 2011/12 and the date anticipated for its completion. This schedule will be used as a monitoring and planning tool.

*Example: Task: Enroll 20 youth Date of Completion: Nov. 1, 2012*

Tasks/Activities

Date of Completion

**ATTACHMENT B: COLLABORATION PLAN FOR FY 2011/12**

*Instructions: Please type your responses. A copy may be downloaded at <http://www.leoncountyfl.gov/HHS/Grants/humanservices.asp>. If you need additional space, insert extra pages. Also, remember you can use the section included in your CHSP application which addresses this same program area. However, please conform this section to contract standards by utilizing the exact format (items A & B) listed on this page, and remove the old numbering and page titles from the CHSP application.*

- A. List the **Legal Name** of the Agency as listed with the **Florida Division of Corporations**:
- B. **Utilizing your 2011/2012 CHSP application**, describe the specific types of collaborative approaches that your agency will use to increase its effectiveness in providing quality services and meeting stated program goals and objectives. Identify your agency's collaborative partners, including community-based resources, and explain how you will work together to address the needs of the program's target population.

**ATTACHMENT C: PROGRAM LOGIC MODEL FOR FY 2011/12**

*Instructions: Remember you can use the forms included in your CHSP application that addresses this same area. As you complete this form, please be realistic in what your program can actually accomplish and measure, recognizing that some programs can only impact short-term objectives based on the length of the particular intervention (for example, this would be true for anonymous telephone crisis counseling services). Please type your responses on the form provided. A copy may be downloaded at <http://www.leoncountyfl.gov/HHS/Grants/humanservices.asp>. For consistency, the narrative descriptions included in Attachments C and CI utilize information from the "Measuring Program Outcomes: A Practical Approach" manual.*

- A. List the **Legal Name** of the Agency as listed with the **Florida Division of Corporations**:
- B. On the form provided for the Program Logic Model complete the following sections:
1. List **Program Inputs**: resources dedicated to or consumed by the program to meet its stated program goals and objectives such as staffing and funding.
  2. List **Program Activities**: what the program does (types of activities) with the inputs to fulfill its mission such as mentoring and counseling.
  3. List **Program Outputs**: the direct number of products or units of services provided by the program such as the number of classes and hours of service delivered.
  4. List **Program Outcomes**: direct benefits for participants during and after involvement in the program such as improvements in reading skills or reduced recidivism rates for youth involved in the juvenile justice system. The program outcome is reported by the **total number and percentage of participants** achieving the defined outcome (objectives). **Specific numbers and percentages must be included in this section.**

**ATTACHMENT C1: OUTCOME MEASUREMENT FRAMEWORK FOR FY  
2011/2012**

*Instructions: Remember you can use the forms included in your CHSP application that addresses this same area. As you complete this form, please be realistic in what your program can actually accomplish and measure, recognizing that some programs can only impact short-term objectives based on the length of the particular intervention (for example, this would be true for anonymous telephone crisis counseling services). Please type your responses on the form provided. A copy may be downloaded at: <http://www.leoncountyfl.gov/HHS/Grants/humanservices.asp>*

- A. List the **Legal Name** of the Agency as listed with the **Florida Division of Corporations**:
  
- B. On the form provided for the Outcome Measurement Framework complete the following sections:
  - 1) List **Program Outcomes**: benefits for participants during and after their participation in the program (sequentially, first list short-term, intermediate, and then long term outcomes).
  - 2) List **specific Indicators**: positive indicators which demonstrate that the program is benefiting its participants (specify indicators for your program outcomes by identifying the specific, observable accomplishments or changes that will tell you whether each outcome has been achieved). Ask yourself how you can tell if the outcome has been achieved. What does the outcome look like when it occurs? Successful indicators include graduation from high school, reduction in school suspensions. Indicators must be observable and measurable.
  - 3) State **Data Source**: type of data source that will be utilized to measure the effectiveness of the program (for example, report cards, testing scores, survey results, discipline records, trained observers, etc.). As you consider a potential data source, ask yourself if it is reasonable to believe that the data source will provide useful, reliable information related to the specific outcome.
  - 4) **Method of Collection**: explain what method you will utilize to collect the information (e.g., how you will obtain the data, the type of data collection instruments you will use, procedures addressing how the instruments will be used). Areas of consideration include the purchase costs of the assessment instruments, the usefulness of the data to assist program managers in making program improvements, and the credibility of the data collected. The choice of a data collection method may represent a trade-off between cost, response rate, time required to obtain the data, and other factors.

**ATTACHMENT D: METHOD AND AMOUNT OF COMPENSATION  
(FY 2011/12)**

*Instructions: Please type your responses on the form provided. A copy may be downloaded at: <http://www.leoncountyfl.gov/HHS/Grants/humanservices.asp>. If you need additional space, insert extra pages.*

- 1. List the **Legal Name** of the Agency as listed with the Florida Division of Corporations:
  
- 2. Total amount of Grant Funds awarded: \$ XX,XXX
  
- 3. Budget for Grant Funds. (Please Note: This budget should be based on the budget projections provided in the CHSP application or modified as appropriate if the Agency was not allocated the full funding request. Also note that each cost category must be specified - "other" is not allowed as a cost category.)

<u>COST CATEGORY</u>	<u>BUDGET</u>
a) Personnel Services	_____
b) Contractual Services	_____
c) Materials, Supplies and Postage	_____
d) Printing and copying	_____
e) Equipment Purchase, Rental and Maintenance	_____
f) Occupancy, Utilities and Telephone	_____
g) Travel, Workshops and Training	_____
h) Direct Client Services	_____
i) Collaborative Partnership Activities	_____
j) Incorporation-Related Services	_____
k) Other: Specify _____	_____
<b>TOTAL BUDGET</b>	_____





**2011/2012 CHSP Funding Results - All Agencies**

Agency Name	Team	2011/112 Award	City	County	United Way	Total
<b>BOY SCOUTS</b>	<b>9</b>	<b>38,000</b>	<b>0</b>	<b>0</b>	<b>38,000</b>	<b>38,000</b>
Comprehensive Youth Development		38,000	0	0	38,000	38,000
<b>BOYS &amp; GIRLS CLUB/BB</b>	<b>9</b>	<b>200,000</b>	<b>30,000</b>	<b>78,000</b>	<b>92,000</b>	<b>200,000</b>
Tallahassee & Leon County Clubs		200,000	30,000	78,000	92,000	200,000
<b>Boys Town</b>	<b>5</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>20,000</b>
Treatment/Family Home Program		20,000	20,000	0	0	20,000
<b>BREHON</b>	<b>5</b>	<b>97,000</b>	<b>30,000</b>	<b>7,000</b>	<b>60,000</b>	<b>97,000</b>
Brehon House		90,000	30,000	0	60,000	90,000
Healthy Families		7,000	0	7,000	0	7,000
<b>C.H. Mason Bible Institute</b>	<b>9</b>	<b>11,500</b>	<b>0</b>	<b>11,500</b>	<b>0</b>	<b>11,500</b>
FCAT Homework Club & Bicycle		11,500	0	11,500	0	11,500
<b>CAP AREA COMM ACTION</b>		<b>131,500</b>	<b>117,000</b>	<b>0</b>	<b>14,500</b>	<b>131,500</b>
Head Start	1	85,000	85,000	0	0	85,000
Emergency Shelter Program	4	46,500	32,000	0	14,500	46,500
<b>CAP CITY YOUTH SERVICES</b>	<b>5</b>	<b>106,014</b>	<b>46,000</b>	<b>0</b>	<b>60,014</b>	<b>106,014</b>
SomePlace Else		106,014	46,000	0	60,014	106,014
<b>CAP. AREA HEALTHY START</b>	<b>5</b>	<b>25,000</b>	<b>0</b>	<b>18,000</b>	<b>7,000</b>	<b>25,000</b>
Stronger Girls		25,000	0	18,000	7,000	25,000
<b>CATHOLIC CHARITIES</b>	<b>4</b>	<b>47,629</b>	<b>0</b>	<b>0</b>	<b>47,629</b>	<b>47,629</b>
Family Assistance		47,629	0	0	47,629	47,629
<b>CHILDREN'S HOME SOCIETY</b>	<b>1</b>	<b>123,000</b>	<b>30,000</b>	<b>10,000</b>	<b>83,000</b>	<b>123,000</b>
Pregnancy Counseling		10,000	0	10,000	0	10,000
Adoption/Foster Care		15,000	0	0	15,000	15,000
Early Steps		18,000	0	0	18,000	18,000
Tree House		65,000	30,000	0	35,000	65,000
Family Connection		0	0	0	0	0
VOCA		15,000	0	0	15,000	15,000
MODEL Mentoring		0	0	0	0	0
<b>CONSUMER CREDIT COUNSELING</b>	<b>2</b>	<b>3,206</b>	<b>0</b>	<b>0</b>	<b>3,206</b>	<b>3,206</b>
Financial & Housing Counseling		3,206	0	0	3,206	3,206
<b>DICK HOWSER CENTER</b>	<b>3</b>	<b>127,627</b>	<b>0</b>	<b>0</b>	<b>127,627</b>	<b>127,627</b>
Leon Center		127,627	0	0	127,627	127,627

**2011/2012 CHSP Funding Results - All Agencies**

Agency Name	Team	2011/112 Award	City	County	United Way	Total
<b>EARLY LEARNING COALITION</b>	<b>1</b>	<b>106,067</b>	<b>68,067</b>	<b>38,000</b>	<b>0</b>	<b>106,067</b>
Childcare Tuition Assistance		106,067	68,067	38,000	0	106,067
<b>ECHO</b>		<b>82,000</b>	<b>0</b>	<b>52,000</b>	<b>30,000</b>	<b>82,000</b>
Family Services Program		65,000	0	35,000	30,000	65,000
Emergency Resources		15,000	0	15,000	0	15,000
Weekend Meals		2,000	0	2,000	0	2,000
Employment Assistance		0	0	0	0	0
<b>ELDER CARE SERVICES</b>	<b>7</b>	<b>330,046</b>	<b>10,000</b>	<b>56,046</b>	<b>264,000</b>	<b>330,046</b>
SOS		45,000	0	0	45,000	45,000
Nutrition		176,046	0	56,046	120,000	176,046
In-Home		60,000	0	0	-60,000	60,000
Big Bend RSVP		10,000	10,000	0	0	10,000
Adult Day Care		39,000	0	0	39,000	39,000
<b>EPILEPSY ASSOCIATION</b>	<b>3</b>	<b>25,000</b>	<b>0</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>
Client Services		25,000	0	0	25,000	25,000
<b>FL. DISABLED OUTDOORS ASSOC</b>	<b>3</b>	<b>15,000</b>	<b>15,000</b>	<b>0</b>	<b>0</b>	<b>15,000</b>
Sports Ability		10,000	10,000	0	0	10,000
Direct Services		5,000	5,000	0	0	5,000
<b>FRENCHTOWN OUTREACH CTR.</b>	<b>8</b>	<b>65,000</b>	<b>65,000</b>	<b>0</b>	<b>0</b>	<b>65,000</b>
Crack Cocaine Self-Help Group		65,000	65,000	0	0	65,000
Walk out of Darkness		0	0	0	0	0
Falling Forward		0	0	0	0	0
Beauty From Ashes		0	0	0	0	0
<b>GIRL SCOUTS</b>	<b>9</b>	<b>38,000</b>	<b>0</b>	<b>0</b>	<b>38,000</b>	<b>38,000</b>
Girl Scout Program		38,000	0	0	38,000	38,000
<b>GOOD NEWS</b>		<b>58,300</b>	<b>0</b>	<b>58,300</b>	<b>0</b>	<b>58,300</b>
Mercy House	<b>2</b>	20,000	0	20,000	0	20,000
Elder Services	<b>7</b>	7,200	0	7,200	0	7,200
Food Outreach	<b>11</b>	6,800	0	6,800	0	6,800
Soup Kitchen	<b>11</b>	9,500	0	9,500	0	9,500
Maryland Oaks Crossing	<b>11</b>	5,800	0	5,800	0	5,800
Mission Oakes	<b>11</b>	9,000	0	9,000	0	9,000

**2011/2012 CHSP Funding Results - All Agencies**

Agency Name	Team	2011/12 Award	City	County	United Way	Total
HALLE MARTIN FOUNDATION Autism Education Awareness		0 0	0 0	0 0	0 0	0 0
Hope House Program		25,000 25,000	25,000 25,000	0 0	0 0	25,000 25,000
Imani Dance Program for Youth Development After School Dance Program	9	33,000 33,000	0 0	33,000 33,000	0 0	33,000 33,000
JOHN RILEY CENTER Youth Culture & Literacy Academic Program	10	42,000 42,000	0 0	42,000 42,000	0 0	42,000 42,000
KIDS INCORPORATED Early Head Start Match	1	225,000 225,000	28,500 28,500	0 0	196,500 196,500	225,000 225,000
Killearn United Methodist Church Grace House		2,000 2,000	0 0	2,000 2,000	0 0	2,000 2,000
Legal Aid Foundation Civil Legal Assistance	2	14,500 14,500	0 0	0 0	14,500 14,500	14,500 14,500
LEGAL SERVICES OF N.F. Legal Services to the Poor	2	21,319 21,319	0 0	0 0	21,319 21,319	21,319 21,319
LEON SPECIAL OLYMPICS Leon Athletic Program	3	30,000 30,000	13,000 13,000	0 0	17,000 17,000	30,000 30,000
Lighthouse of the Big Bend Vision	3	23,024 23,024	0 0	0 0	23,024 23,024	23,024 23,024
Lincoln Center Foundation Boxing Club		40,000 40,000	40,000 40,000	0 0	0 0	40,000 40,000
Literacy Volunteers Leon County	2	30,000 30,000	0 0	0 0	30,000 30,000	30,000 30,000
LUTHERAN SOCIAL SVCS Inn-Between	2	25,000	0	0	25,000	25,000
Computer Refurbishing & TA	2	2,250	0	0	2,250	2,250
Project Day Care	1	0	0	0	0	0
MICCOSUKEE YOUTH ED Academic Achievement Program	10	30,000 30,000	0 0	30,000 30,000	0 0	30,000 30,000
MOTHERS IN CRISIS Project Resilience	8	0 0	0 0	0 0	0 0	0 0

**2011/2012 CHSP Funding Results - All Agencies**

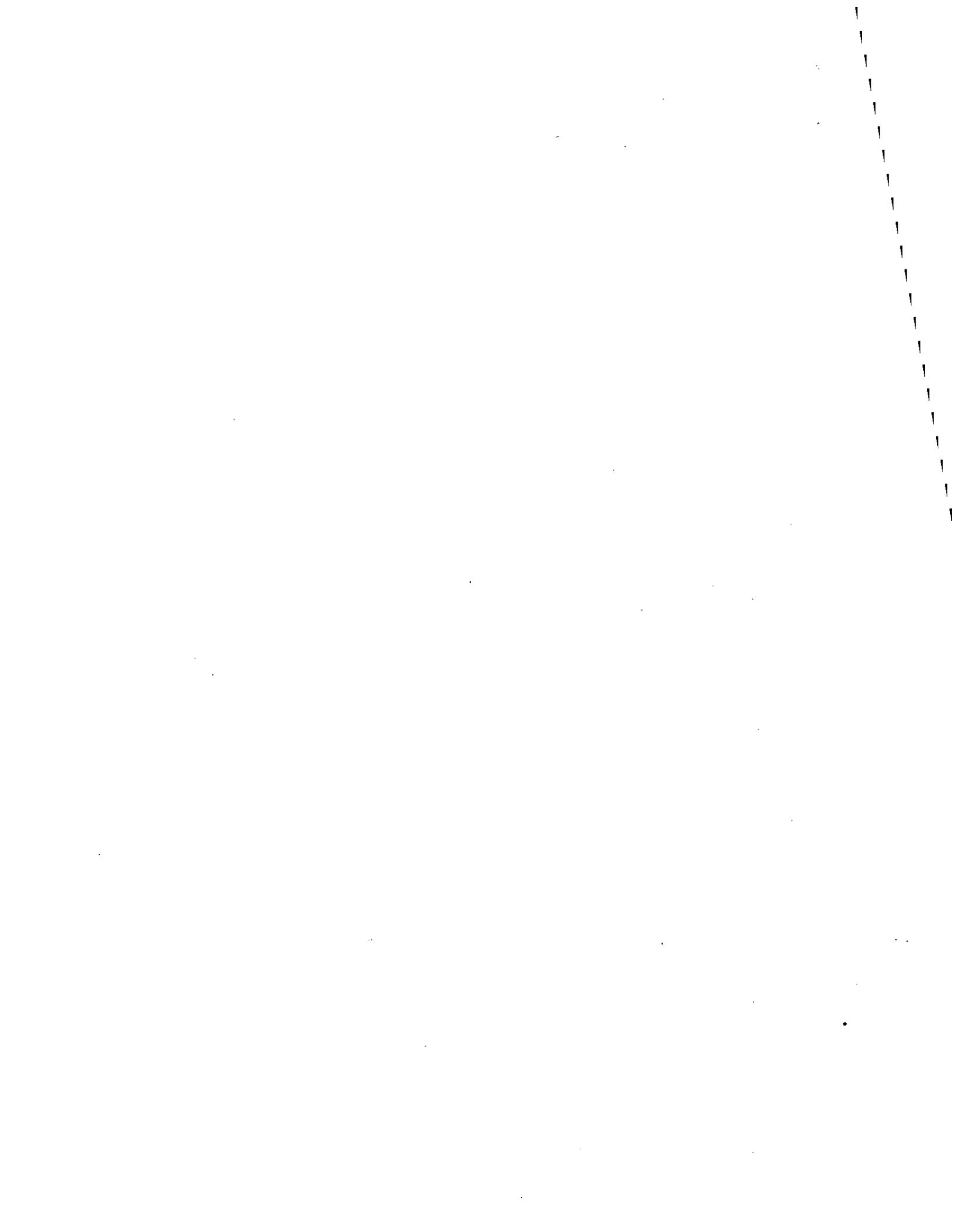
Agency Name	Team	2011/112 Award	City	County	United Way	Total
NAACP Act So Program		0 0	0 0	0 0	0 0	0 0
NATURAL MEN AND WOMEN Lake Jackson Enrichment	10	22,596 22,596	0 0	22,596 22,596	0 0	22,596 22,596
NEIGHBORHOOD HEALTH Medical Services	6	160,000 160,000	30,000 30,000	0 0	130,000 130,000	160,000 160,000
OASIS CENTER FOR GIRLS Afterschool		23,374 23,374	0 0	23,374 23,374	0 0	23,374 23,374
OFFICE/PUBLIC GUARDIAN Public Guardianship	3	18,250 18,250	0 0	0 0	18,250 18,250	18,250 18,250
PACE SCHOOL FOR GIRLS Spirited Girls Transition Program	10	60,000 45,000 15,000	22,500 22,500 0	15,000 0 15,000	22,500 22,500 0	60,000 45,000 15,000
PHI CENTER Pregnancy Help & Education Services	1	10,651 10,651	0 0	0 0	10,651 10,651	10,651 10,651
PIVOTAL POINT Big Headed Beaver (Early Intervention) Character Kids	1 9	130,000 83,000 47,000	130,000 83,000 47,000	0 0 0	0 0 0	130,000 83,000 47,000
PLANNED PARENTHOOD Education Department	2	14,937 14,937	0 0	0 0	14,937 14,937	14,937 14,937
Project Annie Elderly & Disabled Feeding Program	11	7,000 7,000	7,000 7,000	0 0	0 0	7,000 7,000
PROJECT KICK Peer Mentoring	10	50,000 50,000	50,000 50,000	0 0	0 0	50,000 50,000
REFUGUE HOUSE Children's Program Rape Crisis Residential Programs Outreach Counseling & Courthouse Services	1 2 5 5	238,000 77,000 40,000 90,000 31,000	10,083 0 10,083 0 0	16,000 0 0 0 16,000	211,917 77,000 29,917 90,000 15,000	238,000 77,000 40,000 90,000 31,000
Second Harvest Food Bank Food Bank Child Nutrition Program	11	165,000 150,000 15,000	30,000 30,000 0	41,446 26,446 15,000	93,554 93,554 0	165,000 150,000 15,000

**2011/2012 CHSP Funding Results - All Agencies**

Agency Name	Team	2011/112 Award	City	County	United Way	Total
<b>SENIOR CITIZENS FOUNDATION</b>	<b>7</b>	<b>17,000</b>	<b>0</b>	<b>17,000</b>	<b>0</b>	<b>17,000</b>
Southside Outreach		17,000	0	17,000	0	17,000
<b>SICKLE CELL FOUNDATION</b>	<b>6</b>	<b>70,000</b>	<b>70,000</b>	<b>0</b>	<b>0</b>	<b>70,000</b>
Outreach /Treatment		70,000	70,000	0	0	70,000
<b>SMITH WILLIAMS CTR FND.</b>	<b>7</b>	<b>22,000</b>	<b>22,000</b>	<b>0</b>	<b>0</b>	<b>22,000</b>
Senior Solutions		22,000	22,000	0	0	22,000
<b>Tallahassee Boy's Choir</b>	<b>10</b>	<b>80,000</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>80,000</b>
Choir		80,000	0	0	80,000	80,000
<b>Tallahassee Community College</b>	<b>10</b>	<b>27,500</b>	<b>27,500</b>	<b>0</b>	<b>0</b>	<b>27,500</b>
College Reach-Out Program		27,500	27,500	0	0	27,500
<b>Tallahassee Lenders Consortium</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Fit for Homeownership		0	0	0	0	0
<b>TALLAHASSEE YMCA</b>	<b>9</b>	<b>41,000</b>	<b>0</b>	<b>0</b>	<b>41,500</b>	<b>41,500</b>
Youth Sports		14,000	0	0	14,000	14,000
Deaf Week @ YMCA Camp Indian Springs		14,500	0	0	14,500	14,500
Minority Achievers		5,000	0	0	5,000	5,000
Summer Day Camp		8,000	0	0	8,000	8,000
<b>THE SHELTER</b>		<b>351,500</b>	<b>0</b>	<b>0</b>	<b>401,500</b>	<b>401,500</b>
Main Shelter	<b>4</b>	310,000	0	0	310,000	310,000
Bill Hanson Community Day Center	<b>4</b>	41,500	0	0	41,500	41,500
Clinic	<b>6</b>	50,000	0	0	50,000	50,000
<b>TURN ABOUT</b>	<b>8</b>	<b>98,051</b>	<b>0</b>	<b>45,000</b>	<b>53,051</b>	<b>98,051</b>
Middle/High School Intervention		82,000	0	45,000	37,000	82,000
Middle/High Intensive Outpatient		16,051	0	0	16,051	16,051
<b>VISIONS OF MANHOOD</b>		<b>67,500</b>	<b>0</b>	<b>67,500</b>	<b>0</b>	<b>67,500</b>
Fatherhood Initiative Project Child Support	<b>5</b>	0	0	0	0	0
Male Responsibility	<b>10</b>	47,500	0	47,500	0	47,500
Youth Education through Service	<b>10</b>	20,000	0	20,000	0	20,000
<b>W.A.V.E.</b>	<b>3</b>	<b>6,238</b>	<b>0</b>	<b>6,238</b>	<b>0</b>	<b>6,238</b>
Social Activities		2,238	0	2,238	0	2,238
Vocational Training		4,000	0	4,000	0	4,000
<b>Walker-Ford Teen Council</b>	<b>9</b>	<b>23,000</b>	<b>0</b>	<b>23,000</b>	<b>0</b>	<b>23,000</b>
Teen Council		23,000	0	23,000	0	23,000

**2011/2012 CHSP Funding Results - All Agencies**

Agency Name	Team	2011/112 Award	City	County	United Way	Total
WATCH ME GROW Childcare Tuition Assistance		10,000	0	10,000	0	10,000
		10,000	0	10,000	0	10,000
WE CARE NETWORK We Care	6	25,000	25,000	0	0	25,000
		25,000	25,000	0	0	25,000
<b>TOTAL</b>			<b>1,186,095</b>	<b>825,000</b>	<b>3,076,008</b>	<b>5,087,103</b>



# Leon County Board of County Commissioners

## Cover Sheet for Agenda #8

October 25, 2011

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

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

**Title:** Approval of an Agreement with the Florida Department of Law Enforcement to Accept and Utilize Justice Assistance Grant Funding for Leon County Sheriff's Office Equipment in the amount of \$18,456

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator, County Administration Ken Morris, Director, Office of Economic Development & Business Partnerships
<b>Lead Staff/ Project Team:</b>	Don Lanham, Grants Coordinator

**Fiscal Impact:**

This item is associated with a grant, which is provided in the FY12 budget. The JAG program does not require matching funds.

**Staff Recommendation:**

Option #1: Approve the Agreement with the Florida Department of Law Enforcement to accept the Justice Assistance Grant funding in the amount of \$18,456, and authorize the County Administrator to execute.

Title: Approval of an Agreement with the Florida Department of Law Enforcement to Accept and Utilize Justice Assistance Grant Funding for Leon County Sheriff's Office Equipment in the amount of \$18,456

October 25, 2011

Page 2

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## Report and Discussion

### **Background:**

Over the past decade, the U.S. Department of Justice (DOJ) has provided funding for law enforcement purposes to both Leon County and the City of Tallahassee. This year, the County and City were notified of the availability of both direct grant funding through the DOJ and pass through grant funding from the Florida Department of Law Enforcement (FDLE). To streamline the application process, the City submitted the application for funding to DOJ (\$171,926), while the County submitted the FDLE application for funding (\$142,456). The proposed utilization of grant funding was developed by representatives of Leon County, the Leon County Sheriff's Office (LCSO), and the Tallahassee Police Department (TPD), and taking both sources of funding into consideration.

The City of Tallahassee's funding request was approved by DOJ. At its August 23, 2011 regular meeting, by request of the City, the Board approved an Agreement with the City of Tallahassee to allocate \$76,735 for the purchase of marked patrol vehicles with law enforcement/emergency response equipment for the LCSO.

On September 14, 2011, the County received notice that FDLE approved the first application (Leon County GPS and Drug/Alcohol Testing Programs) and the Certificate of Acceptance of Subgrant Award for this grant was approved at the October 11, 2011 meeting of the Board.

On October 11, 2011, the County received notice from the FDLE, approving the second application (Leon County Sheriff's Office Equipment), and requesting the Certificate of Acceptance of Subgrant Award for this grant be executed.

### **Analysis:**

In accordance with JAG program requirements, the governing body of the jurisdictions responsible for administration of the FY2011/2012 FDLE JAG grant must approve the allocation of grant funds. The Board approved the following allocation on October 11, 2011 along with a detailed description of the funds to be used by Leon County Probation (124,000). This item provides the detailed information on the use of funds to purchase equipment for the Leon County Sheriff's Office (\$18,456).

Agency	Program	Amount
Leon County Probation	GPS, Drug/Alcohol Testing	\$124,000
LCSO	Equipment	18,456
Total		\$142,456

Title: Approval of an Agreement with the Florida Department of Law Enforcement to Accept and Utilize Justice Assistance Grant Funding for Leon County Sheriff's Office Equipment in the amount of \$18,456

October 25, 2011

Page 3

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Leon County Sheriff's Office – Equipment (18,456)

Inmate Video Visitation System Console

Currently, the Jail Medical Unit does not have an inmate video visitation system console. Video visitation is available in several of the PODS in the Leon County Jail and has significantly reduced visitor wait times, as well as the amount of correctional staff time required to facilitate inmate visitation. The lack of this system in the Jail Medical Unit requires correctional staff to move and secure inmates from the medical unit for visitation. This extends the wait times for visitors and can be much harder on the inmates because of medical issues that may make moving uncomfortable or painful.

This grant will be utilized to obtain a secure, heavy-duty surface mount video visitation console for the Jail Medical Unit, allowing video visitations of the inmates housed there, eliminating the need for additional correctional personnel to move and secure the inmates. The availability of video visitation in the Jail Medical Unit will facilitate inmate visitation for the inmates housed in the medical unit in a safer and more comfortable manner. Using video visitation in the Jail Medical Unit will also reduce the amount of correctional staff time necessary to provide the required opportunities for inmate visitation.

Video Recording Hardware

LCSO has been using a COBAN system to facilitate recording and managing all mobile video recordings for the last five years. Video recordings from the Interview rooms were added to the COBAN system within the last 18 months. The current/original video server that processes the in-car and interview room digital recordings is at end-of-life and has been in place for more than five years. It would be very difficult, and expensive, if any of the hardware on this server or attached storage were to fail. LCSO cannot obtain an extended warranty on this equipment. The current server does not meet the minimum requirements for the next release of the COBAN software and cannot be upgraded to meet the minimum requirements.

This grant will be utilized to install a video server that will meet the requirements of the COBAN software for a minimum of five years and install the latest release of the server operating system, database system, and COBAN software on the new server. This video server will process the in-car and interview room digital recordings. LCSO will use existing SAN storage for the video recordings. Installing the new server and software should enable additional digital evidence types to be managed, such as those created outside the COBAN system.

Laptop Replacement – Criminal Investigation Bureau

The two laptops utilized by the LCSO Criminal Investigation Bureau (CIB) are failing and at end-of-life. These laptops cannot be upgraded to the current versions of the software in use at LCSO. The laptops are more than five years old and LCSO cannot obtain a maintenance contract on them. These laptops are very expensive to repair due to their age. The LCSO CIB Unit cannot be provided the tools that are compatible with the LCSO Patrol Unit. There are new surveillance options available, which cannot be utilized on the current laptops due to hardware incompatibility.

Title: Approval of an Agreement with the Florida Department of Law Enforcement to Accept and Utilize Justice Assistance Grant Funding for Leon County Sheriff's Office Equipment in the amount of \$18,456

October 25, 2011

Page 4

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This grant will be utilized to replace the two laptops utilized by the LCSO Criminal Investigation Bureau with laptops that will provide compatibility with the LCSO Patrol MDCs. This will enhance field operations for the CIB unit by allowing them access to essential information. Providing laptops that are compatible with the MDCs will also increase security by providing the same encrypted communications methodology. Additionally, the new laptops will allow the CIB Unit to utilize some additional surveillance methods, as well as providing some enhancements to their evidence procurement methods.

**Options:**

1. Approve the Agreement with the Florida Department of Law Enforcement to accept the Justice Assistance Grant funding in the amount of \$18,456, and authorize the County Administrator to execute.
2. Do not approve the Agreement with the Florida Department of Law Enforcement to accept the Justice Assistance Grant funding.
3. Board direction.

**Recommendation:**

Option #1.

**Attachment:**

1. Agreement with the Florida Department of Law Enforcement

VSL/KM/DAL/dal



Florida Department of  
Law Enforcement

Gerald M. Bailey  
Commissioner

Office of Criminal Justice Grants  
Post Office Box 1489  
Tallahassee, Florida 32302-1489  
(850) 617-1250  
www.fdle.state.fl.us

Rick Scott, Governor  
Pam Bondi, Attorney General  
Jeff Atwater, Chief Financial Officer  
Adam Putnam, Commissioner of Agriculture

OCT 6 2011

The Honorable John Dailey  
Chairman  
Leon County Board of Commissioners  
301 South Monroe Street  
Tallahassee, FL 32301

Re: Contract No. 2012-JAGC-LEON-1-C4-137

Dear Chairman Dailey:

The Florida Department of Law Enforcement is pleased to award an Edward Byrne Memorial Justice Assistance Grant to your unit of government in the amount of \$ 18,456.00 for the project entitled, LEON COUNTY SHERIFF'S OFFICE EQUIPMENT. These funds shall be utilized for the purpose of reducing crime and improving public safety.

A copy of the approved subgrant application with the referenced contract number is enclosed for your file. All correspondence with the Department should always refer to the project number and title.

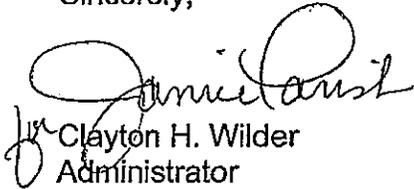
Your attention is directed to the Standard Conditions of the subgrant. Changes were made after your application was received in this office. Therefore, the Standard Conditions should be reviewed carefully by those persons responsible for project administration to avoid delays in project completion and costs reimbursements.

The enclosed Certification of Acceptance should be completed and returned to the Department within 30 calendar days from the date of award. This certificate constitutes official acceptance of the award and must be received by the Department prior to the reimbursement of any project expenditures.

The Honorable John Dailey  
Page Two

We look forward to working with you on this project. If we can be of further assistance,  
please contact Janice Parish at 850/617-1250.

Sincerely,



Clayton H. Wilder  
Administrator

CHW/JP/st

Enclosures

State of Florida  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, Florida 32308

CERTIFICATE OF ACCEPTANCE OF SUBGRANT AWARD

The subgrantee, through its authorized representative, acknowledges receipt and acceptance of subgrant award number 2012-JAGC-LEON-1-C4-137, in the amount of \$ 18,456.00, for a project entitled, LEON COUNTY SHERIFF'S OFFICE EQUIPMENT, for the period of 10/01/2011 through 09/30/2012, to be implemented in accordance with the approved subgrant application, and subject to the Florida Department of Law Enforcement's Standard Conditions and any special conditions governing this subgrant.

\_\_\_\_\_  
(Signature of Subgrantee's Authorized Official)

\_\_\_\_\_  
(Typed Name and Title of Official)

\_\_\_\_\_  
(Name of Subgrantee)

\_\_\_\_\_  
(Date of Acceptance)

**State of Florida  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, Florida 32308**

**SUBGRANT AWARD CERTIFICATE**

Subgrantee: Leon County Board of Commissioners

Date of Award: 10-5-11

Grant Period: From: 10/01/2011 TO: 09/30/2012

Project Title: LEON COUNTY SHERIFF'S OFFICE EQUIPMENT

Grant Number: 2012-JAGC-LEON-1-C4-137

Federal Funds: \$ 18,456.00

State Agency Match:

Local Agency Match: \$ 0.00

Total Project Cost: \$ 18,456.00

State Purpose Area: E : Equipment Supplies - Purchase Equipment/Supplies

CFDA Number: 16.738

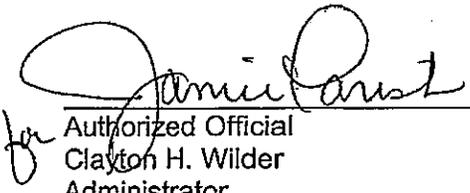
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Award is hereby made in the amount and for the period shown above of a subgrant under Title I of the Omnibus Crime Control and Safe Streets Act of 1968, P.L. 90-351, as amended, and the Anti-Drug Abuse Act of 1988, P.L. 100-690, to the above mentioned subgrantee and subject to any attached or special conditions.

This award is subject to all applicable rules, regulations, and conditions as contained in the Financial and Administrative Guide for Grants, Guideline Manual 7100 1D, Office of Justice Programs, Common Rule for State and Local Governments and A-87, or OMB Circulars A-110 or A-102, as applicable, and A-21, in their entirety. It is also subject to such further rules, regulations and policies as may be reasonably prescribed by the State or Federal Government consistent with the purposes and authorization of P.L. 90-351, as amended, and P.L. 100-690.

**SUBGRANT AWARD CERTIFICATE (CONTINUED)**

This grant shall become effective on the beginning date of the grant period provided that within 30 days from the date of award, a properly executed Certificate of Acceptance of Subgrant Award is returned to the Department.

  
\_\_\_\_\_  
for Authorized Official  
Clayton H. Wilder  
Administrator

10-5-11  
\_\_\_\_\_  
Date

This award is subject to special conditions (attached).

**State of Florida  
Office of Criminal Justice Grants  
Florida Department of Law Enforcement  
2331 Phillips Road  
Tallahassee, Florida 32308**

SPECIAL CONDITION(S) / GENERAL COMMENT(S)

Grantee: Office of Criminal Justice Grants

Grant Number: 2012-JAGC-LEON-1-C4-137

Grant Title: LEON COUNTY SHERIFF'S OFFICE EQUIPMENT

In addition to the general conditions applicable to fiscal administration, the grant is subject to the following Special Condition(s)/General Comment(s):

Ref# S19364: Prior to drawdown of federal funds, the Implementing Agency must submit an EEO Certification Form to the Office of Criminal Justice Grants.

# Application for Funding Assistance

Attachment #1  
Page 7 of 38

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 1B Administration

### Subgrant Recipient

**Organization Name:** Leon County Board of Commissioners

**County:** Leon

### Chief Official

**Name:** John Dailey  
**Title:** Chairman  
**Address:** 301 South Monroe Street  
**City:** Tallahassee  
**State:** FL **Zip:** 32301  
**Phone:** 850-606-5300 **Ext:**  
**Fax:** 850-606-5301  
**Email:** DaileyJ@leoncountyfl.gov

### Chief Financial Officer

**Name:** David Reid  
**Title:** Finance Director  
**Address:** Post Office Box 726  
**City:** Tallahassee  
**State:** FL **Zip:** 32302-0726  
**Phone:** 850-577-4021 **Ext:**  
**Fax:** 850-577-4255  
**Email:** dcreid@leoncountyfl.gov

# Application for Funding Assistance

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 1: Administration

### Implementing Agency

**Organization Name:** Leon County Sheriffs Office

**County:** Leon

### Chief Official

**Name:** Larry Campbell

**Title:** Sheriff

**Address:** P.O Box 727

**City:** Tallahassee

**State:** FL **Zip:** 32302

**Phone:** 850-922-3346 **Ext:**

**Fax:** 850-922-3337

**Email:** Campbell@leoncountyfl.gov

### Project Director

**Name:** Glenn Griffin

**Title:** Chief Administrative Officer

**Address:** 2825 Municipal Way

**City:** Tallahassee

**State:** FL **Zip:** 32304

**Phone:** 850-922-3335 **Ext:**

**Fax:** 850-922-3337

**Email:** griffinge@leoncountyfl.gov

# Application for Funding Assistance

Attachment #1  
Page 9 of 38

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 2: Project Overview

### General Project Information

**Project Title:** LEON COUNTY SHERIFF'S OFFICE EQUIPMENT  
**Subgrant Recipient:** Leon County Board of Commissioners  
**Implementing Agency:** Leon County Sheriffs Office  
**Project Start Date:** 10/1/2011      **End Date:** 9/30/2012

### Problem Identification

**Problem 1:** Currently, the Jail Medical Unit does not have an inmate video visitation system console. Video visitation is available in several of the PODS in the Leon County Jail and has significantly reduced visitor wait times as well as the amount of correctional staff time required to facilitate inmate visitation. The lack of this a console in the Jail Medical Unit requires correctional staff to move and secure inmates from the medical unit for visitation. This extends the wait times for visitors and can be much harder on the inmates because of medical issues which may make moving them uncomfortable or painful.

**Problem 2:** LCSO has been using COBAN to facilitate recording and managing all mobile video recordings for the last five years. Video recordings from the Interview rooms were added to the COBAN system within the last 18 months. The current/original video server that processes the in-car and interview room digital recordings is at end-of-life and has been in place for over 5 years. Should any of the hardware on this server or attached storage fail, it would be difficult to correct since LCSO can no longer obtain a maintenance contract on this equipment. The current server does not meet the minimum requirements for the next release of the COBAN software and can not be upgraded to meet the minimum requirements.

**Problem 3:** The two laptops utilized by the LCSO Criminal Investigation Bureau are failing and at end-of-life. These laptops can not be upgraded to the current versions of the software in use at LCSO. The laptops are more than 5 years old and LCSO can no longer obtain a maintenance contract on them. These laptops are very expensive to repair due to their age. The LCSO CIB Unit can not be provided the tools that are compatible with the LCSO Patrol Unit. There are new surveillance options available which can not be utilized on the current laptops due to hardware incompatibility.

### Project Summary (Scope of Work)

**Solution 1:** A secure, heavy duty surface mount video visitation console will be purchased and installed in the Jail Medical Unit, allowing video visitations of the inmates housed there, eliminating the need for additional correctional personnel to move and secure the inmates. The availability of video visitation in the Jail Medical Unit will facilitate inmate visitation for the inmates housed in the medical unit in a safer and more comfortable manner. Using video visitation in the Jail Medical Unit will also reduce the amount of correctional staff time necessary to provide the required opportunities for inmate visitation.

**Solution 2:** Install a video server that will meet the requirements of the COBAN software for a minimum of 5 years. Install the latest release of the server operating system, database system, and COBAN software on the new server. This video server will process the in-car and interview room digital recordings. LCSO will use existing SAN storage for

# Application for Funding Assistance

Attachment #1  
Page 10 of 38

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

the video recordings. Installing the new server and software should enable additional digital evidence types to be managed, such as those created outside the COBAN system.

Solution 3: Replace the two laptops utilized by the LCSO Criminal Investigation Bureau with laptops that will provide compatibility with the LCSO Patrol MDCs. This will enhance field operations for the CIB unit by allowing them access to essential information. Providing laptops that are compatible with the MDCs will also increase security by providing the same encrypted communications methodology. The new laptops will also allow the CIB Unit to utilize some additional surveillance methods as well as providing some enhancements to their evidence procurement methods.

# Application for Funding Assistance

Attachment #1  
Page 11 of 38

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 2: Project Overview

### Section Questions:

Question: Does the Subgrantee receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: No

Question: Does the Implementing Agency receive a single grant in the amount of \$500,000 or more from the U.S. Department of Justice?

Answer: No

# Application for Funding Assistance

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 3 Performance

### General Performance Info:

Performance Reporting Frequency: Quarterly

Federal Purpose Area: 001 - Law Enforcement Programs

State Purpose Area: E - Equipment Supplies - Purchase Equipment/Supplies

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### Activity Description

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Activity: Equipment and Supplies

Target Group: Equipment and Supplies

Geographic Area: Suburban

Location Type: Sheriff Office

Address(es) :

**Leon County Jail**  
524 Appleyard Drive  
Tallahassee , FL 32304

**Leon County Sheriffs Office**  
2825 Municipal Way  
Tallahassee , FL 32304

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### Activity Description

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Activity: Equipment and Supplies

Target Group: Equipment and Supplies

Geographic Area: Urban

Location Type: County Jail

---

### Objectives and Measures

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**Objective:** 25.E.SI - Amount of funds expended on equipment and/or supplies

Measure: Part 1

Amount of funds to be expended to purchase equipment and/or supplies

Goal: 18,456

**Objective:** 52.E.SI - Number of equipment items purchased with JAG funds by type of equipment

Measure: Part 7

How many computers will be purchased?

# Application for Funding Assistance

Attachment #1  
Page 13 of 38

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 3 Performance

Goal: 2

Measure: Part 16

How many other pieces of equipment or supplies will be purchased?

Goal: 2

# Application for Funding Assistance

Attachment #1  
Page 14 of 38

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 3 Performance

### Section Questions:

Question: If "other" was selected for the geographic area, please describe.

Answer: N/A

Question: If "other" was selected for location type, please describe.

Answer: N/A

# Application for Funding Assistance

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 4: Financial

### General Financial Info:

**Note: All financial remittances will be sent to the Chief Financial Officer of the Subgrantee Organization.**

Financial Reporting Frequency for this Subgrant: Quarterly

Is the subgrantee a state agency?: No

FLAIR / Vendor Number: 596000708

### Budget:

Budget Category	Federal	Match	Total
Salaries and Benefits	\$0.00	\$0.00	\$0.00
Contractual Services	\$0.00	\$0.00	\$0.00
Expenses	\$0.00	\$0.00	\$0.00
Operating Capital Outlay	\$18,456.00	\$0.00	\$18,456.00
Indirect Costs	\$0.00	\$0.00	\$0.00
<b>-- Totals --</b>	<b>\$18,456.00</b>	<b>\$0.00</b>	<b>\$18,456.00</b>
Percentage	100.0	0.0	100.0

### Project Generated Income:

Will the project earn project generated income (PGI) ? No

# Application for Funding Assistance

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 4: Financial (cont.)

### Budget Narrative:

Budget Category: Operating Capital Outlay

Inmate video visitation expansion - \$5,700

Expand the existing video visitation system by one console. This additional console will be placed in the jail medical unit to reduce the correctional staffing impact currently required to move and secure inmates housed in medical for visitation.

Video server - \$9,756

Replace existing video server that processes in-car and interview room digital recordings. This server is end-of-life and can no longer be supported.

Laptop - \$3,000

-Replace two (2) laptops utilized in the Criminal Investigation Bureau. These laptops are end-of-life and will no longer support the required function.

# Application for Funding Assistance

Attachment #1

Page 17 of 38

Florida Department of Law Enforcement  
Justice Assistance Grant - County-wide

## Section 4: Financial

### Section Questions:

Question: If salaries and benefits are included in the budget as actual costs for staff in the implementing agency, is there a net personnel increase, or a continued net personnel increase from the previous Byrne program?

Answer: N/A

Question: If benefits are to be included, are they reflected in the budget narrative?

Answer: N/A

Question: Indicate the Operating Capital Outlay threshold established by the subgrantee or implementing agency, if it is the sheriff's office.

Answer: \$1,000

Question: If indirect cost is included in the budget, indicate the basis for the plan (e.g. percent of salaries and benefits), and provide documentation of the appropriate approval of this plan.

Answer: N/A

Question: If the budget includes services based on unit costs, provide a definition and cost for each service as part of the budget narrative for contractual services. Include the basis for the unit costs and how recently the basis was established or updated.

Answer: N/A

## Standard Conditions

Conditions of agreement requiring compliance by units of local government (subgrant recipients), implementing agencies, and state agencies upon signed acceptance of the subgrant award appear in this section. Upon approval of this subgrant, the approved application and the following terms of conditions will become binding. Failure to comply with provisions of this agreement will result in required corrective action up to and including project costs being disallowed and termination of the project, as specified in item 17 of this section.

1. All Subgrant Recipients must comply with the financial and administrative requirements set forth in the current edition of the U.S. Department of Justice, Office of Justice Programs (OJP) Financial Guide (Financial Guide) (<http://www.ojp.usdoj.gov/financialguide/index.htm>) and the Edward Byrne Memorial Justice Assistance Grant (JAG) program guidance (<http://www.ojp.usdoj.gov/BJA/grant/jag.html>) as well as Federal statutes, regulations, policies, guidelines and requirements and Florida laws and regulations including but not limited to:
  - Florida Administrative Code, Chapter 11D-9, "Edward Byrne Memorial State and Local Law Enforcement Assistance Formula Grant Program": <https://www.flrules.org/>
  - Office of Management and Budget (OMB) Circulars: <http://www.whitehouse.gov/omb/circulars>
    - A-21 (2 CFR 220), "Cost Principles for Educational Institutions"
    - A-87 (2 CFR 225), "Cost Principles for State, Local and Indian Tribal Governments"
    - A-102, "Grants and Cooperative Agreements with State and Local Governments"
    - A-110 (2 CFR 215), "Uniform Administrative Requirements for Grants and Cooperative Agreements"
    - A-122 (2 CFR 230), "Cost Principles for Non-Profit Organizations"
    - A-133, "Audits of States, Local Governments, and Non-Profit Organizations"
  - Code of Federal Regulations: <http://www.gpo.gov/fdsys/>
    - 2 CFR 175.15(b), "Award Term for Trafficking In Persons"
    - 28 CFR 38, "Equal Treatment for Faith-Based Organizations"
    - 28 CFR 66, "U.S. Department of Justice Common Rule for State And Local Governments" (Common Rule)
    - 28 CFR 83, "Government-Wide Requirements for Drug-Free Workplace (Grants)"
    - 28 CFR 18, 22, 23, 30, 35, 42, 61, and 63
  - Public Law 109-162, Title XI—Department of Justice Reauthorization, Subtitle B—Improving the Department of Justice's Grant Programs, Chapter 1—Assisting Law Enforcement and Criminal Justice Agencies, Sec. 1111. Merger of Byrne Grant Program and Local Law Enforcement Block Grant Program: <http://www.ojp.usdoj.gov/BJA/grant/jag.html>
  - United States Code: <http://www.gpo.gov/fdsys/>
    - 42 U.S.C. 3711 et seq., "Omnibus Crime Control and Safe Streets Act of 1968"
  - State of Florida General Records Schedule GS1-SL for State and Local Government Agencies: <http://dlis.dos.state.fl.us/barm/genschedules/GS1-SL.pdf>
2. Allowable Costs
  - a. Allowance for costs incurred under the subgrant shall be determined according to the general principles and standards for selected cost items set forth in the Office of Justice Programs Financial Guide, U.S. Department of Justice Common Rule for State And Local Governments

## Edward Byrne Memorial Justice Assistance Grant (JAG) Program

## Florida Department of Law Enforcement

and federal OMB Circular A-87, "Cost Principles for State, Local and Indian Tribal Governments," or OMB Circular A-21, "Cost Principles for Educational Institutions."

- b. All procedures employed in the use of federal funds for any procurement shall be according to U.S. Department of Justice Common Rule for State and Local Governments, or OMB Circular A-110, or OMB Circular A-102, and Florida law to be eligible for reimbursement.

### 3. Reports

#### a. Project Performance Reports

- (1) Reporting Time Frames: The subgrant recipient shall submit Quarterly Project Performance Reports to the Florida Department of Law Enforcement, hereafter known as the Department, within fifteen (15) days after the end of the reporting period. In addition, if the subgrant award period is extended beyond the "original" project period, additional Quarterly Project Performance Reports shall be submitted.

Failure to submit Quarterly Performance Reports that are complete, accurate, and timely may result in sanctions, as specified in Item 17, Performance of Agreement Provisions.

- (2) Report Contents: Performance Reports must include a response to all objectives included in your subgrant. A detailed response is required in the narrative portion for yes/no performance objectives. The narrative must also reflect on accomplishments for the quarter and identify problems with project implementation and address actions being taken to resolve the problems. Additional information may be required if necessary to comply with federal reporting requirements.
- (3) Submission: Performance Reports may be submitted by the Project Director, Application Manager, or Performance Contacts.

#### b. Financial Reports

##### (1) Project Expenditure Reports

- (a) The subgrant recipient shall have a choice of submitting either a Monthly or a Quarterly Project Expenditure Report to the Department. Project Expenditure Reports are due thirty (30) days after the end of the reporting period. In addition, if the subgrant award period is extended, additional Project Expenditure Reports shall be submitted. Project Expenditure Reports for grants made under the Recovery Act must be submitted monthly. See the Recovery Act Conditions for additional information.
- (b) All project expenditures for reimbursement of subgrant recipient costs shall be submitted on the Project Expenditure Report Forms prescribed and provided by the Office of Criminal Justice Grants (OCJG) through the Subgrant Information Management ON-line (SIMON) system.
- (c) All Project Expenditure Reports shall be submitted in sufficient detail for proper pre-audit and post-audit.
- (d) Before the "final" Project Expenditure Report will be processed, the subgrant recipient must submit to the Department all outstanding project reports and must have satisfied all special conditions. Failure to comply with the above provisions shall result in forfeiture of reimbursement.
- (e) Reports are to be submitted even when no reimbursement is being requested.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
Florida Department of Law Enforcement

- (f) The report must be electronically signed by the subgrantee or implementing agency's chief financial officer or the chief financial officer's designee.

(2) Financial Closeout Audit

- (a) The Financial Closeout Audit shall be submitted to the Department within forty-five (45) days of the subgrant termination date.
- (b) The Financial Closeout Audit must be electronically signed by the subgrantee or implementing agency's chief financial officer or the chief financial officer's designee.

(3) Project Generated Income (PGI)

- (a) If applicable, the subgrant recipient shall submit Quarterly PGI Earnings and Expenditures Reports to the Department within thirty (30) days after the end of the reporting period covering subgrant project generated income and expenditures during the previous quarter. If any PGI remains unspent after the subgrant ends, the subgrant recipient must continue submitting quarterly PGI reports until all funds are expended. (See Item 10, Program Income.)
- (b) PGI Earnings and Expenditures reports must be electronically signed by the subgrantee or implementing agency's chief financial officer or the chief financial officer's designee.

c. Other Reports

The subgrant recipient shall report to the Uniform Crime Report and other reports as may be reasonably required by the Department.

**4. Fiscal Control and Fund Accounting Procedures**

- a. The subgrant recipient shall establish fiscal control and fund accounting procedures that assure proper disbursement and accounting of subgrant funds and required non-federal expenditures. All funds spent on this project shall be disbursed according to provisions of the project budget as approved by the Department.
- b. All expenditures and cost accounting of funds shall conform to the Office of Justice Programs Financial Guide, the Common Rule, and OMB Circulars A-21, A-87, and A-110, or A-102 as applicable, in their entirety.
- c. All funds not spent according to this agreement shall be subject to repayment by the subgrant recipient.

**5. Payment Contingent on Appropriation and Available Funds**

The State of Florida's performance and obligation to pay under this agreement is contingent upon an annual appropriation by the Florida Legislature. Furthermore, the obligation of the State of Florida to reimburse subgrant recipients for incurred costs is subject to available federal funds.

**6. Obligation of Subgrant Recipient Funds**

Subgrant funds shall not under any circumstances be obligated prior to the effective date or subsequent to the termination date of the subgrant period. Only project costs incurred on or after the effective date and on or prior to the termination date of the subgrant recipient's project are eligible for reimbursement. All payments must be completed within thirty (30) days of the end of

## Florida Department of Law Enforcement

the subgrant period.

**7. Advance Funding**

Advance funding may be provided to a subgrant recipient upon a written request to the Department. The request must be electronically signed by the subgrantee or implementing agency's chief financial officer or the chief financial officer's designee.

**8. Trust Funds**

- a. The unit of local government must establish a trust fund in which to deposit JAG funds. The trust fund may or may not be an interest bearing account.
- b. The account may earn interest, but any earned interest must be used for program purposes and expended before the federal grant period end date. Any unexpended interest remaining at the end of the federal grant period must be submitted to the Office of Criminal Justice Grants for transmittal to the Bureau of Justice Assistance.

**9. Travel and Training**

The cost of all travel shall be reimbursed according to the subgrant recipient's written travel policy. If the subgrant recipient does not have a written travel policy, cost of all travel will be reimbursed according to § 112.061, Fla. Stat.

**10. Program Income (also known as Project Generated Income)**

- a. All income generated as a direct result of a subgrant project shall be deemed program income.
- b. Any project that will potentially earn PGI must submit an Earnings and Expenditures Report to report how much PGI was earned during each quarter. A report must be submitted each quarter even if no PGI was earned or expended. PGI Earnings and Expenditures reports must be electronically signed by the subgrantee or implementing agency's chief financial officer or the chief financial officer's designee.
- c. PGI expenditures require prior written approval from the Office of Criminal Justice Grants. Program income must be used for the purposes of and under the conditions applicable to the award. If the cost is allowable under the Federal grant program, then the cost would be allowable using program income. PGI budget requests must be signed by the subgrantee or implementing agency's chief financial officer or the chief financial officer's designee.
- d. Program income should be used as earned and expended as soon as possible. Any unexpended PGI remaining at the end of the Federal grant period must be submitted to the Office of Criminal Justice Grants for transmittal to the Bureau of Justice Assistance.

**11. Approval of Consultant Contracts**

The Department shall review and approve in writing all consultant contracts prior to employment of a consultant when the consultant's rate exceeds \$450 (excluding travel and subsistence costs) for an eight-hour day. Approval shall be based upon the contract's compliance with requirements found in the Financial Guide, the Common Rule, and in applicable state statutes. The Department's approval of the subgrant recipient agreement does not constitute approval of consultant contracts. If consultants are hired through a competitive bidding process (not sole source), the \$450 threshold does not apply.

## 12. Property Accountability

- a. The subgrant recipient agrees to use all non-expendable property for criminal justice purposes during its useful life or dispose of it pursuant to § 274, Fla. Stat.
- b. The subgrant recipient shall establish and administer a system to protect, preserve, use, maintain and dispose of any property furnished to it by the Department or purchased pursuant to this agreement according to federal property management standards set forth in the Office of Justice Programs Financial Guide, U.S. Department of Justice Common Rule for State and Local Governments or the federal OMB Circular A-110 or A-102, as applicable. This obligation continues as long as the subgrant recipient retains the property, notwithstanding expiration of this agreement.

## 13. Ownership of Data and Creative Material

Ownership of material, discoveries, inventions, and results developed, produced, or discovered subordinate to this agreement is governed by the terms of the Office of Justice Programs Financial Guide (as amended), and the U.S. Department of Justice Common Rule for State and Local Governments, or the federal OMB Circular A-110 or A-102, as applicable.

## 14. Copyright

The awarding agency reserves a royalty-free non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use, for Federal government purposes:

- a. The copyright in any work developed under an award or subaward, and
- b. Any rights of copyright to which a subgrant recipient or subrecipient purchases ownership with support funded under this grant agreement.

## 15. Publication or Printing of Reports

The subgrant recipient shall submit for review and approval one copy of any curricula, training materials, or any other written materials that will be published, including web-based materials and web site content, through funds from this grant at least thirty (30) days prior to the targeted dissemination date.

All materials publicizing or resulting from award activities shall contain the following statements: "This project was supported by Grant No. [contact the Office of Criminal Justice Grants for award number] awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice."

## 16. Audit

- a. Subgrant recipients that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year. The audit shall be performed in accordance with the federal OMB Circular A-133 and other applicable federal law. The contract for this agreement shall be identified in the Schedule of Federal Financial Assistance in the subject audit. The contract shall be identified as federal funds passed through the Florida Department of Law Enforcement and include the contract number, CFDA number, award amount, contract period, funds received and disbursed. When applicable, the

## Edward Byrne Memorial Justice Assistance Grant (JAG) Program

## Florida Department of Law Enforcement

subgrant recipient shall submit an annual financial audit that meets the requirements of § 11.45, Fla. Stat., "Definitions; duties; authorities; reports; rules.," § 215.97, Fla. Stat., "Florida Single Audit Act"; and Rules of the Auditor General, Chapter 10.550, "Local Governmental Entity Audits" and Chapter 10.650, "Florida Single Audit Act Audits Nonprofit and For-Profit Organizations."

- b. A complete audit report that covers any portion of the effective dates of this agreement must be submitted within 30 days after its completion, but no later than nine (9) months after the audit period. In order to be complete, the submitted report shall include any management letters issued separately and management's written response to all findings, both audit report and management letter findings. Incomplete audit reports will not be accepted by the Department.
- c. The subgrant recipient shall have all audits completed by an Independent Public Accountant (IPA). The IPA shall be either a Certified Public Accountant or a Licensed Public Accountant.
- d. The subgrant recipient shall take appropriate corrective action within six (6) months of the issue date of the audit report in instances of noncompliance with federal laws and regulations.
- e. The subgrant recipient shall ensure that audit working papers are made available to the Department, or its designee, upon request for a period of three (3) years from the date the audit report is issued, unless extended in writing by the Department.
- f. Subgrant recipients that expend less than \$500,000 in Federal awards during a fiscal year are exempt from the audit requirements of OMB Circular A-133 for that fiscal year. In this case, written notification, which can be in the form of the "Certification of Audit Exemption" form, shall be provided to the Department by the Chief Financial Officer, or designee, that the subgrant recipient is exempt. This notice shall be provided to the Department no later than March 1 following the end of the fiscal year.
- g. If this agreement is closed out without an audit, the Department reserves the right to recover any disallowed costs identified in an audit completed after such closeout.
- h. The completed audit report or written notification of audit exemption should be sent to the following address:

Florida Department of Law Enforcement  
Office of Criminal Justice Grants  
2331 Phillips Road  
Tallahassee, Florida 32308

### 17. Performance of Agreement Provisions

In the event of default, non-compliance or violation of any provision of this agreement by the subgrant recipient, the subgrant recipient's consultants and suppliers, or both, the Department shall impose sanctions it deems appropriate including withholding payments and cancellation, termination, or suspension of the agreement in whole or in part. In such event, the Department shall notify the subgrant recipient of its decision thirty (30) days in advance of the effective date of such sanction. The subgrant recipient shall be paid only for those services satisfactorily performed prior to the effective date of such sanction.

### 18. Commencement of Project

- a. If a project is not operational within 60 days of the original start date of the award period, the subrecipient must report by letter to the Department the steps taken to initiate the project, the

Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
Florida Department of Law Enforcement

reasons for delay, and the expected start date.

- b. If a project is not operational within 90 days of the original start date of the award period, the subrecipient must submit a second statement to the Department explaining the implementation delay.
- c. Upon receipt of the ninety (90) day letter, the Department shall determine if the reason for delay is justified or shall, at its discretion, unilaterally terminate this agreement and re-obligate subgrant funds to other Department approved projects. The Department, where warranted by extenuating circumstances, may extend the starting date of the project past the ninety (90) day period, but only by formal written adjustment to this agreement.

**19. Excusable Delays**

- a. Except with respect to defaults of consultants, the subgrant recipient shall not be in default by reason of any failure in performance of this agreement according to its terms (including any failure by the subgrant recipient to make progress in the execution of work hereunder which endangers such performance) if such failure arises out of causes beyond the control and without the fault or negligence of the subgrant recipient. Such causes include, but are not limited to, acts of God or of the public enemy, acts of the government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather, but in every case, the failure to perform shall be beyond the control and without the fault or negligence of the subgrant recipient.
- b. If failure to perform is caused by failure of a consultant to perform or make progress, and if such failure arises out of causes beyond the control of subgrant recipient and consultant, and without fault or negligence of either of them, the subgrant recipient shall not be deemed in default, unless:
  - (1) Supplies or services to be furnished by the consultant were obtainable from other sources,
  - (2) The Department ordered the subgrant recipient in writing to procure such supplies or services from other sources, and
  - (3) The subgrant recipient failed to reasonably comply with such order.
- c. Upon request of the subgrant recipient, the Department shall ascertain the facts and the extent of such failure, and if the Department determines that any failure to perform was occasioned by one or more said causes, the delivery schedule shall be revised accordingly.

**20. Written Approval of Changes in this Approved Agreement (Grant Adjustments)**

- a. Subgrant recipients must obtain prior approval from the Department for major substantive changes such as changes in project activities, target populations, service providers, implementation schedules, project director, and designs or research plans set forth in the approved agreement and for any budget changes that will transfer more than 10% of the total budget between budget categories.
- b. Subgrant recipients may transfer up to 10% of the total budget between current, approved budget categories without prior approval as long as the funds are transferred to an existing line item
- c. Under no circumstances can transfers of funds increase the total budgeted award.
- d. Requests for changes to the subgrant agreement must be electronically signed by the

## Florida Department of Law Enforcement

subgrantee or implementing agency's chief official or the chief official's designee.

- e. Any certifications required for the requested changes, such as Sole Source, ADP Justification, Privacy Certification forms, and Confidential Funds certifications, must be signed by the subgrantee or implementing agency chief official or someone with formal, written signature authority for the chief official.

**21. Disputes and Appeals**

- a. The Department shall make its decision in writing when responding to any disputes, disagreements, or questions of fact arising under this agreement and shall distribute its response to all concerned parties. The subgrant recipient shall proceed diligently with the performance of this agreement according to the Department's decision.
- b. If the subgrant recipient appeals the Department's decision, the appeal also shall be made in writing within twenty-one (21) calendar days to the Department's clerk (agency clerk). The subgrant recipient's right to appeal the Department's decision is contained in § 120, Fla. Stat., and in procedures set forth in Rule 28-106.104, Florida Administrative Code. Failure to appeal within this time frame constitutes a waiver of proceedings under § 120, Fla. Stat.

**22. Conferences and Inspection of Work**

Conferences may be held at the request of any party to this agreement. At any time, a representative of the Department, of the U.S. Department of Justice, or the Auditor General of the State of Florida, have the right of visiting the project site to monitor, inspect and assess work performed under this agreement.

**23. Access To Records**

- a. The Department of Law Enforcement, the Auditor General of the State of Florida, the U.S. Department of Justice, the U.S. Comptroller General or any of their duly authorized representatives, shall have access to books, documents, papers and records of the subgrant recipient, implementing agency and contractors for the purpose of audit and examination according to the Financial Guide and the Common Rule.
- b. The Department reserves the right to unilaterally terminate this agreement if the subgrant recipient, implementing agency, or contractor refuses to allow public access to all documents, papers, letters, or other materials subject to provisions of § 119, Fla. Stat., and made or received by the subgrant recipient or its contractor in conjunction with this agreement.
- c. The subgrant recipient will give the awarding agency or the General Accounting Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.

**24. Retention of Records**

- The subgrant recipient shall maintain all records and documents for a minimum of five (5) years from the date of the final financial statement and be available for audit and public disclosure upon request of duly authorized persons. The subgrant recipient shall comply with State of Florida General Records Schedule GS1-SL for State and Local Government Agencies:  
<http://dhis.dos.state.fl.us/barm/genschedules/GS1-SL.pdf>.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
Florida Department of Law Enforcement

**25. Personnel Changes**

Upon implementation of the project, in the event there is a change in Chief Officials for the Subgrant recipient or Implementing Agency, project staff must notify the help desk for FDLE's online grants management system, SIMON (Subgrant Information Management Online), so that the organization can be updated in SIMON. If the project director changes, a grant adjustment must be entered in SIMON to reflect the change.

**26. Background Check**

Whenever a background screening for employment or a background security check is required by law for employment, unless otherwise provided by law, the provisions of § 435, Fla. Stat. shall apply.

- a. All positions in programs providing care to children, the developmentally disabled, or vulnerable adults for 15 hours or more per week; all permanent and temporary employee positions of the central abuse hotline; and all persons working under contract who have access to abuse records are deemed to be persons and positions of special trust or responsibility and require employment screening pursuant to § 435, Fla. Stat., using the level 2 standards set forth in that chapter.
- b. All employees in positions designated by law as positions of trust or responsibility shall be required to undergo security background investigations as a condition of employment and continued employment. For the purposes of the subsection, security background investigations shall include, but not be limited to, employment history checks, fingerprinting for all purposes and checks in this subsection, statewide criminal and juvenile records checks through the Florida Department of Law Enforcement, and federal criminal records checks through the Federal Bureau of Investigation, and may include local criminal records checks through local law enforcement agencies.
  - (1) Any person who is required to undergo such a security background investigation and who refuses to cooperate in such investigation or refuses to submit fingerprints shall be disqualified for employment in such position or, if employed, shall be dismissed.
  - (2) Such background investigations shall be conducted at the expense of the employing agency or employee. When fingerprinting is required, the fingerprints of the employee or applicant for employment shall be taken by the employing agency or by an authorized law enforcement officer and submitted to the Department of Law Enforcement for processing and forwarding, when requested by the employing agency, to the United States Department of Justice for processing. The employing agency shall reimburse the Department of Law Enforcement for any costs incurred by it in the processing of the fingerprints.

**27. Drug Court Projects**

A Drug Court Project must comply with § 397.334, Fla. Stat., "Treatment-Based Drug Court Programs."

**28. Overtime for Law Enforcement Personnel**

Prior to obligating funds from this award to support overtime by law enforcement officers, the U.S. Department of Justice encourages consultation with all allied components of the criminal justice system in the affected jurisdiction. The purpose of this consultation is to anticipate and plan for systemic impacts such as increased court dockets and the need for detention space.

## Florida Department of Law Enforcement

**29. Criminal Intelligence System**

The subgrant recipient agrees that any information technology system funded or supported by the Office of Justice Programs funds will comply with 28 C.F.R. Part 23, Criminal Intelligence Systems Operating Policies, if the Office of Justice Programs determines this regulation to be applicable. Should the Office of Justice Programs determine 28 C.F.R. Part 23 to be applicable, the Office of Justice Programs may, at its discretion, perform audits of the system, as per 28 C.F.R. 23.20(g). Should any violation of 28 C.F.R. Part 23 occur, the subgrant recipient may be fined as per 42 U.S.C. 3789g(c)-(d). The subgrant recipient may not satisfy such a fine with federal funds.

**32. Confidential Funds**

A signed certification that the project director or the head of the Implementing Agency has read, understands, and agrees to abide by all of the conditions for confidential funds as set forth in the effective edition of the Office of Justice Programs *Financial Guide* is required from all projects that are involved with confidential funds. The signed certification must be submitted at the time of grant application.

**33. Equal Employment Opportunity (EEO)**

- a. Federal laws prohibit recipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subgrant recipients and implementing agencies must comply with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); The Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07); and Department of Justice Non-Discrimination Regulations 28 CFR Part 42; see Ex. Order 13279 (equal protection of the laws for faith-based and community organizations).
- b. A subgrant recipient or implementing agency must develop an EEO Plan if it has 50 or more employees and it has received any single award of \$25,000 or more from the Department of Justice. The plan must be prepared using the on-line short form at [http://www.ojp.usdoj.gov/about/ocr/eeop\\_comply.htm](http://www.ojp.usdoj.gov/about/ocr/eeop_comply.htm), must be retained by the subgrant recipient or implementing agency, and must be available for review or audit. The organization must also submit an EEO Certification to FDLE.
- c. If the subgrant recipient or implementing agency is required to prepare an EEO Plan and has received any single award of \$500,000 or more from the Department of Justice, it must submit its plan to the Department of Justice for approval. A copy of the Department of Justice approval letter must be submitted to FDLE. The approval letter expires two years from the date of the letter.
- d. A subgrant recipient or implementing agency is exempt from the EEO Plan requirement if it has fewer than 50 employees or if it does not receive any single award of \$25,000 or more from the Department of Justice or if it is a nonprofit organization, a medical or educational institution, or an Indian Tribe. If an organization is exempt from the EEO Plan requirement, it must submit an EEO Certification to FDLE.
- e. The subgrant recipient and implementing agency acknowledge that failure to comply with EEO Requirements within 60 days of the project start date may result in suspension or termination of funding, until such time as it is in compliance.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
Florida Department of Law Enforcement

- f. In the event a Federal or State court of Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

**34. Americans with Disabilities Act**

Subgrant recipients must comply with the requirements of the Americans with Disabilities Act (ADA), Public Law 101-336, which prohibits discrimination by public and private entities on the basis of disability and requires certain accommodations be made with regard to employment (Title I), state and local government services and transportation (Title II), public accommodations (Title III), and telecommunications (Title IV).

**35. Immigration and Nationality Act**

No public funds will intentionally be awarded 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 Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the INA. Such violation by the subgrant recipient of the employment provisions contained in Section 274A(e) of the INA shall be grounds for unilateral cancellation of this contract by the Department.

**36. National Environmental Policy Act (NEPA)**

- a. The subgrant recipient agrees to assist FDLE in complying with the NEPA, the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of subgrant funds by the subgrant recipient. This applies to the following new activities whether or not they are being specifically funded with these subgrant funds. That is, it applies as long as the activity is being conducted by the subgrant recipient or any third party and the activity needs to be undertaken in order to use these subgrant funds.
- (1) New construction;
  - (2) Minor renovation or remodeling of a property either (a) listed on or eligible for listing on the National Register of Historic Places or (b) located within a 100-year flood plain;
  - (3) A renovation, lease, or any other proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size; and
  - (4) Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or educational environments.
  - (5) Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.
- b. The subgrant recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by the Bureau of Justice Assistance. The subgrant recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed by the Department of Justice at <http://www.ojp.usdoj.gov/BJA/resource/nepa.html>, for programs relating to methamphetamine laboratory operations.

## Florida Department of Law Enforcement

- c. For any of a subgrant recipient's existing programs or activities that will be funded by these subgrants, the subgrant recipient, upon specific request from the Department and the U.S. Department of Justice, agrees to cooperate with the Department of Justice in any preparation by Department of Justice of a national or program environmental assessment of that funded program or activity.

**37. Non-Procurement, Debarment and Suspension**

The subgrant recipient agrees to comply with Executive Order 12549, Debarment and Suspension and 2 CFR 180, "OMB Guidelines To Agencies On Governmentwide Debarment And Suspension (Nonprocurement)" These procedures require the subgrant recipient to certify it shall not enter into any lower tiered covered transaction with a person who is debarred, suspended, declared ineligible or is voluntarily excluded from participating in this covered transaction, unless authorized by the Department. If the subgrant is \$100,000 or more, the subgrant recipient and implementing agency certify that they and their principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- d. Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

**38. Federal Restrictions on Lobbying**

- a. Each subgrant recipient agrees to comply with 28 CFR Part 69, "New Restrictions on Lobbying" and shall file the most current edition of the Certification And Disclosure Form, if applicable, with each submission that initiates consideration of such subgrant recipient for award of federal contract, grant, or cooperative agreement of \$100,000 or more.
- b. This certification is a material representation of fact upon which reliance was placed when this agreement was made. Submission of this certification is a prerequisite to entering into this agreement subject to conditions and penalties imposed by 31 USC 1352. Any person who fails to file the required certification is subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure to file.
- c. As required by 31 USC 1352, and implemented at 28 CFR 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR 69, the applicant certifies that:
  - (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal

Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
Florida Department of Law Enforcement

grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any 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 of Lobbying Activities," 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 subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**39. State Restrictions on Lobbying**

In addition to the provisions contained in Item 39, above, the expenditure of funds for the purpose of lobbying the legislature or a state agency is prohibited under this contract.

**40. Additional Restrictions on Lobbying**

The subgrant recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Justice Programs.

**41. "Pay - to - Stay"**

Funds from this award may not be used to operate a "pay-to-stay" program in any local jail. Furthermore, no funds may be given to local jails that operate "pay-to-stay" programs. "Local jail," as referenced in this condition, means an adult facility or detention center owned and/or operated by city, county, or municipality. It does not include juvenile detention centers. "Pay-to-stay" programs as referenced in this condition, means a program by which extraordinary services, amenities and/or accommodations, not otherwise available to the general inmate population, may be provided, based upon an offender's apparent ability to pay, such that disparate conditions of confinement are created for the same or similar offenders within a jurisdiction.

**42. Mitigation of Health, Safety and Environmental risks dealing with Clandestine Methamphetamine Laboratories**

If an award is made to support methamphetamine laboratory operations the subgrant recipient must comply with this condition, which provides for individual site environmental assessment/impact statements as required under the National Environmental Policy Act.

- a. **General Requirement:** The subgrant recipient agrees to comply with Federal, State, and local environmental, health and safety laws and regulations applicable to the investigation and closure of clandestine methamphetamine laboratories and the removal and disposal of the chemicals, equipment, and wastes used in or resulting from the operation of these laboratories.
- b. **Specific Requirements:** The subgrant recipient understands and agrees that any program or initiative involving the identification, seizure, or closure of clandestine methamphetamine laboratories can result in adverse health, safety and environmental impacts to (1) the law enforcement and other governmental personnel involved; (2) any residents, occupants, users, and neighbors of the site of a seized clandestine laboratory; (3) the seized laboratory site's immediate and surrounding environment of the site(s) where any remaining chemicals,

Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
Florida Department of Law Enforcement

equipment, and waste from a seized laboratory's operations are placed or come to rest.

Therefore, the subgrant recipient further agrees that in order to avoid or mitigate the possible adverse health, safety and environmental impacts from any of clandestine methamphetamine operations funded under this award, it will (1) include the nine, below listed protective measures or components; (2) provide for their adequate funding to include funding, as necessary, beyond that provided by this award; and (3) implement these protective measures directly throughout the life of the subgrant. In so doing, the subgrant recipient understands that it may implement these protective measures directly through the use of its own resources and staff or may secure the qualified services of other agencies, contractor or other qualified third party.

- (1) Provide medical screening of personnel assigned or to be assigned by the subgrant recipient to the seizure or closure of clandestine methamphetamine laboratories;
- (2) Provide Occupational Safety and Health Administration (OSHA) required initial and refresher training for law enforcement officials and other personnel assigned by the subgrant recipient to either the seizure or closure of clandestine methamphetamine laboratories;
- (3) As determined by their specific duties, equip personnel assigned to the project with OSHA required protective wear and other required safety equipment;
- (4) Assign properly trained personnel to prepare a comprehensive contamination report on each closed laboratory;
- (5) Employ qualified disposal contractors to remove all chemicals and associated glassware, equipment, and contaminated materials and wastes from the site(s) of each seized clandestine laboratory;
- (6) Dispose of the chemicals, equipment, and contaminated materials and wastes removed from the sites of seized laboratories at properly licensed disposal facilities or, when allowable, properly licensed recycling facilities;
- (7) Monitor the transport, disposal, and recycling components of subparagraphs 5 and 6 immediately above in order to ensure proper compliance;
- (8) Have in place and implement an inter-agency agreement or other form of commitment with a responsible State environmental agency that provides for that agency's (i) timely evaluation of the environmental conditions at and around the site of a closed clandestine laboratory and (ii) coordination with the responsible party, property owner, or others to ensure that any residual contamination is remediated, if necessary, and in accordance with existing State and Federal requirements; and
- (9) Have in place and implement a written agreement with the responsible state or local service agencies to properly respond to any minor, as defined by state law, at the site. This agreement must ensure immediate response by qualified personnel who can (i) respond to the potential health needs of any minor at the site; (ii) take that minor into protective custody unless the minor is criminally involved in the meth lab activities or is subject to arrest for other criminal violations; (iii) ensure immediate medical testing for methamphetamine toxicity; and (iv) arrange for any follow-up medical tests, examinations, or health care made necessary as a result of methamphetamine toxicity.

#### 43. Limited English Proficiency (LEP)

In accordance with Department of Justice Guidance pertaining to Title VI of the Civil Rights Act of

## Florida Department of Law Enforcement

1964, 42 U.S.C. § 2000d, recipients of Federal financial assistance must take reasonable steps to provide meaningful access to their programs and activities for persons with LEP. For more information on the civil rights responsibilities that recipients have in providing language services to LEP individuals, please see the website at <http://www.lep.gov>.

**44. The Coastal Barrier Resources Act**

The subgrant recipient will comply and assure the compliance of all contractors with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

**45. Enhancement of Security**

If funds are used for enhancing security, the subgrant recipient agrees to:

- a. Have an adequate process to assess the impact of any enhancement of a school security measure that is undertaken on the incidence of crime in the geographic area where the enhancement is undertaken.
- b. Conduct such an assessment with respect to each such enhancement; and, submit to the Department the aforementioned assessment in its Final Program Report.

**46. Environmental Protection Agency's (EPA) list of Violating Facilities**

The subgrant recipient assures that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the Program Purpose are not listed on the EPA's list of Violating Facilities and that it will notify the Department of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

**47. Flood Disaster Protection Act**

The subgrant recipient will comply with Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, requiring that the purchase of flood insurance in communities where such insurance is available as a condition of the receipt of any federal financial assistance for construction or acquisition purposes for use in any area that has been identified as an area having special flood hazards.

**48. National Historic Preservation Act**

It will assist the Department (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469 a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).

**49. Omnibus Crime Control and Safe Streets Act**

The subgrant recipient will comply and assure the compliance of all contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended; the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act; as appropriate; the provisions of the current edition of the Office of Justice Program Financial and Administrative Guide for Grants; and all other applicable State and Federal laws, orders, circulars, or regulations.

## Edward Byrne Memorial Justice Assistance Grant (JAG) Program

## Florida Department of Law Enforcement

**50. Human Research Subjects**

Subgrant recipient agrees to comply with the requirements of 28 C.F.R. part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.

**51. National Information Exchange Model specifications**

To support public safety and justice information sharing, the Office of Justice Programs requires the subgrant recipient to use the National Information Exchange Model (NIEM) specifications and guidelines for this particular grant. Subgrant recipient shall publish and make available without restriction all schemas generated as a result of this grant to the component registry as specified in the guidelines. For more information on compliance with this condition, visit <http://www.niem.gov/implementationguide.php>.

**52. Reporting, Data Collection and Evaluation**

The subgrant recipient agrees to comply with all reporting, data collection and evaluation requirements, as prescribed by the Bureau of Justice Assistance in the program guidance for the Justice Assistance Grant (JAG). Compliance with these requirements will be monitored by the Bureau of Justice Assistance.

**53. Privacy Certification**

The subgrant recipient agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 C.F.R. Part 22 that are applicable to collection, use, and revelation of data or information. Subgrant recipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 C.F.R. Part 22 and, in particular, section 22.23.

**54. State Information Technology Point of Contact**

The subgrant recipient agrees to ensure that the State Information Technology Point of Contact receives written notification regarding any information technology project funded by this grant during the obligation and expenditures period. This is to facilitate communication among local and state governmental entities regarding various information technology projects being conducted with these grant funds. In addition, the recipient agrees to maintain an administrative file documenting the meeting of this requirement. For a list of State Information Technology Points of Contact, go to <http://www.it.ojp.gov/default.aspx?area=policyAndPractice&page=1046>.

**55. Interstate Connectivity**

To avoid duplicating existing networks or IT systems in any initiatives funded by the Bureau of Justice Assistance for law enforcement information sharing systems which involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the subgrant recipient can demonstrate to the satisfaction of the Bureau of Justice Assistance that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

**56. Supplanting**

The subgrant recipient agrees that funds received under this award will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for law enforcement activities.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
Florida Department of Law Enforcement

**57. Conflict of Interest**

The subgrant recipient and implementing agency will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

**58. Uniform Relocation Assistance and Real Property Acquisitions Act**

The subgrant recipient will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs.

**59. Limitations on Government Employees Financed by Federal Assistance**

The subgrant recipient will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

**60. Equal Treatment for Faith Based Organizations**

The subgrant recipient agrees to comply with the applicable requirements of 28 C.F.R. Part 38, the Department of Justice regulation governing "Equal Treatment for Faith Based Organizations" (the "Equal Treatment Regulation"). The Equal Treatment Regulation provides in part that Department of Justice grant awards of direct funding may not be used to fund any inherently religious activities, such as worship, religious instruction, or proselytization. Recipients of direct grants may still engage in inherently religious activities, but such activities must be separate in time or place from the Department of Justice funded program, and participation in such activities by individuals receiving services from the grantee or a sub-grantee must be voluntary. The Equal Treatment Regulation also makes clear that organizations participating in programs directly funded by the Department of Justice are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion. Notwithstanding any other special condition of this award, faith based organizations may, in some circumstances, consider religion as a basis for employment. See [http://www.ojp.gov/about/ocr/equal\\_fbo.htm](http://www.ojp.gov/about/ocr/equal_fbo.htm).

**61. Certification for Employees Working Solely on a Single Federal Award**

Any project staff that are fully funded by the grant must certify that they worked solely on the grant. The certification must be prepared at least semi annually and must be signed by the employee and by a supervisory official having first hand knowledge of the work performed by the employee.

**62. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct**

The subgrant recipient must promptly refer to the Florida Department of Law Enforcement, Office of Criminal Justice Grants any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act; or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds

**63. Task Force Training Requirement**

The subgrant recipient agrees that within 120 days of award, for any law enforcement task force funded with these funds, the task force commander, agency executive, task force officers, and other task force members of equivalent rank, will complete required online (internet-based) task force training to be provided free of charge through BJA's Center for Task Force Integrity and Leadership. All current and new task force members are required to complete this training once

Edward Byrne Memorial Justice Assistance Grant (JAG) Program  
Florida Department of Law Enforcement

during the life of the award, or once every four years if multiple awards include this requirement. This training will address task force effectiveness as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. Additional information will be provided by BJA regarding the required training and access methods via BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfil.org](http://www.ctfil.org)).

**64. Funds to Association of Community Organizations for Reform Now (ACORN) Unallowable**

Subgrant recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP.

**65. High Risk Subgrant Recipients**

The subgrant recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the U.S. Department of Justice determines that the subgrant recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.

**66. Text Messaging While Driving**

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the subgrant recipient is encouraged to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this subgrant and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

**67. Central Contractor Registry (CCR)**

The subgrant recipient must maintain the currency of its information in the CCR until it submits the final financial report required under this award or receives the final payment, whichever is later. This requires that the subgrant recipient review and update the information at least annually after the initial registration, and more frequently if required by changes in its information or another award term.

**68. Maximum Allowable Salary**

No portion of these federal grant funds shall be used towards any part of the annual cash compensation of any employee of the subgrant recipient whose total annual cash compensation exceeds 110% of the maximum salary payable to a member of the Federal government's Senior Executive Service at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) (A subgrant recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds.)

This limitation on compensation rates allowable under this award may be waived on an individual basis at the discretion of the OJP official indicated in the program announcement under which this award is made.

**CERTIFICATION FORM**

Recipient Name and Address: Leon County, 301 South Monroe Street, Tallahassee, FL 32301

Grant Title: Leon County Sheriff's Office Equipment Grant Number: 2012-DAGC-174 Award Amount: \$18,456

Contact Person Name and Title: Don Lanham, Grants Program Coordinator Phone Number: (850) 606-5300

Federal regulations require recipients of financial assistance from the Office of Justice Programs (OJP), its component agencies, and the Office of Community Oriented Policing Services (COPS) to prepare, maintain on file, submit to OJP for review, and implement an Equal Employment Opportunity Plan (EEO) in accordance with 28 C.F.R §§ 42.301-.308. The regulations exempt some recipients from all of the EEO requirements. Other recipients, according to the regulations, must prepare, maintain on file and implement an EEO, but they do not need to submit the EEO to OJP for review. Recipients that claim a complete exemption from the EEO requirement must complete Section A below. Recipients that claim the limited exemption from the submission requirement, must complete Section B below. A recipient should complete *either* Section A or Section B, not both. If a recipient receives multiple OJP or COPS grants, please complete a form for each grant, ensuring that any EEO recipient certifies as completed and on file (if applicable) has been prepared within two years of the latest grant. Please send the completed form(s) to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 7<sup>th</sup> Street, N.W., Washington, D.C. 20531. For assistance in completing this form, please call (202)307-0690 or TTY (202) 307-2027.

**Section A- Declaration Claiming Complete Exemption from the EEO Requirement. Please check all the boxes that apply.**

- Recipient has less than 50 employees,
- Recipient is a non-profit organization,
- Recipient is a medical institution,
- Recipient is an Indian tribe,
- Recipient is an educational institution, or
- Recipient is receiving an award less than \$25,000

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEO for the reason(s) checked above, pursuant to 28 C.F.R §42.302. I further certify that \_\_\_\_\_ [recipient] will comply with applicable Federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

Print or type Name and Title	Signature	Date
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**Section B- Declaration Claiming Exemption from the EEO Submission Requirement and Certifying That an EEO Is on File for Review.**

If a recipient agency has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEO to OJP for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Vincent S. Long [responsible official], certify that the Leon County [recipient], which has 50 or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEO in accordance with 28 CFR §42.301, *et seq.*, subpart E. I further certify that the EEO has been formulated and signed into effect within the past two years by the proper authority and that it is available for review. The EEO is on file in the office of: Leon County Human Resources [organization], at Leon County Courthouse, 301 South Monroe St., Tallahassee FL 32301 [address], for review by the public and employees or for review or audit by officials of the relevant state planning agency or the Office for Civil Rights, Office of Justice Programs, U. S. Department of Justice, as required by relevant laws and regulations.

Print or type Name and Title	Signature	Date
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RESOLUTION 10-98

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA AUTHORIZING THE COUNTY ADMINISTRATOR TO ACT AS SIGNATORY ON THE COUNTY'S GRANT APPLICATIONS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the execution of some grant applications by the County Administrator requires a resolution-delegating that authority; and,

WHEREAS, the County Commission wishes to delegate that authority in order to streamline the grant application process;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA:

1. That the County Administrator of Leon County, Florida is delegated the authority to act as a signatory on all County grant applications, as approved by the County Commission.
2. That this resolution shall take effect immediately upon its adoption.

DULY ADOPTED this 16<sup>th</sup> day of November, A.D., 2010



LEON COUNTY, FLORIDA

BY: *John Dailey*  
 John Dailey, Chairman

ATTEST:  
 BOB INZER, CLERK OF THE COURT  
 LEON COUNTY, FLORIDA

BY: *John Stott, Deputy Clerk*

APPROVED AS TO FORM  
 LEON COUNTY ATTORNEY'S OFFICE

*Herbert W.A. Thiele*  
 Herbert W.A. Thiele, Esq.  
 County Attorney

**Section 6: Signatures**

In witness whereof, the parties affirm they each have read and agree to the conditions set forth in this agreement, have read and understand the agreement in its entirety and have executed this agreement by their duty authorized officers on the date, month and year set out below.

**RECEIVED**

JUL 26 2011

OFFICE OF  
CRIMINAL JUSTICE GRANTS

Corrections on this page, including Strikeovers,  
whiteout, etc. are not acceptable.

State of Florida  
Department of Law Enforcement  
Office of Criminal Justice Grants

Signature: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Clayton H. Wilder, Community Program Administrator

Date: \_\_\_\_\_

10-5-11

Subgrant Recipient  
Authorizing Official of Governmental Unit  
(Commission Chairman, Mayor, or Designated Representative)

Typed Name of Subgrant Recipient: \_\_\_\_\_

Leon County

Signature: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Vincent S. Long, County Administrator

Date: \_\_\_\_\_

7/22/11

Implementing Agency  
Official, Administrator or Designated Representative

Typed Name of Implementing Agency: \_\_\_\_\_

Leon County Sheriff's Office

Signature: \_\_\_\_\_

Typed Name and Title: \_\_\_\_\_

Larry Campbell, Sheriff

Date: \_\_\_\_\_

July 20, 2011

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #9

October 25, 2011

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

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

**Title:** Approval of Payment of Bills and Vouchers Submitted for October 25, 2011, and Pre-Approval of Payment of Bills and Vouchers for the Period of October 26, 2011 through November 7, 2011

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

**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 payment of bills and vouchers submitted for October 25, 2011 and pre-approve the payment of bills and vouchers for the period October 26, 2011 through November 7, 2011.

### **Report and Discussion**

This agenda item requests Board approval of the payment of bills and vouchers submitted for approval for October 25, 2011 and pre-approval of payment of bills and vouchers for the period of October 26, 2011 through November 7, 2011. The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the October 25, 2011 meeting, the morning of Monday, October 24, 2011. If for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Due to the Board not meeting the first Tuesday in November, it is advisable for the Board to pre-approve payment of the County's bills for October 26, 2011 through November 7, 2011, so that vendors and service providers will not experience hardship because of delays in payment. The OMB office will continue to review the printouts prior to payment and if for any reason questions payment, then payment will be withheld until an inquiry is made and satisfied, or until the next scheduled Board meeting. Copies of the bills/vouchers printout will be available in OMB for review.

#### **Options:**

1. Approve payment of bills and vouchers submitted for October 25, 2011 and pre-approve payment of bills and vouchers for the period of October 26, 2011 through November 7, 2011.
2. Do not approve payment of bills and vouchers submitted for October 25, 2011 and do not pre-approve payment of bills and vouchers for the period of October 26, 2011 through November 7, 2011.
3. Board direction.

#### **Recommendation:**

Option #1.

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #10

October 25, 2011

**To:** Honorable Chairman and Members of the Board  
**From:** Vincent S. Long, County Administrator   
**Title:** Authorization to Carry Forward FY 2011 Appropriations

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Scott Ross, Director, Office of Financial Stewardship
<b>Lead Staff/ Project Team:</b>	Felisa Barnes, Principal Management & Budget Analyst Roshanda Bradley, Senior Management & Budget Analyst

**Fiscal Impact:**

This item carries forward operating, grant, and capital funds originally appropriated in the FY 2011 budget into the FY 2012 adopted budget to provide continued project funding.

**Staff Recommendation:**

Option #1: Authorize the carry forward of FY 2011 appropriations to the FY 2012 budget, and approve the Resolution and associated Budget Amendment.

## Report and Discussion

### **Background:**

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 carried forward to the new budget and made available for continued project funding.

### **Analysis:**

The FY 2011 Carry Forward accounts for each project to be carried forward into FY 2012 with the corresponding requested funding amounts and footnote justifications (Attachment #1). The carry forwards address operating, grants and capital projects. These funds will be added to the FY 2012 adopted budget for the sole purpose of completing the projects for which the funds were originally appropriated in FY 2011. The following exceptions identify additional appropriation that is realized for a specific purpose:

- An additional appropriation of \$117,458 for adequate funding of yard debris management services at the Solid Waste Management Facility. This additional cost was unknown until after the Board's tentative budget workshop when bids were unsealed.
- Provides an additional appropriation of \$1.3 million necessary to complete the right-of-way acquisition for the Buck Lake Road capital project.
- An additional \$25,000 for the Chaires Capitola Fire Station which is necessary to support the actual anticipated cost. This project addresses the new garage area for the Volunteer Fire Department's truck and equipment. The space previously used to house the equipment was displaced to build-out an additional bedroom area for the newly added fire fighter/EMT.
- Based on standard accounting practices, the County originally established various individual project accounts for the branch library expansions (Dr. B. L. Perry and Northeast) and the new stand-alone branch libraries (Woodville, Eastside, and Lake Jackson). The original allocations were estimates of the requirements for each project; specific designs had not been finalized when the funds were divided into the individual accounts. Actual bids have been awarded for most of the individual projects, leaving balances in various project accounts. The Lake Jackson Library and Huntington Oaks Center is the final project to be completed. The carryforward realigns balances from the original library funds (\$837,000) towards this project. This amendment provides adequate funds to complete the project (based on the current bid), including a recently identified need for a roof repair over the planned library space. Funds are also included to complete the project which will address the estimated cost to redesign and construct the improvements to the parking lot area to make the overall property more desirable for library/community center patrons and future tenants.

**Options:**

1. Authorize the carry forward of FY 2011 appropriations to the FY 2012 budget, and approve the Resolution and associated Budget Amendment Request.
2. Do not authorize the carry forward of FY 2011 appropriations to the FY 2012 budget.
3. Board Direction.

**Recommendation:**

Option #1.

**Attachment:**

1. Resolution and Budget Amendment Request for FY 2011 Carry Forward Accounts

*(Initials)*

VSL/SR/FB/RB



RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2011/2012; 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 25<sup>th</sup> day of October, 2011.

LEON COUNTY, FLORIDA

BY: \_\_\_\_\_  
John Dailey, Chairman  
Board of County Commissioners

ATTEST:  
Bob Inzer, Clerk of the Court  
Leon County, Florida

BY: \_\_\_\_\_

Approved as to Form:  
Leon County Attorney's Office

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

FY 2011/2012 Operating Carry Forwards

Account Description	Fund	Org	Account	Program	Revenue	Expenditure
<b>1 - General Fund</b>						
Appropriated Fund Balance	001	000	399900	000	3,153,871	
County Attorney						131,100
Professional Services	001	120	53100	514		
Facilities Management						19,700
Repairs and Maintenance	001	150	54600	519		
Human Resources						8,054
Other Salaries & Wages	001	160	51300	513		
Staff Development & Training	001	160	54918	513		30,000
Professional Services	001	160	53100	513		40,000
Health & Human Services						19,200
Human Services Grants	001	370	58344	569		
Medicaid Substance Abuse	001	370	58350	564		100,000
Planning Department						110,000
Aids to Government Agencies	001	817	58100	515		
Professional Services & Other Board Approved Projects						75,000
Fairground Redevelopment Study	001	820	53100	519		
Disposal System Alternative	001	820	54900	519		7,305
Community Outreach Initiatives	001	820	54900	519		50,000
Homestead Loss Prevention Prog Tax Certificates	001	820	54900	519		140,000
Pilot Weatherization Program	001	820	54902	519		40,000
Line Item Funding						24,175
Gum Road Target Planning Area	001	888	53105	538		
Catastrophe Reserve Account						2,359,337
Catastrophe Reserves	001	990	586002	519		
<b>General Fund Subtotal</b>					<b>3,153,871</b>	<b>3,153,871</b>
<b>2 - Transportation Trust Fund</b>						
Appropriated Fund Balance	106	000	399900	000	530,000	
PW Support Services						500,000
Aids to Other Government Agencies	106	400	58100	541		
Engineering Survey Services						30,000
Professional Services	106	414	53100	541		
<b>Transportation Trust Fund Subtotal</b>					<b>530,000</b>	<b>530,000</b>
<b>3 - Fine &amp; Forfeiture</b>						
Appropriated Fund Balance	110	000	399900	000	300,000	
Diversions Program						200,000
Other Contractual Services	110	508	53400	569		
Juvenile Detention Payment						100,000
Aids to Government Agencies	110	620	58100	689		
<b>Fine &amp; Forfeiture Subtotal</b>					<b>300,000</b>	<b>300,000</b>
<b>4 - Probation Services</b>						
Appropriated Fund Balance	111	000	399900	000	17,000	
Pretrial Release						17,000
Other Contractual Services	111	544	53450	523		
<b>Transportation Trust Fund Subtotal</b>					<b>17,000</b>	<b>17,000</b>
<b>5 - Drug Abuse Trust</b>						
Appropriated Fund Balance	116	000	399900	000	27,684	
Drug Abuse						27,684
Other Contractual Services	116	800	53400	562		
<b>Drug Abuse Trust Subtotal</b>					<b>27,684</b>	<b>27,684</b>

\*Unless otherwise noted, all operating carry forwards funded are for projects started and funded in FY11 but not completed by September 30, 2011.

**1- General Fund**  
**County Attorney:** \$6,100 for appraisal expenses for property being considered for the northeast park; \$125,000 for TMDL issue on Upper Lake Lafayette, PACE litigation and Grady County Dam Case.  
**Facilities Management:** \$19,700 to finalize a project for the Southside Health Clinic previously paid for by the Health Department.  
**Human Resources:** \$8,054 for the salary, FICA & Medicare and Workers Comp for the continuation of a student OPS position; \$30,000 for training and resources needed to implement the Leon LEADS program; \$40,000 for the continuation of Brown and Brown Consulting services for the Early Retiree Reinsurance Program and other Health Care Reform matters.  
**Health & Human Services:** \$19,200 in CHSP funds for the Elder Affairs contract extension; \$100,000 for local match funds to the FY11 Board approved participation in the Medicaid Substance Abuse Certification Program.  
**Planning Department:** \$100,000 for operating reimbursements to close out the Planning Department's FY11 budget.  
**Aids to Private Organizations & Other Board Approved Projects:**  
 - \$75,000 for the Fairground Redevelopment Study approved in FY10 by the Board  
 - \$7,305 for the completion for the completion of a regional on-site treatment disposal systems alternative  
 - Consistent with the Board priority of increasing citizen input, the carry forward includes \$50,000 towards initiatives that provide additional community outreach, such as the Sustainability, Growth Management, etc.  
 - \$140,000 to acquire tax certificates for homestead property owners eligible for participation in the Homestead Loss Prevention program approved by the Board in FY11  
 - \$40,000 for implementation of the Pilot Weatherization Program for energy audits as approved by the Board in FY10  
**Line Item Agencies:** \$24,175 in continued funding for the FEMA flood plain map revision study (Gum Road Target Planning Area Project).  
**Catastrophe Reserve Account:** \$2,359,337 emergency reserves for declared natural disasters. These funds are appropriated to be in compliance with the County reserve policy. In addition, these funds are considered to be included in the 15% to minimum reserve requirement.

**2 - Transportation Trust**  
**PW Support Services:** \$500,000 for cost of services provided by Blueprint 2000 to relocate the wetland mitigation area (Gum Road) at Broadmoor Pond for Capital Circle NW Phase 2.  
**Engineering Survey:** \$30,000 for converting Capital Area Flood Warning Network stations to satellite telemetry.

**3 - Fine & Forfeiture**  
**Diversions Program:** \$200,000 to DISC Village for the Leverging Interventions for Transformation Program.  
**Juvenile Detention:** \$100,000 for payments to the State for juvenile detention reconciliation during FY12.

**4 - Probation Services**  
**Pretrial Release:** \$17,000 to Protect Equipment for GPS equipment.

**5 - Drug Abuse Trust**  
**Misdemeanor Drug Court:** As requested by Court Administration, \$27,684 of dedicated funds to support the misdemeanor drug court diversion program.

<b>6 - Mosquito Control</b>						
Appropriated Fund Balance	122	000	399900	000	31,253	
<b>Mosquito Control</b>						
Machinery and Equipment	122	214	56400	562		26,782
<b>Abatement Services</b>						
Machinery and Equipment	122	216	56400	562		4,471
<b>Mosquito Control Subtotal</b>					<b>31,253</b>	<b>31,253</b>
<b>7 - Municipal Services</b>						
Appropriated Fund Balance	140	000	399900	000	60,000	
<b>Public Works Animal Control</b>						
Other Contractual Services	140	201	53400	562		60,000
<b>Municipal Services Subtotal</b>					<b>60,000</b>	<b>60,000</b>
<b>8 - Tourist Development Council</b>						
Appropriated Fund Balance	160	000	399900	000	4,246,418	
<b>Advertising</b>						
Other Contractual Services	160	302	53400	552		45,000
<b>Marketing</b>						
Other Contractual Services	160	303	53400	552		2,000
Other Current Charges & Obligations	160	303	54900	552		14,817
<b>Special Projects</b>						
Aids to Government Agencies	160	304	58300	552		89,611
<b>TDC 1 Cent</b>						
Aids to Government Agencies	160	305	58100	552		4,094,990
<b>Tourist Development Council Subtotal</b>					<b>4,246,418</b>	<b>4,246,418</b>
<b>9 - Housing Finance Authority</b>						
Appropriated Fund Balance	161	000	399900	000	261,836	
<b>Housing Finance Authority - Admin</b>						
Other Contractual Services	161	808	585000	554		200,000
Other Current Charges & Obligations	161	808	54901	554		61,836
<b>Housing Finance Authority Subtotal</b>					<b>261,836</b>	<b>261,836</b>
<b>10 - Solid Waste</b>						
Appropriated Fund Balance	401	000	399900	000	137,838	
<b>Solid Waste Management</b>						
Other Contractual Services	401	442	53400	534		117,500
Repair and Maintenance	401	442	54600	534		3,228
<b>Recycling Services</b>						
Professional Services	401	437	53100	534		17,110
<b>Landfill Operating Subtotal</b>					<b>137,838</b>	<b>137,838</b>

**6- Mosquito Control**

Mosquito Control: \$26,782 budget balance for the FY11 Mosquito Control Grant.

Abatement Services: \$4,471 for completion of the installation of an automatic gate opener and Sonitrol repairs.

**7 - Municipal Services**

Animal Control: \$60,000 for FY11 contract close out for the County's share of the animal shelter.

**8 - Tourist Development Council**

Marketing: \$14,817 for the local marketing projects.

Special Projects: \$87,500 for John G. Riley House Visitor Center capital project; \$2,111 for School of Hospitality, Food and Wine Festival.

TDC 1 Cent: Annually during the carry forward process, funding dedicated from the 1 Cent Tourist Tax (Performing Arts Center) is budgeted to distinguish these funds from the 3rd and 5th Cent Taxes. The carry forward amount this year is \$ 4,094,990.

**9 - Housing Finance Authority**

Housing Finance Authority - Admin: \$261,836 in remaining budget balance to continue the Housing program which is funded by bond proceeds.

**10 - Solid Waste**

Solid Waste Management Facility: \$117,500 for yard waste management services; \$3,228 for the repair of a pump station panel box.

Recycling Services: \$17,110 for the completion of the Solid Waste Composition Audit.

FY 2010/2011 Capital Improvement Carry Forwards

Account Description	Fund	Org	Account	Program	Revenue	Expenditure
<b>Transportation Trust: Fund 106</b>						
Appropriated Fund Balance	106	000	399900	000	1,300,000	
Transfer to 306	106	950	591306	581		1,300,000
Transfer from 106	306	950	381106	000	1,300,000	
Buck Lake Road	306	055001	56300	541		1,300,000
<b>Fire Services Subtotal</b>					<b>1,300,000</b>	<b>1,300,000</b>
<b>Growth Management: Fund 120</b>						
Appropriated Fund Balance	120	000	399900	000	20,000	
Growth Management Technology	120	076055	56400	524		20,000
<b>Growth Management Subtotal</b>					<b>20,000</b>	<b>20,000</b>
<b>Emergency Medical Services: Fund 135</b>						
Appropriated Fund Balance	135	000	399900	000	193,803	
EMS Vehicle & Equipment	135	026014	56400	526		193,803
<b>Emergency Medical Services Subtotal</b>					<b>193,803</b>	<b>193,803</b>
<b>Municipal Service: Fund 140</b>						
Appropriated Fund Balance	140	000	399900	000	51,661	
Volunteer Fire Department	140	096002	56200	522		51,661
<b>Municipal Service Subtotal</b>					<b>51,661</b>	<b>51,661</b>
<b>Fire Services: Fund 145</b>						
Appropriated Fund Balance	145	000	399900	000	25,000	
Transfer to 305	145	950	591305	581		25,000
Transfer from 145	305	950	381145	000	25,000	
Addition to Chaires Fire Station	305	085003	56200	522		25,000
<b>Fire Services Subtotal</b>					<b>25,000</b>	<b>25,000</b>
<b>Huntington Oaks: Fund 166</b>						
Appropriated Fund Balance	166	000	399900	000	34,000	
Huntington Oaks Plaza Building Improvements	166	083002	56300	522		34,000
<b>Huntington Oaks Subtotal</b>					<b>34,000</b>	<b>34,000</b>
<b>Capital Improvement: Fund 305</b>						
Appropriated Fund Balance	305	000	399900	000	26,939,239	
General: Vehicle and Equipment Replacement	305	026003	56400	519		162,614
Stormwater: Vehicle and Equipment-Replacement	305	026004	56400	538		126,790
Tower Road Park	305	043003	56308	572		49,718
Miccosukee Park	305	044002	56300	572		119,980
Alford Arm	305	045004	56400	572		10,333
Pedrick Road Pond Walking Trail	305	045007	56300	572		84,404
Playground Equipment Replacement	305	046006	56300	572		130,000
Athletic Field Lighting	305	046008	56300	572		39,233
Greenways and Trails	305	046009	56300	572		10,354
St. Marks Headwaters	305	047001	56300	572		47,350
Transportation and Stormwater Improvements	305	056010	56300	541		4,868,531
2/3 Program: Linene Woods	305	057914	56300	541		51,479
2/3 Program: Terre Bonne	305	057916	56300	541		80,438
Brushy Creek Rd. Stormwater Control	305	065003	56300	538		119,471
CARDS: Stormwater Program Start Up	305	066001	56300	538		117,749
Stormwater Filter Repair	305	066026	56300	562		82,066
Stormwater Filter Repair Equipment	305	066026	56400	562		54,943
Geographic Information Systems	305	076009	56490	539		66,336
Permit & Enforcement Tracking System	305	076015	56400	537		167,342
Technology in Courtrooms	305	076023	56400	519		38,007
User Computer Upgrades	305	076024	56400	519		86,263
Hansen Work Order Management	305	076042	56400	519		1,177
Property Appraiser Technology	305	076045	56400	519		197,500
MIS Electronic Timesheet	305	076048	56490	519		9,822
Woodville Library: Library Furnishings	305	081004	56209	571		9,761
Woodville Library: MIS Equipment	305	081004	56400	571		11,574
Lake Jackson Library/Huntington Oaks Plaza: Facilities	305	083001	56208	571		2,529,371
Lake Jackson Library: Library Furnishings	305	083001	56209	571		350,000
Lake Jackson Library: MIS Equipment	305	083001	56400	571		100,090
Eastside Library: Facilities	305	085001	56208	571		965,809
Eastside Library: Library Furnishings	305	085001	56209	571		400,749
Eastside Library: MIS Equipment	305	085001	56400	571		84,510
Addition to Chaires Fire Station	305	085003	56200	522		54,557
General Maintenance & Minor Renovations	305	086057	56201	519		11,525
Courtroom Renovations	305	086007	56200	519		19,168
Accessibility Improvements	305	086010	56200	519		7,808
Courthouse Repairs	305	086024	56200	519		30,138
BOA Renovations	305	086025	56200	519		289,970
Courthouse Renovations	305	086027	56200	519		12,530
Parking Lot Maintenance	305	086033	56300	519		84,918
Elevator Generator Upgrades	305	086037	56300	519		362,368
Emissions Reduction and Energy Conservation	305	086041	56300	519		368,556
Main Library Improvements	305	086053	56300	571		27,952
Centralized Storage Facility	305	086054	56201	519		81,531
Elections Equipment	305	090615	56400	513		1,431,120
Public Safety Complex Joint Dispatch	305	096016	56200	529		11,944,736
Public Safety Complex Joint Dispatch	305	096016	56400	529		597,598
Grant Matching Funds	305	096019	56300	559		441,000
<b>Capital Improvement Subtotal</b>					<b>26,939,239</b>	<b>26,939,239</b>

FY 2010/2011 Capital Improvement Carry Forwards

Account Description	Fund	Org	Account	Program	Revenue	Expenditure
<b>Gas Tax: Fund 306</b>						
Appropriated Fund Balance	306	000	399000	000	1,915,585	
Public Works: Vehicle & Equipment Replacement	306	026005	56400	541		331,063
Buck Lake Road	306	055001	56300	541		1,136,121
Bradfordville Pond 6 Facility Rehab	306	064004	56300	538		108,194
Bradfordville Pond 4 Outfall Stabilization	306	064005	56100	538		336,662
Hansen Work Order Management	306	076042	56400	541		3,545
<b>Gas Tax Subtotal</b>					<b>1,915,585</b>	<b>1,915,585</b>
<b>Local Option Sales Tax: Fund 308</b>						
Appropriated Fund Balance	308	000	399900	000	12,866,267	
OGHM Stabilization	308	026006	56300	000		186,181
Pullen-Old Bainbridge Intersection	308	053002	56300	541		546,489
Bannerman - Thomasville to Meridian	308	054003	56300	541		1,238,814
Beechridge Trail Improvements	308	054010	56300	541		586,992
Buck Lake Road	308	055001	56300	541		48,792
Arterial/Collector Resurfacing	308	056001	56300	541		605,624
Intersection Safety and Improvements	308	057001	56300	541		6,036,679
Local Road Resurfacing	308	057005	56300	541		45,699
Jail Partial Roof Replacement	308	086031	56200	523		3,570,995
<b>Local Option Sales Tax Subtotal</b>					<b>12,866,267</b>	<b>12,866,267</b>
<b>Extended Local Option Sales Tax: Fund 309</b>						
Appropriated Fund Balance	309	000	399900	000	9,374,238	
Tram Road & Gail Avenue	309	051004	56300	541		200,000
Gaines Street	309	051005	56300	541		2,542,238
Natural Bridge Road	309	051006	56300	541		49,034
Springhill Road Bridge	309	051007	56300	541		299,128
Talpeco Road and Highway 27 North	309	053005	56300	541		311,919
Community Safety and Mobility	309	056005	56300	541		905,801
Lake Munson Restoration	309	062001	56300	538		275,575
Lakeview Bridge	309	062002	56300	538		772,289
Longwood Subdivision Retrofit	309	062004	56100	538		223,680
Gum Road Stormwater Project	309	062005	56300	538		174,378
Killearn Acres Drainage	309	064001	56300	538		1,124,276
Killearn Lakes Stormwater	309	064005	56300	538		152,758
Lafayette Street Stormwater	309	065001	56300	538		2,343,161
<i>Subtotal</i>					<i>9,374,238</i>	<i>9,374,238</i>
Blueprint Joint Participation Agreement (JPA) Rev.	309	000	343916	000	7,643,082	
Lexington Regional SWMF	309	063005	56100	538		5,086,813
Blueprint 2000 Water Quality Enhancements	309	067002	56300	538		2,556,269
<i>Subtotal</i>					<i>7,643,082</i>	<i>7,643,082</i>
<b>Extended Local Option Sales Tax Subtotal</b>					<b>17,017,320</b>	<b>17,017,320</b>
<b>Construction Series 2003A - 2003B: Fund 311</b>						
Appropriated Fund Balance	311	000	399900	000	469,794	
Courthouse Repairs	311	086024	56200	519		306,000
BOA Renovations	311	086025	56200	519		163,794
<b>Construction Series 2003A - 2003B Subtotal</b>					<b>469,794</b>	<b>469,794</b>
<b>1999 Bond Construction Fund: Fund 318</b>						
Appropriated Fund Balance	318	000	399900	000	267,647	
Okeehopee Prairie Park	318	043008	56300	572		235,054
Elections Equipment	318	096015	56400	513		32,593
<b>1999 Bond Construction Fund Subtotal</b>						<b>267,647</b>
<b>ESCO Capital Fund: Fund 321</b>						
Appropriated Fund Balance	321	000	399900	000	9,927	
ESCO Project	321	086032	56300	519		9,927
<b>ESCO Capital Fund Subtotal</b>					<b>9,927</b>	<b>9,927</b>
<b>Impact Fee - Countywide Road District: Fund 341</b>						
Appropriated Fund Balance	341	000	399900	000	1,747,553	
North Monroe Turn Lane	341	053003	56300	541		1,747,553
<b>Impact Fee - Countywide Road District Subtotal</b>					<b>1,747,553</b>	<b>1,747,553</b>
<b>Impact Fee - NW Urban Collector: Fund 343</b>						
Appropriated Fund Balance	343	000	399900	000	417,066	
Pullen-Old Bainbridge Intersection	343	053002	56300	541		417,066
<b>Impact Fee - SE Urban Collector Subtotal</b>					<b>417,066</b>	<b>417,066</b>
<b>Impact Fee - SE Urban Collector: Fund 344</b>						
Appropriated Fund Balance	344	000	399900	000	770,726	
Lafayette Street Construction	344	055005	56300	541		770,726
<b>Impact Fee - SE Urban Collector Subtotal</b>					<b>770,726</b>	<b>770,726</b>
<b>Solid Waste: Fund 401</b>						
Appropriated Fund Balance	401	000	399900	000	467,382	
Landfill Improvements	401	036002	56300	534		90,399
SWMF: Heavy Equipment	401	036003	56400	534		54,533
Transfer Station: Heavy Equipment	401	036010	56400	534		47,000
Transfer Station: Improvements	401	036023	56300	534		25,450
Solid Waste Master Plan	401	036028	56300	534		100,000
Solid Waste Learning Center	401	036030	56200	534		95,000
Solid Waste Learning Center	401	036030	56400	534		10,000
Solid Waste Trolley	401	036031	56400	534		45,000
<b>Solid Waste Subtotal</b>					<b>467,382</b>	<b>467,382</b>

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Intersection Safety &amp; Improvements: Aneon Church Rd</b>						
Revenue - Keel Plaza Capacity Fees	125	057001	363244	000	49,577	
Improvements Other than Buildings	125	057001	56300	541		49,577
Subtotal					49,577	49,577
<b>Pullen-Old Bainbridge Intersection</b>						
Revenue - Capacity Fee	125	053002	363244	000	293,713	
Improvements Other than Buildings	125	053002	56300	541		293,713
Subtotal					293,713	293,713
<b>Southwood - Woodville Highway Payment</b>						
Revenue - Capacity Fee	125	918001	363250	000	151,001	
Southwood Payment Woodville Highway	125	918001	58100	541		151,001
Subtotal					151,001	151,001
<b>Ship Trust Fund 2008-2011</b>						
Revenue	124	932041	345100	000	100,926	
SHIP	124	932041	585000	554		100,926
Subtotal					100,926	100,926
<b>Ship Trust Fund 2009-2012</b>						
Revenue	124	932042	345100	000	117,776	
SHIP	124	932042	585000	554		117,776
Subtotal					117,776	117,776
<b>Ship Trust Fund 2011-2014</b>						
Revenue	124	932043	345100	000	138,030	
SHIP	124	932043	585000	554		138,030
Subtotal					138,030	138,030
<b>Woodville Highway Widening</b>						
Revenue - Capacity Fee	125	009009	363244	000	65,635	
Improvements Other than Buildings	125	009009	56300	541		65,635
Subtotal					65,635	65,635
<b>Northeast Quadrant</b>						
Revenue - Capacity Fee	125	009010	363244	000	161,572	
Improvements Other than Buildings	125	009010	56300	541		161,572
Subtotal					161,572	161,572
<b>Miccosukee Greenways</b>						
Revenue - State Grant	125	044003	334785	000	219,695	
Appropriated Fund Balance	125	044003	399900	000	325,000	
Improvements Other than Buildings	125	044003	56300	537		544,695
Subtotal					544,695	544,695
<b>Pullen-Old Bainbridge Intersection</b>						
Revenue - Capacity Fee	125	053002	363244	000	292,903	
Improvements Other than Buildings	125	053002	56300	541		292,903
Subtotal					292,903	292,903
<b>Beechridge Trail Improvements</b>						
Revenue - Capacity Fee	125	054010	363244	000	246,662	
Improvements Other than Buildings	125	054010	56300	541		246,662
Subtotal					246,662	246,662
<b>Intersection &amp; Safety Improvements</b>						
Revenue - Capacity Fee	125	057001	363244	000	311,723	
Improvements Other than Buildings	125	057001	56300	541		311,723
Subtotal					311,723	311,723

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Lexington Regional SWMF</b>						
Revenue - State Grant	125	063005	334366	000	200,000	
Improvements Other Than Buildings	125	063005	56300	538		200,000
Subtotal					200,000	200,000
<b>Lake Jackson Branch Library</b>						
Revenue - State Grant	125	083001	334752	000	500,000	
Improvements Other Than Buildings	125	083001	56200	571		500,000
Subtotal					500,000	500,000
<b>DQH-EMS Equipment</b>						
Revenue - State Grant	125	096010	334201	000	65,613	
Machinery and Equipment	125	096010	56400	526		65,613
Subtotal					65,613	65,613
<b>Joint Dispatch</b>						
Revenue - Federal Grant	125	096016	331290	000	2,003,963	
Professional Services	125	096016	53100	529		1,595,080
Machinery and Equipment	125	096016	56400	529		408,883
Subtotal					2,003,963	2,003,963
<b>Florida Clean Energy</b>						
USDOE Clean Energy Grant	125	096027	331397	000	481,517	
Appropriated Fund Balance	125	096027	399900	000	64,000	
Improvements Other Than Buildings	125	096027	56300	537		545,517
Subtotal					545,517	545,517
<b>Library E-Rate Program</b>						
Revenue	125	912013	369910	000	48,897	
Machinery and Equipment	125	912013	56400	571		48,897
Subtotal					48,897	48,897
<b>Target Foundation Reading Grant</b>						
Revenue	125	912030	366304	000	2,000	
Operating Supplies	125	912030	55200	571		2,000
Subtotal					2,000	2,000
<b>Library Patron Donations</b>						
Revenue - Contributions	125	913023	366000	000	68,388	
Professional Services	125	913023	53100	571		2,760
Other Contractual Services	125	913023	53400	571		2,808
Office Supplies	125	913023	55100	571		2,820
Machinery and Equipment	125	913023	56400	571		60,000
Subtotal					68,388	68,388
<b>Friends - Main Library</b>						
Revenue	125	913032	337717	000	16,915	
Other Contractual Services	125	913032	53400	571		500
Machinery and Equipment	125	913032	56400	571		16,415
Subtotal					16,915	16,915
<b>Friends Literacy Contract 2005</b>						
Revenue	125	913045	337714	000	17,684	
Postage	125	913045	54200	571		1,045
Office Supplies	125	913045	55100	571		1,000
Operating Supplies	125	913045	55200	571		1,753
Books, Publications and Library Materials	125	913045	56600	571		13,886
Subtotal					17,684	17,684

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Federal Forestry</b>						
Revenue	125	914014	333000	000	1,026	
Travel & Per Diem	125	914014	54000	537		513
Operating Supplies	125	914014	55200	537		513
Subtotal					1,026	1,026
<b>Title III Federal Forestry</b>						
Revenue	125	914015	333000	000	13,214	
Other Current Charges & Obligations	125	914015	54900	537		13,214
Subtotal					13,214	13,214
<b>Specialty Crop Block Grant FY 10</b>						
Revenue - Federal Grant	125	914040	331568	000	22,939	
Other Contractual Services	125	914040	53400	537		1,000
Travel and Per Diem	125	914040	54000	537		2,500
Postage	125	914040	54200	537		973
Rentals and Leases	125	914040	54400	537		1,000
Printing and Binding	125	914040	54700	537		2,425
Office Supplies	125	914040	55100	537		4,991
Operating Supplies	125	914040	55200	537		5,550
Publication, Subscriptions and Memberships	125	914040	55400	537		2,500
Machinery and Equipment	125	914040	56400	537		2,000
Subtotal					22,939	22,939
<b>Energy Efficiency &amp; Conservation Block Grant</b>						
Revenue - Federal Grant	125	915010	331395	000	146,771	
Regular Salaries and Wages	125	915010	51200	513		75,000
Professional Services	125	915010	53100	513		20,000
Staff Development & Training	125	915010	54918	513		40,000
Improvements Other Than Buildings	125	915010	56300	513		11,771
Subtotal					146,771	146,771
<b>Climate Action Summit</b>						
Revenue	125	915011	399900	000	7,573	
Other Current Charges & Obligations	125	915011	54900	537		7,573
Subtotal					7,573	7,573
<b>Slosberg Driver Education</b>						
Revenue - Driver Education CFWD	125	915013	348532	000	133,915	
Other Miscellaneous Revenue	125	915013	369900	000	2,470	
Other Grants and Aids	125	915013	58300	529		136,385
Subtotal					136,385	136,385
<b>Hands On Grant</b>						
Revenue	125	915040	366303	000	1,394	
Promotional Activities	125	915040	54800	513		1,394
Subtotal					1,394	1,394
<b>The Mission Continues Grant</b>						
Revenue	125	915041	366305	000	642	
Operating Supplies	125	915041	55200	513		642
Subtotal					642	642
<b>Points of Light Grant</b>						
Revenue	125	915056	366300	000	840	
Communications	125	915056	54100	513		840
Subtotal					840	840

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Community Foundation of North Florida</b>						
Revenue	125	915058	366310	000	750	
Other Current Charges & Obligations	125	915058	54908	519		750
Subtotal					750	750
<b>Southwood - Woodville Highway Payment</b>						
Revenue - Capacity Fee	125	918001	363250	000	151,001	
Southwood Payment Woodville Highway	125	918001	58100	541		151,001
Subtotal					151,001	151,001
<b>Gopher Tortoise Habitat Management</b>						
Revenue - State Grant	125	921030	334390	000	9,499	
Improvements Other Than Buildings	125	921030	56300	572		9,499
Subtotal					9,499	9,499
<b>Boating Improvement</b>						
Revenue - State Grant	125	921043	334792	000	130,172	
Appropriated Fund Balance	125	921043	399900	000	28,040	
Improvements Other than Buildings	125	921043	56300	572		158,210
Subtotal					158,212	158,210
<b>USDA Housing Preservation Grant</b>						
Revenue	125	932001	331526	000	95,044	
Housing Rehabilitation	125	932001	585000	554		95,044
Subtotal					95,044	95,044
<b>Housing Services Home Expo</b>						
Revenue	125	932014	334511	000	6,959	
Promotional Activities	125	932014	54800	554		6,959
Subtotal					6,959	6,959
<b>Florida Hardest Hit Program</b>						
Revenue	125	932015	334512	000	10,900	
Promotional Activities	125	932015	54800	554		10,900
Subtotal					10,900	10,900
<b>CDBG Emergency Housing Set Aside</b>						
Revenue - Federal Grant	125	932035	331525	000	187,273	
Housing Rehabilitation	125	932035	585000	554		187,273
Subtotal					187,273	187,273
<b>CDBG Disaster Recovery - Administration</b>						
Revenue - Federal Grant	125	932060	331530	000	162,649	
Regular OPS Salaries and Wages	125	932060	52150	569		39,549
FICA Taxes	125	932060	52100	569		2,950
Retirement Contribution	125	932060	52200	569		2,300
Workers Compensation	125	932060	52400	569		50
Other Contractual Services	125	932060	53400	569		117,800
Subtotal					162,649	162,649
<b>CDBG Disaster Recovery Rental Housing - County</b>						
Revenue - Federal Grant	125	932061	331530	000	712,546	
Rental Housing	125	932061	587000	569		712,546
Subtotal					712,546	712,546
<b>CDBG Disaster Recovery Rental Housing - City</b>						
Revenue - Federal Grant	125	932062	331530	000	376,982	
Aids To Government Agencies	125	932062	58100	569		376,982
Subtotal					376,982	376,982

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>CDBG Disaster Recovery Timberlake Flood Control</b>						
Revenue - Federal Grant	125	932064	331530	000	1,476,581	
Improvements Other Than Buildings	125	932064	56300	538		1,476,581
Subtotal					1,476,581	1,476,581
<b>CDBG Disaster Recovery Franklin Boulevard Flood Improvements</b>						
Revenue - Federal Grant	125	932066	331530	000	3,985,467	
Road Materials and Supplies	125	932066	55300	538		1,050,000
Improvements Other Than Buildings	125	932066	56300	538		2,935,467
Subtotal					3,985,467	3,985,467
<b>CDBG Disaster Recovery Fairbanks Ferry Emergency Access Corridor</b>						
Revenue - Federal Grant	125	932067	331530	000	812,786	
Professional Services	125	932067	53100	538		75,000
Road Materials and Supplies	125	932067	55300	538		250,140
Improvements Other Than Buildings	125	932067	56300	538		487,646
Subtotal					812,786	812,786
<b>CDBG Disaster Recovery Selena Road Flood Mitigation</b>						
Revenue - Federal Grant	125	932068	331530	000	845,704	
Road Materials and Supplies	125	932068	55300	538		300,000
Improvements Other Than Buildings	125	932068	56300	538		545,704
Subtotal					845,704	845,704
<b>Best Neighborhood Grant</b>						
Revenue	125	933014	334691	000	6,702	
Promotional Activities	125	933014	54800	513		6,702
Subtotal					6,702	6,702
<b>Closing the Gap Grant</b>						
Revenue	125	933015	334612	000	130,000	
Promotional Activities	125	933015	54800	569		130,000
Subtotal					130,000	130,000
<b>DCF - Drug Testing</b>						
Revenue - Federal Grant	125	943081	334240	000	11,130	
Other Contractual Services	125	943081	53400	622		11,130
Subtotal					11,130	11,130
<b>DCF - Drug Testing</b>						
Revenue - Federal Grant	125	943082	334240	000	43,290	
Other Contractual Services	125	943082	53400	622		43,290
Subtotal					43,290	43,290
<b>Sheriff E-911 Grant</b>						
Revenue	125	952020	331211	000	984,632	
Machinery and Equipment	125	952020	56400	521		984,632
Subtotal					984,632	984,632
<b>EMS Child Passenger Safety Grant</b>						
Revenue	125	961041	331205	000	1,452	
Operating Supplies	125	961041	55200	526		1,452
Subtotal					1,452	1,452
<b>FDLE JAG Grant</b>						
Revenue - Federal Grant	125	982030	331284	000	422,170	
Aids to Government Agencies	125	982030	58100	521		308,559
Budget Transfer	125	982030	59304	586		113,611
Subtotal					422,170	422,170

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Byrne Grant LCSO Digital Forensics</b>						
Revenue - Federal Grant	125	982056	331287	000	39,815	
Aids to Government Agencies	125	982056	58100	521		39,815
Subtotal					39,815	39,815
<b>Sidewalk Program District 1</b>						
Revenue	127	001000	363243	000	12,922	
Pool Interest Allocation	127	001000	361111	000	71	
Road Materials and Supplies	127	001000	55300	541		12,993
Subtotal					12,993	12,993
<b>Sidewalk Program District 2</b>						
Revenue	127	002000	363243	000	22,922	
Pool Interest Allocation	127	002000	361111	000	69	
Road Materials and Supplies	127	002000	55300	541		22,991
Subtotal					22,991	22,991
<b>Sidewalk Program District 3</b>						
Revenue	127	003000	363243	000	37,117	
Pool Interest Allocation	127	003000	361111	000	183	
Road Materials and Supplies	127	003000	55300	541		37,300
Subtotal					37,300	37,300
<b>Sidewalk Program District 4</b>						
Revenue	127	004000	363243	000	50,945	
Pool Interest Allocation	127	004000	361111	000	205	
Road Materials and Supplies	127	004000	55300	541		51,150
Subtotal					51,150	51,150
<b>Sidewalk Program District 5</b>						
Revenue	127	005000	363243	000	5,940	
Pool Interest Allocation	127	005000	361111	000	22	
Road Materials and Supplies	127	005000	55300	541		5,962
Subtotal					5,962	5,962
<b>Ralph Cook Trust - Library</b>						
Revenue	127	913082	366000	000	23,190	
Pool Interest Allocation	127	913082	361111	000	132	
Other Contractual Services	127	913082	53400	571		12,774
Machinery and Equipment	127	913082	56400	571		10,548
Subtotal					23,322	23,322
<b>Friends Library Endowment 2005</b>						
Revenue	127	913115	337716	000	78,522	
Other Contractual Services	127	913115	53400	571		5,478
Promotional Activities	127	913115	54800	571		3,147
Operating Supplies	127	913115	55200	571		2,373
Books, Publications and Library Materials	127	913115	56600	571		67,524
Subtotal					78,522	78,522
<b>Van Brunt Library Trust</b>						
Revenue	127	913200	337725	000	175,726	
Pool Interest Allocation	127	913200	361111	000	998	
Other Contractual Services	127	913200	53400	571		176,724
Subtotal					176,724	176,724

<u>Account Description</u>	<u>Fund</u>	<u>Org</u>	<u>Acct</u>	<u>Prog</u>	<u>Revenue</u>	<u>Expenditure</u>
<b>Tree Bank</b>						
Revenue	127	921053	337410	000	43,696	
Road Materials and Supplies	127	921053	55300	541		43,696
Subtotal					43,696	43,696
<b>Miccosukee Community Center Fees</b>						
Revenue	127	921116	347200	000	5,951	
Pool Interest Allocation	127	921116	361111	000	23	
Improvements Other than Buildings	127	921116	56300	572		5,974
Subtotal					5,974	5,974
<b>Chaires Community Center Fees</b>						
Revenue	127	921126	347200	000	5,917	
Improvements Other than Buildings	127	921126	56300	572		5,917
Subtotal					5,917	5,917
<b>Woodville Community Center Fees</b>						
Revenue	127	921136	347200	000	18,024	
Improvements Other than Buildings	127	921136	56300	572		18,024
Subtotal					18,024	18,024
<b>Ft. Braden Community Center Fees</b>						
Revenue	127	921146	347200	000	13,449	
Improvements Other than Buildings	127	921146	56300	572		13,449
Subtotal					13,449	13,449
<b>Bradfordville Community Center Fees</b>						
Revenue	127	921156	347200	000	6,029	
Improvements Other than Buildings	127	921156	56300	572		6,029
Subtotal					6,029	6,029
<b>Wildlife Preservation</b>						
Revenue	127	934013	337420	000	1,008	
Aids to Private Organizations	127	934013	58200	537		1,008
Subtotal					1,008	1,008
<b>EMS/DOH - Matching Grant M0004</b>						
Revenue	127	961033	334202	000	11,063	
Appropriated Fund Balance	127	961033	399900	526	3,687	
Training	127	961033	55401	526		14,750
Subtotal					14,750	14,750
<b>EMS/DOH - Matching Grant M0005</b>						
Revenue	127	961034	334202	000	31,254	
Appropriated Fund Balance	127	961034	399900	526	10,418	
Machinery and Equipment	127	961034	56400	526		41,672
Subtotal					41,672	41,672

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #11

October 25, 2011

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

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

**Title:** Approval of the Memorandum of Understanding between the Leon County Board of County Commissioners and the Leon County School Board District for Off-site Natural and Landscape Area Mitigation Required for a Proposed School Bus Transportation Maintenance Facility

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/Division Review:</b>	Tony Park, Public Works and Community Development David McDevitt, Development Support & Environmental Management/Development Services
<b>Lead Staff/Project Team:</b>	Ryan Culpepper, Development Services Director

**Fiscal Impact:**

This item has no fiscal impact to the County.

**Staff Recommendation:**

Option #1: Approve the Memorandum of Understanding between the Leon County Board of County Commissioners and the Leon County School Board District for off-site natural and landscape area mitigation required for a proposed school bus transportation maintenance facility.

Title: Approval of the Memorandum of Understanding between the Leon County Board of County Commissioners and the Leon County School Board District for Off-site Natural and Landscape Area Mitigation Required for a Proposed School Bus Transportation Maintenance Facility

October 25, 2011

Page 2

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## Report and Discussion

### Background:

This agenda item requests Board approval of the Memorandum of Understanding (MOU) between the Leon County Board of County Commissioners and the Leon County School Board District for off-site natural and landscape area mitigation required for a proposed school bus transportation maintenance facility (Attachment #1). The applicant is proposing to develop the site, identified in Attachment #2, for a maintenance and administrative facility for the Transportation Department of the Leon County School Board (LCSB). The site is intended to provide a maintenance facility for the school bus fleet and to provide additional space for administrative functions. The proposed improvements include a commercial lease area to be utilized by NoPetro Inc. for the construction of a Compressed Natural Gas (CNG) fueling facility near the northeast portion of the site fronting Capital Circle NW. The proposed fueling station will provide service to both public and private vehicles. The application proposes the removal of a temporary stormwater management facility and the construction of permanent on-site stormwater management facilities.

### Analysis:

The LCSB has submitted a site and development plan that outlines the proposed improvements for the second phase of a multi-phase development. The current, proposed phase of the subject facility is required by the Land Development Code (LDC) to provide natural and landscape areas. Due to the site specifics (no preservation/conservation features), in order to meet these required thresholds, the LCSB would have to plant trees that would eventually be removed to accommodate the school bus parking expansion (not part of the current phase). This would incur a significant expense on the part of the LCSB.

Staff recognized that requiring these provisions during this phase would be impractical, and would create an undue hardship for the LCSB in developing future phases. Therefore, Development Support & Environmental Management (DSEM) Project Manager for the application coordinated an informal meeting with the applicant's agent to discuss possible alternatives. During this meeting, staff recommended alternative options that would allow the applicant to proceed forward with the proposed development, while ensuring compliance with the LDC.

One solution would be to utilize the Greenspace Reservation Area Credit Exchange (GRACE) program, as provided for in Section 10-4.346 of the LDC. The GRACE program allows a portion of landscape area requirements to be met off-site through conveyance of property identified in the Leon County Inventory of Flooded Property Available for Exchange. This option would require the LCSB to acquire one of the properties identified in this inventory of flooded properties. The LCSB identified parcels already in their possession that were not part of Leon County's flooded properties inventory. LCSB suggested that they utilize their own existing flooded parcel(s) as an alternative.

Title: Approval of the Memorandum of Understanding between the Leon County Board of County Commissioners and the Leon County School Board District for Off-site Natural and Landscape Area Mitigation Required for a Proposed School Bus Transportation Maintenance Facility

October 25, 2011

Page 3

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Since the goal of the GRACE program is to provide flexibility for landscape and natural area requirements for high intensity, non-residential development inside the Urban Service Area, staff recommended an MOU be drafted to codify the alternative to utilize LCSB's existing flooded parcel(s). The MOU would provide the timeline for the mitigation process by which the LCSB could address the required landscaping and natural area provisions of the LDC off-site and allow the site and development plan application to continue forward towards completion.

As part of the MOU's mitigation provisions, the set-aside green areas shall be identified on the site and development plans for the proposed phase of development; however, no actual planting of vegetation is to be implemented onsite in this phase to address the natural area/landscaping requirements. Additionally, the LCSB has proposed to provide offsite mitigation to address the landscaping/natural area requirements. This off-site parcel(s) would require a Natural Features Inventory to ensure the presence of preservation/conservation features, and to verify the two acre for one-acre minimum off-site mitigation thresholds/ratio. Once the off-site mitigation work has been completed, the LCSB would be able to proceed with the next phase of the proposed facility. The MOU contains target deadline dates to ensure the mitigation provisions are implemented in a timely manner.

This option provides an innovative solution for the referenced development and provides staff with the flexibility to effectively defer the referenced requirements to a later phase, as well as providing a cost-savings to the LCSB in the development of the site. As a result, the LCSB conceptually agreed to the terms of the MOU during their regularly scheduled September 27, 2011 meeting. Staff has been working with the applicant to finalize the terms of the MOU and prepare it for signature by the respective designated agents. The County Attorney's Office determined that the appropriate designated agent for the Leon County Board of County Commissioners for the referenced MOU should be the Director of DSEM.

**Options:**

1. Approve the Memorandum of Understanding between the Leon County Board of County Commissioners and the Leon County School Board District for off-site natural and landscape area mitigation required for a proposed school bus transportation maintenance facility.
2. Do not approve the Memorandum of Understanding between the Leon County Board of County Commissioners and the Leon County School Board District for off-site natural and landscape area mitigation required for a proposed school bus transportation maintenance facility.
3. Board direction.

**Recommendation:**

Option #1.

**Attachments:**

1. Memorandum of Understanding
2. Location Map for the proposed School Board Transportation Facility



## **Leon County School Board and Leon County, Florida Memorandum of Understanding**

Whereas the Leon County School Board "LCSB" is governed by Chapter 1013, Florida Statutes regarding the construction, renovation and use of LCSB property and facilities;

Whereas, LCSB wishes to consummate the site development for a Bus Transportation Facility in Leon County, and obtain Site Plan approval and an Environmental Management Permit; and,

Whereas, the Leon County Code requires that natural areas and landscape areas be set aside on-site or that certain properties be designated for off-site mitigation as a condition of the issuance of Site Plan approval and an Environmental Management Permit; and,

Whereas, the LCSB site lacks adequate on-site features to qualify for use as on-site mitigation; and,

Whereas, LCSB has agreed to provide the required mitigation at an off-site location at a later date; and

Whereas, Leon County, in consideration of the desire of the LCSB to proceed with the permitting process and the public importance of the project, has agreed to issue the necessary Environmental Management Permit and Site Plan approval based upon LCSB's promise to provide the agreed-upon off-site mitigation by a date certain.

WHEREFORE, in conjunction with the Site Plan review, and the Environmental Management Permit review process

LCSB and Leon County agree as follows:

LCSB will:

1. Identify property to be utilized for the establishment of a conservation easement for off site mitigation.
2. Conduct a Natural Features Inventory ("NFI") on such property, and submit the NFI application(s) to the County for review.
3. Specify the proposed site(s) selected for the offsite mitigation by February 15, 2012.

4. Submit a duly executed and recorded Conservation Easement (consisting of the easement document along with the legal description and sketch) by September 15, 2012.

Leon County will:

1. Review the Site Plan and Environmental Management Permit, based on the documentation and application submitted and upon this Memorandum of Understanding by both parties and approve same, provided that the application and associated documentation otherwise complies with all applicable regulations
2. Review the Natural Features Inventory on such property, which approval shall not be unreasonably withheld.

This Memorandum of Understanding is effective upon execution and shall remain in effect until \_\_\_\_\_, 2012. This Memorandum of Understanding may be modified only by mutual written agreement of the parties.

Should the LCSB fail to provide the required mitigation by the agreed-upon date, the site may be considered to have violated the terms of this Memorandum of Understanding and of the issued Environmental Management permit and the County may issue a stop work order on activities on the LCSB site pursuant to the Leon County Land Development Regulations.

This Memorandum of Understanding reflects the understanding regarding the issues addressed herein, and should not be used for any other purpose.

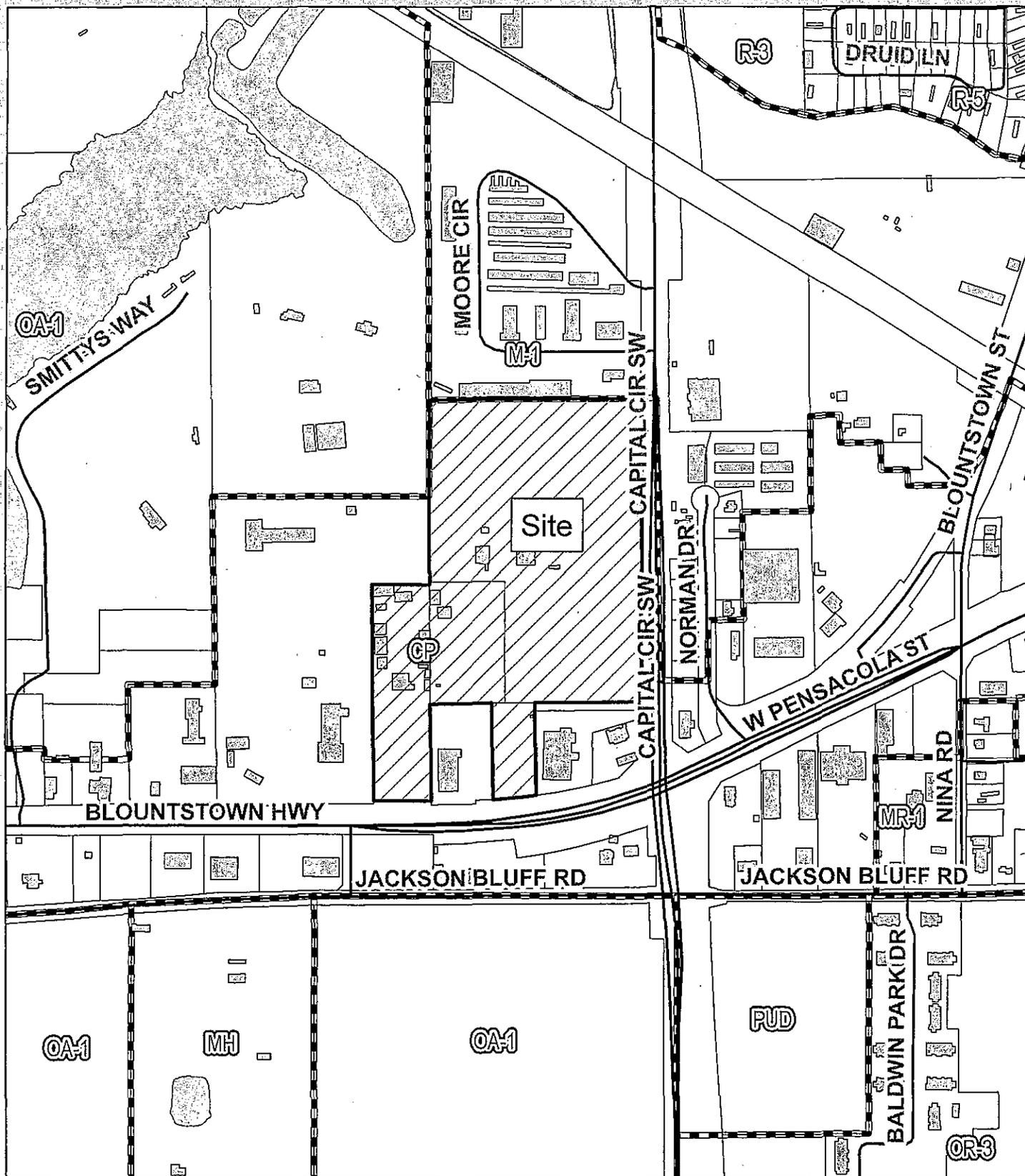
Designated Agent for Leon County:

Designated Agent for Leon  
County School Board:

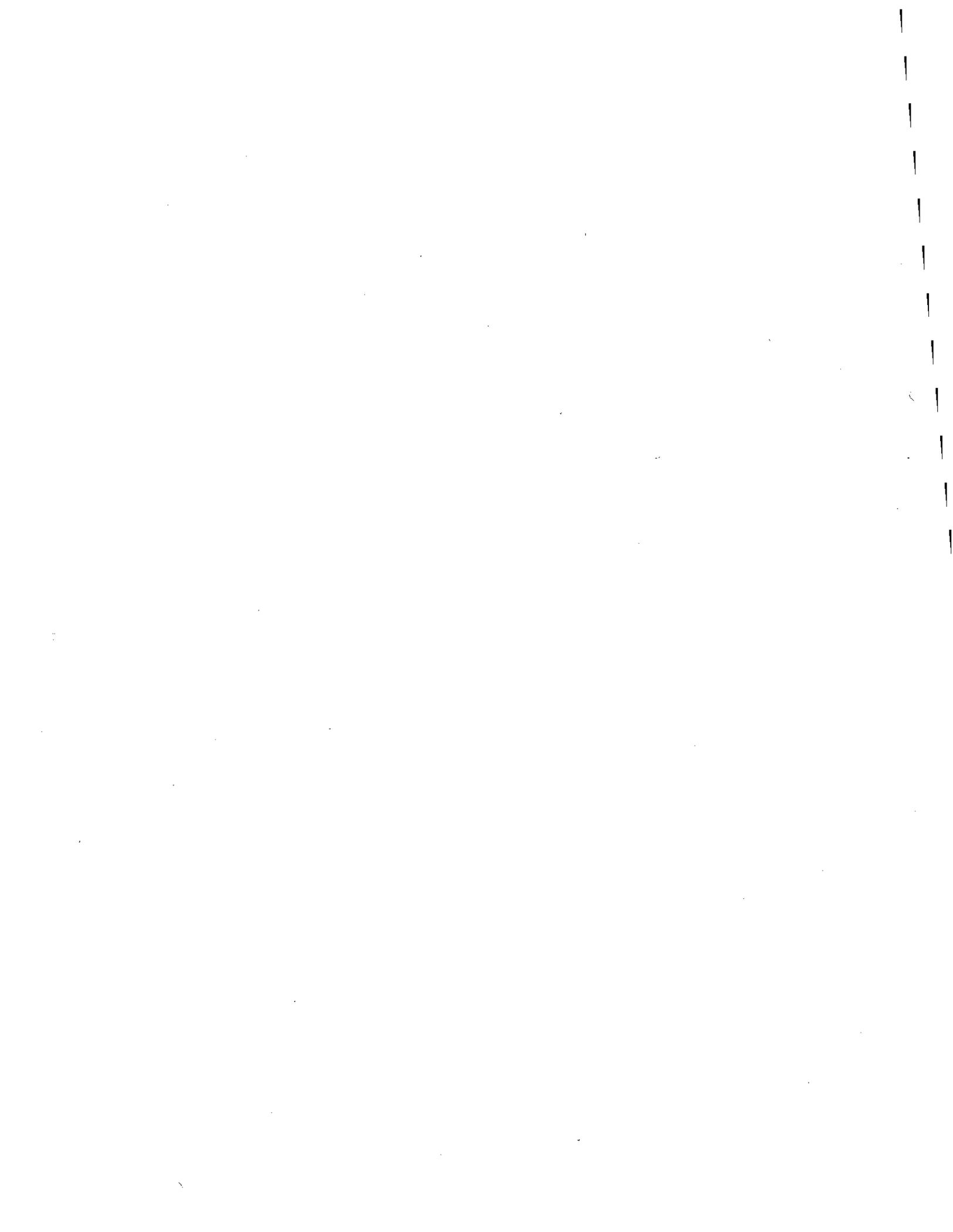
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David McDevitt, Director  
Development Support & Environmental  
Management

# Leon County School Board Transportation Facility Type "A" Site Plan



<p><b>Legend</b></p> <ul style="list-style-type: none"> <li> MySite</li> <li> Waterbody</li> <li> Parcel</li> <li> Street</li> <li> Major Street</li> <li> Building</li> <li> Zoning</li> <li> Watercourse</li> </ul>		<p>Leon County School Board Transportation Facility Site Plan Type "A" LSP110012 GPA Track Located at 4412 Blountstown Hwy Map Produced by Shannon Becraft 9/30/11 Planning Intern</p>	<p>0 250 500 Feet</p> <p>1" = 500 feet</p>
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# Leon County Board of County Commissioners

## Cover Sheet for Agenda #12

October 25, 2011

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

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

**Title:** Request to Schedule First and Only Public Hearing for the Board to Consider the Adoption of a Proposed Ordinance Amending Chapter 11, Article VI of the Code of Laws of Leon County, Florida, Regarding Dealers in Precious Metals and Copper for Tuesday, November 8, 2011 at 6:00 p.m.

<b>County Attorney Review and Approval:</b>	Herbert W.A. Thiele, Esq., County Attorney
<b>Department/ Division Review:</b>	N/A
<b>Lead Staff/ Project Team:</b>	Herbert W.A. Thiele, Esq., County Attorney

**Fiscal Impact:**

This item has no known fiscal impact to the County.

**Staff Recommendation:**

Option #1: Schedule the first and only public hearing to consider the adoption of a proposed ordinance amending Chapter 11, Article VI of the Code of Laws of Leon County, Florida, regarding dealers in precious metals and copper, to be held on November 8, 2011 at 6:00 p.m.

Title: Request to Schedule First and Only Public Hearing for the Board to Consider the Adoption of a Proposed Ordinance Amending Chapter 11, Article VI of the Code of Laws of Leon County, Florida, Regarding Dealers in Precious Metals and Copper for Tuesday, November 8, 2011 at 6:00 p.m.

October 25, 2011

Page 2

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## Report and Discussion

### **Background:**

This item seeks the Board's approval to schedule the first and only public hearing to consider the adoption of a proposed ordinance amending Chapter 11, Article VI of the Code of Laws of Leon County, Florida, regarding dealers in precious metals and copper, to be held on November 8, 2011 at 6:00 p.m. (Attachment #1).

In light of the recent reports of copper thefts in the community, the Board directed the County Attorney's Office to research state and local law, and to draft a proposed ordinance that would regulate the sale of scrap copper to secondhand dealers. As set forth in Chapter 11, Article VI of the Code of Laws of Leon County, the County presently regulates secondhand dealers in precious metals, which include gold, silver, and platinum, but not copper. The attached ordinance would add copper to the list of regulations.

### **Analysis:**

Chapter 538, Florida Statutes, regulates secondhand dealers and secondary metals recyclers. Pursuant to Section 538.17, Florida Statutes (2010), political subdivisions of the state, such as Leon County, are not precluded from enacting laws more restrictive than the provisions of Chapter 538.

Chapter 11, Article VI of the Code of Laws of Leon County presently regulates secondhand dealers in gold, silver, and platinum, but not copper. The attached ordinance would amend various provisions of Chapter 11, Article VI of the Code, to add copper to the list of regulations.

The specific amendments include the following. Section 11-136 would be amended to provide for a definition of copper. Section 11-138 would be amended to require that persons engaged in the business of selling or dealing in old, used or secondhand copper of any kind or description must keep a register of transactions as required by the Sheriff's Office. Section 11-140 would be amended to require that no articles of personal property made of copper shall be sold, melted, altered or otherwise disposed of by a secondhand dealer for a 10-day period. Section 11-141 would be amended to make it unlawful for a secondhand dealer to buy, take or receive any articles made of copper from a minor. Finally, Section 11-142 would be amended to facilitate the inspection by the Sheriff's Office of the secondhand dealer's copper stock and corresponding bill of sale for a 10-day period.

A copy of the proposed ordinance was provided to the Sheriff's Office for review and comment, and the Sheriff's Office had no issues with the proposed copper regulations. The Florida Association of Counties has not taken a position on the issue.

Title: Request to Schedule First and Only Public Hearing for the Board to Consider the Adoption of a Proposed Ordinance Amending Chapter 11, Article VI of the Code of Laws of Leon County, Florida, Regarding Dealers in Precious Metals and Copper for Tuesday, November 8, 2011 at 6:00 p.m.

October 25, 2011

Page 3

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**Options:**

1. Schedule the first and only public hearing to consider the adoption of a proposed ordinance amending Chapter 11, Article VI of the Code of Laws of Leon County, Florida, regarding dealers in precious metals and copper, to be held on November 8, 2011 at 6:00 p.m.
2. Do not schedule the first and only public hearing to consider the adoption of a proposed ordinance amending Chapter 11, Article VI of the Code of Laws of Leon County, Florida, regarding dealers in precious metals and copper, to be held on November 8, 2011 at 6:00 p.m.
3. Board direction.

**Recommendation:**

Option #1.

**Attachment:**

1. Proposed ordinance.



ORDINANCE NO. 2011-\_\_\_\_\_

1  
2  
3  
4 AN ORDINANCE OF THE BOARD OF COUNTY  
5 COMMISSIONERS OF LEON COUNTY, FLORIDA,  
6 AMENDING ARTICLE VI OF CHAPTER 11 OF THE  
7 CODE OF LAWS OF LEON COUNTY, REGARDING  
8 DEALERS IN PRECIOUS METALS; AMENDING  
9 ARTICLE VI OF CHAPTER 11 OF THE CODE OF LAWS  
10 OF LEON COUNTY TO PROVIDE FOR THE  
11 REGULATION OF SECONDHAND DEALERS IN  
12 COPPER; AMENDING SECTION 11-136, DEFINITIONS;  
13 AMENDING SECTION 11-137, PURPOSE; AMENDING  
14 SECTION 11-138, REGISTER OF TRANSACTIONS;  
15 AMENDING SECTION 11-140, RETENTION PERIOD;  
16 AMENDING SECTION 11-141, DEALING WITH MINORS  
17 PROHIBITED; AMENDING SECTION 11-142,  
18 ARRANGEMENT OF STOCK TO FACILITATE  
19 INSPECTION; PROVIDING FOR CONFLICTS;  
20 PROVIDING FOR SEVERABILITY; AND PROVIDING  
21 AN EFFECTIVE DATE.

22  
23  
24 WHEREAS, Article VI of Chapter 11 of the Leon County Code of Laws regulates  
25 secondhand dealers in precious metals, but not copper; and

26  
27 WHEREAS, the Board desires to amend Article VI of Chapter 11 of the Leon County  
28 Code of Laws to regulate secondhand dealers in copper;

29  
30 BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON  
31 COUNTY, FLORIDA, THAT:

32  
33 Section 1. Article VI of Chapter 11 of the Code of Laws of Leon County, Florida, is  
34 hereby amended to read as follows:

35  
36 **ARTICLE VI. DEALERS IN PRECIOUS METALS AND COPPER**

37  
38 **Sec. 11-136. Definitions.**

39  
40 The following words, terms and phrases, when used in this article, shall have the  
41 meanings ascribed to them in this section, except where the context clearly indicates a different  
42 meaning:

43  
44 *Bullion coins* shall mean fungible coins with intrinsic value greater than the numismatic  
45 value.  
46

1           Copper shall mean the nonferrous metal known as copper, including, without limitation,  
2 copper, copper alloy, copper utility service wire, and copper communications service wire.

3  
4           *Dealer* shall mean any person engaged in the business of purchasing or selling at retail or  
5 wholesale or otherwise dealing in any old, used or secondhand precious metals or copper of any  
6 kind or description, whether with a fixed place of business or as an itinerant.

7  
8           *Precious metal* shall mean gold, silver or platinum.

9  
10 **Sec. 11-137 Purpose.**

11  
12           The purpose of this article is to set forth regulations governing the purchase and  
13 disposition of personal property made of precious metals or copper by dealers within the county.

14  
15 **Sec. 11-138. Register of transactions.**

16  
17           (a) Any person engaged in business as a dealer shall keep a register in connection  
18 with his business, such register to be approved as to type and form by the sheriff, and at the time  
19 of each transaction shall enter or cause to be entered therein an accurate description of the person  
20 from whom any article of personal property made of precious metal or copper is purchased or  
21 received, and shall include in the description, but not be limited to, the name, date of birth, sex,  
22 race, place of residence and driver's license number or, if none, other government identification  
23 numbers of the person, together with an accurate description of any article of personal property  
24 made of precious metal or copper so purchased or received, which description may contain any  
25 mark, brand, monogram, hallmark, word or letters which may be engraved, stamped, etched or  
26 otherwise permanently marked upon the article. The description of bullion coins shall be  
27 adequate if it provides the total dollar amount of each denomination. The register shall at all  
28 times be kept open and available for the inspection and examination of the sheriff or any other  
29 person authorized by the sheriff to inspect the register.

30  
31           (b) Any and all persons engaged in business as a dealer shall, in keeping the register  
32 required in subsection (a) of this section, take the following precautions to ensure the accuracy of  
33 the personal identification required:

- 34  
35           (1) Require the customer, as a condition to the purchase, to sign his or her  
36 name on the registration form.
- 37  
38           (2) Require reasonable proof of identity which would include but not be  
39 limited to display of a driver's license or other governmental identification  
40 cards or certificates.

41  
42           (c) It shall be unlawful for any customer to give or display false identification to the  
43 dealer or to sign a false name.

44  
45 **Sec. 11-139. Transcript of register to sheriff.**

1 All dealers shall, not later than 12:00 noon of each business day, make available to the  
2 sheriff, or his representative, a full and complete copy or transcript of the register in which is  
3 entered the transactions of the preceding business day as required by section 11-138.  
4

5 **Sec. 11-140. Retention period.**  
6

7 (a) Except for the exempt transactions hereinafter provided, no articles of personal  
8 property made of precious metals or copper shall be sold, melted, altered or otherwise disposed  
9 of by any dealer until ten days have elapsed from the time the sheriff has had made available to  
10 him a copy or transcript of the register in which such articles of personal property made of  
11 precious metals or copper are entered, and such articles shall not be transferred from within the  
12 county during such ten-day period.  
13

14 (b) The following transactions shall be exempt from the provisions of subsection (a)  
15 of this section:  
16

- 17 (1) Coins repurchased by a dealer, provided the dealer repurchases from the  
18 same person and maintains a record of the prior sale and the repurchase.
- 19 (2) The purchase of bullion coins.
- 20 (3) Transactions between dealers, provided the article of personal property  
21 made of precious metals or copper has been registered in accordance with  
22 this article and is in the possession of any local dealer for the period set  
23 forth in subsection (a) of this section.  
24  
25  
26

27 **Sec. 11-141. Dealing with minors prohibited.**  
28

29 It shall be unlawful for any dealer to buy, take or receive by way of purchase or exchange  
30 any articles made of precious metals or copper from any person under the age of 18 years.  
31

32 **Sec. 11-142. Arrangement of stock to facilitate inspection.**  
33

34 All articles of personal property made of precious metals or copper purchased or received  
35 by dealers shall remain attached to a copy of the bill of sale and be so arranged in stock as to  
36 enable the stock to be inspected by the sheriff's office department or any other person with such  
37 authority during the period set forth in section 11-140(a).  
38

39 **Section 2. Conflicts.** All ordinances or parts of ordinances in conflict with the  
40 provisions of this ordinance are hereby repealed to the extent of such conflict, except to the  
41 extent of any conflicts with the Tallahassee-Leon County 2010 Comprehensive Plan as amended,  
42 which provisions shall prevail over any part of this ordinance which is inconsistent, either in  
43 whole or in part, with the said Comprehensive Plan.  
44

45 **Section 3. Severability.** If any word, phrase, clause, section or portion of this  
46 ordinance shall be held invalid or unconstitutional by a court of competent jurisdiction, such

1 portion or words shall be deemed a separate and independent provision and such holding shall  
2 not affect the validity of the remaining portions thereof.  
3

4 **Section 4. Effective date.** This ordinance shall have effect upon becoming law.  
5

6 DULY PASSED AND ADOPTED BY the Board of County Commissioners of Leon  
7 County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2011.  
8  
9

10 LEON COUNTY, FLORIDA  
11  
12

13 By: \_\_\_\_\_  
14 John Dailey, Chairman  
15 Board of County Commissioners  
16

17 ATTESTED BY:  
18 BOB INZER, CLERK OF THE COURT  
19

20  
21 By: \_\_\_\_\_  
22 CLERK  
23

24 APPROVED AS TO FORM:  
25 COUNTY ATTORNEY'S OFFICE  
26 LEON COUNTY, FLORIDA  
27

28  
29 By: \_\_\_\_\_  
30 HERBERT W.A. THIELE  
31 COUNTY ATTORNEY

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #13

October 25, 2011

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

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

**Title:** Approval of the FY 11/12 Board Retreat Agenda and the Process to Establish the Board's Vision and Strategic Priorities

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Vincent S. Long, County Administrator Alan Rosenzweig, Deputy County Administrator
<b>Lead Staff/ Project Team:</b>	Kim Dressel, Senior Assistant to the County Administrator

**Fiscal Impact:**

Expenditures for the December 12, 2011 Board Retreat are not anticipated to exceed \$1,500, with adequate funding available in the FY 11/12 budget.

**Staff Recommendations:**

- Option #1: Approve the proposed process and agenda outline for the December 2011 Board Retreat.
- Option #2: Authorize staff to conduct a strengths, weaknesses, opportunities and threats survey with Board-appointed advisory committee members.

## **Report and Discussion**

### **Background:**

For many years, the Board has conducted an annual retreat, facilitated by the County Administrator, for the purpose of establishing the County's priorities for the year. Annual retreats have served as a tool to develop specific Board priorities that have driven staff and organizational resources. The Board identified the following FY 2010/2011 priorities:

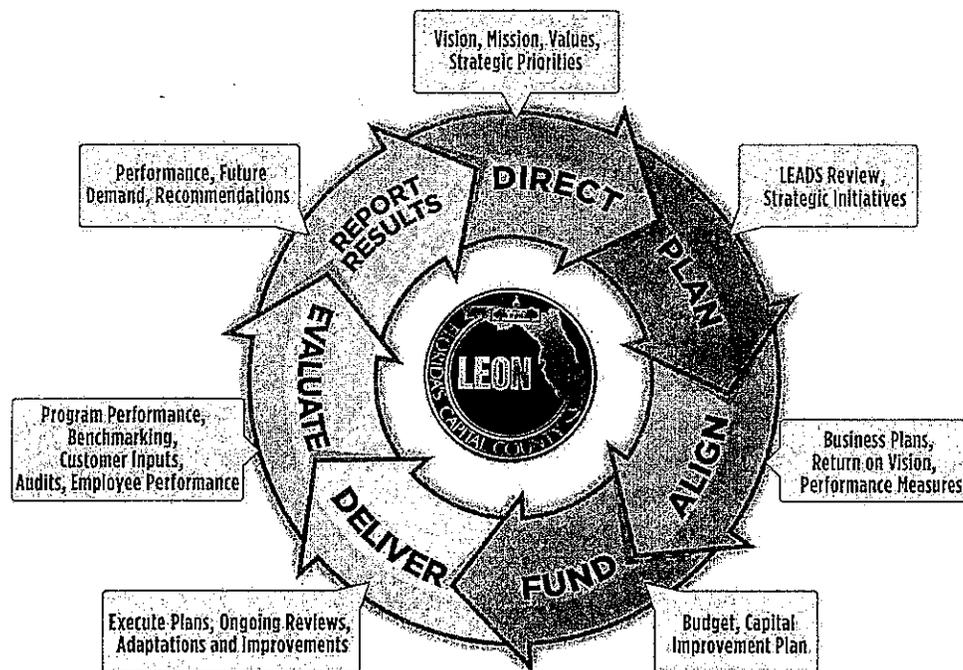
1. Economic Development
2. Woodville Sewer Issue
3. Apalachee Park/Sports Complex
4. Acquisition of the Flea Market Tract
5. Northeast Park
6. Comprehensive Plan Reform
7. Primary and Mental Health Care for the Uninsured
8. Southern Strategy
9. Comprehensive Program to Address Recidivism Reduction, County Re-entry Program for Inmates, and Diversion, Including Youth Programs

The Board's August 23, 2011 workshop, "County Administrator's Proposed Strategic Approach to Carryout the Board's Vision, Goals & Objectives," included an overview of Leon LEADS:

**L**istens for changing needs,  
**E**ngages citizens and employees,  
**A**ligns key strategic processes,  
**D**elivers results & relevance, and  
**S**trives for continuous improvement.

During the August 23, 2011 workshop, the process for aligning strategic processes in the organization was discussed at a high level, and was depicted in the graphic provided in the following page.

As discussed during the workshop, aligning the strategic processes begins with the Board defining its Vision and Strategic Priorities during its December retreat. Staff is recommending revising the Board retreat process to better serve as a forum for the development of the Board's Vision and Strategic Priorities.



**Analysis:**

Staff proposes modifying the Board retreat process in order to provide the Board an important opportunity to expand its strategic planning role, and to initiate the alignment of key strategic processes.

As with all local governments, Leon County is facing a turbulent period of change, which is driven in part by economic conditions and political influences occurring beyond its jurisdiction, in combination with increasing service demands and decreasing revenue. This “new normal” reinforces the need for the Board to focus on critical issues and policy challenges. As discussed during the August 23, 2011 workshop, the process begins with the Board’s development of its vision and strategic priorities during its annual retreat in December.

Previously, Board retreats were a focused, one-day process that were generally laid out as follows: (1) During the first part of the retreat, the Board was provided updates and overviews of issues the Board would be facing during the upcoming year; updates regarding the Board’s priorities established for the prior year; and materials in response to issues the Board had raised in advance of the retreat; (2) During the second part of the retreat, Commissioners engaged in a collaborative process identifying ideas for prioritization, and then voting and ranking identified issues to determine the highest ranked issues; and, (3) During the final part of the retreat, Commissioners refined the prioritized list, which then became the Board’s priorities for the ensuing year, and engaged in miscellaneous discussion.

The retreat process has been valuable in that it established goals and projects for the County and provided focus for the allocation of resources. The process did not, however, provide Commissioners with an opportunity to strategically develop a shared vision for Leon County, and, in consideration of the fast changing environment, to develop strategic priorities to move forward towards making that vision a reality.

The strategic planning process proposed to begin at the Board's December 2011 retreat would focus on developing a shared vision of the future, so that this shared vision of success can drive the rest of the planning process. Additionally, the proposed process would pay attention to changes in the external environment, such as revenue and regulatory changes, and changes in needs and service expectations of citizens and other stakeholders. The Board has stressed the importance of citizens input and engagement. To that end, to gain citizens' input in advance of the retreat, staff will invite Board-appointed advisory committee members to help identify the most critical Strengths, Weaknesses, Opportunities and Threats (SWOTs) facing the Leon County community now and in the future by responding to the following four questions.

*For the long-term success of the Leon County community:*

- 1. What five strengths does the Leon County community have, which should be continued for its future, long-term success?*
- 2. What are five weaknesses of the Leon County community, which should be mitigated or resolved for its future, long-term success?*
- 3. What are five opportunities, which are not yet fully utilized, the Leon County community should tap or further draw upon for its future, long-term success?*
- 4. What are the five most damaging external threats to the Leon County community, driven by events taking place within the Leon Community or on the larger stage, which threaten, or may threaten, its future, long-term success?*

The results from this citizen survey will be provided to the Board during its retreat. Staff recognizes there are more involved, elaborate methods to gain citizens' input. These efforts are often costly and time consuming. At this time, staff recommends this approach, which will focus on gaining input from engaged citizens, who volunteer their time to advance a broad expanse of issues that are important to Leon County's future.

Following is a summary of the proposed goals for the December 2011 Board retreat, and the actions that would occur after the retreat to carryout the Board's Strategic Priorities.

**Goals for the Retreat** - The goals for the December 2011 retreat are for the Board to:

- a. Identify its Vision for Leon County's future;
- b. Complete an analysis of Leon County's most critical Strengths, Weaknesses, Opportunities and Threats (SWOT analysis); and
- c. Develop its Strategic Priorities for FY2011/12 -- FY2012/FY13.

In order to maximize Commissioners' time, the retreat is a focused, one-day process, with some of the groundwork completed in advance. Worksheets will be provided to Commissioners prior to the retreat to assist them in gathering their thoughts with respect to the Vision, SWOT analysis, and Strategic Priorities. Staff will meet individually with Commissioners to answer any questions they may have and to gather initial information prior to the retreat. The compiled initial information will then be provided to Board, so it has initial input to build upon and refine during the retreat.

The proposed process recognizes the two-year election cycle. During the 2011 retreat, the Vision and two-year Strategic Priorities will be developed. During the following December 2012 retreat, which will take place soon after the elections, the retreat will focus on providing the Board with updates on the Strategic Priorities established in 2011. The 2012 retreat will provide the Board with an opportunity to update or modify its Strategic Priorities; however, if well-defined Strategic Priorities are established this year, staff anticipates there should be few if any revisions in 2012.

**What will Occur Subsequent to the Retreat, to Carryout the Board's Strategic Priorities** – Subsequent to the Board's December 2011 retreat, the following related activities would occur:

- a. Strategic Initiatives - Once identified, the Board's Strategic Priorities will be aligned for action through the identification of Strategic Initiatives, and the responsible entities. This will occur during an Executive Team retreat, with the involvement of department, division, and office managers.
- b. Board Approval – An agenda item will be prepared which will seek the Board's ratification of the actions it took during the Board's retreat, including its Strategic Priorities, and approval of the proposed Strategic Initiatives.

- c. Strategic Plans – Upon ratification of the Board's Strategic Priorities, and its approval of the Strategic Initiatives, divisions will finalize their Strategic Plans. These plans will include the results of the Division's LEADS review, which includes a SWOT analysis, and the alignment of the Board's Strategic Priorities, and approved Strategic Initiatives, with Actions the responsible divisions will take. The LEADS reviews will also include input from key stakeholders, employees at various levels within each division, and others. The Strategic Plans will set the broad course of action for the division for the same two-year period as the Board's Strategic Priorities.
- d. Business Plans – Upon the County Administrator's approval of each division's Strategic Plan, each division will prepare a Business Plan. The Business Plan will set forth timelines for carrying out the actions identified in the division's Strategic Plan; identify the parties responsible for carrying out the actions; and the time frames in which these actions will be addressed. Additionally, the Business Plans will summarize how the division is demonstrating its commitment to the County's core practices, and identify performance metrics.
- e. Budget – Business plans will become part of the division's proposed budget, and will be presented to the Board for consideration during the budget process. Upon the Board's approval of the Business Plans, the Board's Strategic Priorities will be aligned through the organization for action.
- f. Program Performance – Performance, as laid out in the Division's Business Plans, will be tracked, and annually reported to the Board. Additionally, core practices are being translated into County employee's performance evaluations.
- g. Performance, Future Demand, Recommendations – As part of the 2011/12 budget process, divisions' will gain employees' and key stakeholders' recommendations regarding County services.

The proposed Board retreat agenda outline is provided as Attachment #1.

**Options:**

1. Approve the proposed process and agenda outline for the December 2011 Board Retreat.
2. Authorize staff to conduct a strengths, weaknesses, opportunities and threats survey with Board-appointed advisory committee members.
3. Do not approve the proposed process and agenda outline for the December 2011 Board Retreat.
4. Do not authorize staff to conduct a strengths, weaknesses, opportunities and threats survey with Board-appointed advisory committee members.
5. Board direction.

**Recommendation:**

Options #1 and #2.

**Attachment:**

1. Agenda Outline for the December 12, 2011 Board Retreat



**FY 2011/2012 Board of County Commissioners Retreat  
December 12, 2011  
9:00 a.m. – 4:00 p.m. (Breakfast/Refreshments will be Available at 8:30 a.m.)**

**Agenda Outline - DRAFT**

1. Introduction
2. Where We Are
3. What We Project: Trends and Uncertainties
4. Setting the Vision – The future of Leon County
  - a. Review Preliminary Input
  - b. Discuss as a Group
  - c. Finalize a Vision Statement
5. Identify Strengths, Weaknesses, Opportunities and Threats Facing the Leon County Community
  - a. Review Preliminary Input
  - b. Discuss as a Group
  - c. Finalize SWOT Analysis
6. Identify the Board's Strategic Priorities
  - a. Review Preliminary Input
  - b. Discuss as a Group
  - c. Finalize Strategic Priorities
7. Review and Confirm Core Practices



# Leon County Board of County Commissioners

## Cover Sheet for Agenda #14

October 25, 2011

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

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

**Title:** Approval of the Leon County Board of County Commissioners' 2011 Reorganization Ceremony Agenda

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Lead Staff/Project Team:</b>	Jon D. Brown, Director, Community and Media Relations

**Fiscal Impact:**

This item has a nominal fiscal impact and funds are available in the FY11/12 budget.

**Staff Recommendation:**

Option #1: Approve the Leon County Board of County Commissioners' 2011 Reorganization Ceremony Agenda.

## Report and Discussion

### **Background:**

This agenda item requests the Board review and approve the agenda for the Leon County Board of County Commissioners' 2011 Reorganization Ceremony (Attachment #1). According to County Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners" (Attachment #2),

"Reorganization of the Board of County Commissioners shall be conducted during the last regularly scheduled Board meeting in November of each year to elect a chairman and vice-chairman."

Hence, the reorganization meeting will be held on Tuesday, November 15, 2011 at 3:00 p.m.

### **Analysis:**

The outgoing Chairman, or his/her designee, is responsible for the coordination of the reorganization ceremony. In recent years, the County Administrator has designated the Director of Community and Media Relations (formerly the Public Information Officer) to coordinate Reorganization Ceremony activities, including the development and distribution of all promotional materials. The Director has developed an agenda, outlining the program activities for participants. Following the ceremony, there will be a small reception in the lobby outside of the Commission Chambers.

### **Options:**

1. Approve the Leon County Board of County Commissioners' 2011 Reorganization Ceremony Agenda.
2. Do not approve the Leon County Board of County Commissioners' 2011 Reorganization Ceremony Agenda.
3. Board direction.

### **Recommendation:**

Option #1: Approve the Leon County Board of County Commissioners' 2011 Reorganization Ceremony Agenda.

### **Attachments:**

1. Leon County Board of County Commissioners' 2011 Reorganization Ceremony Agenda
2. Leon County Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners"

# Leon County Board of County Commissioners Reorganization Ceremony

Tuesday, November 15, 2011

3:00 p.m.

Commission Chambers

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*Commissioners seated at the dais.*

*Center of Chambers is cleared. Portable lectern with microphone are placed in the center section for swearing-in ceremony.*

1. From the dais, **Chairman John E. Dailey** calls the meeting to order and introduces the individual who will be delivering the opening prayer for the ceremony.

**Pastor Tom Borland**  
**Faith Presbyterian Church**

2. **Chairman Dailey** leads the Pledge of Allegiance.
3. **Chairman Dailey** recognizes **Clerk of the Court Bob Inzer** for the Reorganization of the Board ceremony.  
*(Chairman passes gavel to Clerk Inzer to preside over the ceremony)*

## Reorganization Ceremony

**The Honorable Bob Inzer presiding:**  
*(from the portable lectern in the center section of the Chambers; facing chamber audience)*

4. Brings greetings and welcome.
5. Recognizes other elected officials present.
6. Introduces current commissioners present:

**The Honorable John E. Dailey, Chairman**  
**The Honorable Akin Akinyemi, Vice-Chairman**  
**The Honorable Bill Proctor**  
**The Honorable Jane G. Sauls**  
**The Honorable Bryan Desloge**  
**The Honorable Kristin Dozier**  
**The Honorable Nick Maddox**

7. Recognizes outgoing Chairman, **John E. Dailey**, to make outgoing remarks.

8. Outgoing Chairman **John E. Dailey** presents outgoing remarks.
9. **Clerk Inzer** recognizes Vice-Chairman, **Akin Akinyemi**, to make a presentation.
10. Vice-Chairman **Akin Akinyemi** exits dais and approaches the portable lectern (facing chamber audience) for remarks and a presentation to the current Chairman, **John E. Dailey**.
11. Outgoing Chairman **John E. Dailey** exits dais and approaches the portable lectern for the presentation.
12. Outgoing Chairman **John E. Dailey** and Vice-Chairman **Akin Akinyemi** return to their seats on the dais.
13. From the dais, Commissioners and the County Administrator may take the opportunity to make remarks to the outgoing Chairman.

### Conducting the Election

14. **Clerk Inzer** approaches the stationary Chamber lectern (facing the dais) to conduct the election for reorganization of the Board through elections for the 2011-12 Chairman and Vice-Chairman of the Leon County Board of County Commissioners.
  - **Clerk Inzer** calls for nominations for Chairman, second, and the vote.
  - **Clerk Inzer** calls for nominations for Vice-Chairman, second, and the vote.
15. From the stationary Chamber lectern, **Clerk Inzer** requests the new Chairman and his/her witness to approach, with him, the portable lectern (facing chamber audience) with the Bible to assist in administering the oath of office.
16. **Clerk Inzer** administers the oath of office to the newly-elected Chairman at the portable lectern in the center section of the Chambers. He/she places his/her right hand on the Bible and repeats the following:

#### **Oath:**

**“I, (state your name), do solemnly swear (or affirm) that I will well and faithfully execute the duties of the office of Chairman of the Leon County Board of County Commissioners to the best of my ability, so help me God.”**

17. Gavel presented to new Chairman.  
*(Commissioner Dailey moves to Vice-Chairman's seat)*
18. **New Chairman from portable lectern.**
  - Presents remarks.

*(New Chairman makes his/her way to dais and sits in the seat the former Chairman vacated.)*

19. **New Chairman from Chairman's seat at dais.**
  - Introduces individual to deliver the closing prayer and benediction.
20. After the closing benediction, from seat at dais, Chairman announces the following:
  - There will be a small reception in the 5<sup>th</sup> floor reception area
  - Invites all to reception
  - Announces the time the Regular Meeting will reconvene; the Board reconvenes at **5:30 P.M.** for the regularly scheduled meeting
  - Asks for motion to adjourn for reception

Additionally, Chairman requests that the Board remain in the Chambers for their official photo.

21. Commission and Aides remain in Chambers for official photos.  
Photo Session – Immediately after benediction.
  - **I.** Commission standing in front of dais for formal photo
  - **II.** Commission standing in front of dais for holiday photo
  - **III.** Commission seated at dais
  - **IV.** Commission seated at dais with the Commission Aides standing behind each Commissioner
22. Board reconvenes at **5:30 P.M.** for the regularly scheduled meeting.



## Board of County Commissioners Leon County, Florida

### Policy No. 98-7

Title: Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners

Date Adopted: October 27, 2009

Effective Date: October 27, 2009

Reference: Ch.100.041, F.S.; Art. II, Sec. 5, Florida Constitution

Policy Superseded: Policy 96-10, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners," adopted 6/11/96; Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners," adopted October 13, 1998; Policy No. 98-7, "Reorganization of the Board of County Commissioners and Installation of Newly Elected Commissioners," adopted October 10, 2006

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It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 98-7, "Reorganization of the Board of County Commissioners," adopted by the Board of County Commissioners on October 10, 2006, is hereby repealed and superseded, and a revised policy is hereby adopted in its place, to wit:

#### Reorganization of the Board of County Commissioners

Reorganization of the Board of County Commissioners shall be conducted during the last regularly scheduled Board meeting in November of each year to elect a chairman and vice-chairman. However, during years when newly elected commissioners are installed, the reorganization of the board shall occur on the second Tuesday following the general election.

The reorganization shall be coordinated by the outgoing chairman and/or his or her designee. The outgoing chairman shall give a state-of-the-county address prior to turning the gavel over to the Chief Judge, Clerk of Court for the Second Judicial Circuit, or other official selected by the outgoing chairman, to preside over the election of the chairman and vice chairman. Following the election, the presiding official shall administer the following oath to the incoming chairman:

*I, (name), do solemnly swear (or affirm) that I will well and faithfully execute the duties of the office of Chairman of the Leon County Board of County Commissioners to the best of my ability, so help me God."*

Acceptance remarks by the newly sworn chairman, and recognitions, may be made prior to proceeding with the conduct of the regularly scheduled business of the Board.

Installation of Newly Elected Commissioners

In accordance with Ch. 100.041, F.S., newly elected County Commissioners shall be installed the second Tuesday following the general election. Such installation shall take place during a specially called meeting of the Board for the sole purpose of swearing in the newly elected commissioners.

The installation of newly elected County Commissioners, and the coordination of a swearing-in ceremony, shall be the responsibility of the Chairman of the Board and/or his or her designee. The Chief Judge and/or the Clerk of Court for the Second Judicial Circuit may be invited to preside over the ceremony and to administer the oath of office as prescribed in the Constitution of the State of Florida, Article II, Section 5, "Public Officers". The oath prescribed is as follows:

*I do solemnly swear (or affirm) that I will support, protect and defend the Constitution and Government of the United States and of the State of Florida; that I am duly qualified to hold office under the Constitution of the State; and that I will well and faithfully perform the duties of the office of County Commissioner on which I am now about to enter, so help me God.*

Public Information Office

The Public Information Officer shall maintain suggested procedures for such ceremonies and provide counsel to the Chairman/designee in coordinating the inaugural and reorganization ceremonies. In addition, the Public Information Officer will ensure required and appropriate protocols and public notice of these ceremonies.

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #15

October 25, 2011

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

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

**Title:** Approval of Agreement Awarding Bid to Larry D. Smith, LLC, for Yard Debris Management Services

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Alan Rosenzweig, Deputy County Administrator, County Administration
<b>Lead Staff/ Project Team:</b>	Norm Thomas, Solid Waste Management Director Shawn Abbott, Solid Waste Superintendent

**Fiscal Impact:**

This item has a fiscal impact. The award of this bid results in an estimated annual cost of \$443,858. The approved FY12 budget includes \$326,400 for this service. The additional \$117,458 in costs was not known until after the Board's tentative budget workshop when the bids were unsealed. To ensure that this project is adequately funded, an additional \$117,458 from the Solid Waste Fund-Fund Balance is included in the FY 2011 carry forward budget.

**Staff Recommendation:**

Option #1: Approve the Agreement awarding bid to Larry D. Smith, LLC, for yard debris management services, and authorize the County Administrator to execute.

## Report and Discussion

### **Background:**

This item requests the Board approve the Agreement with Larry D. Smith, LLC for yard debris management services (Attachment #1). Yard debris management services entails the de-bagging of leaves and grass clippings, grinding of the yard material, and screening the final product to convert for vegetative mulch. On June 8, 2011, the County's current yard debris management contractor, Consolidated Resource Recovery, Inc., (CRR), informed the Solid Waste Division that they desired to discontinue their services due to processing costs escalating beyond their control (Attachment #2). CRR did provide some significantly higher rates for the County to consider; however, there was not a mechanism in the Agreement for renegotiation of the rates.

On July 21, 2011, the Purchasing Division issued an Invitation to Bid (ITB), bid number BC-08-09-11-53, for yard debris management services. The ITB was advertised locally and 133 vendors were notified through the automated vendor system. Nine vendors requested the ITB package. On August 9, 2011, three responses were received and opened: Bio Resource Management, Inc., Consolidated Resource Recovery, Inc., and Larry D. Smith, LLC.

### **Analysis:**

The Bidder's costs were evaluated, using estimated annual tonnages for various yard debris management activities: de-bagging, grinding, screening, and removal. The total estimated annual tonnage cost for each proposal determined the low bid. The Bid Tabulation Sheet is attached (Attachment #3)

The lowest bid was submitted by Larry D. Smith, LLC with unit costs of \$11.41 per ton for de-bagging; \$9.50 per ton for grinding; \$3.00 per ton for screening; and, \$1.00 per ton for removal. The estimated annual cost is \$443,858.

### **Options:**

1. Approve the Agreement awarding bid to Larry D. Smith, LLC for yard debris management services, and authorize the County Administrator to execute.
2. Do not approve the Agreement awarding bid to Larry D. Smith, LLC for yard debris management services.
3. Board direction.

### **Recommendation:**

Option #1.

### **Attachments:**

1. Agreement with Larry D. Smith, LLC
2. Consolidated Resource Recovery, Inc letter
3. Bid Tabulation Sheet

DRAFT AGREEMENT

THIS AGREEMENT dated this 20th day of September, 2011, by and between LEON COUNTY, a charter county and a political subdivision of the State of Florida, hereinafter referred to as the "County" and LARRY D. SMITH, LLC, hereinafter referred to as the "Contractor."

WHEREAS, the County has determined that it would be in the best interest of the citizens of Leon County, Florida, that the County be able to utilize the services of private persons when such services cannot be reasonably provided by the County; and

WHEREAS, the County has determined that it would be better to contract for these services than to hire the necessary personnel to satisfy the needs of the County; and

WHEREAS, in order to secure the lowest cost for these services, the County has sought and received competitive bids from contractor for such services.

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES TO BE PROVIDED

The Contractor hereby agrees to provide the following services to the County; Yard Debris Processing Services in accordance with Bid# BC-08-09-11-53, said bid being incorporated into this agreement as if fully set out herein, to the extent it is not inconsistent with this Agreement.

2. WORK

Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

The performance of Leon County of any of its obligations under this Agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of this Agreement for the current and any future periods provided for within the bid specifications.

3. TIME:

The Agreement shall be for a period of three (3) years, commencing approximately October 1, 2011 and shall continue until September 30, 2014. After the initial three (3) year period, at the sole option of the County, this Agreement may be extended for no more than two additional one (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

4. CONTRACT SUM

The Contractor agrees that for the performance of the Services as outlined in Section 1 above, it shall be remunerated by the County according to the unit prices contained in the Contractor's bid proposal, Exhibit B, which is attached hereto.

AGREEMENT BETWEEN LEON COUNTY AND LARRY D. SMITH, LLC  
BC-08-09-11-53

5. PAYMENTS

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Pay Act, sections 218.70 - 218.79, Florida Statutes.

6. STATUS

The contractor at all times relevant to this Agreement shall be an independent contractor and in no event shall the Contractor nor any employees or sub-contractors under it be considered to be employees of Leon County.

7. INSURANCE

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor's bid.

A. Minimum Limits of Insurance. Contractor shall maintain limits no less than:

1. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
3. Workers' Compensation and Employers Liability: Insurance covering all employees meeting Statutory Limits in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

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

**AGREEMENT BETWEEN LEON COUNTY AND LARRY D. SMITH, LLC**  
**BC-08-09-11-53**

of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.

- b. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
- d. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.

- D. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
- E. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time.
- F. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

8. PERMITS

The Contractor shall pay for all necessary permits as required by law.

9. LICENSES

The Contractor shall be responsible for obtaining and maintaining his city or county occupational license and any licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Should the Contractor, by reason of revocation, failure to renew, or any other reason, fail to maintain his license to operate, the contractor shall be in default as of the date such license is lost.

**AGREEMENT BETWEEN LEON COUNTY AND LARRY D. SMITH, LLC**  
**BC-08-09-11-53**

10. ASSIGNMENTS

This Agreement shall not be assigned or sublet as a whole or in part without the written consent of the County nor shall the contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

11. INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney's fees. 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 amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

12. COUNTY MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PROGRAM:

There is not a Minority and Women Business Enterprise aspirational target prescribed for this RFP.

The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:

1. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
2. Establish targets designed to increase MBE and WBE utilization proportionate to document under utilization.
3. Provide increased levels of information and assistance available to MBE's and WBE's businesses.
4. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.

Each Respondent is strongly encouraged to secure MBE and WBE participation through the purchase of those goods or services when opportunities are available. For additional information regarding Leon County's Minority, Women and Small Business Enterprise Policy, or to obtain a listing of certified MWBE's, please contact Iranetta Dennis, MWSBE Director, at 2284 Miccosukee Road, Tallahassee, FL 32308, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail [dennis@leoncountyfl.gov](mailto:dennis@leoncountyfl.gov)

13. AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

- a. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices,

**AGREEMENT BETWEEN LEON COUNTY AND LARRY D. SMITH, LLC**  
**BC-08-09-11-53**

which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this Agreement.

- b. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this Agreement for a period of five (5) years after termination of the Agreement, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this Agreement.
- c. Upon completion or termination of the Agreement and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 above.
- d. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
- e. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(1)(10), shall have full access to and the right to examine any of provider's Agreement and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- f. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

14. MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this Agreement, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this Agreement.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this Agreement. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this Agreement; (2) the withholding of payments to the provider by the County; and (3) the termination of this Agreement for cause.

15. TERMINATION

Leon County may terminate this Agreement without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Agreement for cause by giving the other party hereto thirty (30) days written notice of termination. The County shall not be required to give Contractor such thirty (30) day written notice if, in the opinion of the County, the Contractor is unable to perform its obligations hereunder, or if in the County's opinion, the services being provided are not satisfactory. In such case, the County may immediately terminate the Agreement by mailing a notice of termination to the Contractor.

**AGREEMENT BETWEEN LEON COUNTY AND LARRY D. SMITH, LLC**  
**BC-08-09-11-53**

16. PUBLIC ENTITY CRIMES STATEMENT

In accordance with Section 287.133, Florida Statutes, Contractor hereby certifies that to the best of his knowledge and belief neither Contractor nor his affiliates has been convicted of a public entity crime. Contractor and his affiliates shall provide the County with a completed public entity crime statement form no later than January 15 of each year this Agreement is in effect. Violation of this section by the Contractor shall be grounds for cancellation of this Agreement by Leon County.

17. UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County.

18. 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.

19. REVISIONS

In any case where, in fulfilling the requirements of this Agreement or of any guarantee, embraced in or required thereby it is necessary for the Contractor to deviate from the requirements of the bid, Contractor shall obtain the prior written consent of the County.

20. VENUE

Venue for all actions arising under this Agreement shall lie in Leon County, Florida.

21. CONSTRUCTION

The validity, construction, and effect of this Agreement shall be governed by the laws of the State of Florida.

**The remainder of this page intentionally left blank.**

**AGREEMENT BETWEEN LEON COUNTY AND LARRY D. SMITH, LLC**  
**BC-08-09-11-53**

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

**CONTRACTOR**

WITNESS: \_\_\_\_\_

BY: \_\_\_\_\_  
President

WITNESS: \_\_\_\_\_

DATE \_\_\_\_\_

(CORPORATE SEAL)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_, of \_\_\_\_\_,  
(Name of officer or agent, title of officer or agent) (Name of corporation acknowledging)

a \_\_\_\_\_ corporation, on behalf of the corporation. He/she is personally  
(State or place of incorporation)

known to me or has produced \_\_\_\_\_ as identification.  
(type of identification)

\_\_\_\_\_  
Signature of Notary  
\_\_\_\_\_  
Print, Type or Stamp Name of Notary  
\_\_\_\_\_  
Title or Rank  
\_\_\_\_\_  
Serial Number, If Any

AGREEMENT BETWEEN LEON COUNTY AND LARRY D. SMITH, LLC  
BC-08-09-11-53

LEON COUNTY, FLORIDA

BY: \_\_\_\_\_  
John Dailey, Chairman  
Board of County Commissioners

DATE: \_\_\_\_\_

ATTEST:  
BOB INZER, CLERK OF THE COURT  
LEON COUNTY, FLORIDA

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

APPROVED AS TO FORM:  
LEON COUNTY ATTORNEY'S OFFICE

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

**DRAFT**

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**  
**Location: 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308**

**INSTRUCTION TO BIDDERS**

To Insure Acceptance of Your Bid, Please Follow These Instructions:

1. Items listed on the bid checklist in this form and all other items required within this invitation to bid must be executed and/or submitted in a sealed envelope. Address your sealed envelope as follows:

*Bid No: BC-08-09-11-53  
Board of County Commissioners  
Leon County Purchasing Division  
1800-3 N. Blair Stone Road  
Tallahassee, Florida 32308*

2. Bid must be typed or printed in ink. All corrections made by the bidder prior to the opening must be initialed and dated by the bidder. No changes or corrections will be allowed after bids are opened.
3. Bid must contain an original, manual signature of an authorized representative of the company.
4. The bid opening shall be public on the date and time specified on the bid. It is the bidder's responsibility to assure that the bid is delivered at the proper time and location. Bids which are received after the bid opening time will be returned unopened to the bidder.
5. Bidders are expected to examine the specifications, delivery schedule, 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.
6. If you are not submitting a bid but wish to remain on our bid list, please return the "Statement of No Bid" form and provide an explanation in detail where requested.
7. Special Accommodation: Any person requiring a special accommodation at a Pre-Bid Conference or Bid/RFP opening because of a disability should call the Division of Purchasing at (850) 606-1600 at least five (5) workdays prior to the Pre-Bid Conference or Bid/RFP opening. If you are hearing or speech impaired, please contact the Purchasing Division by calling the County Administrator's Office using the Florida Relay Service which can be reached at 1(800) 955-8771 (TDD).

**NOTE: ANY AND ALL CONDITIONS OR REQUIREMENTS ATTACHED HERETO WHICH VARY FROM THE INSTRUCTIONS TO BIDDERS WILL BE PRECEDENT.**

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

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**PURPOSE:**

Leon County is seeking the services of a qualified contractor to process yard debris received at the Apalachee Parkway Solid Waste Management Facility (SWMF), located at 7550 Apalachee Parkway, Tallahassee, Florida.

The County's objective is to convert the yard debris it receives into a useable product or products. Those products may include potting mix, compost, mulch, boiler fuel, soil amendment, or any such product deemed a beneficial use. The yard debris may be used alone or in combination with other organic materials to produce the final product(s). Bidders are encouraged to visit the SWMF to assist in preparation of their bids.

Bidders shall submit with their bid packets information about their product recycling capabilities and successes or a company brochure that outlines the company's recycling processes and what final products that are produced.

The County intends to execute a contract with the responsive and responsible Contractor whose proposal is recommended by the Evaluation Committee and determined by the Board of County Commissioners to provide the best value to the County. The County is seeking your final and best cost proposal based upon the Scope of Services.

**SPECIFICATIONS:**

**Background**

The SWMF accepts yard debris from residents, landscape maintenance companies, tree surgeons, the City of Tallahassee residential curbside collection service and curbside collection by an exclusive franchisee in the unincorporated area. The yard debris is accumulated in two separate piles. Clean yard debris, without plastic bags, is segregated from yard debris with plastic bags.

**Bagged Yard Debris**

Bagged yard debris is to be processed at the Apalachee Solid Waste Management Facility. Processing must include debagging. Bagged yard debris is to be processed on an ongoing or a variation of an ongoing method that allows no more than one week's volume of bagged debris to accumulate. After the debagging process, the Contractor will include the debagged yard debris with the clean yard debris for grinding. The Contractor will supply all supervision, labor, equipment, materials, supplies, shelter, toilet facilities, necessary permits and removal of the resultant products.

**Clean Yard Debris**

Clean yard debris is to be ground on site at the Apalachee Solid Waste Management Facility. Screening of the yard debris will be performed on an as desired basis.

**General Conditions**

The County has enough space to accumulate approximately 3,000 tons of clean yard debris and about 2,000 tons of bagged yard debris. The County assumes the Contractor has inspected the site and is familiar with the yard debris area.

Contaminants discovered during the debagging process shall be set aside and temporarily stored for proper disposal. Contaminants that may be disposed in a Class I landfill will be disposed of by the County. Household hazardous waste (HHW) contaminants will be disposed of by the County. The County will provide temporary storage containers for Class I waste and HHW.

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

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The County may retain up to approximately 10% of the coarse ground yard debris and up to approximately 90% of the fines from the screened yard debris for its own use.

The County will provide a truck scale to weigh outgoing loads of product(s).

**Tonnages**

The County anticipates receiving approximately 7,000 tons of clean yard debris and 20,000 tons of bagged yard debris annually, for a total of 27,000 tons. The County makes no guarantee of any yard debris amounts being available for processing, nor is there a guarantee that the amount might not exceed the annual estimated total.

**Payment Schedule**

The yard debris processing activities are divided into separate processing categories: debagging, grinding, screening, and removal. Each of the specified categories will be considered an invoice point for the Contractor to request payment for rendered services, no more frequently than every 15 days. Payment for debagging, grinding and screening will be based on incoming tonnage. Payment for removal will be based on outgoing tonnage.

**Term**

The term of the Agreement for yard debris management shall be for three years with two (2) additional one-year renewals. Renewals will be automatic unless either the Contractor or the County does not wish to renew. Notice of a desire not to renew by the County or Contractor shall be in writing, submitted ninety (90) days prior the end of any term.

**QUESTIONS:**

The last day to submit questions for clarifications is August 2, 2011.

**BID DEADLINE:**

Bid must be submitted no later than August 9, 2011 at 2:00 PM.

**OFFEROR REGISTRATION:**

Offerors who obtain solicitation documents from sources other than the Leon County Purchasing Division or Demandstar.com MUST officially register with the County Purchasing Division in order to be placed on the planholders list for the solicitation. This list is used for communications from the County to prospective Offerors. Also, Offerors should be aware that solicitation documents obtained from sources other than those listed above may be drafts, incomplete, or in some other fashion different from the official solicitation document(s). Failure to register as a prospective Offeror through the Purchasing Division or online through Demandstar.com may cause your submittal to be rejected as non-responsive.

**BID INFORMATION AND CLARIFICATION:**

Questions pertaining to bid procedures or regarding the specifications should be addressed to Don Tobin or Keith Roberts, phone(850) 606-1600; fax (850) 606-1601; E-mail [tobind@leoncountyfl.gov](mailto:tobind@leoncountyfl.gov) or [robertsk@leoncountyfl.gov](mailto:robertsk@leoncountyfl.gov). Written inquiries are preferred.

Each Vendor shall examine the Bidding Documents carefully; and, no later than seven days prior to the date for receipt of bids, he shall make a written request to the Owner for interpretations or corrections of any ambiguity, inconsistency or error which he may discover. All interpretations or corrections will be issued as addenda. The County will not be responsible for oral clarifications. No negotiations, decisions

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

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or actions shall be initiated or executed by the proposer as a result of any discussions with any County employee prior to the opening of proposals. Only those communications which are in writing from the County may be considered as a duly authorized expression on the behalf of the Board.

Also, only communications from firms which are in writing and signed will be recognized by the Board as duly authorized expressions on behalf of proposers.

#### PROHIBITED COMMUNICATIONS

Any Form of communication, except for written correspondence, shall be prohibited regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

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

The prohibited communication shall be in effect as of the deadline to submit the proposal, bid, or other response to a competitive solicitation.

The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees, contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The provisions of this section shall 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 penalties for an intentional violation of this article shall be those specified in §125.69(1), Florida Statutes, as amended, and shall be deemed supplemental to the penalties set forth in Section 1-9 of the Code of Laws, Leon County, Florida.

#### PREPARATION AND SUBMISSION OF BID:

Each Vendor 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. Any erasures or other corrections in the Bid must be explained or noted over the signature of the Vendor. Bids containing any conditions or irregularities of any kind may be rejected by the County. All bids must be submitted in a sealed envelope or other appropriate container. Facsimiles will not be accepted. It is the intention of the County to award this bid based on the low total bid price and/or other criteria herein contained meeting all specifications.

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

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REJECTION OF BIDS:

The Owner reserves the right to reject any and/or all bids when such rejection is in the best interest of the Owner.

RECEIPT AND OPENING OF BIDS:

Bids will be opened publicly at the time and place stated in the Invitation to Bid. The person whose duty it is to open them will decide when the specified time has arrived and no bids received thereafter will be considered. No responsibility shall be attached to any person for the premature opening of a Bid not properly addressed and identified. At the time fixed for the opening of bids, the will be made public and will be posted on the Purchasing Division website at: [www.leoncountyfl.gov/Purchasing/Postings/index.asp](http://www.leoncountyfl.gov/Purchasing/Postings/index.asp).

A vendor may request, in their bid submittal, a copy of the tabulation sheet to be mailed in a vendor provided, stamped self-addressed envelope for their record.

Sealed bids, proposals, 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.

WITHDRAWAL OF BIDS:

Bids may be withdrawn by written or telegraphic request received from Vendors prior to the time fixed for opening. Negligence on the part of the Vendor in preparing the Bid confers no right for the withdrawal of the bid after it has been opened.

AWARD OF BIDS/BID PROTEST:

The bid/proposal will be awarded as soon as possible to the lowest responsive, responsible bidder, unless otherwise stated elsewhere in this invitation to bid. The County reserves the right to waive any informality in bids/proposals and to award a bid/proposal in whole or in part when either or both conditions are in the best interest of Leon County.

Notice of the Intended Decision will be posted on the Leon County website at:

<http://www.leoncountyfl.gov/Purchasing/Postings/other.asp>

for a period of seventy-two (72) consecutive hours, which does not include weekends or County observed holidays. Any Bidder/Respondent who desires to protest the Intended Decision must file a notice of intent to protest in writing within seventy-two (72) hours after the posting of the Notice of Intended Decision. Any bid award recommendation may be protested on the grounds of irregularities in the specifications, bid procedure, or the evaluation of the bid. Such notice of intent of bid protest shall be made in writing to the Purchasing Director, 1800-3 N. Blair Stone Road, Tallahassee, Florida 32308.

Protestor shall file a formal written bid protest within 10 days after the date in which the notice of intent of bid protest has been submitted. Failure to file a notice of intent of bid protest or failure to file a formal written bid protest shall constitute a waiver of all rights granted under this section. The vendor shall be responsible for inquiring as to any and all award recommendation/postings.

Should concerns or discrepancies arise during the bid process, vendors are encouraged to contact the Purchasing Division prior to the scheduled bid opening. Such matters will be addressed and/or remedied prior to a bid opening or award whenever practically possible. Vendors are not to contact departments or divisions regarding the vendor complaint.

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

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#### PLANHOLDERS

As a convenience to vendors, Leon County has made available via the internet lists of all registered planholders for each bid or request for proposals. The information is available on-line at <http://www.leoncountyfl.gov/Purchasing/Bid.asp> by simply clicking the planholder link to the right of the respective solicitation. A listing of the registered vendors with their telephone and fax numbers is designed to assist vendors in preparation of their responses.

#### ADDENDA TO SPECIFICATIONS

If any addenda are issued after the initial specifications are released, the County will post the addenda on the Leon County website at <http://www.leoncountyfl.gov/purchasing/addenda/index.asp>. For those projects with separate plans, blueprints, or other materials that cannot be accessed through the internet, the Purchasing Division will make a good faith effort to ensure that all registered bidders (those vendors who have been registered as receiving a bid package) receive the documents. It is the responsibility of the vendor prior to submission of any 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.

#### TIME:

The Agreement resulting from this solicitation is anticipated to be for a period of three (3) years, commencing approximately October 1, 2011, and shall continue until September 30, 2014. After the initial three (3) year period, at the sole option of the County, this Agreement may be extended for no more than Two (2) additional one (1) year periods. Such one (1) year extensions will be automatic unless the County provides written notice of non-renewal to the Contractor no less than thirty (30) days prior to the expiration date of the then current term.

#### UNAUTHORIZED ALIEN(S)

The Contractor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, please complete and submit the attached form "AFFIDAVIT CERTIFICATION IMMIGRATION LAWS."

#### EMPLOYMENT ELIGIBILITY VERIFICATION

1. Contractor agrees that it will enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the "Memorandum of Understanding" governing the program. Contractor further agrees to provide to the County, within thirty days of the effective date of this contract/amendment/extension, documentation of such enrollment in the form of a copy of the E-Verify "Edit Company Profile" screen", which contains proof of enrollment in the E-Verify Program (this page can be accessed from the "Edit Company Profile" link on the left navigation menu of the E-Verify employer's homepage).
2. Contractor further agrees that it will require each subcontractor that performs work under this contract to enroll and participate in the E-Verify Program within sixty days of the effective date of this contract/amendment/extension or within sixty days of the effective date of the contract between the Contractor and the subcontractor, whichever is later. The Contractor shall obtain from the subcontractor(s) a copy of the "Edit Company Profile" screen indicating enrollment in the

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

---

E-Verify Program and make such record(s) available to the Agency upon request.

3. Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement.
  - a. Contractor must use E-Verify to initiate verification of employment eligibility for all persons employed during the term of the Agreement by Contractor to perform employment duties within Florida within 3 business days after the date of hire.
  - b. Contractor must initiate verification of each person (including subcontractors) assigned by Contractor to perform work pursuant to the Agreement within 60 calendar days after the date of execution of this contract or within 30 days after assignment to perform work pursuant to the Agreement, whichever is later.
4. Contractor further agrees to maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to the County or other authorized state entity consistent with the terms of the Memorandum of Understanding.
5. Compliance with the terms of this Employment Eligibility Verification provision is made an express condition of this contract and the County may treat a failure to comply as a material breach of the contract.

**COUNTY MINORITY AND WOMEN BUSINESS ENTERPRISE (MWBE) PROGRAM:**

There is not a Minority and Women Business Enterprise aspirational target prescribed for this RFP.

The purpose of the Minority and Women-Owned Business Enterprise (MWBE) Program is to effectively communicate Leon County procurement and contracting opportunities, through enhanced business relationships, to end disparity and to increase participation opportunities for certified minority and women-owned business enterprises in a competitive environment. This program shall:

1. Eliminate any policies and/or procedural barriers that inhibit MBE and WBE participation in our procurement process.
2. Establish targets designed to increase MBE and WBE utilization proportionate to document under utilization.
3. Provide increased levels of information and assistance available to MBE's and WBE's businesses.
4. Implement mechanisms and procedures for monitoring MBE and WBE compliance by prime contractors.

Each Respondent is strongly encouraged to secure MBE and WBE participation through the purchase of those goods or services when opportunities are available. For additional information regarding Leon County's Minority, Women and Small Business Enterprise Policy, or to obtain a listing of certified MWBE's, please contact Iranetta Dennis, MWSBE Director, at 2284 Miccosukee Road, Tallahassee, FL 32308, by telephone at (850) 606-1650; fax (850) 606-1651 or by e-mail [dennisi@leoncountyfl.gov](mailto:dennisi@leoncountyfl.gov)

**OCCUPATIONAL LICENSES AND REGISTRATIONS:**

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

---

The contractor shall be responsible for obtaining and maintaining throughout the contract period any required occupational license and other licenses required pursuant to the laws of Leon County, the City of Tallahassee, or the State of Florida. Every vendor submitting a bid on this invitation for bids shall include a copy of the company's local business or occupational license(s) or a written statement on letterhead indicating the reason no license exists.

If the contractor is operating under a fictitious name as defined in Section 865.09, Florida Statutes, proof of current registration with the Florida Secretary of State shall be submitted with the bid. A business formed by an attorney actively licensed to practice law in this state, by a person actively licensed by the Department of Business and Professional Regulation or the Department of Health for the purpose of practicing his or her licensed profession, or by any corporation, partnership, or other commercial entity that is actively organized or registered with the Department of State shall submit a copy of the current licensing from the appropriate agency and/or proof of current active status with the Division of Corporations of the State of Florida or such other state as applicable.

Failure to provide the above required documentation may result in the bid being determined as non-responsive.

#### LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

1. 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:
  - a) Individuals or firms which have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of five percent of the bid price.
  - b) Individuals or firms which do not have a home office located within Leon, Gadsden, Wakulla, or Jefferson County, and which meet all of the criteria for a local business as set forth in this article, shall be given a preference in the amount of three percent of the bid price.

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.

2. Preference in bidding for construction services in projects estimated to exceed \$250,000. Except where otherwise prohibited by federal or state law or other funding source restrictions, in the purchasing of, or letting of contracts for procurement of construction services for improvements to real property or existing structures that are estimated to exceed \$250,000 in value, the County may give preference to local businesses in the following manner:
  - a) Under a competitive bid solicitation, when the lowest responsive and responsible bid is submitted by an individual or firm that is not a local business, then the local business that submitted the lowest responsive and responsible bid shall be offered the opportunity to perform the work at the lowest bid amount, if that local business's bid was not greater than 110% of the lowest responsive and responsible bid amount.
  - b) All contractual awards issued in accordance with the provisions of this subsection

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

---

(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.

3. Local business definition. For purposes of this section, "local business" shall mean a business which:
  - a) Has had a fixed office or distribution point located in and having a street address within Leon, Gadsden, Wakulla, or Jefferson County for at least six (6) months immediately prior to the issuance of the request for competitive bids or request for proposals by the County; and
  - b) Holds any business license required by the County, and, if applicable, the City of Tallahassee; and
  - c) Is the principal offeror who is a single offeror; a business which is the prime contractor and not a subcontractor; or a partner or joint venturer submitting an offer in conjunction with other businesses.
3. Certification. Any vendor claiming to be a local business as defined, 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 vendor meets the definition of a "local business."

#### PAYMENTS

Payments to the Contractor shall be made according to the requirements of the Local Government Prompt Pay Act, sections 218.70 - 218.79, Florida Statutes.

#### STATUS

The Contractor shall at all times, relevant to this contract, be an independent contractor and in no event shall the Contractor, nor any employees or sub-contractors under it, be considered to be employees of Leon County.

#### INSURANCE:

Bidders' attention is directed to the insurance requirements below. Bidders should confer with their respective insurance carriers or brokers to determine in advance of bid submission the availability of insurance certificates and endorsements as prescribed and provided herein. The Insurance Certification Form attached hereto is to be completed and submitted as part of your bid response. If an apparent low bidder fails to comply strictly with the insurance requirements, that bidder may be disqualified from award of the contract.

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

---

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.

1. Minimum Limits of Insurance. Contractor shall maintain limits no less than:
  - a. General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
  - b. Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage. (Non-owned, Hired Car).
  - c. Workers' Compensation and Employers Liability: Workers' Compensation insurance covering all employees and meeting statutory requirements in compliance with the applicable state and federal laws and Employer's Liability with a limit of \$500,000 per accident, \$500,000 disease policy limit, \$500,000 disease each employee. Waiver of Subrogation in lieu of Additional Insured is required.

2. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by the County. At the option of the County, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3. Other Insurance Provisions The policies are to contain, or be endorsed to contain, the following provisions:
  - a. General Liability and Automobile Liability Coverages (County is to be named as Additional Insured).
    1. The County, its officers, officials, employees and volunteers are to be covered as insureds as respects; liability arising out of activities performed by or on behalf of the Contractor, including the insured's general supervision of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protections afforded the County, its officers, officials, employees or volunteers.
    2. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance of self-insurance maintained by the County, its officers, officials, employees or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

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3. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the county, its officers, officials, employees or volunteers.
  4. The Contractor's insurance shall apply separately to each insured against whom claims is made or suit is brought, except with respect to the limits of the insurer's liability.
- b. All Coverages
- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the County.
4. Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.
  5. Verification of Coverage. Contractor shall furnish the County with certificates of insurance and with original endorsements effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. All certificates and endorsements are to be received and approved by the County before work commences. The County reserves the right to require complete, certified copies of all required insurance policies at any time. 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.*
  6. Subcontractors. Contractors shall include all subcontractors as insureds under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

**AGREEMENT:**

After the bid award, the County will, at its option, prepare a purchase order or an agreement specifying the terms and conditions resulting from the award of this bid. Every procurement of contractual services shall be evidenced by a written agreement. The vendor will have five calendar days after receipt to acknowledge the purchase order or execute the agreement.

The performance of Leon County of any of its obligations under the purchase order or agreement shall be subject to and contingent upon the availability of funds lawfully expendable for the purposes of the purchase order or agreement for the current and any future periods provided for within the bid specifications.

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

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AUDITS, RECORDS, AND RECORDS RETENTION

The Contractor agrees:

1. To establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting procedures and practices, which sufficiently and properly reflect all revenues and expenditures of funds provided by the County under this contract.
2. To retain all client records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to this contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of this contract.
3. Upon completion or termination of the contract and at the request of the County, the Contractor will cooperate with the County to facilitate the duplication and transfer of any said records or documents during the required retention period as specified in paragraph 1 & 2 above.
4. To assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, state, or other personnel duly authorized by the County.
5. Persons duly authorized by the County and Federal auditors, pursuant to 45 CFR, Part 92.36(I)(10), shall have full access to and the right to examine any of provider's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
6. To include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

MONITORING

To permit persons duly authorized by the County to inspect any records, papers, documents, facilities, goods, and services of the provider which are relevant to this contract, and interview any clients and employees of the provider to assure the County of satisfactory performance of the terms and conditions of this contract.

Following such evaluation, the County will deliver to the provider a written report of its findings and will include written recommendations with regard to the provider's performance of the terms and conditions of this contract. The provider will correct all noted deficiencies identified by the County within the specified period of time set forth in the recommendations. The provider's failure to correct noted deficiencies may, at the sole and exclusive discretion of the County, result in any one or any combination of the following: (1) the provider being deemed in breach or default of this contract; (2) the withholding of payments to the provider by the County; and (3) the termination of this contract for cause.

RIGHT TO INSPECT PLANT

The County may, at its discretion, inspect the part of the plant or place of business of a contractor or any subcontractor which is related to the performance of any contract awarded, or to be awarded, by Leon County. The right expressed herein shall be included in all contracts or subcontracts that involve the performance of any work or service involving Leon County.

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

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TERMINATION

Leon County may terminate this Contract without cause, by giving the Contractor thirty (30) days written notice of termination. Either party may terminate this Contract 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 Contract by mailing a notice of termination to the seller.

PENALTIES:

*BIDS MAY BE REJECTED AND/OR VENDOR(S) DISQUALIFIED FOR THE FOLLOWING REASONS:*

1. Consistent failure to respond to bid invitation for three (3) consecutive instances.
2. Failure to update the information on file including address, product, service or business descriptions.
3. Failure to perform according to contract provisions.
4. Conviction in a court of law of any criminal offense in connection with the conduct of business.
5. 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.
6. Clear and convincing evidence that the vendor 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.
7. Other reasons deemed appropriate by the Board of County Commissioners.

PUBLIC ENTITY CRIMES STATEMENT:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submission of a proposal in response to this document, the vendor certifies compliance with the above requirements as stated in Section 287.133, Florida Statutes.

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. Bidder must complete and submit as part of the bid response the

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

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attached "IDENTICAL TIE BID" form. Failure to submit a completed form may result in the bid being determined as non-responsive.

WARRANTIES:

Bidder will warrant title to all goods sold and such warranty may not:

1. Be for a period less than five (5) years.
2. Limit the County's remedies under Chapter 672, Florida Statutes;
3. Exclude or modify a warranty of merchantability as provided for in Section 672.314, Florida Statutes; or
4. Exclude or modify a warranty of fitness as provided for in Section 672.315, Florida Statutes.

WORK

Contractor understands that no amount of work is guaranteed to it nor is the County under an obligation to utilize the services of the Contractor in those instances where the work to be performed can be done by County personnel or under separate contract. Any work to be performed shall be upon the written request of the County Administrator or his representative, which request shall set forth the commencing date of such work and the time within which such work shall be completed.

PERMITS

The Contractor shall pay for and obtain all necessary permits as required by law.

ASSIGNMENT

This contract shall not be assigned or sublet as a whole or in part without the written consent of the County, nor shall the Contractor assign any monies due or to become due to him hereunder without the previous written consent of the County.

INDEMNIFICATION

The Contractor agrees to indemnify, defend and hold harmless the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits of any nature whatsoever arising out of, because of, or due to any acts or omissions of the Contractor, its delegates, employees and agents, arising out of or under this Agreement, including reasonable attorney's fees. 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 amount paid to the Contractor is sufficient consideration for the Contractor's indemnification of the County.

ETHICAL BUSINESS PRACTICES

- A. Gratuities. It shall be unethical for any person to offer, give, or agree to give any County employee, or for any County employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or performing in any other advisory capacity in any proceeding or

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

---

application, request for ruling, determination, claim or controversy, or other particular matter, subcontract, or to any solicitation or proposal therefor.

- B. Kickbacks. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.
- C. The Board reserves the right to deny award or immediately suspend any contract resulting from this proposal pending final determination of charges of unethical business practices. At its sole discretion, the Board may deny award or cancel the contract if it determines that unethical business practices were involved.

#### PRICE INCREASES

Upon written request from the vendor no less than 45 days prior to each anniversary date of the agreement, and at the discretion of the County, an annual price increase may be negotiated. It is the intent of the County to not allow a price increase greater than the Consumer Price Index for All Consumers (CPI-U) for the latest twelve month period reported at the time of request. In the event of an extraordinary factor (such an increase in the federal or Florida minimum wage) occurring out of the annual cycle, the County may consider a price adjustment on a case-by-case basis upon the written request of the contractor. All price increases shall be at the sole discretion of the County.

#### BID CHECKLIST:

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.

- \_\_\_\_\_ Completed Bid Response Sheet with Manual Signature
- \_\_\_\_\_ Affidavit Immigration Laws
- \_\_\_\_\_ Minority/Women Business Enterprise Participation Plan/Good Faith Statement
- \_\_\_\_\_ Identical Tie Bid Statement
- \_\_\_\_\_ Insurance Certification Form
- \_\_\_\_\_ Contractor's Business Information Form
- \_\_\_\_\_ Non Collusion Affidavit
- \_\_\_\_\_ Certification/Debarment Form
- \_\_\_\_\_ Applicable Licenses/Registrations

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

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**BID RESPONSE 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.

Keith M. Roberts  
Purchasing Director

John Dailey  
Chairman

This proposal is submitted by the below named firm/individual by the undersigned authorized representative.

BY \_\_\_\_\_  
(Firm Name)

BY \_\_\_\_\_  
(Authorized Representative)

\_\_\_\_\_  
(Printed or Typed Name)

ADDRESS \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

FAX \_\_\_\_\_

**ADDENDA ACKNOWLEDGMENTS: (IF APPLICABLE)**

Addendum #1 dated \_\_\_\_\_ Initials \_\_\_\_\_

Addendum #2 dated \_\_\_\_\_ Initials \_\_\_\_\_

**Bid Title: Yard Debris Processing Services, Continuing Supply**  
**Bid No: BC-08-09-11-53**  
**Opening Date: August 9, 2011 at 2:00 PM**

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**COST PROPOSAL**

Contractor: \_\_\_\_\_

**Evaluation**

Proposals from qualified vendors will be evaluated based on the estimated annual total derived from the per ton cost proposal applied to the estimated annual tonnage for each category as follows:

Debagging      20,000 tons @ \$ \_\_\_\_\_ per ton      = \_\_\_\_\_

Grinding        27,000 tons @ \$ \_\_\_\_\_ per ton      = \_\_\_\_\_

Screening       27,000 tons @ \$ \_\_\_\_\_ per ton      = \_\_\_\_\_

Removal        18,000 tons @ \$ \_\_\_\_\_ per ton      = \_\_\_\_\_

Estimated Annual Total \_\_\_\_\_





Consolidated Resource Recovery, Inc.  
3025 Whitfield Avenue, Sarasota, Florida 34243  
941-756-0977 / Fax: 941-751-6942  
www.resourcerecovery.com

Attachment #2  
Page 1 of 1

RECEIVED

JUL 15 2011

LEON COUNTY  
SOLID WASTE

July 12, 2011

Mr. Norm Thomas, Solid Waste Director  
Leon County, Public Works Department  
7550 Apalachee Parkway  
Tallahassee, FL 32311

RE: Yard Waste Services BC-07-15-09-41

Dear Mr. Thomas

As you know from our June 8, 2011 meeting it is the desire of CRR to discontinue the performance of the services agreement captioned above. As was discussed in our July 7, 2011 conference call CRR will be on site July 10, 2011 to process and remove the bagged material received on site prior to June 20<sup>th</sup> and the clean material received on site up to July 7<sup>th</sup>...

As we explained in our June 8<sup>th</sup> meeting CRR's costs to perform this project have skyrocketed due to the failure of our end user to honor its agreement for the materials use. CRR has been struggling for many months with exploring alternate markets to move the material and in fact currently we are shipping the material to Panama City at great expense.

Whereas it is not our preference to discontinue the project we are forced to do so for reasons of self preservation as we can no longer bear the cost of this project.

As you know we have offered some alternatives both in price and scope that can be considered however at this time we understand that Leon County prefers to re-solicit the project.

CRR will perform the last grinding and hauling as described above, bill as such and await an opportunity to examine the new solicitations in the future.

Sincerely;

Edward Lee, Vice President



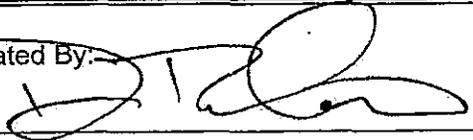
**LEON COUNTY PURCHASING DIVISION  
 BID TABULATION SHEET  
 BC-08-09-11-53**

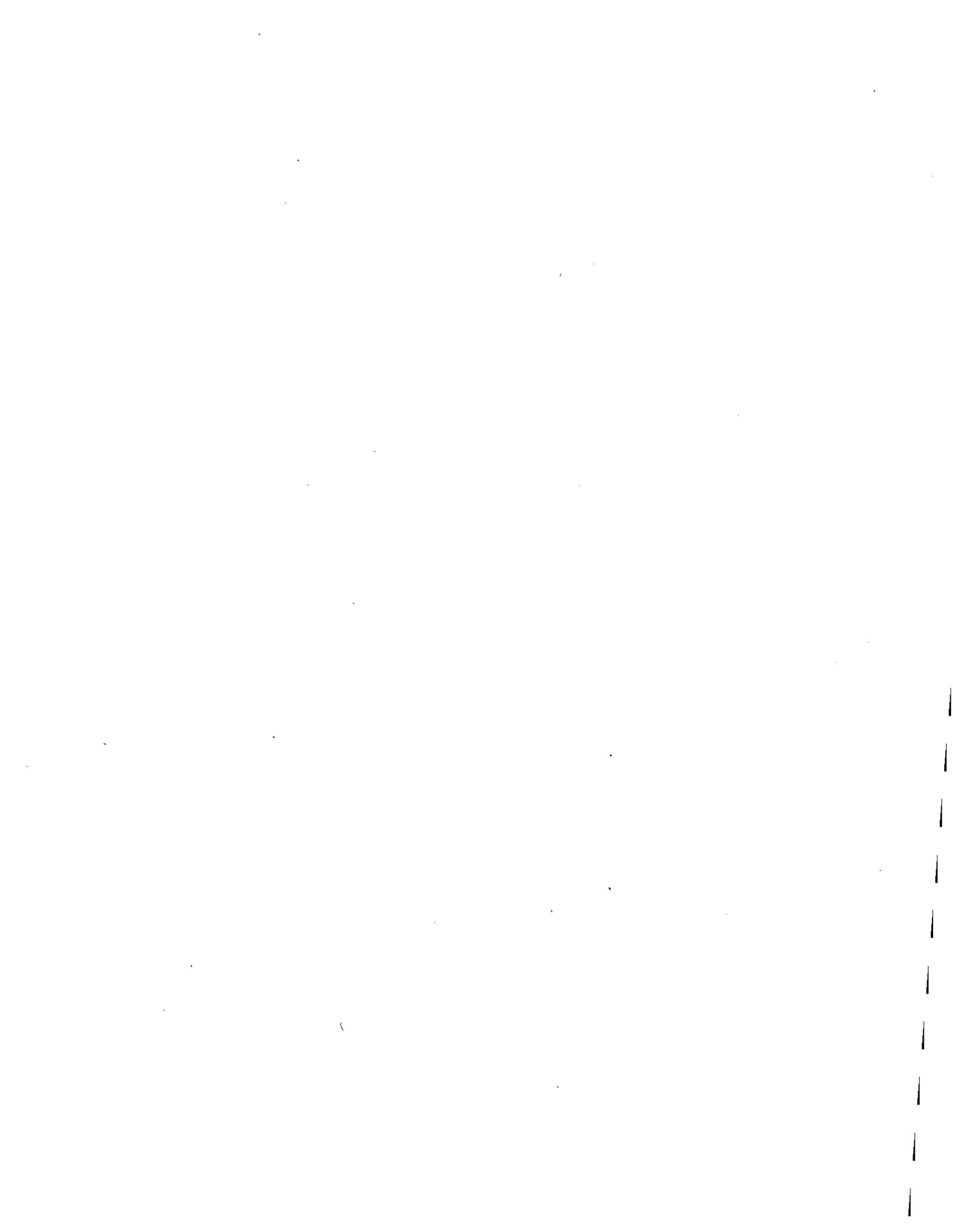
**Bid Title: Yard Debris Processing Services, Continuing Supply**

**Opening Date: Tuesday, August 9, 2011 at 2:00 PM**

Item/Vendor	Bio Resource Mgmt.	Larry D. Smith, LLC	Consolidated Resource Rec.
Manual Signature	yes	yes	yes
Immigration Laws	yes	yes	yes
Tie Bids	yes	yes	yes
Insurance Certification	yes	yes	yes
Certification of Debarment	yes	yes	yes
<b>Bid Information:</b>			
Debagging	\$ 159,800.00	\$ 228,200.00	\$ 180,000.00
Grinding	\$ 247,590.00	\$ 256,500.00	\$ 270,000.00
Screening	\$ 142,290.00	\$ 81,000.00	\$ 54,000.00
Removal	\$ 89,640.00	\$ 18,000.00	\$ 180,000.00
Total	\$ 639,320.00	\$ 583,700.00	\$ 684,000.00
<b>No Bid Statement</b>			

Tabulated By:



# Leon County Board of County Commissioners

## Cover Sheet for Agenda #16

October 25, 2011

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

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

**Title:** Approval to Award Bid to RAM Construction & Development, LLC, in the Amount of \$2,173,846 for the Lake Jackson Branch Library, Community Center and Huntington Oaks Renovations

<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Tony Park, P.E., Director, Public Works and Community Development Tom Brantley, P.E., Director, Department of Facilities Management
<b>Lead Staff/ Project Team:</b>	John Ward, Construction Manager, Department of Facilities Management

**Fiscal Impact:**

This item has a fiscal impact. Funds are available through the FY2011 carry forward.

**Staff Recommendation:**

Option #1: Approval to award bid to RAM Construction & Development, LLC, in the amount of \$2,173,846 for the Lake Jackson Branch Library, Community Center and Huntington Oaks Renovations, and authorize the County Administrator to execute an agreement, in a form approved by the County Attorney's Office.

## Report and Discussion

### **Background:**

Leon County purchased the Huntington Oaks shopping center in 2009 for the purpose of establishing a permanent home for the Lake Jackson Branch Library and a new northwest community center. Johnson Peterson Architects was hired in 2010 to provide architectural services for the renovations associated with the branch library, community center, as well as, for improvements to the overall façade of the facility.

### **Analysis:**

This item proposes a contract award for construction of the described work in accordance with the construction documents prepared by Johnson Peterson Architects, Inc. The contractors bidding on the project were selected by a pre-qualification procedure pursued concurrently with the design of the project. Leon County advertised for pre-qualification proposals in July 2010. A total of 17 contractors were pre-qualified to bid on this project. The bids for the project were opened on October 12, 2011. Seven contractors provided bids for the project (Attachment #1).

As reflected in Attachment #1, Ram Construction & Development, LLC is the lowest bidder at \$2,173,846. Attachment #2 contains the MWSBE analysis for this bid. The total aspirational target for this project was 9% women and 17% minority. As part of the original bid, Ram Construction had committed to 4% women participation. Subsequent to the bid opening, Ram Construction has provided additional information and has increased their commitment to 11.3% women and 17.3% minority. This increase exceeds the aspirational target for this project.

Staff recommends awarding the bid to Ram Construction & Development, LLC.

### **Options:**

1. Approval to award bid to RAM Construction & Development, LLC, in the amount of \$2,173,846 for the Lake Jackson Branch Library, Community Center and Huntington Oaks Renovations and authorize the County Administrator to execute an agreement, in a form approved by the County Attorney's Office.
2. Do not approval to award bid to RAM Construction & Development, LLC, in the amount of \$2,173,846 for the Lake Jackson Branch Library, Community Center and Huntington Oaks Renovations and authorize the County Administrator to execute an agreement, in a form approved by the County Attorney's Office.
3. Board direction.

### **Recommendation:**

Option #1.

1. Bid Tabulation Sheet
2. MWSBE Analysis

**LEON COUNTY PURCHASING DIVISION  
BID TABULATION SHEET**

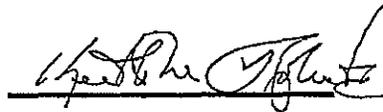
Bid Title: Lake Jackson Branch Library, Community Center and Huntington Oaks Renovations

Bid No: BC-10-12-11-02

Opening Date: Wednesday, October 12, 2011 at 2:00 PM

Item/Vendor	CSI	Ram	Cook Brothers	Sperry
Manual Signature	Yes	Yes	Yes	Yes
Affidavit on Immigration	Yes	Yes	Yes	Yes
MWBE Plan	Yes	Yes	Yes	Yes
EEO/AA Statement	Yes	Yes	Yes	Yes
Tie Bid Statement	Yes	Yes	Yes	Yes
Contractor's Bus. Info.	Yes	Yes	Yes	Yes
Non-Collusion Affidavit	Yes	Yes	Yes	Yes
Insurance Certification	Yes	Yes	Yes	Yes
Certification/Debarment	Yes	Yes	Yes	Yes
Certification/Trades Work	Yes	Yes	Yes	Yes
Bid Bond	Yes	Yes	Yes	Yes
Phase I-A	\$ 1,872,647.00	\$ 1,348,224.00	\$ 1,410,000.00	\$ 1,462,949.00
Phase I-B	\$ 282,209.00	\$ 291,672.00	\$ 325,000.00	\$ 318,729.00
Phase II	\$ 278,741.00	\$ 199,400.00	\$ 275,000.00	\$ 228,360.00
Phase III	\$ 82,009.00	\$ 326,050.00	\$ 340,000.00	\$ 342,238.00
Alternate 1	\$ 12,378.00	\$ 4,250.00	\$ 3,000.00	\$ 9,620.00
Total of Phases I-III	\$ 2,527,984.00	\$ 2,169,596.00	\$ 2,353,000.00	\$ 2,361,896.00
Total w/ Alternate	\$ 2,540,362.00	\$ 2,173,846.00	\$ 2,356,000.00	\$ 2,371,516.00
No Bid Statement				

Tabulated By:




**LEON COUNTY PURCHASING DIVISION  
BID TABULATION SHEET**

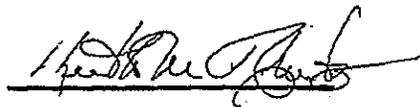
Bid Title: Lake Jackson Branch Library, Community Center and Huntington Oaks Renovations

Bid No: BC-10-12-11-02

Opening Date: Wednesday, October 12, 2011 at 2:00 PM

Item/Vendor	Culpepper	Southland	Childers	
Manual Signature	Yes	Yes	Yes	
Affidavit on Immigration	Yes	Yes	Yes	
MWBE Plan	Yes	Yes	Yes	
EEO/AA Statement	Yes	Yes	Yes	
Tie Bid Statement	Yes	Yes	Yes	
Contractor's Bus. Info.	Yes	Yes	Yes	
Non-Collusion Affidavit	Yes	Yes	Yes	
Insurance Certification	Yes	Yes	Yes	
Certification/Debarment	Yes	No	Yes	
Certification/Trades Work	Yes	No	Yes	
Bid Bond	Yes	Yes	Yes	
Phase I-A	\$ 1,807,000.00	\$ 1,999,933.00	\$ 1,389,000.00	
Phase I-B	\$ 155,000.00	\$ 319,933.00	\$ 266,300.00	
Phase II	\$ 110,000.00	\$ 149,999.00	\$ 196,700.00	
Phase III	\$ 159,000.00	\$ 539,999.00	\$ 337,800.00	
Alternate 1	\$ 9,400.00	\$ 7,990.00	\$ 11,900.00	
Total of Phases I-III	\$ 2,240,400.00	\$ 3,017,854.00	\$ 2,201,700.00	\$ -
Total w/ Alternate	\$ 2,249,800.00	\$ 3,025,844.00	\$ 2,213,600.00	\$ -
No Bid Statement				

Tabulated By:




# BOARD OF COUNTY COMMISSIONERS

## *Inter-Office Memorandum*

**Date:** October 13, 2011

**To:** John Ward, Construction Manager (Facilities Management)

**From:** Iranetta J. Dennis, Director MWSBE

**Subject:** MWBE Analysis for the Lake Jackson Branch Library, Community Center and Huntington Oaks Renovations (BC-10-12-11-02)

The MWSBE Division reviewed the MWBE participation plans for seven (7) firms to determine if the 17% MBE and 9% WBE aspirational targets were achieved for the Lake Jackson Branch Library, Community Center and Huntington Oaks Renovations bid. Culpepper Construction Company and CSI Contracting Inc met the 17% MBE and 9% WBE aspirational targets. Ram Construction & Development, LLC did not meet the 17% MBE and the 9% WBE aspirational targets but, committed to utilizing a WBE firm at 4%. Ram Construction & Development, LLC submitted the Good Faith Effort documentation as required; which included a list of MWBE firms solicited through phone, fax and email and contacting the MWSBE Division for assistance. Cook Brothers, Inc met the 17% MBE aspirational target and committed to utilizing WBE firm(s) at 7%; Cook Brothers, Inc submitted the Good Faith Effort documentation as required. Sperry & Associates Inc met the 17% MBE aspirational target and committed to utilizing WBE firm(s) at 8.33%. Sperry & Associates Inc submitted the Good Faith Effort documentation as required. Southland Contracting Inc. did not meet the 17% MBE aspirational target nor did they meet the 9% WBE aspirational target, but committed to utilizing a MBE firm at 15%. Southland Contracting Inc did not submit the Good Faith Effort documentation as required; therefore the Purchasing Division has deemed their bid as non-responsive. Childers Construction Company did not commit to the utilization of any MWBE firm(s) nor did they submit any support documentation of their efforts to solicit MWBE firms for this project; therefore the Purchasing Division has deemed their bid as non-responsive.

The MWBE participation for each respondent is as follows:

**Ram Construction & Development, LLC; Midway, FL**

Ram Construction & Development, LLC did not meet the MWBE aspirational targets placed in this bid, but completed the Good Faith Effort form and provided support documentation as required. The WBE firm listed below is the firm Ram Construction & Development, LLC. intends to utilize on this project.

<b>Base Bid</b>	<b>\$2,173,846.00</b>				
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods and Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization</b>
Jackson-Cook; Tallahassee, FL	Female	City of Tallahassee	Metals	\$92,573	4%
<b>Total MWBE Dollars</b>				<b>\$92,573</b>	
<b>Total Percent Utilization of MWBEs</b>				<b>4%</b>	

**Childers Construction Company; Tallahassee, FL**

Childers Construction Company did not meet the MWBE aspirational targets placed in this bid, nor did they provide the Good Faith Effort support documentation as required; therefore the Purchasing Division has deemed their bid as non-responsive. Childers Construction Company did not list any MWBE firms for utilization on this project.

Base Bid		\$2,213,600.00			
Name of MWBE	Race/Gender	Certifying Agency	Goods and Services	MWBE Dollars	MWBE Utilization
<b>Total MWBE Participation</b>				\$0	
<b>Total Percent Utilization of MWBEs</b>				0%	

**Culpepper Construction Company, Inc.; Tallahassee, FL**

Culpepper Construction Company, Inc. met the MWBE aspirational targets placed in this bid. The MWBE firms listed below are the firms Culpepper Construction Company, Inc. intends to utilize on this project.

Base Bid		\$2,249,800.00			
Name of MWBE	Race/Gender	Certifying Agency	Goods and Services	MWBE Dollars	MWBE Utilization
Shaffield Building Specialties; Tallahassee, FL	Female	City of Tallahassee	General Trades	\$210,000.00	9%
One Day Came; Tallahassee, FL	African American	City of Tallahassee	Demolition, Masonry	\$384,000.00	17%
<b>Total MWBE Dollars</b>				\$594,000	
<b>Total Percent Utilization of MWBEs</b>				26%	

**Cook Brothers, Inc.; Midway, FL**

Cook Brothers, Inc. met the MBE aspirational target placed in this bid, but did not meet the WBE aspirational target. Cook Brothers, Inc submitted the Good Faith Effort documentation as required. The MWBE firms listed below are the firms Cook Brothers, Inc. intends to utilize on this project.

Base Bid		\$2,356,000.00			
Name of MWBE	Race/Gender	Certifying Agency	Goods and Services	MWBE Dollars	MWBE Utilization
Professional Electrical; Tallahassee, FL	African American	City of Tallahassee	Electrical	\$450,000.00	19%
North Florida Contract Carpet, Inc.; Tallahassee, FL	Female	Leon County	Flooring	\$95,000.00	4%
Suzanne Diambra Landscaping, Tallahassee, FL	Female	City of Tallahassee	Landscape, Demo	\$60,000.00	3%
<b>Total MWBE Dollars</b>				\$605,000	
<b>Total Percent Utilization of MWBEs</b>				26%	

**Sperry & Associates, Inc.; Tallahassee, FL**

Sperry & Associates, Inc. met the MBE aspirational target placed in this bid, but did not meet the WBE aspirational target. Sperry & Associates, Inc submitted the Good Faith Effort documentation as required. The MWBE firms listed below are the firms Sperry & Associates, Inc. intends to utilize on this project.

Base Bid		\$2,371,516.00			
Name of MWBE	Race/Gender	Certifying Agency	Goods and Services	MWBE Dollars	MWBE Utilization
Baker Landscape & Irrigation; Tallahassee, FL	Female	City of Tallahassee	Irrigation	\$7,940.00	.33%
Jackson-Cook; Tallahassee, FL	Female	City of Tallahassee	Structural Steel	\$141,300.00	6%
Shaffield Building Specialties; Tallahassee, FL	Female	City of Tallahassee	Door & Hardware	\$34,878.00	2%
Professional Electrical; Tallahassee, FL	African American	City of Tallahassee	Electrical	\$457,193.00	19%
<b>Total MWBE Dollars</b>				\$641,311.00	
<b>Total Percent Utilization of MWBEs</b>				27.33%	

**CSI Contracting, Inc.; Tallahassee, FL**

CSI Contracting, Inc. met the MWBE aspirational targets placed in this bid. The MWBE firms listed below are the firms CSI Contracting, Inc. intends to utilize on this project.

Base Bid		\$2,540,362.00			
Name of MWBE	Race/Gender	Certifying Agency	Goods and Services	MWBE Dollars	MWBE Utilization
Suzanne Diambra Landscaping, Tallahassee, FL	Female	City of Tallahassee	Landscaping	\$57,442.00	2%
Mettron Contracting; Tallahassee, FL	Female	City of Tallahassee	Plumbing	\$54,000.00	2%
Metal Fabrication and Sales; Tallahassee, FL	Female	Leon County	Steel	\$154,906.00	6%
Professional Electrical; Tallahassee, FL	African American	City of Tallahassee	Electrical	\$450,251.00	18%
<b>Total MWBE Dollars</b>				\$716,599.00	
<b>Total Percent Utilization of MWBEs</b>				28%	

**Southland Contracting, Inc.; Tallahassee, FL**

Southland Contracting, Inc. did not meet the MWBE aspirational target placed in this bid, and did not attach the Good Faith Effort support documentation as required; therefore the Purchasing Division has deemed them non-responsive. The MBE firm listed below is the firm Southland Contracting, Inc. intends to utilize on this project.

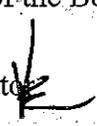
<b>Base Bid</b>		<b>\$3,025,844.00</b>			
<b>Name of MWBE</b>	<b>Race/Gender</b>	<b>Certifying Agency</b>	<b>Goods and Services</b>	<b>MWBE Dollars</b>	<b>MWBE Utilization</b>
Professional Electrical; Tallahassee, FL	African American	City of Tallahassee	Electrical	\$452,590.00	15%
<b>Total MWBE Dollars</b>				<b>\$452,590.00</b>	
<b>Total Percent Utilization of MWBEs</b>				<b>15%</b>	

# Leon County Board of County Commissioners

## Cover Sheet for Agenda #17

October 25, 2011

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

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

**Title:** Consideration of Board Appointments to the Palmer Munroe Teen Center Community Board of Trustees and the Tourist Development Council

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

**Fiscal Impact:**

This item has no fiscal impact to the County.

**Staff Recommendation:**

- Option #1: Appoint a citizen to serve on the Palmer Munroe Teen Center and Restorative Justice Program Community Board of Trustees.
- Option #2: Appoint a citizen to serve on the Tourist Development Council.
- Option #3: Confirm the appointment of City Commissioner Nancy Miller as the Mayor's representative to the Tourist Development Council.

## Report and Discussion

### Background:

At its August 23, 2011 meeting, the Board approved the implementation of a revised process that requires a General Business agenda item be brought forward for full Board advisory committee appointments only. The full Board is the appointing authority for the Palmer Munroe Youth Center and Restorative Justice Program Community Executive Committee (Palmer Munroe Youth Center CEC). Additionally, the full Board is the appointing authority for the Tourist Development Council (TDC).

The Board approved scheduling an agenda item for the designation of one County Commissioner and appointment of one citizen to serve on the Palmer Munroe Teen Center CEC. At the September 20, 2011 meeting, the Board appointed Commissioner Maddox to serve as the Board's designee. Staff had not received applications from citizens interested in serving on the CEC prior to the preparation of the September 20 agenda. A solicitation for applications was advertised on the County's website and published in the County Link.

### Analysis:

#### Palmer Munroe Teen Center Community Board of Trustees

The Palmer Munroe Teen Center and Restorative Justice Program Community Board of Trustees (Teen Center Board) membership includes the appointment of two representatives from Leon County, with the full Board as the appointing authority, each to serve a three-year term (Attachment #1). The purpose of the Teen Center Board is to provide strategic direction, guidance, policies, and procedures consistent with the overall programming and selected operations and management of the Teen Center activities. The appointment of a citizen to serve on the Teen Center Board needs to be made.

Applications have been received from Ms. Shatoya Mitchell (Attachment #2), and Reverend Jermaine Simmons, Sr. (Attachment #3), expressing interest in appointment.

#### **Full Board to make one appointment.**

#### Tourist Development Council (TDC)

Members serve four-year terms, expiring October 31. All members must be electors of the County (Attachment #4). There are nine members as follows:

- Board Chairman or County Commissioner designee
- Two City Commissioners (Elected Municipal Officials)
- Three owners or operators of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County
- Three persons involved in the tourism industry and who have demonstrated an interest in tourist development, but who are not owners or operators of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County

The term of Ms. Chucha Barber, who serves in the category of a person involved in the tourist industry, expires October 31, 2010. Ms. Barber is interested in reappointment and her application/resume is attached (Attachments #5 and #6). Mr. Marc Bauer, Chairman of the TDC, states that Ms. Barber regularly attends and actively participates in scheduled TDC meetings, and recommends her reappointment (Attachment #7).

**Full Board to make one appointment.**

Additionally, the term of City Commissioner Nancy Miller, an elected municipal official, expires October 31, 2011. Commissioner Miller filled an unexpired term and Mayor John Marks has designated Ms. Miller, as his representative, for reappointment (Attachment #8).

**Full Board to confirm one appointment.**

**Palmer Munroe Teen Center Board of Trustees**

Appointed by:	Appointee	Appointed	Term Expires	Status of Interest
Full Board	Vacant			An appointment is needed.

*Attachment #2 – Application of Shatoya Mitchell*

*Attachment #3 – Application of Rev. Jermaine Simmons, Sr.*

**Tourist Development Council**

Appointed by:	Appointee	Appointed	Term Expires	Status of Interest
Full Board	Chucha Barber	11/27/2007	10/31/2011	Is interested in reappointment and eligible to serve.
Full Board	Nancy Miller	6/1/2011 (to fill an unexpired term)	10/31/2011	Confirmation needed.

**Options:**

1. Appoint a citizen to serve on the Palmer Munroe Teen Center and Restorative Justice Program Community Board of Trustees.
2. Appoint a citizen to the Tourist Development Council.
3. Confirm the appointment of City Commissioner Nancy Miller as the Mayor’s representative to the Tourist Development Council.
4. Board direction.

**Recommendation:**

Options #1, #2, and #3.

Attachments:

1. Eligibility Criteria and Member List – Palmer Munroe Teen Center Community Board of Trustees
2. Application - Shatoya Mitchell
3. Application – Rev. Jermaine Simmons, Sr.
4. Eligibility Criteria and Member List – Tourist Development Council
5. Email from Chucha Barber
6. Application – Chucha Barber
7. Memo from Chairman of the Tourist Development Council
8. Letter from Mayor John Marks

VSL/AR/CC

## Palmer Munroe Teen Center Community Board of Trustees

**Responsibility:**

Purpose: The Palmer Munroe Teen Center Board shall provide strategic direction, guidance, policies, and procedures consistent with the MOU and Concept Report regarding the Teen Center.

**Created By:**

Memorandum of Understanding ("MOU") entered into by the City of Tallahassee, Leon County, and the School Board of Leon County

Community Board of Trustees for the Palmer Munroe Teen Center Bylaws

**Appointments:**

The Teen Center Board shall be made up of 11 members; consist of the following representatives appointed by each of the following organizations:

- a. City of Tallahassee (2 members; one City Commissioner and one citizen),
- b. Leon County (2 members; one County Commissioner and one citizen),
- c. Leon County School District (2 members; one School Board member and one citizen),
- d. Palmer Munroe Youth Advisory Board (2 members).
- e., Public Defender for the 2nd Judicial Circuit or his or her designee,
- f. State Attorney for the 2nd Judicial Circuit or his or her designee, and
- g. Chief Judge of the 2nd Judicial Circuit Court of Florida or his or her designee.

**Terms:**

Three-year term

**Schedule:**

Fiscal Year is October 1 - September 30; Regular bi-monthly meetings

**Contact Person/Staff:**

Tomica R. Archie Smith  
Executive Director  
Palmer Munroe Teen Center  
1900 Jackson Bluff Road  
Tallahassee, Florida 32304  
Phone: 850-891-2568  
Fax: 850-891-3959

Email: [Tomica.Smith@talgov.com](mailto:Tomica.Smith@talgov.com)

**Members:**

Maddox, Nick Board of County Commissioners	Begin Term: 9/20/2011 End Term: 9/30/2014 Type: three years	Original Date: 9/20/2011	Notes: Board representative  Email: maddoxn@leoncountyfl.gov
		Appointed by: Board of County Commissioners	
Vacant	Type: three years	Appointed by: Board of County Commissioners	

## ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p>It is the applicant's responsibility to keep the information on this form current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>		
Name: Shatoya Mitchell		Date: 9/18/11
Home Phone: (850)224-0872	Work Phone: (850)412-5834	Email: smitchelleds@embarqmail.com
Occupation: Teacher		Employer: FAMU Developmental Research School
<p>Please check box for preferred mailing address.</p> <p><input type="checkbox"/> Work Address: <u>400 West Orange Ave.</u></p> <p>City/State/Zip: <u>Tallahassee, FL 32307</u></p>		
<p><input checked="" type="checkbox"/> Home Address: <u>3141 Huttersfield Circle</u></p> <p>City/State/Zip: <u>Tallahassee, FL 32303</u></p>		
<p>Do you live in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, do you live within the City limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you own property in Leon County? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, is it located within the City limits? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>For how many years have you lived in and/or owned property in Leon County? <u>10</u> years</p> <p>Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference</p> <p>1st Choice: <u>Palmer Monroe Youth Center CEC</u> 2nd Choice: <u>Joint School Facility Planning Committee</u></p>		
<p>If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please check those areas in which you are interested, or describe other areas not listed:</p> <p>Culture and Arts ___ Environmental/ Growth Management ___ Health Care ___ Human Relations ___</p> <p>Human Services ___ Housing ___ Library Services ___</p> <p>Other Areas _____</p>		
<p>Have you served on any previous Leon County committees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If Yes, on what Committee(s) have you served? _____</p>		
<p>How many days per month would you be willing to commit for Committee work? <input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 to 3 <input type="checkbox"/> 4 or more</p> <p>And for how many months would you be willing to commit that amount of time? <input type="checkbox"/> 2 <input type="checkbox"/> 3 to 5 <input checked="" type="checkbox"/> 6 or more</p> <p>What time of day would be best for you to attend Committee meetings? <input type="checkbox"/> Day <input checked="" type="checkbox"/> Night</p>		
<p>(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p> <p>Race: <input type="checkbox"/> Caucasian <input checked="" type="checkbox"/> African-American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other</p> <p>Sex: <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female Age: <u>34</u> Disabled?: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>District: <u>Leon</u></p>		
<p>Persons needing a special accommodation to participate in an Advisory Committee should contact Christine Coble by telephone at 606-5300 or e-mail at CobleC@leoncountyfl.gov</p>		

In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application. Please attach your resume, if one is available.

The whole purpose of education is to turn mirrors into windows. ~Sydney J. Harris

The Palmer Munroe Youth/Teen Center is dedicated to its goal of creating unlimited career opportunities for youth within the Tallahassee area who may otherwise be vulnerable to crime and apt to being deficient in life skills needed to be successful and productive citizens within their local community due to environmental temptations. I strongly believe that a holistic educational program is the key to opening the eyes of our youth/teens to the creative power within them to be an iconic leader within their community. My experiences within the educational system of Leon County and my volunteer work with a local community development center can further help restore the image of these teens/youth at the Palmer Munroe Youth/Teen Center move from being a reflection of negative statistics to being men and women of great merit, character, and achievement.

*RESUME ATTACHED*

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

Name: Lakisha Foxworth

Telephone: 561-543-7234

Address: 1441 Brandywine Rd. Apt 500A, West Palm Beach, FL 33409

Name: W. E. "Bill" Johnson

Telephone: 850-385-8048

Address: 3121 Sharer Rd., Tallahassee, FL 32312

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION [www.leoncountyfl.gov/bcc/committees/training.asp](http://www.leoncountyfl.gov/bcc/committees/training.asp) BEFORE YOUR APPLICATION IS DEEMED COMPLETE.

Have you completed the Orientation?  Yes  No

Are you willing to complete a financial disclosure form and/or a background check, if applicable?  Yes  No

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee?  Yes  No If yes, from whom? \_\_\_\_\_

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?  Yes  No

Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?  Yes  No If yes, please explain \_\_\_\_\_

Do you or your employer, or your spouse or child or their employers, do business with Leon County?  Yes  No

If yes, please explain Employer is a school district within Leon County

Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee?  Yes  No

If yes, please explain \_\_\_\_\_

All statements and information provided in this application are true to the best of my knowledge.

Signature: *Shatoya L. Mitchell*

Please return Application

by mail: Christine Coble, Agenda Coordinator

by email: [coblec@leoncountyfl.gov](mailto:coblec@leoncountyfl.gov)

## **SHATOYA L. MITCHELL, Ed.S.**

3141 Huttersfield Circle  
Tallahassee, FL 32303  
(850) 224-0872  
[slmitchelleds@embarqmail.com](mailto:slmitchelleds@embarqmail.com)

### **OBJECTIVE**

To obtain a challenging position in educational training and program development serving young children and youth.

### **HIGHLIGHTS OF QUALIFICATIONS**

- Skilled in training/development and identifying and resolving performance issues using accomplished practice guidelines for educators.
- Ability to collaborate and work effectively with public and private non-profit agencies.
- Ability to create and organize data in logical formats for presentation supported by PowerPoint, Excel, and Smartboard software.
- Capacity to demonstrate innovation, good judgment and problem solving skills.
- Disciplined and well-organized in work habits, with ability to work effectively with individuals of diverse backgrounds and social needs.

### **PROFESSIONAL ACHIEVEMENTS**

#### **EDUCATIONAL PROGRAM DEVELOPMENT SPECIALIST**

- Created classroom curriculum and training designs for individuals and groups.
- Researched and developed grant program designs for classroom and community outreach needs.
- Planned, organized, and coordinated activities for various educational programs and community outreach services.
- Directed and supervised activities of colleagues, pre-service teachers, externs, and volunteers.
- Facilitated educational programs explaining and interpreting program policies relating to persons with disabilities.

#### **CIVIC LIAISON**

- Establishes and maintains cooperative relationships with representatives of community agencies and educational institutions.
- Consults with local business owners for inkind services.
- Actively participates in various county and regional community outreach programs and community events through ALARM CDC and Kids Incorporated.
- Actively plans and promotes family empowerment workshops and seminars.
- Advisory Council member for FAMU College of Education and SAC/PTO representative



## ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

<p style="text-align: center;">It is the applicant's responsibility to keep the information on this form current. To advise the County of any changes please contact Christine Coble by telephone at 606-5300 or by e-mail at CobleC@leoncountyfl.gov Applications will be discarded if no appointment is made after two years.</p>		
Name: Rev. O. Jermaine Simmons, Sr.		Date: 9/23/11
Home Phone: 850-539-1380	Work Phone: 850-574-3150	Email: pastor@jacobchapel.org
Occupation: Pastor	Employer: Jacob Chapel Baptist Church	
Please check box for preferred mailing address.		
<input type="checkbox"/> Work Address: 2333 Lake Bradford Rd.		
City/State/Zip: Tallahassee, Florida, 32310		
<input type="checkbox"/> Home Address 165 Wisteria Lane		
City/State/Zip: Havana, Florida 32333		
Do you live in Leon County? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, do you live within the City limits? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Do you own property in Leon County? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, is it located within the City limits? <input type="checkbox"/> Yes <input type="checkbox"/> No		
For how many years have you lived in and/or owned property in Leon County? <u>  0  </u> years		
Are you interested in serving on any specific Committee(s)? If yes, please indicate your preference		
1st Choice: Palmer Monroe Advisory Board 2nd Choice: _____		
If not interested in any specific Committee(s), are you interested in a specific subject matter? If yes, please check those areas in which you are interested, or describe other areas not listed:		
Culture and Arts ___ Environmental/ Growth Management ___ Health Care ___ Human Relations ___		
Human Services ___ Housing ___ Library Services ___		
Other Areas _____		
Have you served on any previous Leon County committees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
If Yes, on what Committee(s) have you served? _____		
How many days per month would you be willing to commit for Committee work? <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 to 3 <input type="checkbox"/> 4 or more		
And for how many months would you be willing to commit that amount of time? <input type="checkbox"/> 2 <input type="checkbox"/> 3 to 5 <input checked="" type="checkbox"/> 6 or more		
What time of day would be best for you to attend Committee meetings? <input checked="" type="checkbox"/> Day <input type="checkbox"/> Night		
(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: <input type="checkbox"/> Caucasian <input checked="" type="checkbox"/> African American <input type="checkbox"/> Hispanic <input type="checkbox"/> Asian <input type="checkbox"/> Other		
Sex: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female Age: <u>  32  </u> Disabled? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
District _____		
Persons needing a special accommodation to participate in an Advisory Committee should contact Christine Coble by telephone at 606-5300 or e-mail at CobleC@leoncountyfl.gov		

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 undergraduate degree is in Early Childhood Education. After my years as an elementary school teacher, I have continued to stay connected to the local school of Tallahassee and vicinity. I have, along with the mayor, organized a city wide outreach for back to school, in which 6000 young people have been served each year for the last 3 years. Aside from that, I have served as the Leon County chair for the mentoring initiative. My work and outreach efforts are known throughout the community, as we continue to visit schools on a regular basis, conduct workshops for staff and administrators, as well as speaking for various school functions throughout the year.

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

Name: L. Bradford Johnson Telephone: 850-727-6438

Address: \_\_\_\_\_

Name: William Sanders Telephone: 850-321-3107

Address: \_\_\_\_\_

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

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- Have you completed the Orientation?  Yes  No
- Are you willing to complete a financial disclosure form and/or a background check, if applicable?  Yes  No
- Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee?  Yes  No If yes, from whom? \_\_\_\_\_
- Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?  Yes  No
- Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?  Yes  No If yes, please explain \_\_\_\_\_
- Do you or your employer, or your spouse or child or their employers, do business with Leon County?  Yes  No If yes, please explain \_\_\_\_\_
- Do you have any employment or contractual relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee?  Yes  No If yes, please explain \_\_\_\_\_

All statements and information provided in this application are true to the best of my knowledge.

Signature: 

Please return Application  
by mail: Christine Coble, Agenda Coordinator  
Leon County Board of County Commissioners  
301 South Monroe Street Tallahassee, FL 32301

by email: [coblec@leoncountyfl.gov](mailto:coblec@leoncountyfl.gov)

## Tourist Development Council

### **Responsibility:**

Develops plans for tourist development; makes recommendations for operation of special projects or for uses of tax revenue. Reviews expenditures of revenue from the development trust fund.

### **Created By:**

Section 125.0104(4)(e), Florida Statutes

Resolution No. R02-02, adopted January 29, 2002 and amended June 14, 2011; codified in the Leon County Code of Laws at Chapter 11, Article III, Section 11-48 ("TDC Code")

### **Appointments:** Nine members

One member – Board Chairman, or Commissioner designee, to serve as Vice-Chair

Two members – Elected Municipal Officials

Six members – Citizens appointed by full Board of County Commissioners

### **Eligibility Criteria:** All must be electors of Leon County

1 - Board Chairman, or Commissioner designee

2 - City of Tallahassee Commissioners (designated by Mayor)

3 - Owners or operators of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County and subject to the tax

3 - Persons involved in the tourist industry and who have demonstrated an interest in tourist development, but who are not owners or operators of hotels, motels, recreational vehicle parks, or other tourist accommodations in the County and subject to the tax

### **Terms:**

Chairman - Board of County Commissioners, or designee, concurrent with term of Chair

Eight members – Staggered four-year terms; terms expire October 31

Number of terms allowed not specified in statute or ordinance. Vacancies are filled for remainder of unexpired term.

### **Schedule:**

The TDC meets at 9:00 a.m. on the first Thursday of every other month beginning in January.

Leon County Commission Chambers, 5th floor

301 S. Monroe Street

**Contact Person/Staff:**

Lee Daniel, Tourist Development Executive Director  
606-2300

Wanda Barnard, Administrative Associate  
606-2300

Email: [barnardw@leoncountyfl.gov](mailto:barnardw@leoncountyfl.gov)

**Members:**

Barber, Chucha Mary Brogan Museum of Art & Science	Begin Term: 11/27/2007 End Term: 10/30/2011 Type: four years	Original Date: 11/27/2007 Appointed by: Board of County Commissioners	Category: Interested person Email: <a href="mailto:cbarber@thebrogan.org">cbarber@thebrogan.org</a>
Desloge, Bryan Board of County Commissioners	Begin Term: 1/1/2011 End Term: 12/31/2011 Type: one year	Original Date: 1/1/2011 Appointed by: Board of County Commissioners	Category: Commissioner designee Email: <a href="mailto:deslogeb@leoncountyfl.gov">deslogeb@leoncountyfl.gov</a>
Ackerman, Georgia	Begin Term: 1/15/2009 End Term: 10/31/2012 Type: four years	Original Date: 1/15/2009 Appointed by: Board of County Commissioners	Category: Interested person Email: <a href="mailto:georgiaackerman@earthlink.net">georgiaackerman@earthlink.net</a>
Wilson, Michelle Hampton Inn & Suites	Begin Term: 10/27/2009 End Term: 10/31/2013 Type: four years	Original Date: 1/9/2001 Appointed by: Board of County Commissioners	Category: Hotelier Email: <a href="mailto:shellnole@yahoo.com">shellnole@yahoo.com</a>
Miller, Nancy Tallahassee City Commission	Begin Term: 6/1/2011 End Term: 10/31/2014 Type: four	Original Date: 6/1/2011 Appointed by: Tallahassee	Category: City of Tallahassee Commissioner Email: <a href="mailto:nancy.miller@talgov.com">nancy.miller@talgov.com</a>

	years	City Commission	
Ziffer, Gil Tallahassee City Commission	Begin Term: 11/1/2010 End Term: 10/31/2014 Type: Four Years	Original Date: 11/1/2011 Appointed by: Tallahassee City Commission	Category: City of Tallahassee Commissioner Email: gil.ziffer@talgov.com
Master, Paresh Comfort Suites	Begin Term: 10/19/2010 End Term: 10/31/2014 Type: four years	Original Date: 10/19/2010 Appointed by: Board of County Commissioners	Category: Hotelier Email: paresh.master@gmail.com
Bauer, Marc B. Hotel Duval TDC Chairman	Begin Term: 10/19/2010 End Term: 10/31/2014 Type: four years	Original Date: 4/17/2009 Appointed by: Board of County Commissioners	Category: Hotelier Email: Bauer0902@gmail.com Hotelier - Hotel Duval
Daws, Russell Tallahassee Museum of History & Natural Science	Begin Term: 10/19/2010 End Term: 10/31/2014 Type: four years	Original Date: 3/27/2004 Appointed by: Board of County Commissioners	Category: Interested person Email: rdaws@tallahasseemuseum.org



**Christine Coble - Tourist Development Council Board**

---

**From:** Chucha Barber <cbarber@thebrogan.org>  
**To:** "coblec@leoncountyfl.gov" <coblec@leoncountyfl.gov>  
**Date:** 10/4/11 2:17 PM  
**Subject:** Tourist Development Council Board

---

I would like to express my interest in continuing to serve on the TDC Board. I understand my current term ends in October and respectfully ask that you might consider forwarding my name for consideration for renewal. Thank you.  
CB

**Chucha Barber**  
Executive Director  
The Mary Brogan Museum Of Art and Science  
350 S. Duval Street, Tallahassee, FL 32301  
P: 850-513-0700 x. 229  
E: [cbarber@thebrogan.org](mailto:cbarber@thebrogan.org)

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THE ARTIFACT EXHIBITION  
and objects and stories

September 2 - January 2  
850-513-0700  
[www.thebrogan.org](http://www.thebrogan.org)



**2006, 2010, 2011 Best of Tallahassee  
Museum/Gallery**

**Recipient of the 2010 Tommy Award**



**ORACLE**  
EDUCATION FOUNDATION





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 volunteered to serve the Hospitality Industry as a TACUB and TDC Board member for 14 years. I am committed to promoting tourism to our region.

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

Name: Lee Daniel Telephone: 406-2318

Address: 106 E. Jefferson St.

Name: Jim Murdaugh Telephone: 554-1603

Address: TDC President

**IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP**

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Have you completed the Orientation?  Yes  No

Are you willing to complete a financial disclosure form and/or a background check, if applicable?  Yes  No

Will you be receiving any compensation that is expected to influence your vote, action, or participation on a Committee?  Yes  No If yes, from whom? \_\_\_\_\_

Do you anticipate that you would be a stakeholder with regard to your participation on a Committee?  Yes  No

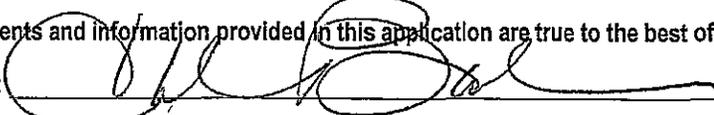
Do you know of any circumstances that would result in you having to abstain from voting on a Committee due to voting conflicts?  Yes  No If yes, please explain IF THE PROGRAM HAS A GRANT APPLICATION

Do you or your employer, or your spouse or child or their employers, do business with Leon County?  Yes  No If yes, please explain THE PROGRAM RECEIVES COUNTY FUNDING

Do you have any employment or contractual/relationship with Leon County that would create a continuing or frequently recurring conflict with regard to your participation on a Committee?  Yes  No

If yes, please explain \_\_\_\_\_

All statements and information provided in this application are true to the best of my knowledge.

Signature: 

Please return Application

by mail: Christine Coble, Agenda Coordinator  
Leon County Board of County Commissioners  
301 South Monroe Street  
Tallahassee, FL 32301

by email: [coblec@leoncountyfl.gov](mailto:coblec@leoncountyfl.gov)

## Curricula Vitae For Chucha Barber

### **Chucha Barber, Executive Director, The Mary Brogan Museum of Art and Science**

The Executive Director is responsible for all daily operations of the Museum. This includes interfacing between Board and staff, coordinating and directing the fundraising activities of the Museum including capital projects, endowments, membership drives, sponsorships and grant applications to government, corporations and foundations, and planning and supervising special fundraising events. Additionally, the Executive Director oversees all marketing, public relations and media activities of the Museum.

Ms. Barber has been a full time museum professional for 20 consecutive years, having worked at the Miami Museum of Science prior to joining The Mary Brogan Museum of Art and Science. Her expertise is in all aspects of fundraising, media and public relations. Ms. Barber has been with The Brogan since 1998.

Her professional career began with Knight Ridder as an advertising account executive until she was selected to become a representative for Viewdata Corporation of America, the precursor to the Internet. A joint venture between Knight Ridder, AT&T and Bell Labs, "Viewtron" provided shopping, banking and information retrieval from your phone and television set as early as 1982.

As the Development Director for the Miami Museum and Planetarium, Ms. Barber tied exhibit themes to marketing campaigns and produced related television specials for use in Museum galleries, classrooms and for broadcast purposes, in association with network owned CBS and NBC stations.

### **President – Tight Shots & Sounds, Inc.**

Chucha Barber has been producing television documentaries for more than 20 years. Her projects have included the following topics: AIDS awareness, Hurricane Andrew, medicinal properties of plants and animals of the rain forest, water resources, North American dinosaur discoveries, South American dinosaur discoveries, archeology digs in Peru, anthropological sculptures of vanishing native American tribes of South and North America, Cyber space, biological similarities of animal species in North and South America such as the Harpy Eagle and the North American eagle, the South and North American manatees as well as others.

Ms. Barber formed her own corporation in 2003 and produced **STOLEN IDENTITIES: Protecting your Good Name** for which she won her third Emmy, as BEST PUBLIC AFFAIRS program.

Professional Associations include: Co-Chair Tallahassee Film Festival, Member Board of Directors for The Florida Association of Museums, Section Chair Science Division; Board Member The Greater Tallahassee Chamber of Commerce, Member for The Chamber's Governmental Relations Committee; Member The Smithsonian Affiliates, Section Chair for Collaborative Initiatives; Member The Association of Science and Technology Centers, Member The Florida Art Museum's Directors' Association, and a member of The National Academy for Television Arts and Sciences.

Awards: Three Emmy's for Producer  
American Marketing Association Marketer of the Year  
Florida Association Innovator Award  
Tommy Award  
Nominee Tallahassee Distinguished Leadership Awards  
2007 Woman of Distinction – North Florida, for Arts



**LEON COUNTY**  
TOURIST DEVELOPMENT COUNCIL

DATE: October 10, 2011

TO: Honorable Chairman and Board of County Commissioners

FROM: Marc Bauer, Chairman  
Tourist Development Council

SUBJECT: Re-appointment of Chucha Barber to the Tourist Development Council

---

This is to request your consideration to re-appoint Ms. Chucha Barber for a term of four years beginning November 2011. As a current member of the Tourist Development Council, Ms. Barber regularly attends and actively participates in all meetings.

Should you have questions or need additional information, please feel free to contact us at (850) xxx-xxxx. Thank you in advance for your favorable consideration.

MB



Office of the Mayor • City of Tallahassee  
300 South Adams Street • Tallahassee, FL 32301 • 850.891.2000

---



October 10, 2011

Mr. John Dailey, Chairman  
Leon County Board of County Commissioners  
301 S. Monroe  
Tallahassee, FL 32301

RE: Tourist Development Council

Dear Chairman Dailey:

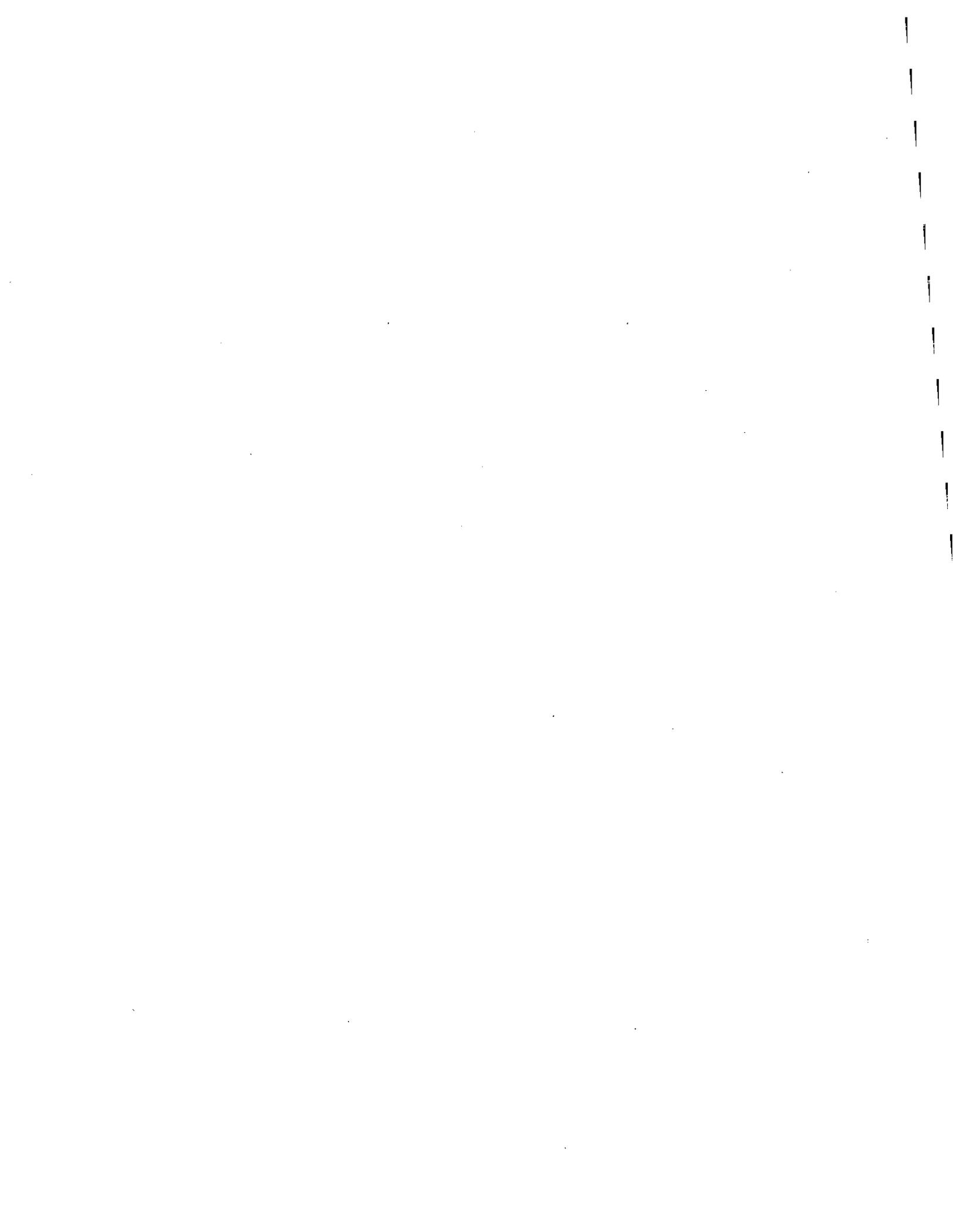
For the duration of the term beginning November 2011, please accept Commissioner Miller as my representative on the Tourist Development Council. Her enthusiasm and appreciation for our City will prove beneficial for everyone involved.

Sincerely,

A handwritten signature in black ink, appearing to read "John Marks", is written over a horizontal line.

Mayor John Marks

Cc: Anita Favors Thompson, City Manager  
Nancy Miller, City Commissioner  
Lee Daniels, Executive Director



# Leon County Board of County Commissioners

## Cover Sheet for Agenda #18

October 25, 2011

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

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

**Title:** Joint City/County Adoption Hearing on Cycle 2011-1 Comprehensive Plan Amendments

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<b>County Administrator Review and Approval:</b>	Vincent S. Long, County Administrator
<b>Department/ Division Review:</b>	Tony Park, P.E., Director, Public Works and Community Development  Wayne Tedder, Director, Planning, Land Management & Community Enhancement
<b>Lead Staff/ Project Team:</b>	Russell Snyder, Planning Department

**THIS ITEM WILL BE DISTRIBUTED UNDER  
SEPARATE COVER BY THE PLANNING DEPARTMENT.**