

**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

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.

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 Committee 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, March 24, 2022 (*Attachment A*)

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. *As such, staff requests the Executive Committee designate another one of its members to service on the committee.*

8. RFP 22-03 Elevator Modernization Request for Proposals (*Attachments will be provided as a supplement*)

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.*

9. Local Support Grant Opportunity (*Attachments B1-B3*)

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.*

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.

11. Financial Forecast for Fiscal Year 2021-22

Staff will present an update regarding a financial forecast for the remainder of the current fiscal year.

12. Staff Update

- a. Executive Director
- b. Director of North Florida Innovation Labs
- c. Manager of Marketing & Communications

13. New Business

14. Adjourn

UPCOMING MEETINGS AND EVENTS

Board of Governors Meeting Thursday, August 4, 2022 11:00am – 1:00pm	Save the Date! TechGrant 2022 Goodwood Museum and Gardens Carriage House Thursday, October 13, 2022 5:30 – 7:30pm
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**Leon County Research and Development Authority
Executive Committee Meeting**

Collins Building
2051 E Paul Dirac Drive
Tallahassee, FL 32310

Thursday, March 24, 2022
11:00am – 1:00pm

DRAFT Minutes

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

Members in Attendance by Electronic Means: Dave Ramsay.

Members Not in Attendance: None.

Guests: Melissa VanSickle, Nelson Mullins Broad & Cassel; Ron Miller, Bill Lickson, Peggy Bielby LCRDA Staff.

1. Call to Order

Chair Kevin Graham 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 Committee present in person are required to approve participation by those participating via Electronic Means acknowledging that the COVID-19 pandemic constitutes extraordinary circumstances.

Kimberly Moore offered a motion to approve participation by electronic means. Tom Allen seconded the motion which passed unanimously with Dave Ramsay not voting.

4. Modifications to the Agenda

None.

5. Public Comment

None.

6. Approval of Draft Meeting Minutes, January 20, 2022

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

7. Audited Financial Statements for Fiscal Year 2020-21

The Audit Committee recommends and requests approval of the Fiscal Year 2020-21 Audited Financial Statements. Auditors Thomas Howell Ferguson issued an unmodified opinion with the report, and noted no irregularities, errors, or recommendations in its report on internal controls, report on compliance with local government investment policies, management letter or the attached Auditor's Communication with Those Charged with Governance.

Dave Ramsay offered a motion to approve the recommendation of the Audit Committee. Kimberly Moore seconded the motion which passed unanimously.

8. Thomas Howell Ferguson Professional Auditing Services Agreement Extension

The Audit Committee recommends and requests approval of the attached Second Amendment to the Professional Auditing Services Agreement with Thomas Howell Ferguson to extend the agreement for two years at a cost of \$19,800 for the 2022 fiscal year and \$20,400 for the 2023 fiscal year. The fee history with the firm is also attached.

Kimberly Moore offered a motion to approve the recommendation of the Audit Committee. Tom Allen seconded the motion which passed unanimously.

9. NAI Talcor Property Management and Accounting Services Agreement Extension

Staff requests approval of the attached Second Amendment to the Property Management and Accounting Services Agreement to extend the term of the contract for one-year with a 4% increase in the management fee from \$7,354.37 to \$7,648.56 per month. The original three-year agreement provided 2.5% per year increases, and the prior year extension was awarded with no fee increase. The current agreement is due to expire on September 30, 2022 and provides that the term may be extended for additional one-year terms by mutual agreement of the parties.

After Ron Miller reviewed the history of the agreement with NAI Talcor, Kimberly Moore offered a motion to approve the Second Amendment to the Property Management and Accounting Services Agreement. Tom Allen seconded the motion which passed unanimously.

10. Florida State University Research Foundation ("FSURF") Loan for North Florida Innovation Labs ("NFIL")

The board of governors previously approved a \$3,000,000 line of credit from FSURF as specified in its Commitment Letter dated January 24, 2022 and authorized either the Executive Committee or the NFIL Oversight Committee to approve the final loan documents at the discretion of the Board Chair and the Executive Director. In response to higher-than-expected NFIL building construction bids, staff requested and have received support from FSURF for an increase in the loan amount to \$4,000,000 subject to approval by its board. The increased loan amount is required to be approved by the Board of Governors.

Staff reviewed with the committee draft loan documents, with the increased loan amount, to be presented to the board of governors for final approval. Ron Miller explained that the loan documents were received less than 24 hours earlier and he and Melissa VanSickle have reviewed them only briefly. They provided an overview of the project cost and funding, the loan agreement, repayment terms, promissory notes, security interest terms, and priority agreement. Ron Miller and Bill Lickson reviewed the NFIL pro forma. Dave Ramsay noted the importance of indicating that the lower interest rate note should be drawn on first. This information and documents will be presented to the board for its approval.

11. Staff Update

a. Executive Director

Ron Miller reported several entities are currently discussing securing or expanding leased space in Morgan, Johnson, and Collins Buildings. He noted that the amount of the Authority's professional fees will likely exceed the amount in the current year budget. Danfoss plans to begin construction next month.

b. Director of North Florida Innovation Labs

Bill Lickson reported he attended the iNBIA conference in Orlando and toured facilities at UCF and Lake Nona. SBIR/STTR training will begin in April utilizing the StartupWind platform. He continues to pursue grant opportunities.

12. New Business

None.

13. Adjourn

The meeting was adjourned at 12:58pm.

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

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:**
- 2. **Date of Submission:**
- 3. **House Member Sponsor:**

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	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	<input type="text" value="0"/>	<input type="text" value="0.0 %"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
3. State (Excluding the requested Total Amount in #4d, Col F)	<input type="text" value="0"/>	<input type="text" value="0.0 %"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
4. Local	<input type="text" value="0"/>	<input type="text" value="0.0 %"/>	<input type="radio"/> Yes	<input checked="" type="radio"/> No
5. Other	<input type="text" value="0"/>	<input type="text" value="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		<input type="text"/>
Other Salary and Benefits		<input type="text"/>
Expense/Equipment/Travel/Supplies/Other		<input type="text"/>
Consultants/Contracted Services/Study		<input type="text"/>
Operational Costs		
Salaries and Benefits		<input type="text"/>
Expenses/Equipment/Travel/Supplies/Other		<input type="text"/>
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		<input type="text"/>
Total Requested		250,000

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.

I am the Executive Director (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.