

**Leon County Research and Development Authority
Executive Committee Meeting**

Collins Building
2051 E Paul Dirac Drive
Tallahassee, FL 32310

Tuesday, September 21, 2021
11:00am – 1:00pm

Agenda

Due to the ongoing Coronavirus/COVID-19 pandemic, anyone wishing to address the Committee may appear in person (attendance in the room may be limited) or submit written comments by 9:00am the day before the scheduled meeting date so that the comments can be distributed to the committee members. Comments submitted after this time (up to the time of the meeting) will be accepted and included in the official record of the meeting. Email comments to: publicinput@inn-park.com and reference the meeting title and date in the subject line. Include your name and contact information. All times below are approximate.

1. Call to Order
2. Introduction of Guests
3. Approval of Participation by Electronic Means (if needed)
In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.
4. Modifications to the Agenda
5. Public Comment
Any public comment received prior to the meeting will be provided to the Committee members in addition to any in-person public comment.
6. Approval of Draft Meeting Minutes, July 20, 2021 (Attachment A)
7. Property & Casualty Insurance Renewal (Attachment B)
Staff requests approval of Brown and Brown's proposal to renew property & casualty insurance with incumbent carriers at a total annual premium of \$60,040, an increase of \$948 (1.6%) over the prior year. The renewal policies are under the same terms and conditions. Consistent with the broker agreement the broker sought proposals from competing carriers this year—that information is attached to the proposal.

8. Executive Director Annual Performance Evaluation (*Attachments C1-C3*)

The Employment Agreement with the Executive Director, as amended in 2015, requires “On or before September 30th of each subsequent year, throughout the term of this agreement, the Authority will conduct an evaluation of the Employee’s performance”; and, “On or before September 30th of each subsequent year, The Board of Governors shall provide adjustments to the Base Salary, based upon the Employee's performance evaluation and completion of goals and objectives, as set forth annually in advance and in writing by the Board of Governors, and agreed to by the Parties.” A summary of Board member evaluations and a salary history are provided in the attachments. The 2021 Compensation Committee concluded the Executive Director’s compensation is consistent with the attached AURP salary survey range of \$75,000 to \$225,000+.

The Board previously directed the Executive Committee to review the Board member evaluations and make a recommendation to the Board regarding adjustments to the Executive Director’s Base Salary, if any, in accordance with the Employment Agreement.

9. RFP 21-02 Asphalt Paving Services

The Budget Committee requests approval of its recommendation to cancel RFP 21-02 for Asphalt Paving Services. Staff received two responses to RFP 21-02 and the lowest bid exceeded the \$89,385 cost estimate prepared in mid-2020 by over \$100,000. Staff will monitor paving costs and bring a recommendation to the board regarding reissuing an RFP later in the upcoming fiscal year.

10. Fiscal Year 2021-2022 Budget (*Attachments D1-D8*)

The Budget Committee requests ratification of its approval of the draft budget for fiscal year 2021-22. The attached narrative explains any significant changes to the budget from prior years.

11. Innovation Park Tallahassee, Inc. (IPTLH) Board Appointments

According to the IPTLH Bylaws, the Authority’s Board has the right to appoint the majority of the IPTLH Board of Directors. As their terms as officers of the Authority end September 30, 2021, staff recommends Kimberly Moore resign from the IPTLH Board and that the new Authority officers Tom Allen and Dave Ramsay be appointed to the IPTLH Board effective October 1, 2021. Kevin Graham will remain in his appointment to the IPTLH Board of Directors.

12. Innovation Park Tallahassee Development Review Committee (DRC) Appointments (*Attachments E1-E3*)

Staff requests the Board make the following appointments to the DRC in accordance with the Innovation Park Declaration of Restrictive Covenants:

- a. Brad Richardson, Bureau Chief, Department of Environmental Protection Bureau of Public Land Administration*
- b. John Reddick, Planner, City of Tallahassee Growth Management*
- c. Ben Hood, Civil Engineer, Moore Bass Consulting*

13. EDA Grant Request for Extension of Time to Begin Construction
The EDA Grant for the construction of the North Florida Innovation Labs requires construction begin by March 17, 2022. Staff requests approval to request the EDA extend the time required to begin construction by 6 months until September 17, 2022, to allow time for raising additional funds and to allow time for construction costs to stabilize. Time required to complete construction would also extend 6 months to March 17, 2024. The EDA may choose to disapprove or approve a lesser extension of time.
14. Chair's Report
15. Staff Reports
 - a. Executive Director
 - b. Director of North Florida Innovation Labs
 - c. Director of Marketing & Engagement
16. New Business
17. Adjourn

UPCOMING MEETINGS AND EVENTS

Board of Governors Meeting
 Thursday, October 7, 2021
 11:00am – 1:30pm

TechGrant 2021
 Thursday, October 21, 2021
 5:00pm – 7:30pm
 Going VIRTUAL

Tech Topics
 Tuesday, November 16, 2021
 11:00am – 12:00pm
 via Zoom

Executive Committee
 Thursday, November 18, 2021
 11:00am – 1:00pm

Board of Governors Meeting
 Thursday, December 2, 2021
 11:00am – 1:30pm

**Leon County Research and Development Authority
Executive Committee Meeting**

Collins Building
2051 E Paul Dirac Drive
Tallahassee, FL 32310

Tuesday, July 20, 2021
11:00am – 1:00pm

DRAFT Minutes

Members in Attendance In-Person: Kimberly Moore, Kevin Graham, Sonjoy Goswami.

Members in Attendance Virtually: Dave Ramsay.

Members Not in Attendance: None.

Guests: Ron Miller, Bill Lickson, Peggy Bielby (LCRDA Staff).

1. Call to Order

Chair Kimberly Moore called the meeting to order at 11:02am.

2. Introduction of Guests

All present introduced themselves.

3. Approval of Participation by Electronic Means

In accordance with the Bylaws, there being a quorum of members present in person, the members of the Board present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

Sonjoy Goswami offered a motion to approve participation by electronic means. Kevin Graham seconded the motion which was approved unanimously with Dave Ramsay not voting.

4. Modifications to the Agenda

None.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, May 18, 2021

Kevin Graham offered a motion to approve the meeting minutes. Sonjoy Goswami seconded the motion which passed unanimously.

7. RFP 21-02 Asphalt Paving Services

Staff received two responses to RFP 21-02 for Asphalt Paving Services to repair and resurface the parking and driveway services surrounding the Collins, Morgan, and Johnson buildings. A summary of pricing proposals and the responses are attached. The low bidder's proposed price was \$192,115. The proposed prices are valid for 90 days through October 5, 2021. The approved budget for the project was \$89,385 and

based on a cost estimate prepared in mid-2020. Staff believes that higher than budgeted costs are due to COVID impacts on supply chain and labor costs. Staff has identified the following options and recommends option 4:

1. Accept the low bidder's proposal and amend the budget to reflect the proposed price.
2. Cancel the RFP and present to the Board to reissue an RFP when market conditions improve or indicate that they are not improving within 12 months.
3. Cancel the RFP and solicit Informal Bids for less than \$50,000 to repair the worst of the damaged surfaces and include in the next fiscal year budget the cost to resurface within 12 months.
4. Refer the issue to the Budget Committee, which meets in September, to consider the impact on the Budget for next year and to make a recommendation to the Executive Committee which meets in September. Considering that the proposals expire before the October Board meeting, at the August 2021 Board meeting request that the Board authorize the Executive Committee to execute an agreement with the low bidder, prior to expiration of the proposal, at its discretion and considering the recommendation of the Budget Committee.
5. Other recommendations of the Executive Committee.

Kevin Graham offered a motion to refer the issue to the Budget Committee as set forth in Option 4 and recommended by staff. Sonjoy Goswami seconded the motion which passed unanimously.

8. Treasury Management-ACH Payments/Wire Transfer Policy

Staff requests approval of policy and bylaws amendments to permit the Executive Director and Talcor's Director of Property Accounting (authorized staff) to pay any amounts owed by the authority via electronic ACH payments or wire transfer, or to wire transfer funds between its bank and investment accounts. The bank's treasury management security controls require all electronic ACH payments and wire transfers to be initiated by authorized staff and approved by the other authorized staff. Amounts over \$10,000 shall require authorization of two Board officers emailed to both authorized staff with the email authorization documentation retained with each such invoice.

After discussion, the Committee directed staff to confer with the Authority's general counsel and CPAs regarding the changes and to include the item on the next Board of Governor's meeting regular agenda.

9. Ratification of Equipment Purchase and Payment Using Knight Grants Funds

The Executive Director requests ratification of his decision to sole source purchasing used lab equipment and to pay for the equipment via ACH with \$35,000 in grant funds. The grant deadline was 6/30/21 after previously receiving an extension due to COVID. Recent staff turnover delayed identification of equipment specifications that were finished just prior to the deadline after soliciting input from current lab tenants. Used equipment was selected to try to maximize the equipment purchased and a sole source purchase was made because of the challenges comparing specs and conditions of each piece. The used equipment dealer was recommended by a lab tenant who has previously purchased from the supplier, and the tenant also provided input as to the appropriate cost of equipment. The vendor required payment in advance. To meet the grant deadline payment was made via ACH. The ACH payment was initiated electronically by the Executive Director and approved electronically by Talcor's Director of Property Accounting.

Kevin Graham offered a motion to ratify the Executive Director's decisions and actions to sole source the purchase and to pay for the equipment via ACH. Sonjoy Goswami seconded the motion which passed unanimously.

10. North Florida Innovation Labs (NFIL) Cost Estimate and Funding Options

Architects have provided the attached preliminary cost estimate for the NFIL facility. Based on existing funding of approximately \$17 million, this estimate indicates a \$4 million funding shortfall. Staff will present funding options under consideration, recommendations from the NFIL Oversight Committee, and steps taken to-date to attempt to fund the shortfall.

After discussion, the Committee requested that the four funding options reviewed be presented to the Board for consideration at its next meeting, including a Memorandum of Understanding from The University Financing Foundation.

Sonjoy Goswami offered a motion to authorize the Executive Director to sign the Florida Job Growth Grant Fund Public Infrastructure Grant Proposal and to execute any related agreements if they grant is awarded to the Authority. Kevin Graham seconded the motion which passed unanimously.

11. Chair's Report

a. Next Fiscal Year's Slate of Officers

Kimberly Moore reported that the slate of officers who have agreed to be nominated for Fiscal Year 2021-2022 is:

Kevin Graham – Chair

Tom Allen – Vice Chair

Dave Ramsay - Treasurer

12. Staff Reports

a. Executive Director

Ron Miller reported that the FY21/22 budget process is underway, the new Director of Marketing & Engagement is expected to start on July 26, 2021, and that multiple various potential grant sources are being pursued.

b. Director of North Florida Innovation Labs

Bill Lickson reported on additional grant applications including an SBA grant for STTR training, and his continued work with entrepreneurs including new incubator tenant Persica.

13. New Business

None.

14. Adjourn

The meeting was adjourned at 11:44am.



LEON COUNTY RESEARCH & DEVELOPMENT AUTHORITY

INSURANCE PROPOSAL

Effective: 10/01/2021 – 10/01/2022

Presented By:

Greg Jaap, CIC
Executive Vice President
gjaap@bbtally.com
850-907-3172

Stacey Nelson
Account Manager
snelson@bbtally.com
850-907-3165

This proposal is not an insurance policy and is being provided for your review only. Please refer to your policy for the complete description of all terms, conditions and exclusions of coverage. This proposal is based on exposures made known to the Agency; any changes in these exposures should be reported promptly to us in order that proper coverage(s) may be placed. In the event of difference, the policy will prevail.

NAMED INSURED SCHEDULE

Leon County Research & Development Authority

dba Innovation Park

This list includes all of the named insureds we presently have on your policies. Should any revisions to this listing be required, please notify our office immediately.

LOCATION SCHEDULE

Loc.	Address	City, State
1-1	1736 W. Paul Dirac Drive	Tallahassee, FL
2-1	2035 E Paul Dirac Drive	Tallahassee, FL
3-1	2007 E. Paul Dirac Drive	Tallahassee, FL
4-1	2051 E. Paul Dirac Drive	Tallahassee, FL
5-1	Eisenhower & Tyson Road	Tallahassee, FL
6-1	Roberts Avenue	Tallahassee, FL

This list includes all of the scheduled locations we presently have on your policies. Should any revisions to this listing be required, please notify our office immediately.

Transportation Insurance Company

PROPOSED PROPERTY COVERAGES

Client ultimately chooses value insured

Description of Coverage:

Building & Personal Property Coverage Form
Business Income Including Extra Expense Coverage Form
Causes of Loss – Special Form Excluding Flood and Earthquake, in addition to standard policy exclusions

Location of Premises:

See Attached Statement of Values – Page 9

Description of Property:

Limits of Coverage:

Building	\$ 11,231,624
Personal Property	\$ 136,600
Business Income	\$ 767,080
Total Insured Value (TIV)	\$ 12,135,304

Coinsurance:

Nil

Valuation:

Buildings & Personal Property - Replacement Cost Coverage

Deductible:

All Other Perils - Per Occurrence Except	\$ 5,000
Windstorm and Hail, Per Location, Per Occurrence	\$ 25,000
Qualifying Period Deductible on Business Income	24 Hours

Transportation Insurance Company

PROPOSED PROPERTY COVERAGES

Terms & Conditions Include (but are not limited to):

Standard Policy Terms and Conditions

Equipment Breakdown Included

Fine Arts – Market Value

Finished Stock – Selling Price

EDP Included as Personal Property

Global Property Endorsement

Flood Redefinition Endorsement

Florida Sinkhole Loss Coverage

Real Estate Firms Property Extension

Exclusions Include (but are not limited to):

Standard Policy Exclusions

Computer Virus and System Penetration

Fungus, Wet / Dry Rot, Bacteria

Adulteration or Contamination to Stock

Concurrent Causation, Earth Movement and Water

Communicable Disease

Transportation Insurance Company

PROPOSED PROPERTY COVERAGES

Fees, Costs and Expenses Coverage:

Architect & Engineer & Other Professional Fees		Included
Brands & Labels Costs & Expenses		Included
Debris Removal Costs & Expense		Included
Debris Removal – Additional Costs & Expense	\$	300,000
Debris Removal – Uncovered Property	\$	5,000
Expediting Costs & Expenses	\$	50,000
Green Insured Property – Fees, Costs & Expenses		Included
Green Insured Property – Business Income		Included

Off-Site Coverages:

Deferred Payments	\$	25,000
Dependent Property – Time Element	\$	250,000
Installation Coverage	\$	50,000
Mobile Computing Devices	\$	25,000
Property at Unspecified Locations – Each Occurrence	\$	100,000
Property in Transit	\$	100,000
Worldwide Media and Accounts Receivable	\$	100,000

Additional Coverages Basket:

Includes the Following	\$	1,000,000
Accounts Receivable		
Fine Arts – Max Per Item	\$	100,000
Fire Department Service Charge		
Lessee Leasehold Interest		
Lost Key Replacement		
Non-Owned Detached Trailers		
Recharge of Fire Protection Equipment		
Restoration of Media		
Reward Payments		



Transportation Insurance Company

PROPOSED PROPERTY COVERAGES

Additional Coverages:

Contaminants of Pollutant Cleanup and Removal	\$	50,000
Contamination by a Refrigerant	\$	25,000
Contractual Penalties	\$	50,000
Denial of Access to Premises – Civil Authority		30 Days
Denial of Access to Premises – Ingress / Egress	\$	50,000
Electronic Vandalism	\$	50,000
Employee Theft	\$	50,000
Equipment Breakdown - Spoilage	\$	250,000
Expense to Reduce Loss – Business Income		Included
Extended Payment Period for Business Income		90 Days
Forgery & Alteration	\$	50,000
Fungi, Wet Rot, Dry Rot and Microbe Coverage	\$	50,000
Loss Adjustment Expense	\$	25,000
Money & Securities	\$	25,000
Newly Acquired or Constructed Property		180 Days
Building	\$	2,000,000
Personal Property	\$	1,000,000
Time Element	\$	250,000
Ordinance or Law		
Undamaged Portion of the Premises – Within Limit		Included
Demolition Costs &	\$	500,000
Increased Costs for Construction		Included in Time Element
Pairs or Sets		Included
Protection of Property – Preservation of Insured Property	\$	2,500
Protection of Property – Removal of Insured Property		365 Days
Research & Development – Business Income		Included
Research & Development Project Property	\$	250,000
Theft Damage to Un-Owned Building Property		Included
Trees, Shrubs & Plants		
Each Location	\$	250,000
Each Item	\$	5,000
Unintentional Errors or Omissions	\$	250,000
Utility Supply Failure – Time Element	\$	25,000
Utility Supply Failure – Property Damage	\$	500,000



Transportation Insurance Company

PROPOSED PROPERTY COVERAGES

Real Estate Property Extension:

Emergency Vacating Expense	\$	25,000
Lessor's Leasehold Interest	\$	25,000
Real Estate Increased Assessment	\$	50,000
Tenant Move Back Expenses	\$	25,000
Tenant Replacement Expense	\$	25,000

Global Property:

International Goods in Process	\$	25,000
International Business Personal Property	\$	25,000
Confiscation, Expropriation or Nationalization	\$	25,000



PROPOSED SCHEDULE OF PROPERTY VALUES & LOCATIONS
Client ultimately chooses value insured

Loc	Address:	Limits of Insurance:			C.N.A W/H Ded
		Building:	Contents:	Business Income:	
1-1	Knights Building 1736 W. Paul Dirac Drive Tallahassee, FL 32310	\$394,400	\$0	\$11,984	\$25,000
1-2	Billboards and Signs	\$33,000	\$0	\$0	Included
2-1	Johnson & Morgan Buildings 2035 E. Paul Dirac Drive Tallahassee, FL 32310	\$7,728,000	\$60,000	\$576,299	\$25,000
3-1	Phipps Building 2007 E. Paul Dirac Drive Tallahassee, FL 32310	\$0	\$0	\$128,635	\$25,000
4-1	Collins Building 2051 E. Paul Dirac Drive Tallahassee, FL 32310	\$3,076,224	\$76,600	\$50,162	\$25,000
5-1	Eisenhower & Tyson Road Tallahassee, FL 32310	\$0	\$0	\$0	\$0
6-1	Roberts Avenue Tallahassee, FL 32310	\$0	\$0	\$0	\$0
Total Insured Values		\$11,231,624	\$136,600	\$767,080	\$100,000

NOTE:

Detached walls, fences, free-standing property improvements such as athletic equipment, windscreens, light poles, or signs are not covered unless specifically scheduled on the policy.



Travelers Casualty and Surety Company of America

PROPOSED CRIME COVERAGES

Higher limits may be available upon request

Type of Policy:

Commercial Crime – Discovery

Limits of Coverage:

Employee Theft – Per Loss	\$ 500,000
Forgery or Alteration	\$ 500,000
Computer Fraud	\$ 500,000
Computer Program and Electronic Data Restoration Expense	\$ 500,000
Funds Transfer Fraud	\$ 500,000
Claims Expense	\$ 5,000

Deductible:

Each Claim; Except	\$ 5,000
Claims Expense	\$ 0

Terms & Conditions Include (but are not limited to):

Standard Policy Terms and Conditions
Removal of Short Rate Cancellation
Non-Cumulative Endorsement
Government Entity Crime Endorsement
Global Coverage Compliance Endorsement – Adding Financial Interest Coverage
Social Engineering Fraud - \$100,000 Limit with \$5,000 Retention
ERISA Fidelity

Exclusions Include (but are not limited to):

Standard Policy Exclusions



American Casualty Company of Reading, PA

PROPOSED LIABILITY COVERAGES

Higher limits may be available upon request

Coverage will pay sums which the insured becomes legally liable to pay for damages because of bodily injury or property damage to which this insurance applies.

Type of Form:

Commercial General Liability – Occurrence Form
Employee Benefits Liability – Occurrence Form

Commercial General Liability Limits:

Each Occurrence	\$ 1,000,000
Personal Injury & Advertising Injury	\$ 1,000,000
Fire Damage - Any One Fire	\$ 100,000
Medical Expense	\$ 15,000
Aggregates	
All Other Coverages	\$ 2,000,000
Products/Completed Operations	\$ 2,000,000

Employee Benefits Liability Limits:

Each Negligent Act	\$ 1,000,000
Aggregate	\$ 1,000,000
Deductible – Per Claim	\$ 1,000

Exposure Basis:			
Location	Classification	Basis	Exposure
1736 W. Paul Dirac Drive	Building or Premises	Area	1,260
	Building or Premises	Area	1,540
	Vacant Land	Acres	10
	Markets	Sales	\$1.00
2035 E. Paul Dirac Drive	Building or Premises	Area	71,867
2007 E. Paul Dirac Drive	Building or Premises	Area	14,661
2051 E. Paul Dirac Drive	Building or Premises	Area	24,900
Eisenhower & Tyson Road	Vacant Land	Acres	18
Roberts Avenue	Vacant Land	Acres	12

Premium is not Subject to Annual Audit
Premium is not 100% Minimum & Deposit



American Casualty Company of Reading, PA

PROPOSED LIABILITY COVERAGES

Terms & Conditions Include (but are not limited to):

Standard Policy Terms and Conditions
Broad Named Insured Endorsement
Weekly Farmers Market – LRO
General Liability Extension Endorsement
General Aggregate – Per Location
Bridge Endorsement
Employee Benefits – Amend Definition of Executive Officer

Exclusions Include (but are not limited to):

Standard Policy Exclusions
Terrorism
Pollution
Fungi / Mold / Mildew / Yeast / Microbe
Employment Related Practices
Silica
Access or Disclosure of Confidential or Personal Information and Data Related Liability
Nuclear Energy Liability – Broad Form
Asbestos



American Casualty Company of Reading, PA

PROPOSED LIABILITY COVERAGES

General Liability Extension Endorsement:

Additional Insureds where required by written contract or agreement

Controlling Interest	Co-Owner of Insured Premises
Grantor of Franchise	Lessor of Land
Lessor of Equipment	Lessor of Premises
Mortgagee, Assignee or Receiver	Trade Show Event Lessor
State or Government Agency or Political Subdivisions – Permits	
Vendor	

Additional Insureds where required by written contract or written agreement, vicarious coverage for ongoing operations

Person or Organization (other than listed above)

Additional Insured where required by written contract or written agreement – applies to any additional insured on policy

Primary and Non-Contributory to Additional Insureds Insurance

Bodily Injury – Expanded Definition Expanded to include mental injury or mental anguish resulting from physical injury, or sickness

Broad Knowledge of Occurrence / Notice of Occurrence Amends the requirements to notify insurer of an occurrence that might result in a claim until individuals of authority become aware of it. Rights will not be prejudiced if failure to give such notice is solely due to reasonable belief that damages are not covered

Broad Named Insured Organizations (except for LLCs, Partnerships and JVs) owned/under management control of a Named Insured shown in the Declarations as of inception and newly acquired entities until the end of the policy period will qualify as Named Insureds if no other similar insurance is available. Also includes other trading names or doing-business-as names (dba)

Estates, Legal Representatives and Spouses (Insureds) Estates, heirs, legal representatives and spouses of any natural person Insured shall also be insureds in their capacity as such

Expected Or Intended Injury – Exception for Reasonable Force Expected injury arising from the use of reasonable force to protect persons or property is covered for property damage in addition to bodily injury

In Rem Actions Clarifies that actions *in rem* will be treated in the same manner as in personal.



American Casualty Company of Reading, PA

PROPOSED LIABILITY COVERAGES

General Liability Extension Endorsement (Continued):

Incidental Health Care Malpractice Coverage All employees but for physicians qualify as insureds for providing health care service. Rendering or failure to render professional health care services is considered an occurrence. Fellow employee and volunteer workers have insured status with respect to this coverage

Joint Ventures/Partnership/Limited Liability Companies (Interest in expired entities) Coverage (contingent) for the Named Insured's interest in terminated JVs, LLCs, and Partnerships

Legal Liability – Damage To Premises - Additional Coverage Damage to Premises Rented To You Limit increased to \$200,000
Perils extended to all risk for premises (other than contents)

Medical Payments (Increased Limit) Limit increased to \$15,000
Reporting period increased to three years from the date of accident

Non-owned Aircraft Coverage Covered chartered with paid flight crew & licensed pilot

Non-owned Watercraft (Extension) Expanded to watercraft up to 75 feet

Personal And Advertising Injury – Additional Perils Adds Discrimination and Humiliation. Does not apply to employment or real estate related discrimination or humiliation

Personal And Advertising Injury - Contractual Liability Coverage for offenses of false arrest, detention or imprisonment

Property Damage - Elevators Extends liability coverage for property damage that results from the use of elevators.

Supplementary Payments (Increased Limit) Loss of earnings: increased to \$1,000 per day. Bail bonds: increased to \$5,000

Unintentional Failure To Disclose Hazards If the Named Insured unintentionally fails to disclose all existing hazards at the inception date of coverage, the Insurer will not deny coverage because of such failure.

Waiver of Subrogation – Blanket Where required by written contract or agreement



Continental Casualty Company

PROPOSED AUTOMOBILE COVERAGES

Higher limits may be available upon request

Type of Form:

Symbol

Hired and Non-Owned Automobile Liability 8, 9

Limits of Liability:

Bodily Injury & Property Damage \$ 1,000,000 Combined Single Limit

Terms & Conditions Include (but are not limited to):

Hired Car Physical Damage
\$100 Comprehensive / \$1,000 Collision Deductible
Additional Insured – Lessor
Employee Hired Auto
Economic and Trade Sanctions Condition

Exclusions Include (but are not limited to):

Standard Policy Exclusions
Nuclear Energy Liability – Broad Form

Drivers:

Ronald J Miller Jr.
Mary M Bielby
Denise Bilbow
Michael Tentnowski



AUTOMOBILE TERMS and SYMBOLS

Hired Automobiles - Covers the liability for the use of hired automobiles in your business.

Non-Owned Automobiles - Covers the liability for the use of non-owned automobiles in your business. An example would be an employee using his own car on an errand for you.

<u>Symbol</u>	<u>Description</u>
8	<i>Hired Autos Only.</i> Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent or borrow from any of your employees or partners or members of their households.
9	<i>Non-owned Autos Only</i> - Only those “autos” you do not own, lease, hire, rent or borrow and that are used in connection with your business. This includes “autos” owned by your employees or partners or members of their households but only while used in your business or your personal affairs.



National Union Fire Insurance Company of Pittsburgh, PA

PROPOSED EXECUTIVE LIABILITY COVERAGES

Higher limits may be available upon request

Should the policy be cancelled or non-renewed, you may be entitled to purchase insurance protection for claims which may be made after the cancellation date. The premium charged for this insurance is based upon the number of years you have been insured (prior acts years) and the limits purchased.

Type of Form:

MuniPro Form #68928- Public Officials and Employment Practices Liability

Limits of Liability:

Each Claim	\$	2,000,000
Aggregate	\$	2,000,000

Deductible:

Each Wrongful Act other than EPL Violation	\$	10,000
Employment Practices Violation	\$	0

Terms & Conditions Include (but are not limited to):

EPL PAK Premier Endorsement – Loss Prevention and Risk Management Tools
Additional Coverage for Employment Practices Violations Endorsement
Profit or Advantage – Front and Back Wages Sublimit \$250,000
Domestic Partner Extension Endorsement
Defense Provisions Amendatory Endorsement
Third Party Employment Practices Violations Endorsement
Economic Sanctions Endorsement
Fraud Exclusion Amendatory Endorsement
Exclusion (T) Amendatory Endorsement
Exclusion H Amendatory Endorsement
Notice/Claim Reporting Provisions Amendatory Endorsement



National Union Fire Insurance Company of Pittsburgh, PA

PROPOSED EXECUTIVE LIABILITY COVERAGES

Exclusions Include (but are not limited to):

Standard Policy Exclusions
Absolute Opioid
Bond
Cyber Claims
Fungus and Mold
Intellectual Property



Federal Insurance Company

PROPOSED UMBRELLA LIABILITY COVERAGES

Higher limits may be available upon request

Umbrella Limits:

Each Occurrence	\$ 10,000,000
Annual Aggregate	\$ 10,000,000

Self-Insured Retention:

Each Claim	NIL
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Required Underlying Insurance and Limits:

All underlying carriers must be A.M. Best rated A- VI or better.

- Employers Liability	\$ 500,000	Each Accident
	\$ 500,000	Disease Aggregate
	\$ 500,000	Disease Each Employee
- Commercial General Liability	\$ 1,000,000	Each Occurrence
	\$ 1,000,000	Personal & Advertising Injury
	\$ 2,000,000	General Aggregate
	\$ 2,000,000	Products and Completed Operations Aggregate
- Employee Benefits Liability	\$ 1,000,000	Each Incident / Aggregate
- Commercial Automobile Liability	\$ 1,000,000	Bodily Injury and Property Damage

Terms & Conditions Include (but are not limited to):

- Standard Policy Terms and Conditions
- \$1,000 or 25% Minimum Earned Premium
- No Flat Rate Cancellations – 10% Penalty May Apply
- General Liability Must be Provided on “Per Location” Basis
- Primary and Non-Contributory
- Compliance with Applicable Trade Sanctions
- Crisis Assistance Service Providers



Federal Insurance Company

PROPOSED UMBRELLA COVERAGES

Exclusions Include (but are not limited to):

Standard Policy Exclusions
Uninsured Motorists
Directors & Officers
Garage Liability
Garage Keepers Liability
Liquor Liability
Pesticide Liability
Aircraft
Care, Control and Custody
Employee of Worker Injury
Terrorism
Construction or Development
Alcoholic Beverages
Animals – Coverage B
Bacteria or Fungi – Coverage B
Products – Completed Operations – Coverage B
Punitive Damages – Coverage B
Contractual Liability – Coverage B
Intellectual Property Laws
Lead
Personal Injury – Coverage B
Information Distribution Laws- Unauthorized or Unsolicited Communication
Bacteria or Fungi
Professional Services
Waterskiing
Communicable Diseases
Loss of Use of Electronica Data
Abuse or Molestation
Assault or Battery
Access or Disclosure to and electronica Data Related Liability
Animals
Cross Suits
Sublimated Coverage
Biological Agents Absolute
Pollution
War



North American Capacity Insurance Company

PROPOSED CYBER LIABILITY COVERAGES

Higher limits may be available upon request

Type of Form:

Cyber Liability Claims Made Form

Limits of Liability:

Aggregate \$ 500,000

3rd Party Coverages:

Network and Information Security Liability \$ 500,000
 Regulatory Defense and Penalties \$ 500,000
 Multimedia Content Liability \$ 500,000
 PCI Fines and Assessments \$ 500,000

1st Party Coverages:

Breach Response \$ 500,000
 Crisis Management and Public Relations \$ 500,000
 Cyber Extortion \$ 500,000
 Business Interruption and Extra Expense \$ 500,000
 Digital Asset Restoration \$ 500,000
 Funds Transfer Fraud \$ 250,000

Endorsements:

Breach Response Separate Limit \$ 500,000
 Service Fraud \$ 100,000
 Bodily Injury and Property Damage – 1st Party \$ 250,000
 Bodily Injury and Property Damage – 3rd Party \$ 250,000
 Pollution \$ 250,000
 Reputation Repair \$ 500,000
 Reputational Harm Loss \$ 500,000
 Computer Replacement \$ 500,000

Deductible:

Each Claim \$ 1,000
 Funds Transfer Fraud \$ 10,000
 Business Interruption Waiting Period 8 Hours
 Reputational Harm Loss 14 Days



North American Capacity Insurance Company

PROPOSED CYBER LIABILITY COVERAGES (Continued):

Continuity Date:

10/01/2019

Terms & Conditions Include (but are not limited to):

Full Prior Acts
Service of Suit Endorsement
Pollution Endorsement
Criminal Reward
Court Attendance Reimbursement
Multifactor Authentication
Duty to Cooperate
Invoice Manipulation
Enhanced Waiting Period for Denial of Service
\$0 Retention Services from Coalition Incident Response

Exclusions Include (but are not limited to):

Standard Policy Exclusions
Intellectual Property
Products Recalls
Natural Disasters



PREMIUM SUMMARY

Premiums as Proposed:	Annualized Expiring:	Renewal:
Property*	\$ 35,623.00	\$ 35,610.00
Fees / Surcharges / Taxes	\$ 39.62	\$ 45.61
Crime	\$ 1,233.00	\$ 1,233.00
Fees / Surcharges / Taxes	\$ -	
General Liability*	\$ 8,560.00	\$ 8,156.00
Fees / Surcharges / Taxes	\$ 12.56	\$ 12.16
Automobile*	\$ 1,177.00	\$ 1,177.00
Fees / Surcharges / Taxes	\$ -	
Executive Liability*	\$ 6,909.00	\$ 7,139.00
Fees / Surcharges / Taxes	\$ -	
Excess Liability	\$ 4,183.00	\$ 4,826.00
Fees / Surcharges / Taxes	\$ 601.00	\$ 634.00
Cyber Liability	\$ 717.00	\$ 1,149.00
Fees / Surcharges / Taxes	\$ 35.85	\$ 57.76
Total Premium	\$ 59,091.03	\$ 60,039.53

*Premiums are net Broker Commission

Options:

C.N.A. \$10,000,000 Umbrella Net Broker Commission	\$	7,325.00
C.N.A. \$5,000,000 Umbrella Net Broker Commission	\$	4,043.00
Coalition \$1,000,000 Cyber Liability Option	\$	1,961.40
\$5,000 Retention, \$15,000 Retention for Funds Transfer Fraud		
Premises Pollution Indication –	\$	17,000.00
Fiduciary Available Upon Request		
Flood Available Upon Request		

Payment Plan:

Line of Coverage:	Billing:	DB/AB:	Payment Plan Details
Package	C.N.A.	Direct	25% Down & 9 Installments
Crime	Travelers	Direct	Annual Premium
Executive Liability	CorRisk Solutions	Agency	Annual Premium
Umbrella	McGowan	Agency	Annual Premium
Cyber	Coalition	Agency	Annual Premium
Annual premium is due in full at time of binding coverage. A premium finance agreement is available upon request. <i>Note: Additional Premiums will be added to finance agreement</i>			



BINDING SUBJECTIVITIES

Line of Coverage:	Carrier:	Items Needed to Bind Coverage:
Package	C.N.A.	<ul style="list-style-type: none"> • Acord Applications
Crime	Travelers	<ul style="list-style-type: none"> • N/A
D&O	National Union	<ul style="list-style-type: none"> • Current & Sound Financials
Umbrella	McGowan	<ul style="list-style-type: none"> • Acord Application • McGowan Application • 3 Year UL Loss Runs
Cyber	Coalition	<ul style="list-style-type: none"> • Signature Bundle • SL Form • Terrorism Form

Subjectivities listed are required at time of binding unless otherwise noted.

Please refer to the individual proposed coverage parts for terms and conditions that this proposal may be subject to. This proposal is based upon the exposures to loss made known to the Agency. Any changes in these exposures (i.e., new operations, new products, additional states of hire, etc.) need to be promptly reported to us in order that proper coverage(s) may be put into place.

As a course of business, Brown & Brown of Florida, Inc is required to pay premiums to insurers on a monthly basis. In return, we appreciate timely payments by our clients. Outstanding balances over 30 days may be subject to cancellation.



MARKETING SUMMARY

Market:	Line of Coverage:	Response:
C.N.A.	Property, GL and Auto Umbrella	Quoted – See Proposal
Travelers	Crime	Quoted – See Proposal
CorRisk	D&O	Quoted – See Proposal
McGowan	Umbrella	Quoted – See Proposal
Coalition	Cyber	Quoted – See Proposal
UmbrellaPro	Umbrella	Declined – Age of Construction with no Updates
AURA	Umbrella	Declined – Ineligible • Over 5 Locations
Nationwide	Property, GL, Auto, Umbrella	Declined – Ineligible • Age / Construction
Philadelphia	Property, GL, & Auto	Declined – Not Competitive • Can't Match Deductibles
Chronos	Property	Declined – Not Competitive • Location 1 & 2 Roof Age
Liberty	All Lines	Declined – Not Competitive • LRO Property Undesirable • Can't Match Deductibles
Tower Hill	Property	Declined – Ineligible: • Location 1 & 2 Roof Age • Tenants Ineligible • BI Only location 3
Travelers	Property, GL, Auto & IM	Declined – Not Competitive • Out of Appetite • Can't Match Terms

A.M. BEST FINANCIAL RATING

The insurance company providing coverage has the following A. M. Best* Financial rating:

* **Rating Guide:** A++ to C- = Highest to lowest rating
15 to 1 = Largest to smallest rating

Line of Coverage:	Carrier:	Rating for Stability:	Rating for Assets / Surplus:
Prop	Transportation Insurance Company	A	XV
General Liability	American Casualty Co. of Reading, PA	A	XV
Auto	Continental Casualty Company	A	XV
D&O	National Union Fire Ins. CO. of Pittsburgh, PA	A	XV
Umbrella	Federal Insurance Company	A++	XV
Cyber	**North American Capacity Ins. Co, **Arch Specialty Insurance Co **Peleus Insurance Company	A+ A+ A-	XV XV XIV

** Denotes excess & surplus lines insurance company. See attached Statement Acknowledging that Coverage has been placed with a Non-Admitted Carrier. Please review and return to Brown & Brown. Brown & Brown does not have direct binding authority with this excess and surplus lines market.

A.M. BEST FINANCIAL RATING *(Continued)*

A Best's Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. It is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile.

Financial Strength Rating Guide	
<i>Secure</i>	<i>Vulnerable</i>
A++, A+ (Superior)	B, B- (Fair)
A, A- (Excellent)	C++, C+ (Marginal)
B++, B+ (Good)	C, C- (Weak)
	D (Poor)
	E (Under Regulatory Supervision)
	F (In Liquidation)
	S (Suspended)

Financial Size Category Guide			
<i>Class</i>	<i>Adj. PHS (\$ Millions)</i>	<i>Class</i>	<i>Adj. PHS (\$ Millions)</i>
I	Less than 1	IX	250 to 500
II	1 to 2	X	500 to 750
III	2 to 5	XI	750 to 1,000
IV	5 to 10	XII	1,000 to 1,250
V	10 to 25	XIII	1,250 to 1,500
VI	25 to 50	XIV	1,500 to 2,000
VII	50 to 100	XV	2,000 or greater
VIII	100 to 250		



**STATEMENT ACKNOWLEDGING THAT COVERAGE HAS
BEEN PLACED WITH A NON-ADMITTED CARRIER**

*Policy Number: TBD

*Effective Date: 10/01/2021

*Line of Coverage: Cyber

The undersigned hereby acknowledges that (s)he has instructed Brown & Brown of FL, Inc. - Tallahassee to place insurance coverage(s) with a surplus lines company and understands that the insurance coverage(s) written are **not** subject to the protection and benefits of the (*state*) Insurance Guaranty Association.

Name of Insured/Title

Signature/Date



Risk Purchasing Group Disclosure

Coverage: Umbrella

Effective Date: 10/01/2021

Risk Purchasing Group: McGowan

A Risk Purchasing Group (RPG) is a legal entity that allows a group of unassociated businesses with similar risk profiles to join together to take advantage of a joint insurance purchase. The program was established under the Federal Liability Risk Retention Act of 1986. RPG's purchase their insurance from an insurance company and do not assume any risk themselves.

RPGs may issue a single annual policy with a single limit of liability to be shared by its members. The limits of liability could potentially be exhausted by claims from other members of the group prior to policy expiration.

RPGs file their rates and forms with the insurance department only in the state in which they are domiciled.

RPGs must register and pay a fee in each state they intend to transact business.

The availability of the state insolvency fund is directly related to the insurer the RPG uses. If the insurer is an admitted licensed insurer, the availability of the state insolvency fund may be granted. If the insurance carrier used by the RPG is not licensed within the state, there may not be access to the state insolvency fund and the carrier, agent, and insured are subject to all the conditions and regulations related to the placement of surplus lines insurance within the state.

The annual membership fee for participating in the Risk Purchasing Group is: \$ 537.00



ELECTRONIC SELECTION / REJECTION OPTION FORM

- Selection of Electronic Insurance Policy Delivery Option**
I select the option to receive the following documents in connection with my insurance policy electronically, for myself and all those covered under the policy. I acknowledge I may no longer receive paper copies of my insurance policy, unless I advise Brown & Brown of Tallahassee to continue to provide paper copies in addition to electronic copies including Insurance Policies, Auto identification cards and other supporting documents in connection with my insurance policy
- Selection of Electronic Delivery and Paper Option**
I select the option to receive both electronic and paper copies of my insurance policy and /or other supporting documents in connection with my insurance policy, for myself and all those covered under the policy.
- Rejection of Electronic Delivery Option**
I reject the option to receive my insurance policy and /or other supporting documents in connection with my insurance policy electronically, for myself and all those covered under the policy. I will continue to receive paper copies of such documents
- Withdrawal of Consent of Electronic Delivery Option**
I withdraw my previous consent of electronic delivery of my insurance policy and /or other supporting documents in connection with my insurance policy electronically, for myself and all those covered under the policy. I elect to receive paper copies of such documents in the future.

Electronic Delivery Disclosure

The policyholder who elects to allow for insurance policy and/or other supporting documents in connection with the insurance policy to be sent to the electronic mail address provided should be diligent in updating the electronic mail address provided to *Brown & Brown-Tallahassee* in the event that the address should change.

Authorized Email Address to receive documents:

Authorized Representative Signature:

Dated: _____

Please fax, email or mail this form back to *Brown & Brown-Tallahassee*

Form Updated May 17th, 2016



Insurance Coverage Review

Insured: _____

Policy Term Date: _____

Please advise if quotations for any coverage listed below are requested:

E = Exposure; C = Coverage through Brown & Brown (if indicated with an "L", such coverage is being provided on a limited basis through an extension or enhanced endorsement and not by a stand-alone coverage form); Q = Quote for Uncovered Exposure. Mark entire section CLIENT DECLINED QUOTE if applicable.

	E	C	Q
PROPERTY	Y/N	Y/L/N	Y/N
Buildings			
Business Personal Property			
Personal Property of Others			
Tenants Betterments & Improvements			
Business Income/Rental Income			
Extra Expense			
Leaseholders Interests			
Boiler & Machinery (Equipment Breakdown)			
Building Ordinance or Law			
A. Loss to Undamaged Portion of Building			
B. Demolition Cost			
C. Increased Cost of Construction			
Earthquake			
Difference in Condition			
Flood (Primary)			
Flood (Excess)			
Wind			
Off Premises Power Interruption			
Overhead Transmission Lines			
Glass			
Spoilage			
AUTOMOBILE			
Auto Liability			
Auto Physical Damage			
Drive Other Car Liability			
Drive Other Car Physical Damage			
Hired/Non Owned Liability			
Hired Car Physical Damage			
PIP: Ext Additional, Broad			
Rental Reimbursement (PPT)			
Rental Reimbursement (Commercial Vehicles)			
Uninsured Motorist (Primary/Excess)			
Underinsured Motorist			
Garage Liability			
Garage Keepers Liability			
Garage Dealers Physical Damage			
Truckers Liability			
Un-laden Liability			
Trucker's Physical Damage			
Trailer Interchange			
CRIME			
Employee Dishonesty (1st Party)			
Employee Dishonesty (3rd Party)			
Computer Fraud/Funds Transfer			
Forgery or Alteration			
Social Engineering			
Money & Securities			
BONDS			
ERISA Bond			
Other Bonds			

	E	C	Q
LIABILITY	Y/N	Y/L/N	Y/N
General Liability			
Liquor Liability			
Employee Benefits Liability			
Errors or Omissions/Professional Liability			
Cyber Liability (1 st Party)			
Cyber Liability (3 rd Party)			
Intellectual Property			
Directors & Officers Liability			
Fiduciary Liability			
Employment Related Practices Liability			
Third Party Discrimination			
Owners/Contractors Protective Liability			
Pollution Liability (1 st Party)			
Pollution Liability (3 rd Party)			
Products Liability			
Product Recall			
Warehouse (or Bailee's) Legal Liability			
Watercraft Liability (Hull & P+I)			
Umbrella/Excess Liability			
INLAND MARINE			
Accounts Receivable			
Valuable Papers			
Bailee Coverage			
Computer/EDP			
Contractors Equipment			
Signs			
Installation Floater			
Mobile Equipment			
Rented/Leased Equipment			
Motor Truck Cargo			
Transit/Transportation			
Builders Risk / COC			
Ocean Cargo			
WORKERS COMPENSATION			
Workers Compensation			
Other States			
USL&H			
Jones Act			
Stop Gap Liability			
Excess Employers Liability			
AIRCRAFT			
Aviation – Owned/Non-Owned			
MISCELLANEOUS			
International/Foreign Exposures			
Kidnap & Ransom			
Travel Accident			
Credit Insurance			
Mold/Fungi			
EIFS			
Terrorism			
Subsidence			

This list of insurance coverage is for information purposes only and is not meant to be a complete list for all your insurance needs. The above analysis is based solely on information provided by the client. Coverage indicated by an "L" reflects coverage provided on a limited basis which may not be as broad as coverage purchased on a stand-alone coverage form, and may include lower limits, sub-limits, or few covered perils.

Insured Representative _____

Date - Place Completed with Insured _____

Brown & Brown Representative Signature _____

Leon County R&D Authority
Executive Committee Meeting | Sept. 21, 2021
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APPENDIX



Connected 24/7



Easy, Immediate, and Secure Access to the Important Information You Need the Most

Stay connected to your Brown & Brown Service Team and gain 24/7 self-service digital access to the information you need most through our customer portal.

From the customer portal, you can*:

[View Policy Details](#)

[View & Download Auto ID Cards](#)

[View & Submit Claims](#)

[View, Download & Upload Documents](#)

[Request New Certificates](#)

[View & Add Certificate Holders](#)

[Make Online Payments](#)

[Quick Access to Service Team Info](#)

Contact me today to learn more.

Look for **InsurLink**
in the App Store



RELATED INFORMATION

Compensation. In addition to the commissions or fees received by us for assistance with the placement, servicing, claims handling, or renewal of your insurance coverages, other parties, such as excess and surplus lines brokers, wholesale brokers, reinsurance intermediaries, underwriting managers and similar parties, some of which may be owned in whole or in part by Brown & Brown, Inc., may also receive compensation for their role in providing insurance products or services to you pursuant to their separate contracts with insurance or reinsurance carriers. That compensation is derived from your premium payments. Additionally, it is possible that we, or our corporate parents or affiliates, may receive contingent payments or allowances from insurers based on factors which are not client-specific, such as the performance and/or size of an overall book of business produced with an insurer. We generally do not know if such a contingent payment will be made by a particular insurer, or the amount of any such contingent payments, until the underwriting year is closed. That compensation is partially derived from your premium dollars, after being combined (or “pooled”) with the premium dollars of other insureds that have purchased similar types of coverage. We may also receive invitations to programs sponsored and paid for by insurance carriers to inform brokers regarding their products and services, including possible participation in company-sponsored events such as trips, seminars, and advisory council meetings, based upon the total volume of business placed with the carrier you select. We may, on occasion, receive loans or credit from insurance companies. Additionally, in the ordinary course of our business, we may receive and retain interest on premiums you pay from the date we receive them until the date of premiums are remitted to the insurance company or intermediary. In the event that we assist with placement and other details of arranging for the financing of your insurance premium, we may also receive a fee from the premium finance company.

If an intermediary is utilized in the placement of coverage, the intermediary may or may not be owned in whole or part by Brown & Brown, Inc. or its subsidiaries. Brown & Brown entities operate independently and are not required to utilize other companies owned by Brown & Brown, Inc., but routinely do so. In addition to providing access to the insurance company, the Wholesale Insurance Broker/Managing General Agent may provide additional services including, but not limited to: underwriting; loss control; risk placement; coverage review; claims coordination with insurance company; and policy issuance. Compensation paid for those services is derived from your premium payment, which may on average be 15% of the premium you pay for coverage, and may include additional fees charged by the intermediary.

Questions and Information Requests. Should you have any questions, or require additional information, please contact this office at 1-850-656-3747 or, if you prefer, submit your question or request online at: <http://www.bbinsurance.com/customerinquiry.shtml>.



AGREED VALUE ENDORSEMENT IF APPLICABLE

Coverages Provided: The insurance company agrees to waive the Coinsurance Clause, thus eliminating your potential penalty for buying an inadequate amount of insurance to meet the Coinsurance requirement.

OR

CO-INSURANCE EXAMPLES IF APPLICABLE

The co-insurance clause is found in almost every property policy. It states that the insurance company will not pay the full amount of any loss if the covered property is, for whatever reason, covered for less than the required insurable value at the time of loss. Required insurable value equals the value of the covered property at the time of loss multiplied by the coinsurance amount.

Examples of Co-Insurance at 80%

<u>Building Value</u>	<u>Insurance Carried</u>	<u>Loss</u>	<u>Insurance Pays</u>
1) \$100,000	\$100,000	\$60,000	\$60,000
2) \$100,000	\$ 80,000	\$60,000	\$60,000
3) \$100,000	\$ 70,000	\$60,000	\$52,500 *

* $\frac{\text{Did } (70,000)}{\text{Should } (80,000)} \times \text{Loss} = \frac{7}{8} \text{ Paid}$

OR

Examples of Co-Insurance at 90%

<u>Building Value</u>	<u>Insurance Carried</u>	<u>Loss</u>	<u>Insurance Pays</u>
1) \$100,000	\$100,000	\$60,000	\$60,000
2) \$100,000	\$ 90,000	\$60,000	\$60,000
3) \$100,000	\$ 80,000	\$60,000	\$53,333 *

* $\frac{\text{Did } (80,000)}{\text{Should } (90,000)} \times \text{Loss} = \frac{8}{9} \text{ Paid}$

OR

Examples of Co-Insurance at 100%

<u>Building Value</u>	<u>Insurance Carried</u>	<u>Loss</u>	<u>Insurance Pays</u>
1) \$100,000	\$100,000	\$60,000	\$60,000
2) \$100,000	\$ 70,000	\$60,000	\$42,000 *

* $\frac{\text{Did } (70,000)}{\text{Should } (100,000)} \times \text{Loss} = \frac{7}{10} \text{ Paid}$



AUTOMOBILE SYMBOL DEFINITIONS

<u>Symbol</u>	<u>Description</u>
1	<i>Any Auto.</i>
2	<i>Owned Autos only.</i> Only those autos you own (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos you acquire ownership of after the policy begins.
3	<i>Owned private passenger autos only.</i> Only the private passenger autos you own. This includes those private passenger autos you acquire ownership of after the policy begins.
4	<i>Owned autos other than private passenger autos only.</i> Only those autos, you own that are not of the private passenger type (and for Liability Coverage any trailers you don't own while attached to power units you own). This includes those autos not of the private passenger type you acquire ownership of after the policy begins.
5	<i>Owned autos subject to no-fault.</i> Only those autos you own that are required to have no-fault benefits in the state where they are licensed or principally garaged. This includes those autos you acquire ownership of after the policy begins provided they are required to have no-fault benefits in the state where they are licensed or principally garaged.
6	<i>Owned autos subject to a compulsory uninsured motorists law.</i> Only those autos you own that because of the law in the state where they are licensed or principally garaged are required to have and cannot reject Uninsured Motorists Coverage. This includes those autos you acquire ownership of after the policy begins provided they are subject to the same state uninsured motorists requirement.
7	<i>Specifically Described Autos.</i> Only those autos described in item three of the declarations for which a premium charge is shown (and for Liability Coverage any trailers you don't own while attached to any power unit described in item three).
8	<i>Hired Autos Only.</i> Only those autos you lease, hire, rent or borrow. This does not include any auto you lease, hire, rent or borrow from any of your employees or partners or members of their households.
9	<i>Non-owned Autos Only.</i> Only those "autos" you do not own, lease, hire, rent or borrow and that are used in connection with your business. This includes "autos" owned by your employees or partners or members of their households but only while used in your business or your personal affairs.



SURETY BONDS

Brown & Brown has the capability to handle surety bonds. Our experienced professionals are proficient in Construction and Commercial Bonds. Construction bonds typically include Bid, Performance, Payment, Maintenance and Warranty bonds. Commercial bonds cover obligations typically required by law, statute or regulation. The following are just a few of the industry types that we can service:

- Condominium Associations
- Developers
- General Contractors
- Financial Services Industry
- Hazardous Materials and Waste
- Healthcare
- Manufacturing
- Oil & Gas
- Property Managers
- Restaurants
- Retail Industry
- Service Contractors
- Subcontractors
- Wholesalers/Suppliers/Distributors

Types of Commercial Bonds commonly written by Brown & Brown include:

Agricultural Dealers Bond	Medicare/Medicaid Bonds	Release of Lien Bonds
Appeal Bonds	Miscellaneous Bonds	Replevin Bonds
Citrus Dealer Bonds	Mobile Home Dealer Bonds	Right-of-Way Bonds
Court Bonds	Mortgage Broker Bonds	Seller of Travel Bonds
Customs Bonds	Motor Vehicle Dealer Bonds	Supply Bonds
Employee Dishonesty Bonds	Notary Public Bonds	Tax Bonds
Fidelity Bonds	Patient Trust Bonds	Title Agents Bonds
Franchise Dealer Bonds	Professional Solicitors Bonds	Utility Deposit/Payment Bonds
Fuel Tax Bonds	Public Official Bonds	Warehouse Bonds
Garnishment Bonds	Reclamation Bonds	Workers' Compensation Bonds
License & Permit Bonds	Recreational Vehicle Dealer Bonds	Yacht Broker/Salesman Bonds

EMPLOYEE BENEFITS

Brown & Brown is an insurance intermediary for Employee Benefits insurance. We are experts in analyzing plan design information and claim experience in order to make sure our clients have the best employee benefits package for their employee's at the most competitive cost. We broker the following products:

- Medical Insurance – Fully Insured / Self Insured / Dividend Plans
- Consumer Driven Health Plans – H.S.A's / HRA's
- Dental Insurance
- Basic and Voluntary Life Insurance
- Short and Long Term Disability
- Vision Insurance
- Flex Spending Accounts
- Employee Assistance Plan
- COBRA Administration
- Voluntary Products
- Legal Plans

We also realize the service intensive nature of Employee Benefits packages. Therefore, we have experienced Account Executives and Account Managers to assist our clients with all aspects of employee benefit plans including:

- Billing, Claims, Eligibility issues
- Electronic Enrollment
- Open Enrollment Assistance
- Benefits at a Glance / Benefit Business Cards
- Compensation Statements
- HR/ Benefits Website
- Employee Surveys

For more information or questions, please contact our Employee Benefits Leader, Greg Jaap, at (850) 701-0454 or email at gjaap@bbtally.com.

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

Question	#	Category	Allen	Bowers	Bye	Dailey	Dozier	Graham	Holmes	Longman	Moore	Ramsay	Average	Last Year	Change
	1	PROFESSIONAL SKILLS AND STATUS													
1	a.	Knowledgeable of current developments affecting the management field and affecting research parks.	5	4	4	5	5	4	4	5	5	5	4.6	4.4	0.2
2	b.	Respected in management profession.	5	4	4	5	5		5		4	5	4.6	4.6	-
3	c.	Has a capacity for and encourages innovation.	5	4	4	5	5	4	5	4	4	5	4.5	4.4	0.1
4	d.	Anticipates problems and develops effective approaches for solving them.	5	5	3	5	5	4	5	5	4	5	4.6	4.5	0.1
5	e.	Willing to try new ideas proposed by Board Members or staff.	5	4	4	5	5	4	5		4	5	4.6	4.4	0.2
6	f.	Interacts with the Board in a direct and straightforward manner.	5	5	5	5	5	5	5	5	4	5	4.9	4.7	0.2
7	g.	Skillful with the news media, avoiding political positions and partisanship.	4	3	4	5	5	4	5	5	4	5	4.4	4.1	0.3
	2	RELATIONS WITH BOARD OF GOVERNORS													
8	a.	Carries out directives of the Board as a whole rather than those of any one Board member.	5	5	4	5	5	4	5	5	5	5	4.8	4.7	0.1
9	b.	Assists the Board on resolving problems at the administrative level to avoid unnecessary Board action.	5	5	4	5	5	5	5	5	5	5	4.9	4.6	0.3
10	c.	Assists the Board in establishing policy, while acknowledging the ultimate authority of the Board.	5	5	4	5	5	5	5	5	5	5	4.9	4.6	0.3
11	d.	Responds to requests for information or assistance by the Board.	5	5	4	5	5	4	5	5	5	5	4.8	4.7	0.1
	3	POLICY EXECUTION													
12	a.	Implements Board action in accordance with the intent of the Board.	5	5	5	5	5	4	5	5	5	5	4.9	4.8	0.1
13	b.	Supports the actions of the Board after a decision has been reached, both inside and outside the organization.	5	5	4	5	5	4	5	5	5	5	4.8	4.7	0.1
14	c.	Enforces Authority policies.	5	5	4	5	5	4	5		5	5	4.8	4.8	-
15	d.	Understands relevant State & County laws and ordinances.	5	4	4	5	5	4	5	5	5	5	4.7	4.7	-
16	e.	Reviews Authority procedures periodically to suggest improvements to their effectiveness.	5	4	4	5	5	4	4	5	5	5	4.6	4.6	-
17	f.	Offers workable alternatives to the Board for changes in policies when a policy proves impractical in actual administration.	5	4	4	5	5	4	5	5	5	5	4.7	4.6	0.1
	4	REPORTING													
18	a.	Provides the Board with reports concerning matters of importance to the Authority.	5	5	5	5	5	5	5	5	5	5	5.0	4.6	0.4
19	b.	Reports are accurate, comprehensive and produced in a timely manner.	5	5	4	5	5	4	5	5	5	5	4.8	4.7	0.1
20	c.	Reports are generally produced through own initiative rather than when requested by the Board.	5	5	4	5	5	5	5	5	5	5	4.9	4.6	0.3
21	d.	Prepares a sound agenda which prevents trivial administrative matters from being reviewed by the Board.	5	5	4	5	5	5	5	5	5	5	4.9	4.4	0.5
22	e.	Produces and handles reports in a way to convey the message that affairs of the organization are open to public scrutiny.	5	5	4	5	5	4	5	5	5	5	4.8	4.6	0.2
	5	TENANT RELATIONS													
23	a.	Responsive to complaints from tenants.	5				5		5		5		5.0	4.6	0.4
24	b.	Demonstrates a dedication to service to the Park community and its Tenants.	5		4	5	5	4	5	5	5	5	4.8	4.5	0.3
25	c.	Has the capacity to listen to others and to recognize their interests.	5			5	5		5	5	5	5	5.0	4.5	0.5

Question #	Category	Allen	Bowers	Bye	Dailey	Dozier	Graham	Holmes	Longman	Moore	Ramsay	Average	Last Year	Change
26	d. Willing to meet with members of the Park community to discuss their real concerns.	5	4	4		5		5		5	5	4.7	4.9	(0.2)
6 STAFFING														
27	a. Recruits and retains competent personnel for Authority positions.	5	4	4	4	5	5	5	4	4	4	4.4	4.7	(0.3)
28	b. Aware of staff weaknesses and works to improve their performance.	5		3		5		4		4	3	4.0	4.4	(0.4)
29	c. Accurately informed and concerned about employee relations.	5			5	5		5		4	4	4.7	4.6	0.1
30	d. Professionally manages the LCRDA team at all levels.	5	4		5	5	4	4		4	4	4.4	n/a	n/a
31	e. Promotes training and development opportunities for employees at all levels of the organization.	5				5		5				5.0	4.6	0.4
7 SUPERVISION														
32	a. Instills confidence and initiative in all subordinates.	5		3		5		5			4	4.4	4.7	(0.3)
33	b. Manages LCRDA with strong, positive directions and trust.	5		3	5	5		5			4	4.5	n/a	n/a
34	c. Evaluates personnel periodically, and points out weaknesses and strengths.	5				5		5				5.0	4.6	0.4
35	d. Encourages teamwork, innovation, and effective problem-solving among the staff members.	5		3	5	5		5			4	4.5	4.8	(0.3)
8 FISCAL MANAGEMENT														
36	a. Prepares a fiscally responsible budget to provide services at a level directed by the Board.	5	5	5	5	5	5	5	5	5	5	5.0	4.9	0.1
37	b. Makes the best possible use of available funds, conscious of the need to operate the Authority efficiently and effectively.	5	5	4	5	5	4	5	5	5	5	4.8	4.8	-
38	c. Prepared budget is in an intelligent but readable format.	5	5	4	5	5	4	5	5	5	5	4.8	4.8	-
39	d. Possesses awareness of the importance of financial planning and control.	5	5	5	5	5	4	5	5	5	5	4.9	4.9	-
40	e. Appropriately monitors and manages the fiscal activities of the organization.	5	5	4	5	5	5	5	5	5	5	4.9	4.9	-
9 STRATEGIC PARTNERSHIPS AND COMMUNITY														
41	a. Cooperates with other community organizations.	5	4	3	5	5	3	5	5	4	5	4.4	4.4	-
42	b. Cooperates with the City, State, and Federal governments.	5	5	4	5	5	4	5	5	5	5	4.8	4.7	0.1
43	c. Cooperates with strategic partners, such as Florida State University, Florida A&M University, Tallahassee Community College, the Chamber of Commerce, and the Economic Development Council.	5	5	4	5	5	4	5	5	5	5	4.8	4.6	0.2
44	d. Increases organization's standing in the broader community	5	3	4	5	5	3	5	5	4	5	4.4	n/a	n/a
45	e. Avoids unnecessary controversy.	5	4	4	5	5	4	5	5	4	5	4.6	4.7	(0.1)
46	f. Helps the Board address future needs and develop adequate plans to address long term trends.	5	4	3	5	5	4	5	5	5	5	4.6	4.4	0.2
10 GOAL ACHIEVEMENT (degree to which each goal was achieved)														
47	a. Incubation and entrepreneurship development	5	4	5	5	5	5	5	5	5	5	4.9	4.7	0.2
48	b. Asset maximization and readiness	5	4	4	5	5	4	5	5	5	5	4.7	4.3	0.4
49	c. Attract at least 1 new targeted private companies to expand/relocate to Innovation Park	5		5			4	4	3	5	4	4.3	4.4	(0.1)
50	d. Develop new partnerships and collaborations and strengthen current partner relations	5	3	4	5	5	4	4		4	4	4.2	3.8	0.4
51	e. Identify and pursue new revenue opportunities which align with the mission of the park and support strategic initiatives	5	3	4	5	5	5	4	5	5	5	4.6	4.2	0.4

	Total	254	177	180	219	250	169	248	181	216	230			
	Categories	51	40	45	44	50	40	51	37	46	48			
	Average	5.0	4.4	4.0	5.0	5.0	4.2	4.9	4.9	4.7	4.8	4.7	4.6	0.1

	Last Year	n/a	3.9	4.0	5.0	5.0	4.7	4.8	4.9	4.7	5.0			
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Member	Strengths	Needs Improvement	Other Comments
Allen	Ron's skills in accounting and management add to his leadership skills.	Maybe getting LCRDA a little more "well known" throughout the community.	Ron is an asset to our community and LCRDA
Bowers	Ron has a talent for drilling down on every complex issues and laying out feasible strategies and approaches to the BOG.	I think Ron should devote more effort to engaging stakeholders representing and advocating for minority and historically underserved communities. By doing so, the authority will gain insight on opportunities to collaborate to make the resources available at the park accessible to those respective communities.	Ron has proven to be a very effective director. He enjoys the respect of key stakeholders such as FSU, FAMU and OEV. He has a firm grasp on the financial operations of the authority and continues to provide in-depth analysis of the resources at our disposal.
Bye	Improved skills in public interactions including press. Very strong in hiring; less so in retention. Strong fiscal skills. Needs to improve in long-term strategic placement of LCRDA and is not prioritizing this (particularly need for new land and partnerships). Could better utilize individual Board interests in these addressing those challenges. Overall, my assessment is on an upward trend. Good job in tough environment with challenging problems.	See above.	See above.
Dailey	none	none	Some of the questions asked I provided a N/A because I'm not aware of the day to day activities.
Dozier	This year LCRDA faced unique challenges and Mr. Miller's ability to 'anticipate problems and identify effective solutions' and to maintain a professional and skilled team has led to new relationships, enhanced our team, and will benefit the organization and NFIL in the future.	none	none
Graham	Advancing the NFIL project is a complicated and important opportunity for the future success of Innovation Park. Ron has done a fantastic job organizing the efforts and leading the consulting team to a viable project. Ron has shown strong leadership and a depth of managerial skills in this process.	Ron has proven his ability as an effective leader, and has been successful in the efforts he has pursued on behalf of IP. I would like to see Ron increase his focus on opportunities to promote Innovation Park locally. By directing local attention to the Park, we will have greater opportunities to achieve local investments in and around the Park. These local investments are strategically important in defining Innovation Park as a destination in Tallahassee and Leon County.	LCRDA is fortunate to have Ron at the helm. He does a commendable job of balancing the Park operations, development opportunities, and board involvement.
Holmes	none	none	none
Longman	strong focus on NFIL, maintaining momentum toward goals	non that I am aware of	As reflected above, I do not have any way of knowing if Ron utilizes staff to their full capacity. Having now been a long time BOG member, I observe that the ED job seems way too big for anyone to do alone, so he needs to be sure this is happening.
Moore	Ron has maintained a steady hand over the last year despite the many challenges faced that could have derailed our work. His focus has not wavered and the desired outcomes have followed.	Good strides were made; however, there is still an opportunity to increase the awareness of the Park as well as our presence in key conversations that drive the agenda of our community.	none
Ramsay	I am pleased with the choice we made to hire Ron. He has proven over and over again to have the proper skill sets to effectively manage the Authority. His strengths include management, accounting, internal control, networking and strategic thinking. It was significant that he and his staff landed the \$10.2 million EDA grant.	We lost two good employees this year for reasons not entirely clear to me. Perhaps there was something more that could have been done to have early on identified and proactively addressed issues that would have resulted in the retention and salvage of once highly regarded staff members. We want our employees to be confident, highly motivated and exceptional contributors to the team effort, and it is management's responsibility to create an environment that achieves the best from each.	It is imperative that we intensify priorities 1a. by getting the North Florida Innovation Labs fully funded and operational on time and under budget, and 1b., by meeting budget objectives that plan annually for a favorable net income year. These priorities must be achieved if we are to be recognized as the highly regarded research and development park we aspire to be. We must actively pursue more opportunities for grant funding; add more lab members; and secure more tenants for existing vacant spaces.

Leon County R&D Authority
Executive Director Salary History
Through September 30, 2021

Date	Salary	% Inc	Annualized	
8/7/2012	\$ 72,000.00			1
11/9/2012	\$ 118,450.00	n/a		2
5/1/2013	\$ 118,500.00	0.0%	0.1%	3
3/7/2014	\$ 125,000.00	5.5%	6.5%	4
10/1/2015	\$ 129,000.00	3.2%	2.0%	
10/1/2016	\$ 135,000.00	4.7%	4.7%	
10/1/2017	\$ 140,000.00	3.7%	3.7%	
10/1/2018	\$ 145,000.00	3.6%	3.6%	
10/1/2019	\$ 150,000.00	3.4%	3.4%	
10/1/2020	\$ 155,000.00	3.3%	3.3%	
Average Annual Increase			3.4%	

The Executive Director accrues three weeks vacation pay annually, accrues one sick day per month, and receives 10 paid holidays per year.

The Authority pays 90% of medical insurance cost, and benefits available to all other employees

¹ Contracted as Interim Administrator at \$6,000 per month (net of later retroactively added \$500 per month to offset the cost of independent contractor paying self-employment tax)

² Board adjusted independent contractor compensation recognizing the change in the scope of work commensurate with Executive Director (Net of "gross up" for self-employment tax)

³ Hired as an employee on 1-year contract

⁴ New contract with open-ended term; added 11.36% contribution to 457b deferred compensation retirement plan in lieu of changing FRS class from Regular Service to Senior Management Service

AURP Salary Survey 2021

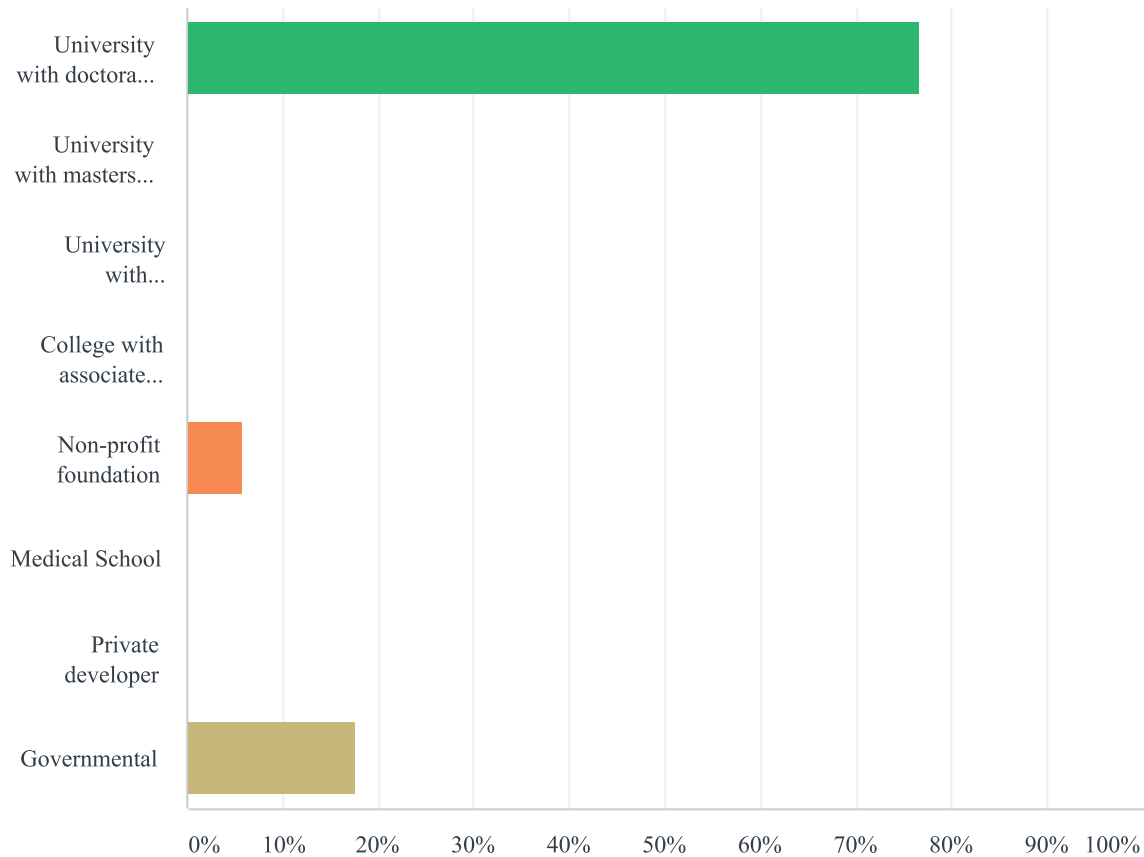
QUESTION SUMMARIES

DATA TRENDS

All Pages

What type of entity is your employer?

Answered: 17 Skipped: 0



ANSWER CHOICES

RESPONSES

University with doctoral degrees or associated university foundation	76.47%	13
University with masters degrees or associated university foundation	0.00%	0
University with baccalaureate degrees or associated university foundation	0.00%	0

Total Respondents: 17

ANSWER CHOICES

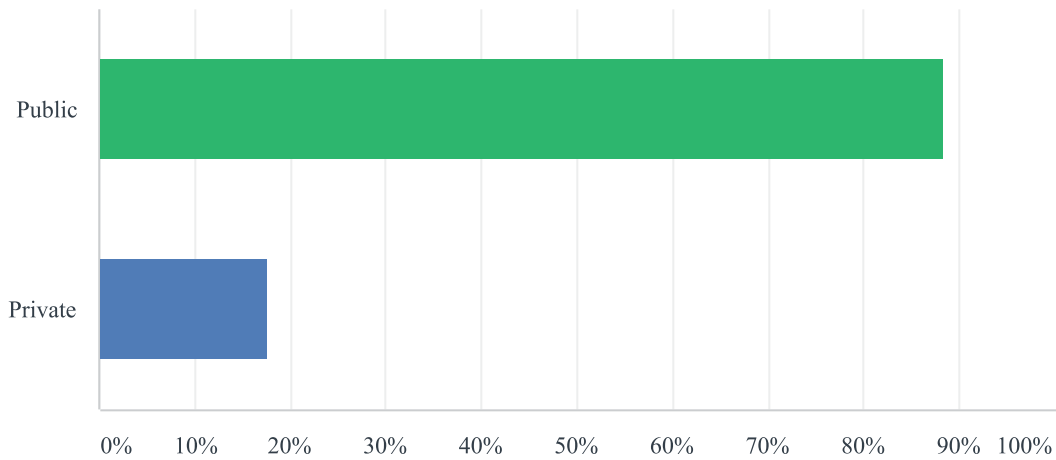
RESPONSES

College with associate degrees or associated college foundation	0.00%	0
Non-profit foundation	5.88%	1
Medical School	0.00%	0
Private developer	0.00%	0
Governmental	17.65%	3

Total Respondents: 17

If your park is affiliated with a university, is this university public or private?

Answered: 17 Skipped: 0



ANSWER CHOICES

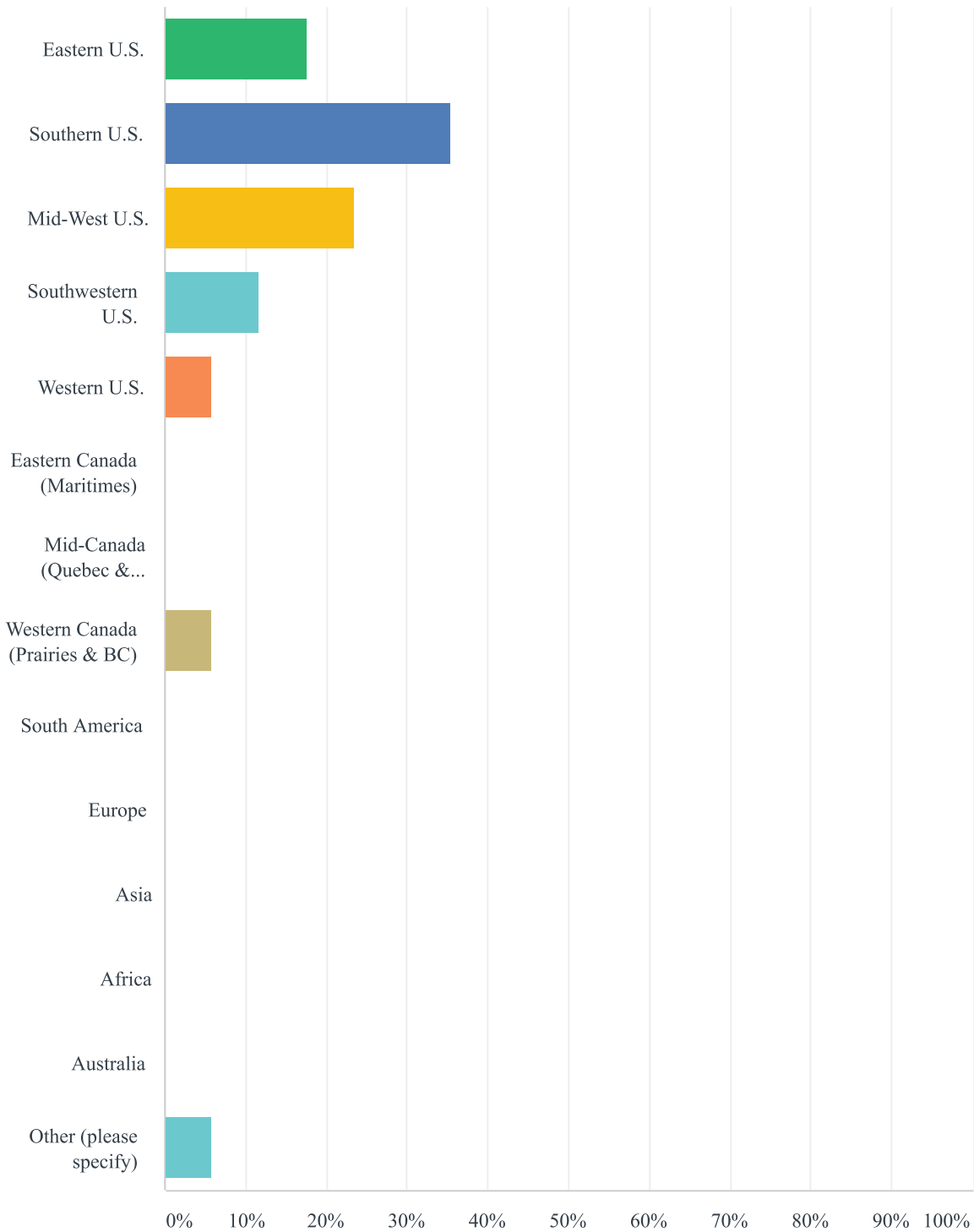
RESPONSES

Public	88.24%	15
Private	17.65%	3

Total Respondents: 17

In what geographic area is your park located?

Answered: 17 Skipped: 0



ANSWER CHOICES

RESPONSES

Eastern U.S.	17.65%	3
Southern U.S.	35.29%	6
Mid-West U.S.	23.53%	4
Southwestern U.S.	11.76%	2

Total Respondents: 17

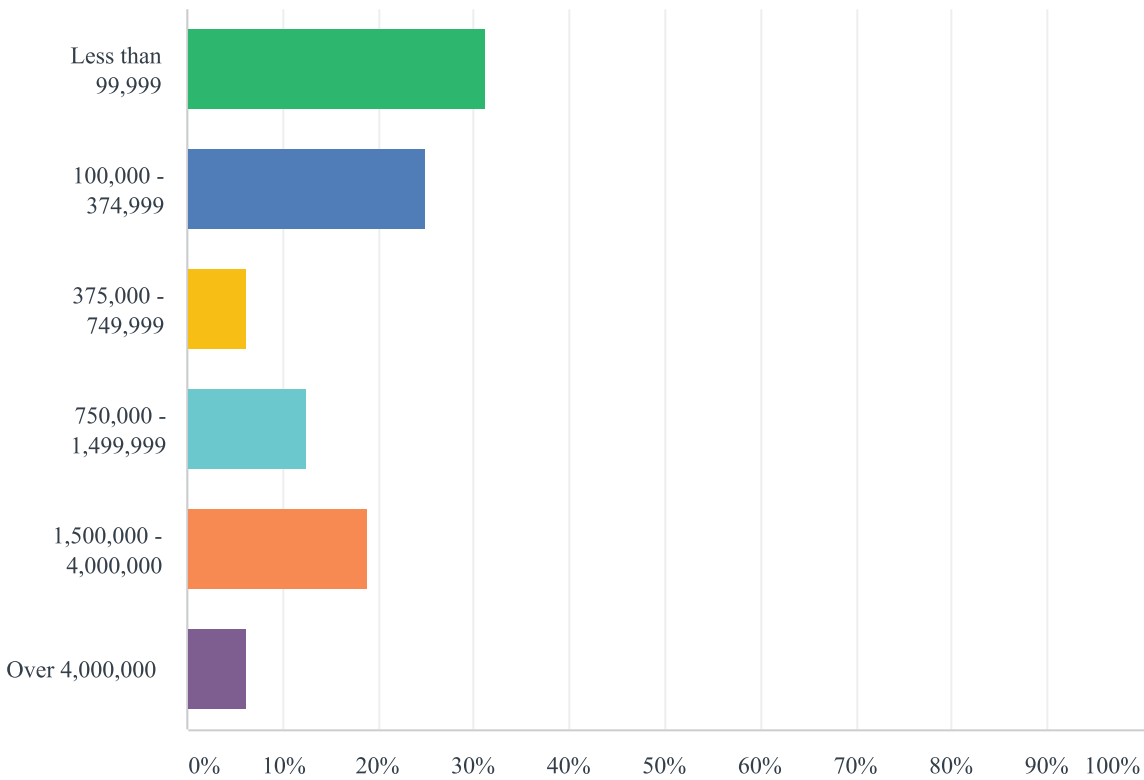
ANSWER CHOICES

RESPONSES

Western U.S.		5.88%	1
Eastern Canada (Maritimes)		0.00%	0
Mid-Canada (Quebec & Ontario)		0.00%	0
Western Canada (Prairies & BC)		5.88%	1
South America		0.00%	0
Europe		0.00%	0
Asia		0.00%	0
Africa		0.00%	0
Australia		0.00%	0
Other (please specify)	Responses	5.88%	1
Total Respondents: 17			

What is the population size of your community?

Answered: 16 Skipped: 1



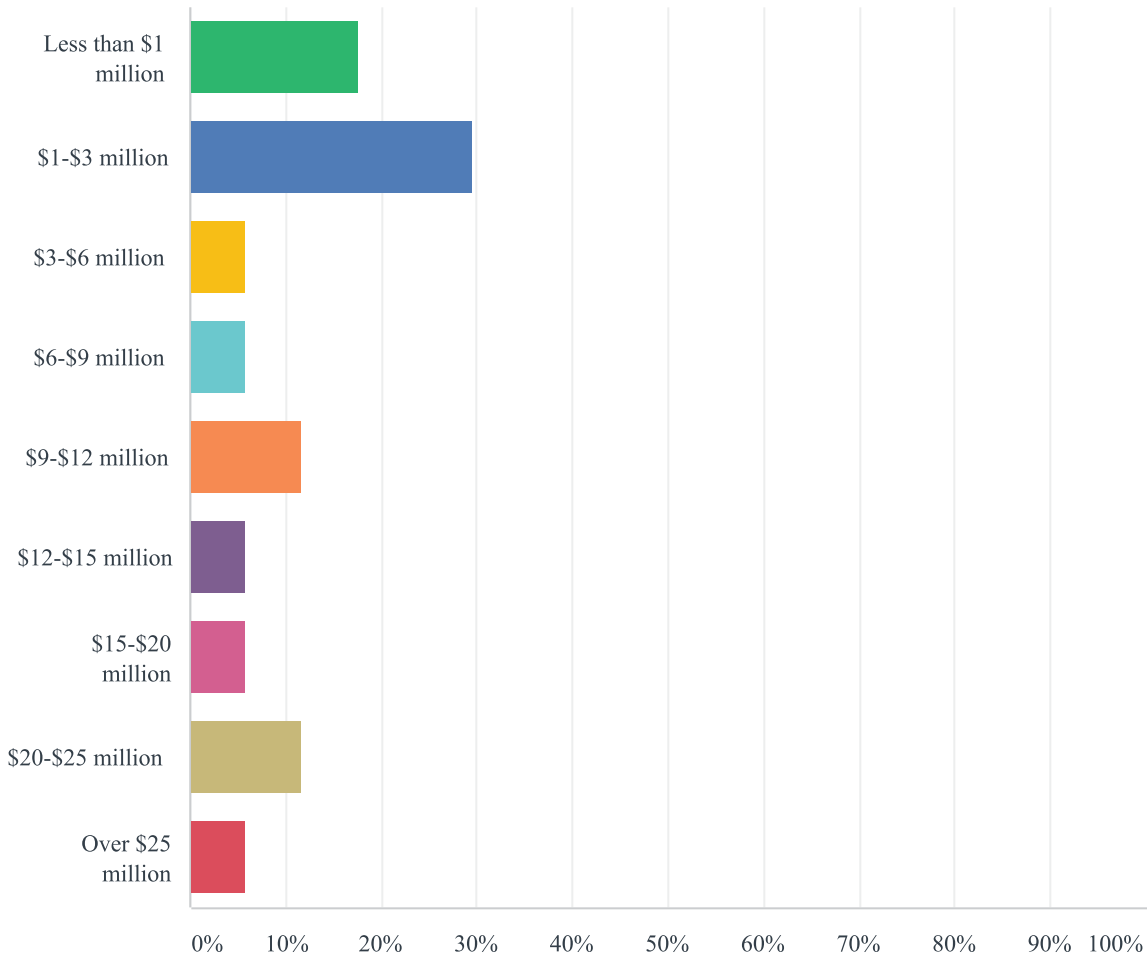
ANSWER CHOICES

RESPONSES

Less than 99,999	31.25%	5
100,000 - 374,999	25.00%	4
375,000 - 749,999	6.25%	1
750,000 - 1,499,999	12.50%	2
1,500,000 - 4,000,000	18.75%	3
Over 4,000,000	6.25%	1
Total Respondents: 16		

What is the size of your annual park operating budget in U.S. dollars?

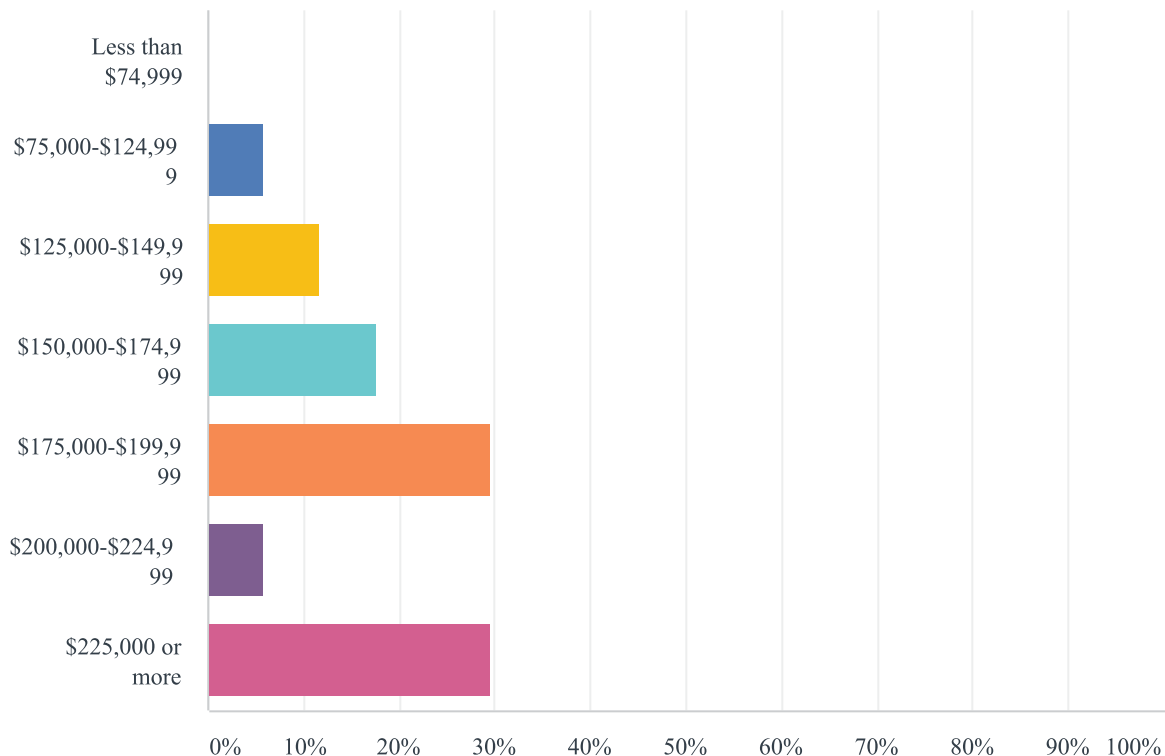
Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
Less than \$1 million	17.65%	3
\$1-\$3 million	29.41%	5
\$3-\$6 million	5.88%	1
\$6-\$9 million	5.88%	1
\$9-\$12 million	11.76%	2
\$12-\$15 million	5.88%	1
\$15-\$20 million	5.88%	1
\$20-\$25 million	11.76%	2
Over \$25 million	5.88%	1
Total Respondents: 17		

What is the base annual salary level for the senior person responsible for the park? (all amounts in U.S. dollars)

Answered: 17 Skipped: 0



ANSWER CHOICES	RESPONSES	
Less than \$74,999	0.00%	0
\$75,000-\$124,999	5.88%	1
\$125,000-\$149,999	11.76%	2
\$150,000-\$174,999	17.65%	3
\$175,000-\$199,999	29.41%	5
\$200,000-\$224,999	5.88%	1
\$225,000 or more	29.41%	5
Total Respondents: 17		

	Proposed Budget FY 2021-22								Proposed Budget vs. Current Year Forecast	FY 2020-21			Proposed Budget vs. Current Year Budget	Narrative Note
	Tenants In Common	Knight/ Admin	Collins	Fuqua Shared	Morgan	Johnson	Phipps	Total Budget		Current Year Forecast	Current Year Budget	Current Year Forecast vs. Current Year Budget		
INCOME														
OPERATING INCOME														
Rent	\$ -	\$ 7,742	\$ 74,345	\$ -	\$ 185,348	\$ 298,872	\$ 104,868	\$ 671,175	\$ (135,266)	\$ 806,441	\$ 746,969	\$ 59,472	1	\$ (75,794) ^a
Common Area Maintenance	64,483	-	-	-	-	-	-	64,483	1,900	62,583	62,583	(0)		1,900
Other Rents	-	-	-	-	-	-	-	-	-	-	-	-		-
Tech Force Program Income	-	-	-	-	-	-	-	-	(99)	99	1,000	(901)	2	(1,000) ^b
Other Program Income	-	8,000	-	-	-	-	-	8,000	(250)	8,250	15,500	(7,250)	2	(7,500) ^b
Grant Revenue	-	197,250	-	-	-	-	-	197,250	162,055	35,195	90,000	(54,805)	3	107,250 ^c
Other Income	-	268,500	-	-	-	-	-	268,500	183,367	85,133	-	85,133	4	268,500 ^d
TOTAL OPERATING INCOME	64,483	481,492	74,345	-	185,348	298,872	104,868	1,209,407	211,707	997,700	916,052	81,648		293,355
NON-OPERATING INCOME														
Interest	30,409	-	-	-	-	-	-	30,409	(1,769)	32,178	40,327	(8,149)	5	(9,918) ^e
Operating Expense Reimbursement	-	-	-	30,120	-	-	-	30,120	24,010	6,110	30,874	(24,764)	6	(754) ^f
TOTAL NON-OPERATING INCOME	30,409	-	-	30,120	-	-	-	60,529	22,241	38,288	71,201	(32,913)		(10,672)
TOTAL INCOME	94,892	481,492	74,345	30,120	185,348	298,872	104,868	1,269,936	233,948	1,035,988	987,252	48,735		282,684
EXPENSES														
OPERATING EXPENSES														
Total Authority Employee Expense	-	450,955	-	-	-	-	-	450,955	14,324	436,630	458,063	(21,433)	7	(7,108) ^g
Total Utilities	1,451	4,026	38,967	5,760	31,744	28,554	-	110,502	(1,582)	112,084	112,084	-		(1,582) ^h
Total Maintenance & Repairs	2,400	2,825	19,320	2,965	15,945	15,109	4,744	63,308	(6,808)	70,116	229,129	(159,013)	8	(165,821) ⁱ
Total Cleaning & Improvements	-	-	150,000	-	50,000	22,300	1,000	223,300	174,353	48,947	42,290	6,657	9	181,010 ^j
Total Services	14,019	12,591	26,734	2,332	23,256	36,694	3,187	118,813	(2,024)	120,838	122,399	(1,561)		(3,586) ^k
Property Administrative														
Audit	-	18,000	-	-	-	-	-	18,000	500	17,500	17,500	-		500
Phone Service	-	2,220	-	-	-	-	-	2,220	153	2,067	1,956	111		264
Internet Charge	-	2,168	-	-	-	-	-	2,168	(260)	2,428	2,910	(482)		(742)
Copies	-	480	-	-	-	-	-	480	156	324	600	(276)		(120)
Fees/Licenses/Permits	-	168	-	-	-	-	-	168	(58)	226	204	22		(36)
Office Supplies	-	1,180	-	-	-	-	-	1,180	248	932	1,000	(68)		180
Office Equipment Maintenance	-	600	-	-	-	-	-	600	480	120	600	(480)		-
Postage/Delivery	-	60	-	-	-	-	-	60	50	10	60	(50)		-
Professional Fees	-	38,000	-	-	-	-	-	38,000	9,473	28,528	21,000	7,528	10	17,000 ^l
Printing	-	1,200	-	-	-	-	-	1,200	1,120	80	1,380	(1,300)		(180)
TechForce Program Expenses	-	-	-	-	-	-	-	-	-	-	1,000	(1,000)		(1,000)
Grant Expense	-	72,875	-	-	-	-	-	72,875	72,875	-	35,000	(35,000)	11	37,875 ^m
Other Program Expenses	-	16,625	-	-	-	-	-	16,625	15,315	1,310	13,725	(12,415)	12	2,900
Subscriptions/Dues	-	3,544	-	-	-	-	-	3,544	480	3,064	2,920	144		624
Travel/Conferences	-	9,400	-	-	-	-	-	9,400	4,900	4,500	4,500	-		4,900 ⁿ
Marketing/PR	-	31,560	-	-	-	-	-	31,560	24,726	6,834	8,440	(1,606)		23,120 ^o
General Authority Expense	-	2,400	-	-	-	-	-	2,400	1,362	1,038	1,440	(402)		960
Other Administrative Expense	-	2,500	-	-	-	-	-	2,500	354	2,146	2,500	(354)		-
Research Grants	-	25,000	-	-	-	-	-	25,000	-	25,000	50,000	(25,000)	13	(25,000) ^p
Total Property Administrative	-	227,980	-	-	-	-	-	227,980	131,873	96,107	166,735	(70,628)		61,245
Total Other Expenses (Talcor)	-	10,968	19,152	-	25,020	21,828	11,280	88,248	(37)	88,285	88,248	37		-
Total Insurance & Taxes	1,405	14,316	14,248	-	15,009	18,150	1,912	65,040	954	64,085	64,085	-		954 ^q
TOTAL OPERATING EXPENSES	19,275	723,661	268,421	11,057	160,974	142,635	22,123	1,348,146	311,054	1,037,091	1,283,033	(245,941)		65,112
NET OPERATING INCOME (LOSS)	75,617	(242,169)	(194,076)	19,063	24,374	156,237	82,745	(78,210)	(77,107)	(1,103)	(295,781)	294,677		217,571
Less: Capital Expenditures	-	(12,000)	(10,000)	(75,000)	(10,000)	(85,000)	-	(192,000)	(146,631)	(45,369)	(30,000)	(15,369)	11	(162,000) ^r
CASH FLOW AFTER CAPITAL TRANSACTIONS	\$ 75,617	\$ (254,169)	\$ (204,076)	\$ (55,937)	\$ 14,374	\$ 71,237	\$ 82,745	\$ (270,209)	\$ (223,738)	\$ (46,472)	\$ (325,781)	\$ 279,308		\$ 55,571

Leon County R&D Authority
Budget Narrative
For the fiscal year ending September 30, 2022

Last Updated: 09/10/2021

The proposed budget reflects a Net Operating Loss of \$78,210 compared to the current year budgeted Net Operating Loss of \$295,781. The current year actual is forecasted to be a Net Operating Loss of \$1,103, or about \$295,000 better than budget. Variances between the current year budget and forecasted current year amounts are included in a separate attached report.

Assumptions:

The budget is built based on all known leases, grants awarded, service contracts and other non-contractual service arrangements. Utilities, repairs and maintenance, and cleaning are based on historical experience with allowances for contingencies and adjusted for known changes not included in historical experiences. New this year is a "Grants Schedule" detail specific grants and other income expected to be received and expended in the current year. This budget DOES NOT INCLUDE any revenue or capital expenditures expected to be recognized in FY 2021-21 related to the North Florida Innovation Labs Building construction. That budget has been presented to the NFIL Oversight Committee separately so as not to distort normal operating budget information.

Significant changes from the Current Year Budget and other assumptions:

Revenue:

- a) Rent revenue will drop approximately \$76,000 due primarily to the loss of FSU Anthropology in the Johnson building (\$188,000/year), and the gain of CareerSource in the Morgan Building (\$80,000/year). \$10,000 is included in the budget for potential lease revenue from IPTLH for incubator space rent based on revenue from expected membership fees earned by IPTLH. Other changes include a small increase due to an extension of the Florida Department of Agriculture and Consumer Services lease in the Collins Building.
- b) All current year budgeted Other Program Income was for the TechGrant sponsorships. The TechGrant program was expected to be conducted twice in the current year, but the second event has been delayed until October 2022 and will occur once annually thereafter.
- c) The current year grant revenue budget included an expected but not awarded \$55,000 for program grants awarded by FAMU, and the previously awarded Knight Grant of \$35,000 which was earned in FY2020-21 upon spending the funds. The FY2021-22 grant revenue is detailed in a separate schedule including \$82,250 from the Federal American Rescue Plan Act, and \$115,000 in pass through funding from FAMU for grants that have been awarded pending finalizing subaward agreements.
- d) Other income includes \$268,500 in funding earned according to the MOU with OEV for the upcoming fiscal year upon the groundbreaking by Danfoss for its expansion project (see the Grant and Other Income schedule).
- e) Interest Income has been estimated based on expected lower rates of return and declining balances of funds used for the North Florida Innovation Labs construction.
- f) Operating expense reimbursement did not change due to FSU share of elevator refurbishment being pushed from the current year to next year.

Operating Expenses:

g) Authority Employee Expense:

- Salaries and wages were reduced due to changes include a \$5,000 (3%) increase for the Executive Director subject to approval by the Executive Committee, and 4% for remaining staff.
- The net reduction is due to changes in staffing during the current year.

h) Utilities: The decrease in utilities is due to reduced occupancy in the Johnson Building.

i) Maintenance and Repairs: The decrease is due to deferring parking lot resurfacing (\$90,000) and one elevator refurbishment (\$70,000) which has been deferred to next year and is shown as a capital expense.

j) Cleaning and Improvements: The current year included \$20,000 flooring in the Johnson Building as required by the National Park Service lease which was deferred by the tenant until the new budget year. Also included is \$200,000 for carpet, paint and ceiling tiles in the Collins and Morgan Buildings to be funded from the OEV MOU related to the Danfoss project (see the Grant and Other Income schedule).

k) Services: Services cost reductions due primarily to reduced janitorial expenses related to reduced occupancy.

Administrative Expenses:

l) Professional fees have been increased by \$17,000 to reflect hourly rate increase in legal services (\$5,000) and expected use of contract grant writing services as needed (\$12,000).

m) Grant Expense reflects reimbursed expenses to be expended in FY2021-22. See the Grant Schedule for details.

n) Travel/conferences have been increased to reflect reduction in travel restrictions and expected attendance at next year's Chamber Conference to promote the expected opening of the North Florida Innovation Labs, as well travel by the Director of North Florida Innovation Labs to additional conferences.

o) Marketing and PR has been increased to fund more deliberate marketing efforts targeting leasing the vacant space and attracting businesses to the North Florida Innovation Labs. \$12,500 of the expense is planned to be offset by funding from the OEV MOU related to the Danfoss project (see the Grant and Other Income schedule).

p) As noted above, the current year TechGrant was expected to be awarded twice due to last year's COVID-19 delay. We are shifting the program to award once annually in October, so no doubling up has (or will) occur.

q) q) Property Insurance: P&C renewal quote has not yet been received. Any changes are expected to be received prior to the meeting and will be presented at that time for any needed amendment to the budget.

r) Capital Budget (see Capital Projects and Major Maintenance schedule):

- \$30,000 is provided in the event of the need to replace HVAC units; this amount may be used for repairs in lieu of total replacements.
- The proposed budget includes \$150,000 for elevator refurbishment (including professional consulting fees for RFP development and project oversight) for the Fuqua and Johnson Building Elevators.
- Funds have NOT been budgeted for parking lot resurfacing. Bids received (\$196k) exceeded prior budgeted amounts by over \$100,000. Staff recommends waiting a year to see if COVID related costs come down, and to allow time to generate additional revenues to cover the added cost.

<u>Note</u>	<u>Current Year Budget Variance Summary:</u>	<u>Favorable/ (Unfavorable)</u>	<u>Explanation</u>
1	Rent	\$ 59,472	Added CareerSource
2	CAM	(0)	Estimated based on reimbursable expenses
3	Other Rents	-	
4	Tech Force Program Income	(901)	Program was not held due to lack of interest/COVID
5	Other Program Income	(7,250)	Only one TechGrant Program Held-2 planned due to change in timing
6	Grant Income	(54,805)	Additional grants applied for were not received-Only received Knight Grant
7	Other Income	85,133	Shanna Lewis Restitution (\$77k+), Trail washout repairs refund (\$5k)
8	Interest	(8,149)	Falling interest rates
9	Operating Expense Reimbursements	(24,764)	Based on reimbursable expenses--Elevator project not completed
	Total Income Variance	<u>48,735</u>	
10	Authority Employee expense	21,433	Periods with an unfilled position
11	Utilities	-	
12	Repairs & Maintenance	159,013	Elevator upgrade (\$70k) and Parking Lot resurfacing (\$90k) not completed
13	Cleaning and Improvements	(6,657)	CareerSource updates (\$26k) less NPS paint deferred to next year (\$20k)
14	Services	1,561	
	Property Administration:		
15	Professional Fees	(7,528)	Additional Legal Fees relatd to P3 (\$3k+) Grant writer cost (\$3k)
16	TechForce Program Expenses	1,000	Program was not held
17	Grant Expense	35,000	Knight grant capitalized instead of expensed
18	Other Program Expenses	12,415	Only one TechGrant Program Held-2 planned due to change in timing
19	Travel	-	
20	Marketing/PR	1,606	Didn't spend as planned
21	Research Grants	25,000	Program was moved to next year due to COVID--will stay on October schedule
	All Other Property Admin Expenses	3,098	Normal flucuations
	Total Operating Expense Variance	<u>245,941</u>	
	Net Operating Income Variance	294,677	Favorable
22	Capital Expenditures*	(15,369)	Capitalized Knight Grant Equipment (\$36k) less HVAC repairs expensed vs budgeted to be capitalized (\$22k)
	Total Current Year Budget Variance	<u>279,308</u>	Favorable
	Budgeted Cash Flow	(325,781)	
	Current Year Forecasted Cash Flow	<u>\$ (46,473)</u>	

* Excludes NFIL Building Expenditures which were budgeted \$900,000--will be presented as a separate budget

Admin Detail

	<u>TOTAL</u>
AUTHORITY'S EMPLOYEE EXP.	
Executive Director	
Current	
Total with potential increase	\$ 159,996
Deferred Comp	18,180
Medicare	2,580
Social Security	9,116
Workers Comp	1,236
Health Insurance	8,546
Cell Phone Allowance	540
Life Insurance	1,997
Retirement FRS (ER to EE acct)	5,280
Retirement FRS (ER to State)	12,036
Total Salary, Taxes, and Fringes	<u>219,506</u>
Director of Marketing & Engagement	
Current	
Total with potential increase	52,343
Medicare	760
Social Security	3,248
Workers Comp	400
Health Insurance	19,477
Cell Phone Allowance	-
Life Insurance	653
Retirement FRS (ER to EE acct)	1,728
Retirement FRS (ER to State)	3,938
Total Salary, Taxes, and Fringes	<u>82,547</u>
Director of North Florida Innovation Labs	
Current	
Total with potential increase	101,664
Medicare	1,477
Social Security	6,304
Workers Comp	783
Health Insurance	-
Cell Phone Allowance	540
Life Insurance	1,269
Retirement FRS (ER to EE acct)	3,355
Retirement FRS (ER to State)	7,649
Total Salary, Taxes, and Fringes	<u>123,041</u>
Administrative Coordinator	
Current	
Total with potential increase	21,679
Medicare	317
Social Security	1,345
Workers Comp	168
Cell Phone Allowance	-

Admin Detail

Retirement FRS (ER to EE acct)	718
Retirement FRS (ER to State)	1,633
Total Salary, Taxes, and Fringes	25,860
<hr/>	
Total Salaries and Wages	335,683
Payroll Taxes (Medicare & Social Security)	\$ 25,147
Worker's Comp	\$ 2,587
Employee Benefits	
Deferred Comp	\$ 18,180
Health Insurance	28,022
Cell Phone Allowance	1,080
Life Insurance	3,919
Retirement FRS (ER to EE acct)	11,081
Retirement FRS (ER to State)	25,256
Total Employee Benefits	\$ 87,538
Total Employee Expense	450,955
<hr/>	
PROPERTY ADMINISTRATION	
Accounting/Audit	\$ 18,000
Phone Service	2,220
Internet Charge	
Comcast Contract	1,308
Adobe	180
Zoom	180
Webhosting Services - Per Oppenheim \$500	500
Total Internet Charge	2,168
Copies	480
Fees/Licenses/Permits	
Payroll service fee \$1.45/check x 3 employees	-
Official Records Filings	168
Total Fees/Licenses/Permits	168
Office Supplies	
Miscellaneous Office Supplies	840
Board Plaques	300
Board Meetings - @ \$10.00 per meeting	40
Total Office Supplies	1,180
Office Equip. Maint.	600
Postage/Delivery	60
Professional Fees	
General Council agreement	26,000
Grant writer	12,000
Other	-
Total Professional Fees	38,000
Printing	
Total Printing	1,200
TechForce Program Expenses	
Total Tech Force Expenses	-

Admin Detail

Grant Expenses	<u>72,875</u>
Toal Grant Expenses	<u>72,875</u>
Other Program Expenses	
Tech Grant	8,000
Tech Topics	1,625
Other Events	2,000
Groundbreaking event	5,000
	-
Total Other Program Expesees	<u>16,625</u>
Subscriptions/Dues	
iNBIA (International Business Innovation	695
Association of University Research Parks	1,050
SSTI	-
Bio Florida	-
INIE	-
Special District Fees	175
Tallahassee Chamber	425
Capital City Chamber	-
Society of Human Resource Managers	219
Magazines	480
Big Bend Minority Chamber	500
Total Subscription & Dues	<u>3,544</u>
Travel/Conferences	
Chamber Conference-Registration/Meals/Lo	3,000
Other Conferences & Training	6,400
Total Travel/Conferences	<u>9,400</u>
Marketing/PR	
Constant Contact	840
Canva	120
Social/Digital Ads-Event promotion, busines:	6,000
Swag	500
Print Media	5,000
WFSU Underwriting	6,000
OEV MOU Funded Marketing	12,500
Other Sponsorships	600
	<u>31,560</u>
General Authority Exp -- primarily petty cash expe	<u>2,400</u>
Research Grants - Non CAM	<u>25,000</u>
Other Administrative Exp.	
Tallahassee Democrat - Notices	1,440
Florida Administrative Register Notices -	600
Procurement notices	460
Miscellaneous	-
Total Other Administrative	<u>2,500</u>
Total Property Administration Costs	<u><u>227,980</u></u>

Grants & Other Income

	Total Award	FY 2021-22	Offset Budgeted Expenses	Grant Expense
ARPA				
<u>Entrepreneur Training/Incubator Resources</u>				
Furniture, Equipment and Entrepreneur Training Software and Services	\$ 12,500.00	\$ 6,250.00	\$ 1,000.00	\$ 5,250.00
Tech Grant Programs and Event Support	28,500.00	14,250.00	14,250.00	-
North Florida Innovation Labs – Entrepreneurial Training Programs Support Personnel	48,000.00	24,000.00		24,000.00
Activate Marketing Programs for North Florida				
<u>Innovation Labs</u>				
Development, Launch and Maintenance of North Florida Innovation Labs and TechGrants Websites	14,500.00	14,500.00		14,500.00
Digital and Offline Marketing and Advertising for North Florida Innovation Labs	22,000.00	11,000.00	11,000.00	
Marketing Software and Training Services – including CRM, Digital Analytics and/or other services	6,500.00	3,250.00	1,625.00	1,625.00
North Florida Innovation Labs – Marketing Support Personnel and Vendor	18,000.00	9,000.00	9,000.00	
ARPA Total	<u>150,000.00</u>	<u>82,250.00</u>	<u>36,875.00</u>	<u>45,375.00</u>
FAMU Reach (reimbursement complete by calendar year-end)	15,000.00	15,000.00	7,500.00	7,500.00
FAMU NASA	40,000.00	40,000.00	20,000.00	20,000.00
FAMU supported Collins NFIL incubator (supports fees for members-quarterly)	60,000.00	60,000.00	60,000.00	-
Total Grants	<u>\$ 265,000.00</u>	<u>\$ 197,250.00</u>	<u>\$ 124,375.00</u>	<u>\$ 72,875.00</u>

Other Income:

OEV MOU Juggernaut	Expense Acct	Total due	Revenue FY 2021-22	Budgeted Expenses
Collins (carpet/paint/ceiling/restrooms)	Collins: Cleaning & Improvements			\$ 150,000.00
Morgan (carpet/paint/ceiling)	Morgan: Cleaning & Improvements			50,000.00
Marketing Salaries + Taxes + Fringes	Knight: Salaries & Wages			56,000.00
Marketing office space and the park	Knight: Marketing & PR			12,500.00
Total Other Income		\$ 805,000.00	\$ 268,500.00	<u>\$ 268,500.00</u>

Cap Ex & Major Maint

Capital Expenditures

Building	Item	2021-22	2020-21
Collins	Lab Equipment	\$ -	\$ 36,340
Fuqua	Renovate elevator & consultant	75,000	
Johnson	Renovate elevator & consultant	75,000	
Knight	Owl Camera		1,029
	Computer	2,000	
	Multifunction Copier/Scanner/Fax/Multiuser	10,000	
Morgan/ Johnson/ Collins	New HVAC Units-If needed	30,000	
Total Capital Expenditures		\$ 192,000	\$ 45,369

Major maintenance plan (excludes grant funded):

		2021-22	TBD*	Deferrred
Johnson	Paint: interior of NPS/SEAC	20,000		April-Budgeted
Inn-tic	Signage: Refurb (high estimate \$3,000 x 42)			126,000
	Signage: New/replacements			10,000
Parking Lots				
Morgan	Overlay		49,000	
Johnson	Overlay		49,000	
Collins	Overlay		98,000	
Total deferred maintenance		\$ 20,000	\$ 196,000	\$ 136,000

* Staff recommends deferring until next year and rebid

Rent Roll

Building	Tenant	Expiration	SF	Rent/SF	Annual Rent	Comments
Collins	Florida Dept of Agriculture	6/30/2027	2,070	\$ 19.42	\$ 40,208	
	Infinity Labs	2/28/2022	50	\$ 20.00	\$ 1,000	+ 2 one year renewals +3%
	Genetic Biocontrols	5/31/2022	60	\$ 20.00	\$ 1,200	+ 2 one year renewals +3%
	QuarryBio	7/31/2022	1,070	\$ 17.00	\$ 18,190	+2 one year renewals at \$18.50 and \$19.00 per sf
	QuarrySanitizer	MTM	200	\$ 17.00	\$ 3,400	Month-to-month
	IPTLH	MTM	600	\$ 17.00	\$ 10,200	Month-to-month (10 months in 2021-22)
			<u>4,050</u>		<u>\$ 74,198</u>	
Johnson	National Park Service-SEAC	2/17/2025	17,306	\$ 17.27	\$ 298,875	60 day out-thru 2/17/2025; annual -CPI Increases 2/17
			<u>17,306</u>		<u>\$ 298,875</u>	
Knight	Nhu Energy	7/31/2022	486	\$ 15.85	\$ 7,703	+ 2 one year renewals +3%
			<u>486</u>		<u>\$ 7,703</u>	
Morgan	NWRDC	4/30/2025	4,003	\$ 15.38	\$ 61,578	Increases May 1, 2021 and then flat through 2025
	CareerSource Capital Region	2/29/2024	5,221	\$ 16.00	\$ 83,536	3 years + (2) 1-year renewals
	FSU Lab/Offices	5/31/2022	2,085	\$ 17.09	\$ 34,611	(1) 1-year renewal options with 3% increase
	FSU Lab in Suite	5/31/2022	176	\$ 17.09	\$ 3,008	(1) 1-year renewal options with 3% increase
	FSU-ISPA	4/30/2022	130	\$ 17.95	\$ 2,334	
			<u>11,615</u>		<u>\$ 185,067</u>	
Phipps	Florida Dept of Transportation	9/30/2037	14,661	\$ 7.15	\$ 104,864	Extended 15 years 10/1/2022 at \$7.15 /sf
			<u>48,118</u>		<u>\$ 670,706</u>	

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Leon County R&D Authority
Draft Budget: Fiscal Year 2021-22

Revenue Potential

Rent Potential:

Building	Qty	Sq Feet	Per Sf	Annual Rent	Cost Per Sf	Marginal Costs	Gross Profit
Morgan		10,948	\$ 16.60	\$ 181,737	\$ 5.60	\$ 61,309	\$ 120,428
Johnson		11,079	\$ 16.60	\$ 183,911	\$ 5.60	\$ 62,042	\$ 121,869
Collins		11,877	\$ 16.60	\$ 197,158	\$ 5.60	\$ 66,511	\$ 130,647
		<u>\$ 33,904</u>		<u>\$ 562,806</u>		<u>\$ 189,862</u>	<u>\$ 372,944</u>

Schedule does not include Knight Building since repurposing being considered

Contact

www.linkedin.com/in/richardson-brad-28445573 (LinkedIn)

Top Skills

Environmental Science
Environmental Compliance
Environmental Policy

Richardson Brad

Bureau Chief at Florida Department of Environmental Protection
Tallahassee

Experience

Florida Department of Environmental Protection
14 years

Bureau Chief
January 2020 - Present (1 year 9 months)

OMC Manager
April 2014 - January 2020 (5 years 10 months)
Tallahassee, Florida Area

State owned uplands manager and Division Liaison for Bureau of Public Lands Administration, Division of State Lands.

Environmental Consultant
February 2014 - March 2014 (2 months)

Consultant with the Submerged Lands and Environmental Resources Program. Specializing in ERP Permitting, Compliance Assistance, and Sovereignty Submerged Lands. Provides training and outreach to external stakeholders as well as internal employee development.

Environmental Specialist III
October 2007 - January 2014 (6 years 4 months)

Specialist with the Submerged Lands and Environmental Resources Program. Specifically ERP Permitting, Compliance Assistance, and Sovereignty Submerged Lands

Education

Florida State University
Bachelor's degree, Environmental Studies

Ben B. Hood, P.E.

Shareholder, Project Manager

A Civil Engineer with 20 years of design experience with Moore Bass, Ben learned to draft as a young man and applied those talents into a career designing and planning infrastructure throughout the community. He joined Moore Bass in 2000 and applies his highly technical knowledge to large-scale, complex projects. Ben enjoys the intricate and collaborative nature of the design process and the tangible results of construction. Ben is a strategic problem solver and delivers solutions to the most complex site designs.

Areas of Expertise:

- Civil Engineering Design
- State and Local Government Permitting
- Sanitary Sewer Design (Gravity Sewer, Pump Station and Force Main)
- Water Distribution Modeling and Design
- Stormwater Master Planning
- Stormwater Management Facility Modeling and Design
- Stormwater Conveyance Modeling and Design
- Commercial Site Development

Professional Registrations:

- Florida Professional Engineer # 69167

[Email Ben](#)