

Leon County Research and Development Authority
Board of Governors Meeting
Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310

August 4, 2022
11:00am to 1:00pm

Agenda

Anyone wishing to submit written comments may do so by 9:00am the day before the scheduled meeting date so that the comments can be distributed to the Board. 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 are approximate.

1. Call to Order

2. Introduction of Guests

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.

4. Modifications to the Agenda

5. Public Comment

Any public comment received prior to the meeting will be provided to the Board members in addition to any in-person public comment.

6. Approval of Draft Meeting Minutes, June 2, 2022 (Attachment A)

7. Consent Agenda

a. Investment Report-June 2022 (Attachment B)

b. Executive Committee Report, July 21, 2022 (Attachment C)

c. Nominating Committee Appointment

Executive Committee requests ratification of its appointment of Vice Chair Tom Allen to serve on the Leon County Nominating Committee as the Authority's designee. The Authority's Board of Governors will have three Leon County Commission appointed board members' terms expiring on September 30, 2022. In accordance with County Ordinance, a committee convened by the County will review applications and make nominations to the Commission to fill those seats. The Authority's board chair is appointed to serve on the committee unless the chair is applying for re-

appointment to the board. In which case, the Board must designate an alternate to serve on the committee. Chair Kevin Graham's term is expiring and intends to re-apply for appointment. The County is currently scheduling the nominating committee meeting and has requested the name of the Authority's designee.

d. RFP 22-03 Elevator Modernization Request for Proposals

(Link: <https://innovation-park.com/rfp-22-03-elevator-modernization/>)

Executive Committee requests ratification of its approval of the staff request to issue and advertise RFP 22-03 for the modernization of the elevators in the Don Fuqua Research Center Morgan and Johnson Building, and to appoint Ron Miller, Stephanie Shoulet, and the elevator consultant Dan Hunter as the committee to evaluate the responses and make a recommendation to the Board. Elevators in the Morgan and Johnson Buildings were installed in the buildings when they were constructed in 1987 and 1993, respectively. Code regulations for elevators have changed during that time, and the appearance and mechanical operations of the cabs are deteriorating. As previously approved by the board, a consultant was hired to develop the technical specifications for the modernization of the elevators and to assist with an RFP process and to oversee the project.

e. Local Support Grant Opportunity (Attachment D)

Executive Committee requests ratification of its approval of the staff decision to apply, to the State of Florida through Representative Shoaf, for a Local Support Grant in the amount for \$250,000 to support Land Planning, Geotechnical Investigation, and Pad-Ready Certification of some of the undeveloped land at Innovation Park. and to authorize staff to accept the grant if it is awarded.

~END OF CONSENT AGENDA~

8. Election of Officers – Melissa VanSickle, General Counsel

Bylaws section 2.5(a). The election of the Officers of the Authority shall occur at the last meeting of the Board each fiscal year, with the term in office to begin October 1 of the next fiscal year. All Officers shall hold office strictly at the pleasure of the Board. General Counsel will present a slate of candidates, accept nominations from the floor, and conduct the vote for Chair, Vice Chair and Treasurer.

9. Treasurer's Report—David Ramsay

a. Treasurer's Summary Report (Attachment E1)

b. Monthly Financial Reports:

i. May 2022

Link: <https://innovation-park.com/wp-content/uploads/2022/06/5.22-Monthly-Report-Innovation-Park-1.pdf>

ii. June 2022

Link: <https://innovation-park.com/wp-content/uploads/2022/07/6.22-Monthly-Report-Innovation-Park.pdf>

c. Financial Forecast for Remainder of FY 2021-22 (Attachment E2)

Treasurer David Ramsay will present his report to the Board and supporting financial reports.

10. Executive Director Position—Chair Kevin Graham

Chair Graham will report on the Executive Committee’s discussion and planned next steps regarding the upcoming Executive Director position vacancy following Ron Miller’s announced retirement.

11. Innovation Park TLH, Inc DBA North Florida Innovation Labs (IPTLH)—Bill Lickson

Director Lickson will lead a discussion regarding key questions for the continued development of the IPTLH organization and the Authority’s recommendations to the IPTLH Board:

- a. IPTLH Board Composition
- b. Optimal legal structure regarding protection of IPTLH client intellectual property
- c. Sources, uses and timing of future funding requirements
- d. Funding strategies

12. Chair’s Report

13. Staff Reports

- a. Executive Director (*Attachment F1*)
- b. Director of North Florida Innovation Labs (*Attachment F2*)
- c. Manager of Marketing & Communications (*Attachment F3*)

14. New Business

15. Adjourn

UPCOMING MEETINGS AND EVENTS

Board of Governors Meeting

Thursday, October 6, 2022

11:00am – 1:00pm

Save the Date!

TechGrant 2022

Goodwood Museum and Gardens Carriage House

Thursday, October 13, 2022

5:30 – 7:30pm

**Leon County Research and Development Authority
Board of Governors Meeting**

Collins Building
2051 East Paul Dirac Drive
Tallahassee, FL 32310

June 2, 2022
11:00am to 1:00pm

DRAFT Minutes

Members in Attendance In-Person: Tom Allen, Brian Bautista, Keith Bowers, Ray Bye, Jessica Griffin, Anne Longman, Dave Ramsay.

Members in Attendance by Electronic Means: Eric Holmes.

Members Not in Attendance: John Dailey, Kristin Dozier, Kevin Graham.

Guests: Reis Alsberry, David Teek, FAMU Division of Research; Sonja Carter, Mike Mitchell, FSU Office of Research; Melissa VanSickle, Nelson Mullins Broad & Cassel; Stephanie Shoulet, NAI Talcot; Ron Miller, Bill Lickson, Kaizsa Grant-Threatt, Diamond Scrivens, Peggy Bielby, LCRDA Staff.

1. Call to Order

Vice Chair Tom Allen called the meeting to order at 11:03am.

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.

Ray Bye offered a motion to allow participation by electronic means. Brian Bautista seconded the motion which passed unanimously with Eric Holmes not voting.

4. Modifications to the Agenda

Ron Miller offered two modifications to the agenda, deleting two items:

Item 9. Project Waterfall (deferred to a future meeting)

Item 14. Chair's Report

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, April 7, 2022

Anne Longman offered a motion to approve the meeting minutes. Ray Bye seconded the motion which passed unanimously.

7. Consent Agenda

- a. Investment Report
 - i. March 2022
 - ii. April 2022

END OF CONSENT AGENDA

Ray Bye offered a motion to approve the consent agenda items. Keith Bowers seconded the motion which passed unanimously.

8. NSF Regional Innovation Engines Grant—Sonja Carter, Principal Development Strategist, FSU Office of Research; Reis Alsberry, Director, FAMU Office of Technology Transfer and Commercialization; Bill Lickson, Director, North Florida Innovation Labs

Bill Lickson and Sonja Carter reviewed the National Science Foundation Regional Innovation Engines Grant collaboration opportunity, proposal types and process, timeline, application process, and planned collaborations between LCRDA, FAMU-FSU College of Engineering, and TCC.

Ray Bye offered a motion to support the participation by LCRDA in the NSF program as described. Dave Ramsay seconded the motion which passed unanimously.

9. Project Waterfall—John McEachern

This Item was deferred to a future meeting.

10. Treasurer's Report—David Ramsay

- a. Treasurer's Summary Report
- b. Monthly Financial Reports:
 - i. March 2022
 - ii. April 2022

Treasurer David Ramsay presented his report to the Board and supporting financial reports.

Dave Ramsay offered a motion to accept the Treasurer's Report. Ray Bye seconded the motion which passed unanimously.

11. IBR 22-02 Elevator Modernization Consultant Services—Ron Miller

Staff has issued informal bid request 22-02 to contract for Elevator Modernization Consulting Services as provided for in the annual budget approved by the Board. These consulting services are expected to cost less than \$15,000 and will provide staff with bid specifications and contract performance oversight for the renovation of elevators in the Johnson and Morgan Buildings. The resulting RFP for the renovation of the elevators will be brought back to the Board for its approval. Staff believes it prudent to expedite the RFP process in order to complete the modernization by the end of the fiscal year.

The Executive Director requests approval to award and execute a contract for consulting services with the lowest responsive and responsible bidder as determined by the Executive Director and the Talcor Property Manager.

Keith Bowers offered a motion to authorize the Executive Director to award and execute the contract as requested for not more than \$15,000. Ray Bye seconded the motion which passed unanimously.

12. Morgan and Collins Building Renovations—Ron Miller

As a result of an MOU with the Office of Economic Vitality, the Authority has received funding to renovate space in the Collins and Morgan Buildings. The Board has previously approved \$200,000 of

this funding to be used in the current fiscal year for the renovations. Renovations will include the replacement of flooring, ceiling tiles, insulation, and restroom/breakroom fixtures, as well as new paint. Staff and the Talcot Property Manager will oversee the renovations contracting separately with each of the required trades and purchasing materials directly where possible. Prospective leasing opportunities necessitate an expedited approach to completing these basic renovations.

The Executive Director requests approval to request quotes, as well as award and execute contracts for labor and material purchases for the described renovations which do not individually exceed \$50,000 and do not exceed \$200,000 in aggregate.

Ray Bye offered a motion to authorize the Executive Director request quotes and award and execute the contracts as requested. Keith Bowers seconded the motion which passed unanimously.

13. Economic Development Administration (“EDA”) Build to Scale Venture Challenge \$750,000 Grant — Bill Lickson

The EDA is seeking competitive proposals that support technology entrepreneurship and accelerate company growth in their community, region, or combination of regions. The project will strengthen economic competitiveness through new product or service innovation or new technology adoption, enhancing research commercialization processes and outcomes, remediating structural barriers that inhibit regional innovation capacity and resilience, or leveraging regional competitive strengths to stimulate innovation and the creation of high-skill and high wage jobs. Companies served by North Florida Innovation Labs (as a sub awardee) will be challenging the status quo of established markets or commercializing technologies, as well as furthering job creation within their businesses. Funds leveraged through this competition will not only launch new programming and/or scale existing programming, but also generate sustainable added value for the region’s entrepreneurial ecosystem by augmenting existing regional assets for innovation and entrepreneurship.

Staff requests approval to apply for, and accept if awarded, a Build to Scale Venture Challenge Build Grant for up to \$750,000 from the Economic Development Administration. The grant is expected to be awarded in November 2022 and would be paid out over 3 years.

Dave Ramsay offered a motion to approve the grant application and acceptance as requested. Brian Bautista seconded the motion which passed unanimously.

14. Chair’s Report

This Item was deleted.

15. Staff Reports

a. Executive Director

Ron Miller reported on the incubator construction, funding, and development, as well as planned renovations to accommodate the potential new tenants and current tenants looking to expand their space.

b. Director of North Florida Innovation Labs

Bill Lickson reported on facility design and development, fundraising, community engagement, and membership and programs.

c. Manager of Marketing & Communications

Kaizsa Grant-Threatt reported on planning for the Groundbreaking Ceremony, TechGrant, and TechTopics, plus newsletter and social media changes, and NFIL branding.

16. New Business

None.

17. Adjourn

The meeting adjourned at 12:18pm.

LEON COUNTY RESEARCH AND DEVELOPMENT AUTHORITY

INVESTMENT PORTFOLIO

For period ending June 30, 2022

For the Month:

<u>SECURITY OWNED</u>	<u>BALANCE BOM</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOM</u>	<u>YIELD</u>
FL PRIME	\$ 1,126,367.58	\$ 1,156.66	\$ -	\$ -	\$ 1,127,524.24	1.249%
SPIA *	2,383,799.21	1,805.65	-	-	2,385,604.86	0.923%
	<u>\$ 3,510,166.79</u>	<u>\$ 2,962.31</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,513,129.10</u>	<u>1.027%</u>

For the Fiscal Year Beginning October 1:

<u>SECURITY OWNED</u>	<u>BALANCE BOP</u>	<u>EARNINGS</u>	<u>ADDITIONS</u>	<u>DEDUCTIONS</u>	<u>BALANCE EOP</u>	<u>YIELD</u>
FL PRIME	\$ 1,124,280.94	\$ 3,243.30	\$ -	\$ -	\$ 1,127,524.24	0.385%
SPIA	2,374,210.01	11,394.85	-	-	2,385,604.86	0.639%
	<u>\$ 3,498,490.95</u>	<u>\$ 14,638.15</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,513,129.10</u>	<u>0.559%</u>

Investments Designated for Capital Projects (North Florida Innovation Labs)

\$ 1,770,563.00

Investments Held to Meet Contractual Requirements (OEV MOU)

\$ 268,500.00

Undesignated Investments

\$ 1,474,066.10

SPIA Available Balance (see security description for minimum balance requirements)

\$ 956,156.51 *

* SPIA reporting has been delayed--earnings and available balance amounts estimated

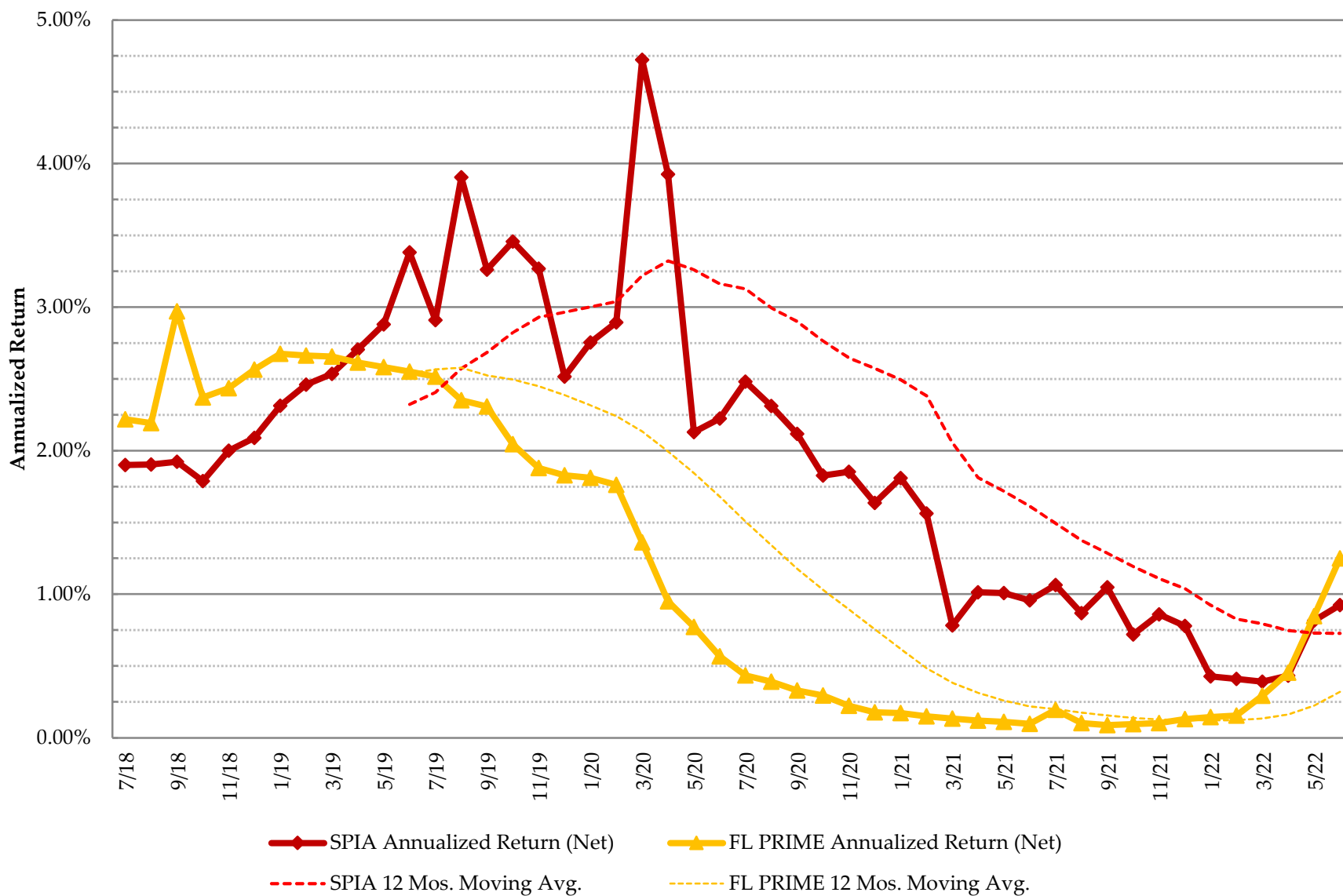
NOTABLE ADDITIONS OR DEDUCTIONS TO ACCOUNTS:

Note: Security descriptions shown on reverse

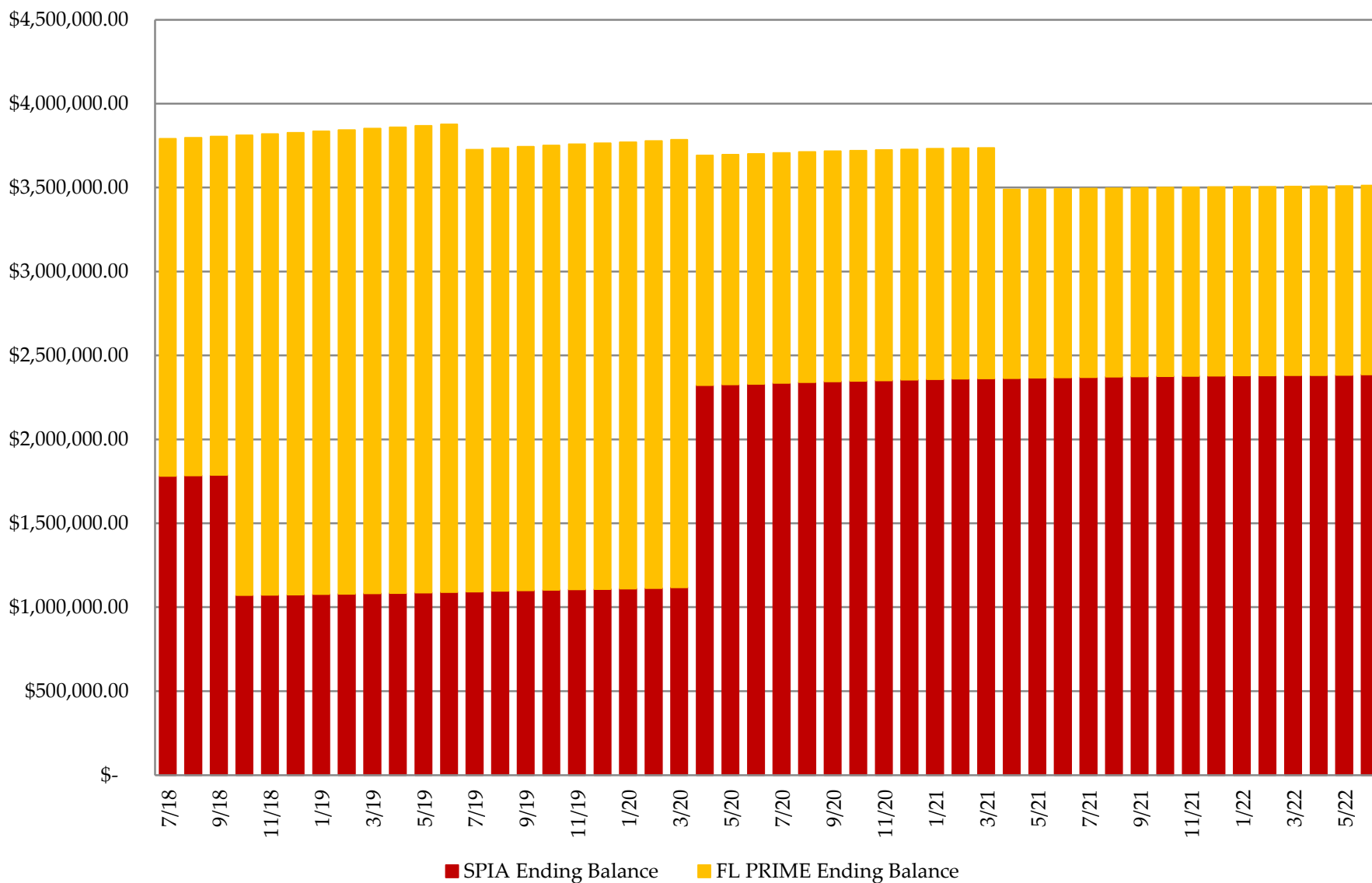
SECURITY DESCRIPTIONS:

- FL PRIME - SBA Florida Prime - The Local Government Surplus Funds Trust Fund (Florida PRIME) was created by an Act of the Florida Legislature in 1977 and currently serves over 800 participants across the state. Invests exclusively in short-term, high-quality fixed-income securities rated in the highest short-term rating category by one or more nationally recognized statistical rating organizations, or securities of comparable quality. Seeks to maintain a \$1.00 value and maintain a weighted average maturity of 60 days or less, with the maximum maturity of any investment limited to 397 days. Rated AAAm by Standard & Poor's, the highest rating available for a local government investment pool. Complies with legislation that requires numerous operational and reporting enhancements, including restating investment objectives to emphasize safety, liquidity and competitive returns with minimization of risks; and providing for enhanced internal controls, transparency and communication. Federated Investors has managed the assets of Florida PRIME to the exact specifications of its investment policies since February 13, 2008.
- SPIA – Florida Treasury Special Purpose Investment Trust – The Florida State Treasury operates a special investment program for public entities other than the State. This program is authorized in Section 17.61(1), Florida Statutes and is called the Treasury Special Purpose Investment Account (SPIA). Component units of the State, Universities, or Colleges that are created by the Florida Constitution or Florida Statutes are eligible to invest in SPIA. Current non-component unit participants, like the Authority, are allowed to stay in the program with capped investment limits and a minimum balance equal to 60% of the previous 3 months average balance. Liquidations in excess of the minimum balance require 6 months' notice. SPIA funds are invested in the same portfolio as Treasury funds, so the pool of funds has a stable base of funds (over 85% of the funds are captive trust funds) not needed for immediate disbursement. These funds are invested in a combination of short-term liquid instruments and intermediate-term fixed income securities. This “barbell” investment strategy, along with incremental income produced by securities lending, has the ability to return higher yields than a typical money market fund. Participants have the ability to invest and obtain fund withdrawals same day with an 11:00 a.m. deadline for notifying the Treasury. The SPIA maintains a credit rating of A+f by Standard & Poor's.

Leon County Research & Development Authority Investment Yield



Leon County Research & Development Authority Investments Balances



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

Collins Building
2051 E Paul Dirac Drive
Tallahassee, FL 32310

Thursday, July 21, 2022
11:00am – 1:00pm

Report

Members in Attendance In-Person: Kevin Graham, Tom Allen, Kimberly Moore, Dave Ramsay.

Members in Attendance by Electronic Means: None.

Members Not in Attendance: None.

Guests: Ron Miller, Bill Lickson, Kaizsa Grant-Threatt, Peggy Bielby, LCRDA Staff.

1. Call to Order

Chair Kevin Graham called the meeting to order at 11:00am.

2. Introduction of Guests

All present introduced themselves.

3. Approval of Participation by Electronic Means

No approval was needed as a quorum of members was present in person.

4. Modifications to the Agenda

None.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, March 24, 2022

Tom Allen offered a motion to approve the draft meeting minutes. Dave Ramsay seconded the motion which passed unanimously.

7. Nominating Committee Appointment

The Authority's Board of Governors will have three Leon County Commission appointed board members' terms expiring on September 30, 2022. In accordance with County Ordinance, a committee convened by the County will review applications and make nominations to the Commission to fill those seats. The Authority's board chair is appointed to serve on the committee unless the chair is applying for re-appointment to the board. In which case, the Board must designate an alternate to serve on the committee. Chair Kevin Graham's term is expiring and intends to re-apply for appointment. The County is currently scheduling the nominating committee meeting and is requesting the name of the

Authority's designee. Staff requests the Executive Committee designate another one of its members to service on the committee.

Dave Ramsay offered a motion to designate Tom Allen as the Authority's alternate to serve in the committee. Kevin Graham seconded the motion which passed unanimously.

Kimberly Moore joined the meeting at 11:05am.

8. RFP 22-03 Elevator Modernization Request for Proposals

Elevators in the Morgan and Johnson Buildings were installed in the buildings when they were constructed in 1987 and 1993, respectively. Code regulations for elevators have changed during that time, and the appearance and mechanical operations of the cabs are deteriorating. As previously approved by the board, a consultant was hired to develop the technical specifications for the modernization of the elevators and to assist with an RFP process and to oversee the project. Staff requests approval to issue and advertise RFP 22-03 for the modernization of the elevators in the Don Fuqua Research Center Morgan and Johnson Building.

Dave Ramsay offered a motion to issue and advertise the RFP and to appoint Ron Miller, Stephanie Shoulet, and the elevator consultant as the evaluation committee to evaluate the responses and make a recommendation to the Board. Kimberly Moore seconded the motion which passed unanimously.

9. Local Support Grant Opportunity

Staff have applied to the State of Florida, through Representative Shoaf, for a Local Support Grant in the amount for \$250,000 to support Land Planning, Geotechnical Investigation, and Pad-Ready Certification of some of the undeveloped land at Innovation Park. Staff requests ratification of its decision to apply for this grant, and authority to accept the grant if it is awarded.

Tom Allen offered a motion to ratify application and to authorize acceptance of the grant if awarded. Kimberly Moore seconded the motion which passed unanimously.

10. North Florida Innovation Labs Construction (NFIL) Update

Staff will provide an update regarding the construction of NFIL including a cash flow projection and schedule.

Ron Miller reviewed a 27-month schedule, payments to date, reimbursement schedule, projected cash balances, and loan draw schedule and balances. All permits have been approved. The architect is providing construction administration and enhanced observation services. EDA five payment reimbursements will be a percentage of funds expended to their budget, not based on total budget. He explained how the draws on the 12-month interest only FSU loans will be structured.

11. Financial Forecast for Fiscal Year 2021-22

The Executive Director presented an update regarding a financial forecast for the remainder of the current fiscal year. Ron Miller reviewed the year-to-date actual budget plus the three remaining months' budget, adjusting for forecasted changes, and reviewed the main variances. Overall, the current year forecast is very close to the current year budget. The Budget process will begin meet next month.

12. Staff Update

a. Director of North Florida Innovation Labs

Bill Lickson reported on the NFIL Groundbreaking community feedback, community engagement, and his attendance at the International Business Innovation Association (InBIA) conference in

Atlanta at Georgia Tech. He also discussed fundraising and funding, and NFIL and IPTLH structure and governance, and building a national presence for the new NFIL facility. The Committee requested a statement of sources, uses, and timing of funding required for the equipping, initial operation, and retirement of debt for NFIL. They also requested information regarding IPTLH/NFIL's optimal structure to protect proprietary and confidential information of its clients.

b. Manager of Marketing & Communications

Kaizsa Grant-Threatt reported on NFIL Groundbreaking earned media, TechGrant 2022 planning, sponsorships, and social media.

c. Executive Director

Ron Miller announced that he plans to retire and will work with the Board to facilitate a smooth transition to a new Executive Director. He asked that the Board have someone in place in the next 60 to 75 days. The Executive Committee will meet again in a special meeting in the next week to discuss the hiring and transition plans.

13. New Business

None.

14. Adjourn

The meeting was adjourned at 1:02pm.

Site Certification / Pad Ready Analysis and Preparation

Innovation Park of Tallahassee (IP) is a research park managed by Leon County R&D Authority (LCRDA), a F.S. Section 159 Part V Dependent Special District. IP has approximately 60 acres of undeveloped land under lease with the State of Florida Board of Trustees of the Internal Improvement Trust Fund. Sites are leased by FSU, FAMU and LCRDA. LCRDA is requesting \$250,000 to support Site Certification/Pad Ready Analysis and Preparation for the undeveloped land to attract future development.

1. **LAND PLANNING (all undeveloped land in IP ~60 acres) \$100,000**

The following steps are descriptive of the approach toward identifying individual site development potential. Documentation of property characteristics and assignment of projected building size and type (# of stories, gsf, manufacturing or research, distribution, etc) to establish conceptual footprint per site:

- a. Verified Property Availability
 - IP properties and University controlled properties
- b. Property Characteristics (requires several sub-consultants)
 - Parcel Size and developable (non-environmentally constrained) acreage
 - Developable acreage Outside of flood zone (use FEMA data)
 - Developable acreage free of environmental concerns (*Phase 1 Consultant*)
 - Developable acreage free of wetlands (*Biologist*)
 - Developable acreage free of state and federal endangered species (*Biologist*)
 - Developable acreage free of areas of archaeological or historical significance (*Archaeological Consultant*)
- c. Zoning
 - PUD constraints (setbacks, FAR, height, architectural guidelines)
 - Proposed use compatible with adjacent property uses
- d. Transportation
 - Roadway system capacity (from major arterial network – Traffic Consultant)
 - Access to 4 lane limited access roadway
 - Access to interstate, rail, airport
- e. Utilities
 - Access to adequate electric service, natural gas, water and wastewater capacity
 - Access to adequate data and telecommunications infrastructure

2. **GEOTECHNICAL INVESTIGATION (LCRDA+FAMU site) \$40,000 per site x 2 sites= \$80,000**

The following approach is based on a per-site basis to establish the geotechnical conditions for each each project. Additional geotechnical studies may be required once a specific building footprint and site plan are established:

For relatively light structures, the risk of experiencing a sinkhole that effects the structure is often not addressed. However, for many of the structures in Innovation Park, this risk has been judged by one or more of the team members in many of the projects to justify additional exploration and on some projects remedial measures for foundation support. The additional exploration includes geophysical surveys, more borings and deeper brings.

For several projects in Innovation Park, Ardaman and Associates has performed geophysical exploration along with borings to explore site subsurface conditions. On average they perform something like 20 borings that extend typically to 80 feet deep. The loading conditions for many of these projects would not necessarily justify this deep of borings and would typically require 30 to 40 ft deep borings, so the additional boring depth was for the purpose of assessing sinkhole potential. It is estimated that about 30 to 40 percent more borings (and deeper) per project within Innovation Park are needed than for a typical site.

A typical geophysical survey for these sites would include at least two forms of survey such as ground penetrating radar, micro-gravity, resistivity, conductivity or seismic.

3. PAD-READY CONSTRUCTION (10 acre site leased by LCRDA) \$70,000

The following steps are descriptive of the approach toward producing a pad-ready site:

- a. Preparation of construction plans (based on site plans in Task 1),
- b. Preparation of permit applications and specifications for driveway / limited surface parking, basic utility extensions to building pad, mass grading of developable area and on-site stormwater as required.
- c. Preparation of Site suitability checklist (based on site selection company format) to document “pad-ready” conditions.

Summary:

1. Land Planning	\$100,000
2. Geotechnical Investigation	80,000
3. Pad-Ready Construction	<u>70,000</u>
Total	<u>\$250,000</u>

The Florida House of Representatives
Local Support Grant Request - Fiscal Year 2022-23
For projects meeting the definition of House Rule 5.14

Attachment D
Page 3 of 14

Only Members of the Florida House of Representatives can officially submit a Local Support Grant Request
Your request will not be officially submitted unless all questions and applicable sub parts are answered. The information provided in the request will be posted on the House website and available for public review.

1. **Title of Project:** Innovation Park Site Certification and Land Planning for Business Recruitment to North Florida

2. **Date of Submission:** 07/11/2022

3. **House Member Sponsor:** Representative Jason Shoaf

4. **Details of Amount Requested:**

a. Has funding been provided in a previous State budget for this activity? ☐ Yes ☒ No

b. What is the most recent fiscal year the project was funded?

c. Were the funds provided in the most recent fiscal year subsequently vetoed? ☐ Yes ☒ No

d. Complete the following Project Request Worksheet to develop your request.

If vetoed, check if recurring and/or nonrecurring funds: ☐ Recurring ☐ Nonrecurring

FY:	Input Appropriation for this project for FY 2022-23 <i>(If appropriated in FY 2022-23 enter the appropriated amount, even if vetoed.)</i>			Develop New Funds Request for FY 2022-23 Local Support Grants <i>(Requests for additional RECURRING funds in Column E are prohibited.)</i>		
Column:	A	B	C	D	E	F
Funds Description	Recurring Funds	Nonrecurring Funds	Total Funds Appropriated	Recurring Base Budget	Additional Nonrecurring Request	TOTAL Nonrecurring plus Recurring Base Funds
Input Amounts			0	0	250,000	250,000

The Florida House of Representatives

Local Support Grant Request - Fiscal Year 2022-23

e. Provide the total cost of the project for FY 2022-23 from all sources of funding (Enter "0" if amount is zero):

Type of Funding	Amount	% of Total	Are the other sources of funds guaranteed in writing?	
1. Amount Requested from the State in this Local Support Grant Request	250,000	100.0 %		
2. Federal	0	0.0 %	<input type="radio"/> Yes	<input checked="" type="radio"/> No
3. State (Excluding the requested Total Amount in #4d, Col F)	0	0.0 %	<input type="radio"/> Yes	<input checked="" type="radio"/> No
4. Local	0	0.0 %	<input type="radio"/> Yes	<input checked="" type="radio"/> No
5. Other	0	0.0 %	<input type="radio"/> Yes	<input checked="" type="radio"/> No
TOTAL	250,000	100.0 %		

5. Is this a multi-year project requiring funding from the state for more than one year? ☐ Yes ☒ No

a. How much state funding would be requested after 2022-23 over the next 5 years?

b. How many additional years of state support do you expect to need for this project?

c. What is the total project cost for all years including all federal, local, state, and any other funds? Select the single answer which best describes the total project cost. If funds requested are for ongoing services or for recurring activities, select "ongoing activity".

The Florida House of Representatives

Local Support Grant Request - Fiscal Year 2022-23

6. Which is the most appropriate state agency to place an appropriation for the issue requested?

Department of Economic Opportunity

- a. Has the appropriate state agency for administering the funding, if the request were appropriated, been contacted? ☐ Yes ☒ No
- b. Describe penalties for failing to meet deliverables or performance measures which the agency should provide in its contract to administer the funding if appropriated.

Not Applicable

7. Requester:

- a. First Name: Last Name:
- b. Organization:
- c. Email:
- d. Phone #:

8. Contact for questions about specific technical or financial details about the project.

- a. First Name: Last Name:
- b. Organization:
- c. Email:
- d. Phone #:

9. If there is a registered lobbyist working to secure funding for this project, fill out the information below. If not, click None ☒

- a. First Name: Last Name:
- b. Firm:
- c. Email:
- d. Phone #:

The Florida House of Representatives

Local Support Grant Request - Fiscal Year 2022-23

10. Organization or Name of entity receiving funds:

a. Name: Leon County Research and Development Authority

b. County (County where funds are to be expended) Leon

c. Service Area (Counties being served by the service(s) provided with funding)

Jobs created will impact: Calhoun, Franklin, Gadsden, Jefferson, Leon, Liberty, Madison, Taylor, Wakulla

11. What type of organization is the entity that will receive the funds?

Other

If other, please describe:

Dependent Special District, F.S. Section 159, Part V Research Park

12. What is the specific purpose or goal that will be achieved by the funds being requested?

Innovation Park is a research park with 60 acres of undeveloped state-owned land leased by FSU, FAMU & LCRDA and managed by LCRDA. LCRDA's economic development mission includes attracting advanced manufacturing and other companies that will build on the land and create high-wage jobs for the region. Requested funds will be used for land planning, geotech investigation, and pad-ready site certification making the state-owned land more attractive to companies wishing to locate in the region.

The Florida House of Representatives

Local Support Grant Request - Fiscal Year 2022-23

13. Provide specific details on how funds will be spent. (Select all that apply)

Spending Category	Description	Amount Requested (Total should equal 4d, Col. E) Enter '0' if request is zero for the category
Administrative Costs		
Executive Director/Project Head Salary and Benefits		
Other Salary and Benefits		
Expense/Equipment/Travel/Supplies/Other		
Consultants/Contracted Services/Study		
Operational Costs		
Salaries and Benefits		
Expenses/Equipment/Travel/Supplies/Other		
Consultants/Contracted Services/Study	Contract for land planning, geotechnical investigation and pad-ready site certification to make Innovation Park's State-owned land more attractive for recruiting advanced manufacturing and other companies that will create high-wage jobs for the North Florida Region.	250,000
Fixed Capital Construction/Major Renovation		
Construction/Renovation/Land/Planning Engineering		
Leon County R&D Authority Board of Governors Meeting Aug. 4, 2022		250,000
Total Requested		

The Florida House of Representatives

Local Support Grant Request - Fiscal Year 2022-23

14. For Fixed Capital Costs requested in Question 13, what type of ownership will the facility be under when complete?

<Click to Select>

If other, please describe:

100 maximum characters allowed

15. Is the project request an information technology project? ☐ Yes ☒ No *Water projects skip to #16*
- a. Will this information technology project be managed within a state agency to support state agency program goals? ☐ Yes ☐ No
- b. What is the total cost (all years) to design and build the project?
- c. What are the ongoing (annual recurring) maintenance and operation costs once the project is completed?
- d. Can the state agency fund the ongoing annual recurring costs within its current operating budget? ☐ Yes ☒ No
- e. What are the specific business objectives or needs the IT project is intended to address?
- 400 maximum characters allowed
- f. Based upon the identified business objectives or needs, what are the success factors that must be realized in order for the state agency to consider the proposed IT project a success?
- 100 maximum characters allowed
16. Is there any documented show of support for the requested project in the community including public hearings, letters of support, major organizational backing or other expressions of support? ☐ Yes ☒ No
- Please describe:
- 400 maximum characters allowed
17. Has the need for the funds been documented by a study, completed by an independent 3rd party, for the area to be served? ☐ Yes ☒ No
- Please describe:
- 400 maximum characters allowed

The Florida House of Representatives

Local Support Grant Request - Fiscal Year 2022-23

18. Will the requested funds be used directly for services to citizens? ☐ Yes ☒ No

Water projects skip to #19

a. What are the activities and services that will be provided to meet the purpose of the funds?

400 maximum characters allowed

b. Describe the direct services to be provided to the citizens by the funding requested.

400 maximum characters allowed

c. Describe the target population to be served (i.e., “the majority of the funds requested will serve these target populations or groups”). Select all that apply to the target population:

- | | |
|---|---|
| <input type="checkbox"/> Elderly persons | <input type="checkbox"/> Drug users (in health services) |
| <input type="checkbox"/> Persons with poor mental health | <input type="checkbox"/> Preschool students |
| <input type="checkbox"/> Persons with poor physical health | <input type="checkbox"/> Grade school students |
| <input type="checkbox"/> Jobless persons | <input type="checkbox"/> High school students |
| <input type="checkbox"/> Economically disadvantaged persons | <input type="checkbox"/> University/College students |
| <input type="checkbox"/> At-risk youth | <input type="checkbox"/> Currently or formerly incarcerated persons |
| <input type="checkbox"/> Homeless | <input type="checkbox"/> Drug offenders (in criminal Justice) |
| <input type="checkbox"/> Developmentally disabled | <input type="checkbox"/> Victims of crime |
| <input type="checkbox"/> Physically disabled | <input type="checkbox"/> General (The majority of funds will benefit no specific group) |
| <input type="checkbox"/> Other, please describe: | |

Required if 18c - Other is checked (100 maximum characters allowed)

d. How many in the target population are expected to be served?

The Florida House of Representatives

Local Support Grant Request - Fiscal Year 2022-23

19. What benefits or outcomes will be realized by the expenditure of funds requested? (Select each Benefit/Outcome that applies):

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Improve physical health		
Improve mental health		
Enrich cultural experience		
Improve agricultural production/ promotion/education		
Improve quality of education		
Enhance/preserve/improve environmental or fish and wildlife quality		
Protect the general public from harm (environmental, criminal, etc.)		

The Florida House of Representatives

Local Support Grant Request - Fiscal Year 2022-23

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Improve transportation conditions		
Increase or improve economic activity	Sites certified as pad-ready, and planning information available to make Innovation Park's State-owned land more attractive for recruiting advanced manufacturing and other companies that will create high-wage jobs for the North Florida Region.	Land planning for approximately 60 acres, geotechnical investigation for approximately 20 acres, and pad-ready site documentation for approximately 10 acres.
Increase tourism		
Create specific immediate job opportunities		
Enhance specific individual's economic self sufficiency		
Reduce recidivism		
Reduce substance abuse		

The Florida House of Representatives

Local Support Grant Request - Fiscal Year 2022-23

Benefit or Outcome	Provide a specific measure of the benefit or outcome	Describe the method for measuring level of benefit or outcome
Divert from Criminal/ Juvenile Justice System		
Improve wastewater management		
Improve stormwater management		
Improve groundwater quality		
Improve drinking water quality		
Improve surface water quality		
Other (Please describe)		

The Florida House of Representatives

Local Support Grant Request - Fiscal Year 2022-23

The questions below are additional questions for water projects only

20. Have you applied for alternative state funding?

- a. ☐ Wastewater Revolving Loan
- b. ☐ Drinking Water Revolving Loan
- c. ☐ Small Community Wastewater Treatment Grant
- d. ☐ Other (Please describe)
- e. ☐ N/A

21. What is the population economic status?

- a. ☐ Financially Disadvantaged Municipality
- b. ☐ Rural Area of Critical Economic Concern
- c. ☐ Rural Community Experiencing Economic Distress
- d. ☐ N/A

22. What is the status of construction?

- a. ☐ Ready
- b. ☐ Not Ready

23. What percentage of construction has been completed?

 %

24. What is the estimated completion date of construction?



Attestation

Local Support Grant Request

THE ATTESTATION SHOULD BE COMPLETED AND SIGNED BY THE PRINCIPAL OFFICER OF THE ORGANIZATION OR ENTITY FOR WHICH A LOCAL SUPPORT GRANT REQUEST FORM WAS SUBMITTED. THE PRINCIPAL OFFICER IS THE INDIVIDUAL RESPONSIBLE FOR IMPLEMENTING THE DECISIONS OF THE GOVERNING BODY OF THE ORGANIZATION OR ENTITY OR FOR SUPERVISING THE MANAGEMENT, ADMINISTRATION, OR OPERATION OF THE ORGANIZATION OR ENTITY.

_____ (title of principal officer) of
Leon County Research and Development Authority _____ (organization or entity) for which
a Local Support Grant Request Form was submitted. I have read such Request Form # TBD as
published on the Florida House of Representatives website, and I verify that I am fully informed as to
the information therein. I declare that all such information is true and accurate OR ☐ (check if
correction attached) is true and accurate as corrected in the attached statement.

I am authorized on behalf of the organization or entity listed above to and do consent to investigation
of such information and any matter relevant thereto. I agree to provide all documents and other
information requested by the Chair of the House Public Integrity & Elections Committee as part of such
investigation, including information that may be requested on the organization, ownership, and any
beneficiary of the organization or entity on whose behalf project funding has been requested.

If any inaccuracies in the information contained in the Local Support Grant Request Form come to my
attention, I agree to promptly correct such information by letter to the House Appropriations
Committee.

**Under penalties of perjury, I declare that I have read the foregoing statement and that the facts
stated in it are true.**

Signed: _____ Date: _____

Print name: Ronald J. Miller, Jr. Entity name: Leon County R&D Authority

***The completed and signed attestation, as well as any subsequent letters of correction, should be submitted
to the Appropriations Committee by electronic mail to the following address: apc@laspbs.state.fl.us.***

Leon County Research and Development Authority
Treasurer's Report

August 4, 2022

The following is a summary of significant items relating to financial position, financial operations, and the budget:

For the months ending	5/31/2022	6/30/2022
and the year-to-date through	9 months thru	6/30/2022

1) Balance Sheet

	Beginning	Increase/ (Decrease)		Ending
		5/31/2022	6/30/2022	
Cash-operating ¹	\$ 102,864	\$ (13,661)	\$ (26,555)	\$ 62,648
Cash-NFIL construction ²	1,118,788	500,000	(563,801)	1,054,987
Due from IPTLH ³	9,621	-	65,764	75,385
Grants receivable (due from EDA) ²	543,320	353,591	621,793	1,518,704
Other Receivables (includes trade receivables)	71,779	3,619	7,207	82,605
Construction in progress ²	865,674	563,379	990,706	2,419,759
Property	10,922,240	1,550		10,923,790
Accumulated depreciation and amortization	(7,673,691)	(22,963)	(22,963)	(7,719,616)
Prepaid insurance	19,706	(4,370)	1,926	17,262
Investments	3,506,863	1,652	2,809	3,511,323
Lease receivable ⁵	3,134,011	-	-	3,134,011
Pension-deferred outflow of resources ⁵	125,137	-	-	125,137
Total assets	12,746,312	1,382,796	1,076,887	15,205,996
Unearned revenue-NFIL funding ²	1,276,478	354,532	(255,806)	1,375,204
Unearned revenue-OEV MOU ⁴	268,500	-	-	268,500
Accounts Payable-Construction	-	563,379	426,905	990,284
Other current liabilities	62,724	(3,577)	14,085	73,231
Deferred inflow of resources-leases ⁵	3,132,062	-		3,132,062
Net pension liabilities and deferred inflow ⁵	292,701	-		292,701
Total capital (net position)	\$ 7,713,848	\$ 468,462	\$ 891,703	\$ 9,074,013

¹ 6/22 ARPA reimburseable expenses for groundbreaking ceremony \$8k² NFIL construction funding advances, unreimbursed costs by EDA, costs incurred to-date, advances not yet earned³ 6/22 Accrued amounts due from IPTLH for ARPA grant reimbursements⁴ Reflects unexpended balance of OEV Juggernaut MOU funds⁵ GASB 68 & 87 adjustments made at fiscal year-end

2) Income Statement

	YTD	Month		YTD
	Prior Month	5/31/2022	6/30/2022	6/30/2022
Grant revenue-NFIL ¹	\$ 371,765	\$ 499,059	\$ 877,599	\$ 1,748,423
Grant revenue-ARPA ¹	\$ -	\$ -	\$ 65,764	\$ 65,764
Interest income	\$ 9,172	\$ 2,504	\$ 2,957	\$ 14,633
Net operating income (loss) (before depreciation & amort.)	\$ 281,404	\$ 491,424	\$ 914,666	\$ 1,687,495
Less: Depreciation & amort.	(160,738)	(22,963)	(22,963)	(206,663)
Net income (loss)	\$ 120,666	\$ 468,462	\$ 891,703	\$ 1,480,831

¹ Recognizing revenue as expenses eligible to be reimbursed are incurred.

3) Budget Comparison Statement

a) Summary:	Year-to-Date thru: 6/30/2022		
	Budget	Actual	Variance Favorable/ (Unfavorable)
Revenue	\$ 1,048,854	\$ 2,408,937	\$ 1,360,083
Operating Expenses	1,073,012	721,442	351,570
Net Operating Income (Loss)	\$ (24,158)	\$ 1,687,495	\$ 1,711,653

See detail breakdown of variances below.

Leon County Research and Development Authority
Treasurer's Report
August 4, 2022

b) Revenues:

Revenue Variances Year-to-Date thru: 6/30/2022	
Actual	\$ 2,408,937
Budgeted	1,048,854
Variance Favorable (Unfavorable)	<u>\$ 1,360,083</u>
Variance breakdown:	
Rent	\$ (2,730)
Operating expense reimbursement ¹	(26,364)
Interest income	(8,067)
Grant revenue (includes ARPA) ²	(85,925)
Grant income-NFIL ³	1,748,422
Other program revenue	750
Other Income ⁴	(266,262)
All other	257
Variance Favorable (Unfavorable)	<u>\$ 1,360,083</u>

¹. Operating expense reimbursement budgeted (\$26k) for FSU share of elevator refurb, but corresponding capital expense not yet incurred.

². Grant expenses to be reimbursed have not yet been incurred or invoiced.

³. NFIL construction costs reimbursements earned but not budgeted.

⁴ OEV payment for Juggernaut MOU \$268.5k budgeted but net yet earned (will be earned as expended)

c) Operating Expenses (before Depreciation and Amortization):

Operating Expenses Year-to-Date thru: 6/30/2022	
Budgeted	\$ 1,073,012
Actual	721,442
Variance Favorable (Unfavorable)	<u>\$ 351,570</u>
Operating Expense Variances Year-to-Date thru: 6/30/2022	Favorable/ (Unfavorable)
Payroll ¹	\$ 39,093
Utilities	(3,416)
Repairs/Maintenance ²	26,821
Cleaning & Improvements ³	222,915
Services ⁴	3,767
Property Administration ⁵	62,390
Total Favorable (Unfavorable) Variance	<u>\$ 351,570</u>

¹. Vacant position salary and benefits

². HVAC Repair \$11.5k not yet needed, Tree Trimming \$5.9k not yet completed; other not expended

³. Collins and Morgan renovations budgeted but not yet expended (from OEV/Juggernaut MOU receipts); NPS paint deferred by tenant \$20k

⁴. Budgeted but not yet expended

⁵. Budgeted by not yet expended: Accounting (\$1k), Grant Expenses (\$30.5), Other Program Expenses (\$15.5k), Marketing/PR (\$24.2k), Travel (\$1.6k); less unfavorable: Professional fees (\$11.7k)

Respectfully submitted, David Ramsay, Treasurer

7/27/2022
12:38 PM

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

Attachment E2
Page 1 of 2

Balances 6/30/2022:				FY 2021-22			
Checking-Operating	\$	62,648	YTD Actual +		Current Year	Current Year	Current Year
Checking-NFIL	\$	1,054,987	3 months	Forecast	Forecast	Budget	Forecast vs.
Investments	\$	3,511,323	Budget	adjustments			Current Year
							Budget
INCOME							Var. Note
OPERATING INCOME							
Rent		692,217			\$ 692,217	\$ 694,942	\$ (2,725)
Common Area Maintenance		64,488	-		64,488	64,483	5
Other Rents		-			-	-	-
Tech Force Program Income		-			-	-	-
Other Program Income		8,750			8,750	8,000	750
Grant Revenue-NFIL	1,748,422	(1,748,422)			0	-	0
Grant Revenue-Other	111,325	-			111,325	197,250	(85,925)
Other Income	2,495	193,500			195,995	268,500	(72,505)
TOTAL OPERATING INCOME	2,627,698	(1,554,922)			1,072,776	1,233,175	(160,399)
NON-OPERATING INCOME							
Interest	22,343				22,343	30,438	(8,096)
Operating Expense Reimbursement	3,748	-			3,748	30,120	(26,372)
TOTAL NON-OPERATING INCOME	26,091	-			26,091	60,558	(34,468)
TOTAL INCOME	2,653,789	(1,554,922)			1,098,867	1,293,733	(194,867)
EXPENSES							
OPERATING EXPENSES							
Total Authority Employee Expense	411,863	(4,500)			407,363	450,955	(43,592)
Total Utilities	113,910				113,910	110,502	3,408
Total Maintenance & Repairs	36,432	15,000			51,432	63,308	(11,876)
Total Cleaning & Improvements	385	115,000			115,385	223,300	(107,915)
Total Services	115,005	3,808			118,813	118,813	-
Property Administrative							-
Audit	17,000				17,000	18,000	(1,000)
Phone Service	2,294				2,294	2,220	74
Internet Charge	2,045				2,045	2,168	(123)
Copies	448				448	480	(32)
Fees/Licenses/Permits	110				110	168	(58)
Office Supplies	814				814	1,180	(366)
Office Equipment Maintenance	386				386	600	(214)
Postage/Delivery	15				15	60	(45)
Professional Fees	49,682	(4,000)			45,682	38,000	7,682
Printing	300				300	1,200	(900)
Grant Expense	42,404	2,971			45,375	72,875	(27,500)
Other Program Expenses	1,150	8,000			9,150	16,625	(7,475)
Subscriptions/Dues	3,683				3,683	3,544	139
Travel/Conferences	7,736	-			7,736	9,400	(1,664)
Marketing/PR	7,316				7,316	31,560	(24,244)
General Authority Expense	3,486				3,486	2,400	1,086
Other Administrative Expense	1,864				1,864	2,500	(636)
Research Grants	25,000	-			25,000	25,000	-
Total Property Administrative	165,732	6,971			172,703	227,980	(55,276)
Total Other Expenses (Talcot)	88,286	(38)			88,248	88,248	0
Total Insurance & Taxes	64,867				64,867	65,040	(173)
TOTAL OPERATING EXPENSES	996,481	136,241			1,132,722	1,348,146	(215,424)
NET OPERATING INCOME (LOSS)	1,657,308	(1,691,163)			(33,855)	(54,413)	20,556
Less: Capital Expenditures	1,979,246	(1,960,196)			19,050	(192,000)	211,050
CASH FLOW AFTER CAPITAL TRANSACTIONS	\$ 3,636,554	\$ (3,651,359)			\$ (14,895)	\$ (246,413)	\$ 231,696

Leon County R&D Authority
Board of Governors Meeting | Aug 4, 2022

<u>Note</u>	<u>Current Year Budget Variance Summary:</u>	<u>Favorable/ (Unfavorable)</u>	<u>Explanation</u>
	Rent	\$ (2,725)	
	CAM	5	
	Other Rents	-	
	Tech Force Program Income	-	
	Other Program Income	750	
¹	Grant Income	(85,925)	Additional grants applied for not received yet (NASA \$40K, FAMU \$60K, Reach \$7.5k)
²	Other Income	(72,505)	Morgan renovations not expected to complete this FY; recognizing OEV MOU Income as related expenses incurred.
³	Interest	(8,096)	Falling rates most of the year
⁴	Operating Expense Reimbursements	(26,372)	Based on reimbursable expenses--Elevator project not completed
	Total Income Variance	(194,868)	
⁵	Authority Employee expense	43,592	Periods with an unfilled position and different benefits than budgeted
	Utilities	(3,408)	
⁶	Maintenance & Repairs	11,876	Fewer repairs than expected
⁷	Cleaning and Improvements	107,915	Balance of OEV funds for Morgan (\$80k) and National Park Service paint (\$20k)
	Services	-	
	Property Administration:		
⁸	Professional Fees	(7,682)	Additional costs related to EDA lien/FSURF loan
	TechForce Program Expenses	-	
⁹	Grant Expense	27,500	Excluded NASA and Reach grant related expenses
¹⁰	Other Program Expenses	7,475	Groundbreaking \$5k in Grant expense reimbursed through ARPA
	Travel	1,664	
¹¹	Marketing/PR	24,244	Didn't spend as planned
	Research Grants	-	
	All Other Property Admin Expenses	2,248	Normal fluctuations
	Total Operating Expense Variance	215,424	
	Net Operating Income Variance	20,556	Favorable
¹²	Capital Expenditures*	211,050	Elevators budgeted \$150k (will be next year) and HVAC (30k)
			Excluded NFIL revenue/capex since not budgeted and distorts variances
	Total Current Year Budget Variance	231,606	Favorable
	Budgeted Cash Flow	(246,413)	
	Current Year Forecasted Cash Flow	\$ (14,807)	

Leon County R&D Authority
Executive Director's Report
August 4, 2022

1. Priority 1a: Incubator Construction and Development

a. Funding

- i. Received OEV grant fund payment of \$1,500,000.
- ii. Met with DEO to discuss funding opportunities. They did not have anything we could connect directly to the incubator. Interest in horizontal infrastructure.
- iii. Received 2 pay requests from contractor totaling \$1,490,977.50. Ensuring contractor compliance with reporting requirements.
- iv. Received 6 ALW pay requests totaling \$917,980.26.
- v. Submitted NFIL cash flow projection to FSURF as required by loan agreement.

b. Design & Construction

- i. Construction is progressing. Site tree removal and grading completed. Retaining wall footer concrete has been poured. Job site trailer placed, and perimeter fencing erected including 50' long NFIL promotional banner.
- ii. Conducting monthly meetings with Architects and Contractor teams.
- iii. All permits have now been approved!
- iv. Project schedule as been received. Still on schedule for 1st quarter 2024 completion.

c. EDA

- i. Worked with contractor to erect EDA required signage and sent photograph to EDA as required.
- ii. Submitted Census Bureau Monthly Survey
- iii. Submitted Quarterly Report
- iv. Following up regarding final lien info requested by EDA
- v. Reviewing EDA reimbursement process to ensure timely receipt of funding.

2. Priority 1b: Financial Sustainability

- a. Conducted another meeting with intermediaries on confidential project "Waterfall". Discussed more detail leasing terms. Prospect not willing to accept provision that improvements revert to the landlord at the end of the lease term unless the lease is extended.
- b. NWRDC advised that they will NOT expand into the Johnson Building. The additional staff will be working remotely.
- c. Met with National Park Service to discuss Johnson Building expansion and lease renewal process. Renewed interest in expansion, but no commitments.
- d. Worked with Bill to add an NFIL resident membership.
- e. Continue working with Bill and Stephanie to execute utilization of OEV MOU funds including specs and work plan for Collins Building improvements including network wiring requirements. Contracts have been executed. Demolition of existing flooring has begun. Ceiling demo is ready to begin.
- f. Working with Bill on ARPA grant funding reimbursement process with City and County. Finally received PO from City approved on the proper account. \$75k in reimbursements due through 6/30 (IPTLH \$9.5k; LCRDA \$65.7k).

Leon County R&D Authority
Executive Director's Report
August 4, 2022

- g. Worked with Bill and Brian Bautista to apply for Local Support Grant from the State for \$250,000 to be used in land planning, geotech investigation, and pad ready site certification.
 - h. Met with a new prospect to discuss potential land use. Still gathering preliminary information to determine if this would be highest and best use for our remaining property. Board approval of potential use, or wait for planning?
 - i. Follow up meeting with DEO/EFI to introduce people; committed to setup a tour.
 - j. Supported submission of EDA Build to Scale Venture Challenge grant application.
 - k. Renewed QuarryBio and NhuEnergy leases.
 - l. Prepared financial forecast for balance of the current fiscal year.
3. Programs/Media/PR/Community Relations
- a. Worked with Bill and team to execute groundbreaking ceremony for the North Florida Innovation Labs.
 - b. Interviewed by 850 Magazine re: Danfoss expansion and other ongoing Innovation Park activities.
 - c. Continuing Tech Grant 2022 planning. Application has been posted and is being promoted. Orientation meeting was held July 25th.
 - d. Bill and Kaizsa produced an NFIL ad for the annual 850 magazine produced "Tallahassee Innovation and Technology" magazine to be funded by ARPA grant.
 - e. Bill will be attending Annual Chamber Conference 8/19-8/21. Met with Ed Murray and discussed including NFIL in his regular presentation.
4. Miscellaneous
- a. Awarded IBR 22-02 Elevator Modernization Consulting Services bid, and in the process of putting together RFP to complete the modernization. Preliminary estimates from the consultant are significantly higher than budget. Participating in meetings with consultant. Drafted and released RFP 22-03 for the Elevator Modernization project including specifications and maintenance agreement.
 - b. Continue to support Danfoss expansion project requests from Danfoss, their engineers and contractors.
 - c. Created NFIL coworking membership agreement.
 - d. As requested by Leon County, transferred Innovation-Park.com domain to our registrar and DNS.
 - e. Started annual property and casualty renewal process.
 - f. Worked with Leon County on nominating committee process for board seats expiring 9/30/2022, as well as securing commitments from current members to reapply.
 - g. Working with new tenant on IT connection requirements.
 - h. Working with Counsel and Leon County attorney on Eisenhower property deed restrictions and use history for the property to determine lease/sale options.
 - i. Worked with FSU on IRCB stormwater management plan changes, and FCAPS solar array project
 - j. Working with Thomas Howell Ferguson on additional information requested by Attorney General's office related to prior year audit.

Leon County Research & Development Authority

Board of Governors Meeting August 4, 2022

North Florida Innovation Labs Update
Director, Bill Lickson

Facility Development:

- Working collaboratively with Ron Miller, the facility Planning & Design teams and the General Contractor, Culpepper on monitoring construction of North Florida Innovation Labs.

Community Engagement:

- Participated in the InBIA Conference at Georgia Tech in late June and toured lab facilities around Atlanta
- Coordinated the inclusion of North Florida Innovation Labs within the Real Estate presentation at the Greater Tallahassee Chamber of Commerce Conference in August
- Participating in the Florida League of Cities Conference on a EDA panel August 12th
- Presenting Lab updates to Mag Lab Leadership in August
- Continued in ongoing roles in the community including Choose Tallahassee BOD, Domi Station BOD, Launch Tally and other events

Membership & Programs:

- Had several preliminary conversations with potential lab members interested in the current and new facilities and offices.
- Developing plans and pricing for the expansion into the renovated Collins building offices and shared spaces

Fundraising:

- Worked with the Executive Director to submit a local request through Rep. Shoaf for \$250K for Innovation Park site planning
- Met with Executive Director & DEO Leadership to discuss funding possibilities
- Collaborating with our regional ecosystem partners on additional Federal grants and other funding opportunities.
- Submitted an EDA grant application in June for \$750K over 3 years
 - Will hear results in September & funding would begin in November
- Working with FSU & FAMU on two potential NSF grants
 - Both were approved to submit full applications (FSU \$1M & FAMU \$160M)
 - August 1st next milestone
- Working with RIDER on a grant related to UTC & Tech Commercialization
- Collaborating with FAMU on several grants
- Developing plans for a State of Florida Legislative funding request for 2023 request

- Creating a framework to solicit naming rights and corporate sponsorships for the new NFIL building and the labs, conference rooms and other spaces within the building
- Developing plans to submit Legislative funding requests from the State of Florida for the resources needed for the opening and initial operation of the lab facilities and programs.

Discussion of Next Steps - Opportunities & Challenges

- Human Resources
 - Internal & External
 - Current & Phased Needs over Next 18 Months
 - Risks of Turnover & Inflation
- Financial:
 - Human Resources – in addition to current needs
 - Including Programmatic Services via grant funds
 - Furniture, Fixtures & Equipment
 - \$2M +/- July 2023
 - Operating Funding – Pre & Post-opening
 - \$1M +/- July 2023
 - Debt Service & Retirement
 - \$4M +/- on or before Jan 2025
- Organizational Structures & Corporate Governance
 - Innovation Park, TLH BOD
 - Advisory Groups
- Contractual logistics
 - Leases
 - Rights – Including Naming & Sponsorships
 - Employment
 - All grants
 - Collins Memberships & Integration
 - Credit Facilities
- Legal, Accounting & Admin
 - Reports & Reporting (EDA & others)
 - Others
- Sunshine Requirements for Non-Profit corporation
 - Privacy of Members
- Cultural Differentiation
 - Entrepreneurial Developer – Leasing Management
 - Investment in advance of revenue
- External Environmental
 - Economic
 - Political
 - Competitive

Leon County Research & Development Authority

Board of Governors Meeting

Thursday, August 4, 2022

Marketing & Communications Report

Kaizsa Threatt, Manager of Marketing & Communications

A) Social Media Traction:

- a. Slowly building traction on social media
- b. Most engagement comes from Facebook
- c. Follower Update:
 - i. 995 Instagram
 - ii. 507 Facebook
 - iii. 350 LinkedIn
- d. We ask that you share any content posted to LinkedIn via your personal/business channels as this is how many people discover us.

B) Newsletter Traction:

- a. Currently, we have 1,427 people subscribed to receive our emails.
 - i. This includes a gain of 7 new subscribers in the last 30 days (16)
 - ii. Broken down in terms of numbers:
 - 1. 134 (9%) are actively engaged (opening emails, clicking through links, etc)
 - 2. 443 (31%) are somewhat engaged (they may open the emails and read the content occasionally but don't really engage with the content like clicking links)
 - 3. 671 (47%) are least engaged (they rarely open or click through the email)
 - 4. 179 (13%) don't get enough emails to count interaction (this could be emails that are incorrect or bounce back)
- b. We are looking at a 25% open rate and a 1% click through rate.
- c. How are we combatting this?
 - i. Sending more subject focused campaigns through Constant Contact rather than just a newsletter with a collection of information.
 - ii. Monitoring individual engagement – getting rid of any emails that are always getting thrown back or that are blocking us.
 - iii. Giving subscribers the option to decide what they want to subscribe to – for example, there's a sign up form on the North Florida Innovation Labs landing page that is specifically for updates on the new lab. These folks will not receive any other information. Newsletter sign ups will receive all the information in

one place. We can do the same for TechGrant, TechTopics and other programs when the time comes.

C) Website Traction:

- a. See Google Analytics sheet
- b. Top 3 visited pages on the website:
 - i. Homepage (89%)
 - ii. NFIL Fact Sheet that was released for the Groundbreaking Ceremony
 - iii. Tech Grant Application

D) PR Updates:

- a. The groundbreaking ceremony got us a lot of coverage on local news outlets and social media
- b. Including the Tallahassee Chamber, ALW, and Commissioner Kristen Dozier as well as coverage on ABC 27 and front page of the Tallahassee Democrat
 - i. The videographer that was present at the groundbreaking ceremony has also prepared a short video recap that we will share with the board at the next meeting.
- c. We recently sent off an ad to Tech Magazine showcasing the new labs and the 2024 opening.
- d. We are also working on branding for the other side of the Collins building. We have come up with a name “Tech Hub at Collins” and will soon start outreach to fill those offices.

E) TechGrant Updates:

- a. Application window is still open
 - i. Apps are due August 8
 - ii. Finalists will be announced on Sept 6
 - iii. We hosted a successful TechGrant Orientation on Monday, July 25
- b. We’ve also updated the sponsorship levels for any organizations that are interested in supporting this year’s event. Information will be sent out regarding that soon.