



# CITY OF ARCHER

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**Mayor:** Iris Bailey

**Vice-Mayor:** Kathy Penny

**Commissioners:** Fletcher Hope, Joan White, Marilyn Green

**City Manager:** Charles A. (Tony) Hammond CCM

**February 12, 2024**

6:00 P.M.

**JUNIOR CITY  
COMMISSION MEETING**

**ARCHER CITY HALL**

**CALL TO ORDER  
PRAYER  
PLEDGE OF ALLEGIANCE**

**JCC Mayor Jasmine Armstrong  
Commissioner Charla Todd  
Commissioner Skyler Vazquez**

**I. New Business**

- A. School News - Mrs. Hartwell
- B. Teacher of the Year - Mrs. Bailey
- C. Employee of the Year - Ms. Reece
- D. Science Lab - Mrs. Thomas
- E. Gardening Club
- F. School Guidance - Dr. Leibach

**Commissioner Mya Valdez  
Commissioner Charla Todd  
Vice Mayor Nirja Patel  
Commissioner Skylar Vazquez  
JCC Mayor Jasmine Armstrong  
Commissioner Samuel Bello**

**II. Other business**

**III. Citizens Comments**

**IV. Motion to Adjourn**

6:30 P.M.

CITY COMMISSION  
MEETING

ARCHER CITY HALL

**CALL TO ORDER**

**PRAYER**

**PLEDGE OF ALLEGIANCE**

**ADDITIONS OR DELETIONS TO THE AGENDA**

**ADOPTION OF AGENDA**

**I. Consent Agenda**

**Agenda Item 1:** Approve minutes from January 8, 2024, City Commission Meeting

**II. Guest**

**Agenda Item 1:** Alachua County Sheriff's Office

**Agenda Item 2:** Felicity Appel, Kimley-Horn-Updates

**III. Public Announcements**

**IV. Public Comment**

*As part of the Commission's public outreach, we invite Archer residents and the members of the public to share their thoughts, suggestions, and concerns at designated times during Commission meetings. Each person is allotted the maximum time of **three (3) minutes** to ensure everyone has an opportunity to be heard and responded to, we ask that you adhere to the following guidelines:*

- Please state your full name (or first name if you prefer)
- Please state your question, comment, or concern in as few words as possible.
- Please try to make it clear what information you want or what problem you want solved so that the Commission can accurately respond to your request.
- Please be courteous to others and refrain from using language that would be considered insulting, offensive, or insensitive.

*Thank you for your cooperation.*

*The Commission is here to serve you.*

**V. Planning Calendar**

**A.** Local Election Qualifying for Seats #1, #2 & #3 to Start on Tuesday, February 13<sup>th</sup> at Noon.

**B.** Local Election Qualifying for Seats #1, #2 & #3 to End on Wednesday, February 28<sup>th</sup> at Noon.

**C.** Keep Archer Beautiful on Saturday, March 9<sup>th</sup>, 8am-12pm, Public Works

**D.** City Commission Meeting on Monday, March 11<sup>th</sup>, at 6pm, City Hall

**E.** Joint Meeting with Board of County Commissioners (BoCC) on Monday, April 15<sup>th</sup> at 6pm, Archer Community Center

**16870 SW 134<sup>TH</sup> AVE., P.O. BOX 39 - ARCHER, FLORIDA 32618-0039**

**Tel: (352)495-2880**

**Fax (352)495-2445**

**VI. Old Business**

None

**VII. New Business**

**Agenda Item 1:** Resolution No 2024-05, Setting the Election Date for Seats Number 1, 2 and 3, Designating the Election for the 9<sup>th</sup> Day of April 2024

**Agenda Item 2:** Quote from Pyrotecnico for July 6<sup>th</sup> Fireworks

**Agenda Item 3:** Invitation to Join the Alachua County Public Safety Coordinating Council 2024

**VIII. Reports, Correspondence, Communication**

None

**IX. City Managers Report**

**X. Attorney Report**

**XI. Commissioners Report**

**XII. Public Comment Period**

*As part of the Commission's public outreach, we invite Archer residents and the members of the public to share their thoughts, suggestions, and concerns at designated times during Commission meetings. Each person is allotted the maximum time of **three (3) minutes** to ensure everyone has an opportunity to be heard and responded to, we ask that you adhere to the following guidelines:*

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- Please state your question, comment, or concern in as few words as possible.
- Please try to make it clear what information you want or what problem you want solved so that the Commission can accurately respond to your request.
- Please be courteous of others and refrain from using language that would be considered insulting, offensive, or insensitive.

*Thank you for your cooperation.*

*The Commission is here to serve you.*

**XIII. Adjournment**



# CITY OF ARCHER

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## I. Consent Agenda

**Agenda Item 1:** Approve minutes from January 8, 2024, City Commission Meeting

**Staff Recommendation:** Approve Agenda Item 1

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

**Action:** Approve/Disapprove Staff Recommendation

**CITY COMMISSION MEETING MINUTES**

**Monday, January 8, 2024, Time: 6:00 PM**

**Meeting was Hybrid-In Person and via Media Technology - Zoom**

MINUTES, WHICH ARE PUBLIC RECORD, ARE NOTES TAKEN TO PROVIDE A SUMMARY MEMORANDUM OF MEETINGS OR HEARINGS AND CONTAIN ALL OFFICIAL ACTIONS TAKEN. MINUTES ARE NOT INTENDED TO BE A WORD-FOR-WORD OR VERBATIM TRANSCRIPTION OF THE MEETING.

Call to Order at 6:03pm:	Mayor Iris Bailey
Opening Prayer:	Commissioner Fletcher Hope
Leading the Pledge of Allegiance:	Commissioner Marilyn Green
Quorum Present:	

Mayor	Iris Bailey
Vice Mayor	Kathy Penny
Commissioners	Fletcher Hope
	Marilyn Green
	Joan White

Staff:	
City Manager	Charles Hammond
City Attorney	Kiersten Ballou
Deputy City Clerk	Deanna Alltop

**ADDITIONS OR DELETIONS TO THE AGENDA**

None

**ADOPTION OF AGENDA**

Commissioner White motioned to adopt the agenda, seconded by Commissioner Hope.

Public comment: Laurie Costello

**Motion Carried: 5-0**

**I. Consent Agenda**

**Agenda Item 1:** Approve minutes from December 11, 2023, City Commission Meeting  
Commissioner White motioned to approve the minutes, seconded by Commissioner Hope.

No public comment

**Motion Carried: 5-0**

**Agenda Item 2:** Fee Waiver Request-Twila Love Fest, August 31, 2024, Wilson Robinson Park  
10am-6:30pm

Commissioner White motioned to deny the fee waiver request, they are not a 501(c) 3, seconded by Vice Mayor Penny.

No public comment

**Motion Carried: 5-0**

**Agenda Item 3:** Fee Waiver Request-ACPO MLK Banquet, March 16, 2024, Archer Community Center 4pm-10pm

Commissioner White motioned to approve the fee waiver request, seconded by Vice Mayor Penny.

Public comment: Roberta Lopez

**Motion Carried: 5-0**

**Agenda Item 4:** Fee Waiver Request- Shiloh Missionary Baptist Church MLK Celebration, January 15, 2024, Archer Community Center 9am-3pm

Commissioner White motioned to approve the fee waiver request, seconded by Commissioner Hope.

No public comment

**Motion Carried: 5-0**

### **\*Elect Mayor & Vice Mayor**

Commissioner Hope motioned to retain the current Mayor-Iris Bailey and Vice Mayor-Kathy Penny, seconded by Vice Mayor Penny.

Public comment: Roberta Lopez, Laurie Costello

**Motion Carried: 5-0**

## **II. Guest**

**Agenda Item 1:** Felicity Appel, Kimley-Horn-Updates

They will be meeting with the Army Corp for a flood study report within the city limits of Archer.

There is a meeting scheduled with the architect tomorrow for city hall expansion and ADA compliance.

Met with a surveyor at Laurel Hill cemetery.

Public comment: Charles Tufano

## **III. Public Announcements**

MLK celebration on January 15<sup>th</sup>.

## **IV. Public Comment**

Laurie Costello, Roberta Lopez

Mayor Bailey discussed the December Christmas program with St. Phillips Lodge. Some toys were delivered to the Archer Community Center for the city's night event that St. Phillips Lodge was counting on for the day event. Mayor Bailey requested the city attorney's office draft an agreement with St. Phillips Lodge and the organizations the toys are coming from.

## **V. Planning Calendar**

**A.** City Hall will be closed on Monday, January 15<sup>th</sup> in observation of MLK Jr. Holiday

**B.** Arbor Day Celebration on Friday, January 19<sup>th</sup> at 1pm, Wilson Robinson Park

**C.** Town Hall Meeting on Tuesday, February 6<sup>th</sup> at 6:30pm, Archer Community Center

**D.** JCC Meeting at 6pm, City Commission Meeting at 6:30pm on Monday, February 12<sup>th</sup>, City Hall  
City Manager Hammond reviewed the planning calendar.

## VI. Old Business

**Agenda Item 1:** Resolution No 2024-01, Interlocal Agreement between the City of Newberry and the City of Archer for the Provision of Wastewater Treatment and Disposal Services  
City Attorney Ballou read Resolution No 2024-01 by title only.  
Felicity reviewed that section 4 of the interlocal agreement has updated language.  
An Ordinance with the fees will be drafted once the details have been completed.  
Commissioner Hope motioned to approve Resolution No 2024-01, seconded by Vice Mayor Penny.  
Page 3 of the agreement has Scott Walker as the attorney, it should be Patrick Gilligan, City Manager Hammond needs to be signing the agreement as the city clerk.  
Commissioner Hope amended the motion to include scrivener corrections, seconded by Vice Mayor Penny.  
No public comment  
**Motion Carried: 5-0**

**Agenda Item 2:** Resolution No 2023-41, Implementing New Electronic Meeting Policy to Eliminate Use of the Zoom Platform and Broadcast Meetings via Youtube  
Commissioner White motioned to approve Resolution No 2023-41, seconded by Commissioner Green.  
No public comment  
**Motion Carried: 5-0**

## VII. New Business

**Agenda Item 1:** Resolution Number 2024-02, Updating the Administrative Fee Schedule  
Commissioner Hope motioned to table Resolution Number 2024-02 until a future meeting, seconded by Commissioner Green.  
No public comment  
**Motion Carried: 5-0**

**Agenda Item 2:** Ratify Expenditure for the Emergency Tree Removal on December 20, 2023, for the Amount of \$18,480.00  
City Manager Hammond reviewed the details of the expenditure.  
Commissioner Hope motioned to approve the emergency tree removal expenditure, seconded by Commissioner White.  
Public comment: Roberta Lopez, Laurie Costello  
**Motion Carried: 5-0**

**Agenda Item 3:** RFP 2023-03 Results for the Physical Facility Security and Surveillance at Wilson Robinson Park  
City Manager Hammond reviewed the RFP background and details. The total amount is \$42,574.55. This expense will come out of the reserves.  
Commissioner White motioned to enter into an agreement with Emerald Data, seconded by Commissioner Hope.  
Public comment: Laurie Costello, Roberta Lopez  
**Motion Carried: 3-2** (Commissioner Green and Vice Mayor Penny dissenting)

## VIII. Reports, Correspondance, Communication

None

## IX. City Managers Report

### 1. Overtime for the month of December.

	12/13	12/27
Deanna Alltop	14.25	6.25
Johnathan Berger	0	25.25
Steve Gray	0	12.5
Carlton Miller	6	11
Calvin Robinson	0	25.25
Justin Southard	0	6.25
Tangie Spikes-Green	12.25	8.25
Cindy Thomas	0	0
Scott White	0	0

2. The next food drive at Maddox Park will be 1/9/24 and 1/23/24 in conjunction with Cox Communication. They as always are extremely successful, as of now, the next Farm Share has not been scheduled.

### 3. Courtesy Letters/Code Violations:

- CL Tax Parcel #: 05142-002-004/ Address: 14594 SW SR 45, Archer, Fl. 32681, (overgrown yard, unlicensed vehicles, trash, and debris in yard)
- CV 15973 SW CR 345, Archer, FL. 32618 (Noise Violation, will appear before Magistrate in January 2024)

4. Started cutting back right of ways, started doing signs washing and replacing the ones that need to be replaced, took down Christmas decorations. Water leaks 134th, (involved a massive tree removal), leak repair at 168th, checked sprinkler head out by Mrs. Lopez's, completed list of all signs that needed to be replaced, put up NP signs by Young's Kitchen, started on replacing meter boxes and lids per report filed earlier, tree removal at Pearson, filled potholes on 143rd and started working on replacing new Scada system. Little spot mowing. Started cleaning around sidewalks, put together and help with the Christmas toy exchange at the Community Center, when you see our Public Works Department out and about, Thank Them for What They Do. They work hard to keep our city going.

Working on the Fourth of July fireworks cost, the event may be on July 5<sup>th</sup> or 6<sup>th</sup>. Alachua County has a \$10k grant for an event to bring people outside Alachua County together. The city will be doing the craft & food vendors, music, DJ, St. Phillips Lodge will manage the security. City Manager Hammond has a list from the County for vendors.

City Manager Hammond explained golf carts were brought up while one of our regular ASO officers was out. Scott White's golf cart will need City of Archer decals on it. Street signs indicating "golf cart community" need to be installed.

## X. Attorney Report

Ms. Ballou stated we do have an Ordinance to set rates by Resolution.

## XI. Commissioners Report

### Commissioner Green

There was another block party in Holly Hills. Can we send noise violations to these homes? City Attorney Ballou stated this is difficult to address. We would need to pinpoint the address/s the noise is coming from.



Attended the Christmas events on December 16<sup>th</sup>.

Commissioner Hope

Completed the Ethics training at Folds Walker office.

Attended the NCFPC meeting, Commissioner Hope has been appointed as Chair for 2024!

Attended all the MTPO meetings.

Commissioner White

Assisted with the Christmas event on December 16<sup>th</sup>.

Vice Mayor Penny

Attended the Christmas events on December 16<sup>th</sup>.

Attended the MLK banquet on January 7<sup>th</sup>.

Attending an upcoming Truth & Reconciliation meeting on January 16<sup>th</sup>.

Mayor Bailey

Attended the Christmas events on December 16<sup>th</sup>.

Attended the MLK banquet on January 7<sup>th</sup>.

Attending the Legislative Session in Tallahassee at the end of January.

Attends the Monday morning sessions for the upcoming legislation bills.

Reviewed the tentative schedule of events for 2024, she needs to reach out to the Historical Society to see if they want to do any events.

**XII. Public Comment Period**

Roberta Lopez, Laurie Costello

**XIII. Adjournment**

Mayor Bailey adjourned the meeting at 9:55 pm.

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Charles Hammond, City Manager

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Iris Bailey, Mayor



# CITY OF ARCHER

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## II. Guest

**Agenda Item 1:** Alachua County Sheriff's Office

**Staff Recommendation:**

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation



# CITY OF ARCHER

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## II. Guest

**Agenda Item 2:** Felicity Appel, Kimley-Horn-Updates

**Staff Recommendation:**

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation



# CITY OF ARCHER

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## VII. New Business

**Agenda Item 1:** Resolution No 2024-05, Setting the Election Date for Seats Number 1, 2 and 3, Designating the Election for the 9<sup>th</sup> Day of April 2024

**Staff Recommendation:** Approve Resolution No 2024-05

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation

## **RESOLUTION NO 2024-05**

### **CITY OF ARCHER, FLORIDA**

**A RESOLUTION OF THE CITY OF ARCHER, FLORIDA, SETTING THE ELECTION DATE FOR THE CITY OF ARCHER FOR SEATS NUMBER 1, 2 AND 3; DESIGNATING THE ELECTION FOR THE 9<sup>TH</sup> DAY OF APRIL 2024; REPEALING ALL RESOLUTIONS IN CONFLICT AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, Article III, Section Three of the Charter of the City of Archer provides that City Commissioners shall be elected at large, but shall hold a specific seat on the City Commission; and

**WHEREAS**, Article III, Section Three further provides that elections shall be by majority vote, and in the event no candidate receives a majority for any one seat, a runoff shall be held between the two candidates receiving the largest number of votes on the Tuesday two weeks after the election: and

**WHEREAS**, Article III, Section Three of the Charter of the City of Archer provides that each Commissioner shall be elected for a term of four years; and

**WHEREAS**, the City of Archer adopted Ordinance 01-2013 amending the Charter, Article III, Section Three to hold elections on the second Tuesday in April in even numbers; and

**WHEREAS**, three City Commission seats (Seats 1, 2 and 3) are open for election in 2024; and

**WHEREAS**, Chapter 10, Article I, Section 10-2 of the City of Archer Code of Ordinances provides that any person desiring to be a candidate for any elective office shall qualify by filing the necessary qualifying papers as provided in state statute with the City Manager during a fifteen day period commencing at 12:00 noon of the 60th day before the election and continuing through and until 12:00 noon of the 45th day before the election; and

**WHEREAS**, the 60<sup>th</sup> day before said election occurred on Thursday, February 8, 2024; and

**WHEREAS**, the fairness dictates candidates receive a full fifteen-day period within which to qualify for the election; and

**WHEREAS**, the earliest day such fifteen-day qualifying period can commence is Tuesday, February 13, 2024; now therefore

**BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ARCHER, FLORIDA:**

**SECTION ONE:** The City Commission hereby sets the election to fill three City Commission seats, Seat 1, Seat 2, and Seat 3 on the 9<sup>th</sup> day of April 2024. The successful candidates shall serve a regular four (4) year term pursuant to the Charter of the City of Archer.

**SECTION TWO:** The qualifying period for said election shall commence at 12:00 noon on Tuesday, February 13, 2024, and end at 12:00 noon on Wednesday, February 28, 2024.

SECTION THREE: If no candidate receives a majority of the votes cast for the seat in the election on April 9, 2024, a run-off election shall be held on the 23<sup>rd</sup> day of April 2024 between the two candidates for that seat who receive the highest number of votes cast in the April 9, 2024, election.

SECTION FOUR: The polling site for this election will be the Archer Community Center located at 16671 SW 137<sup>th</sup> Avenue, Archer, Florida. Polls will be open between the hours of 7:00 AM and 7:00 PM.

SECTION FIVE: If any word, phrase, clause, paragraph, section or provision of this Resolution or the application hereof to any person or circumstances is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of the Resolution which can be given without the valid or unconstitutional provisions or application, and to this end the provisions of this Resolution are declared severable.

SECTION SIX: All resolutions to the extent of conflict are hereby repealed.

SECTION SEVEN: This Resolution shall take effect immediately upon adoption.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Commission of the City of Archer, Florida, at a regular meeting, this 12<sup>th</sup> day of February 2024.

BY THE MAYOR OF THE CITY OF ARCHER, FLORIDA

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Hon. Iris Bailey, Mayor

ATTEST, BY THE CLERK OF THE CITY COMMISSION  
OF THE CITY OF ARCHER, FLORIDA:

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Charles Hammond, City Manager

APPROVED AS TO FORM AND LEGALITY:

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Danielle C. Adams, City Attorney  
Kiersten N. Ballou, City Attorney



# CITY OF ARCHER

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## VII. New Business

**Agenda Item 2:** Quote from Pyrotecnico for July 6<sup>th</sup> Fireworks

**Staff Recommendation:** Approve Quote from Pyrotecnico

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation



**PYROTECNICO**<sup>TM</sup>  
VITALE FAMILY FIREWORKS • 1889

**City of Archer  
July 06, 2024 Fireworks Proposal**

Proposal Prepared by: Darren Cunningham  
dcunningham@pyrotecnico.com



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Charles Hammond  
City of Archer  
Code Enforcement Officer  
16870 SW 134th Ave.  
Archer, FL 34769

January 26, 2024

RE: July 06 Fireworks RFP

I would like to thank you for the opportunity to provide you with a proposal for the City of Archer Independence Day Celebration & Fireworks Display. Pyrotecnico defines its purpose as to create "Ooh's and Aah's." This is done through tireless dedication, a passion for the industry, and insuring that safety is our top priority.

Lead by a strong upper management team consisting of a family business owner and president who is 4<sup>th</sup> generation, an EVP with over 25 years' experience, a creative director who is also family, and two sales managers focused on customer service, Pyrotecnico is dedicated to delivering only the best productions to the City of Archer.

Included in our proposal you will find a list of names of those employees that will work in some way on this show, whether it's on show site or behind the scenes. Pyrotecnico employs thousands of technicians and produces approximately 3,000 shows annually. Please note that all technicians are approved by the ATF and have passed Pyrotecnico's certification course, which all technicians are required to attend annually.

We understand your request, needs and present this proposal to you for your review. Thank you again for this opportunity to work with the the City of Archer.

Respectfully,

Darren Cunningham

Senior Account Manager - Florida  
Pyrotecnico Fireworks, Inc.  
561.589.9890  
[dcunningham@pyrotecnico.com](mailto:dcunningham@pyrotecnico.com)



## Previous Performance/Experience



Pyrotecnico is a turn-key fireworks, laser, and special effects company. A recognized industry leader, we consistently strive to raise the bar with every production using the most innovative technology available. Large-scale, multi-media show integration is our specialty and we push the edge of the entertainment envelope with our digital pyrotechnic firing systems, our state-of-the-art lasers, proprietary interactive show controls and, most importantly, our talented people.

Our roots run deep and our experience is second to none. Pyrotecnico was formed over 125 years ago when Constantino Vitale started his fireworks company in Pietramelara, Italy. He immigrated to the United States in 1920 through Ellis Island, making a home for his family and company in New Castle, Pennsylvania – a small town between Pittsburgh and Cleveland that would become known as "The Fireworks Capital of America."

At the turn of the century, the company was one of the largest fireworks companies in America. Five different generations of the Vitale family have continued to grow Constantino's company by training new staff in the old family ways, selecting the best products from global suppliers, and seeking out the most creative visual effects available to delight more and more audiences every year.

The company has since expanded to include an array of special effects such as lasers, pyrotechnics, cryogenics, fog, flames, confetti, and streamers. We have worked hard to become the leading innovators in these categories and we pride ourselves on our groundbreaking technologies, including audience-scanning lasers and interactive crowd controls to involve the viewer in the performance. We will truly make your dreams a reality with our unrivaled access to the best products, skills, and collective experience.

### Company Information:

- 150 Full-Time Employees
- Formed in 1889
- Headquartered in New Castle, PA
- Regional Offices in Jupiter FL



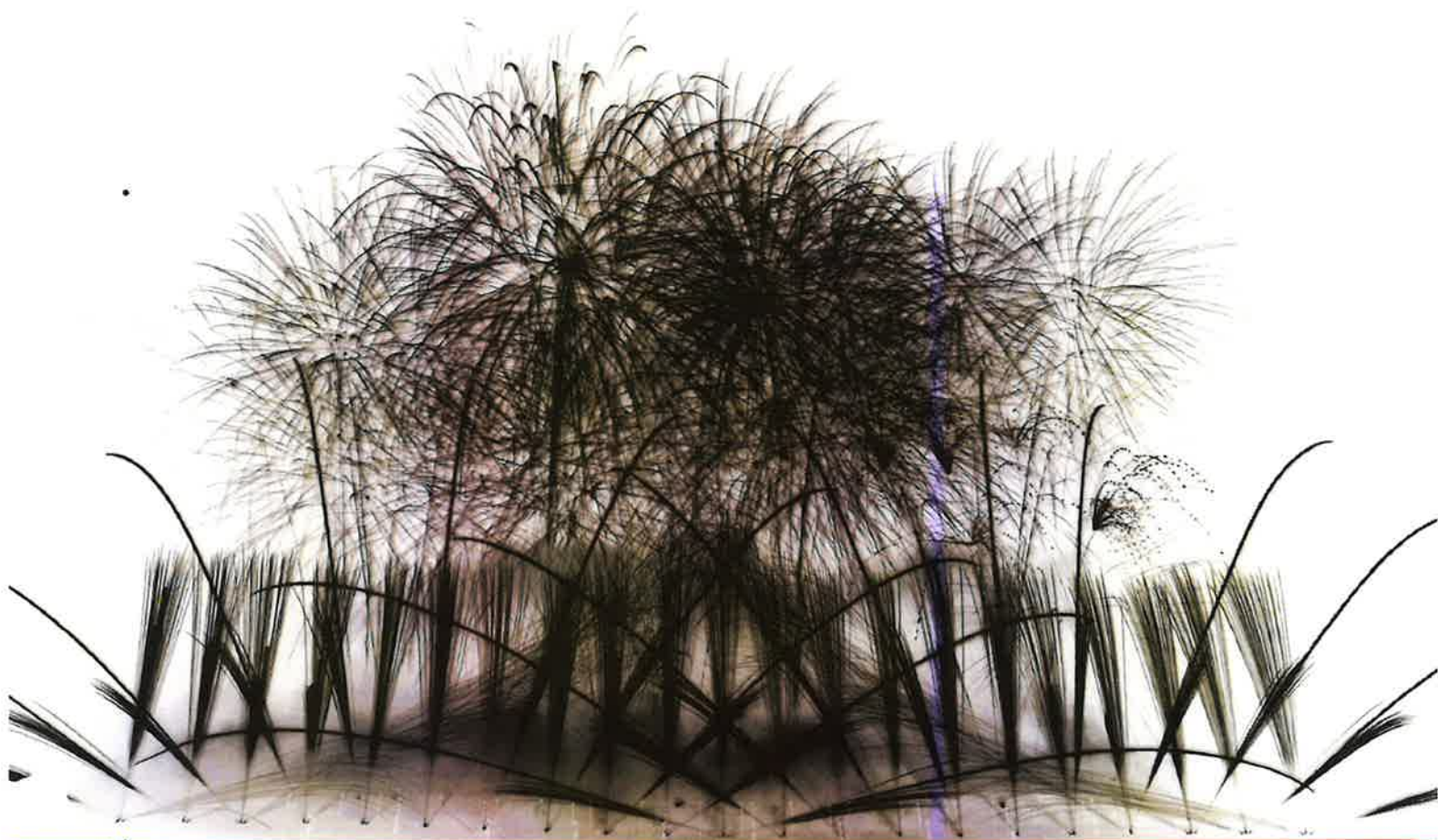
## OUR CORE VALUES



We produce each show with tireless dedication. We treat each employee, supplier, and regulator with respect. Individual and team initiative drives our company. Imaginative people are the core of our success. Insuring safety is our top priority. Great performances are our passion.

## WHAT THIS MEANS FOR YOUR EVENT

You have a vision for your event and Pyrotecnico will work tirelessly to design a spectacular display to match that vision. Our staff has an unrivaled passion for what we do and that results in superior customer service, advanced display designs, and safe certified/licensed pyrotechnicians for your event.





# LOCATIONS & COVERAGE



**City of Archer display will be serviced from our Jupiter & Tampa Facilities.**

## LOGISTICS PROWESS

Outside of the 600 shows we perform over the July 4 holiday week, Pyrotecnico produces an average of 45-50 shows per week around the country. At this velocity, operating at top logistical efficiency is a must. Pyrotecnico's storage and transportation network is second to none in our industry. Additionally, 70% of our productions include materials that require us to follow strict DOT procedures during transport. Under this oversight, there is zero tolerance for poor inventory control. As a result, our customers can rest assured that their products will arrive fresh, in the correct quantities, and at the right time.

## BUYING POWER

Not only does producing 3,000 shows each year require the highest in operating and inventory management efficiency, it also affords Pyrotecnico tremendous buying power with our core suppliers. Buying the quantities of pyrotechnic products and special effects consumables (fluids, paper goods, supplies, etc.) that we do in our normal course of business enables Pyrotecnico to negotiate vendor contracts that are more favorable than our competitors in all aspects of the agreement. We can then pass these efficiencies along to our customers. It's a win/win for everyone.



## YOUR EVENT TEAM



**Stephen Vitale - President & CEO - [svitale@pyrotecnico.com](mailto:svitale@pyrotecnico.com)**

As the President and CEO of Pyrotecnico, Stephen provides the leadership for all of our employees and creates the philosophy by which we excel. Stephen has 30 years of experience in the fireworks and special effects industries.

**Chris Liberatore - Executive VP of Fireworks - [cliberatore@pyrotecnico.com](mailto:cliberatore@pyrotecnico.com)**

Chris oversees the day to day operations and communications, while managing all of the distribution points and facilities in Pyrotecnico's nationwide network.

**Mark DeVincentis - Chief Financial Officer - [mdevincentis@pyrotecnico.com](mailto:mdevincentis@pyrotecnico.com)**

Mark oversees Pyrotecnico's finance department, and handles Pyrotecnico's daily finances, insurance, and billing.

**Rocco Vitale - Creative Director & Show Designer - [rvitale@pyrotecnico.com](mailto:rvitale@pyrotecnico.com)**

Rocco designs all shows and creative aspects of FX productions. Rocco has been in the business for 15 years.

**Michael Simmons - Regional Operations Manager, FL/TX - [msimmons@pyrotecnico.com](mailto:msimmons@pyrotecnico.com)**

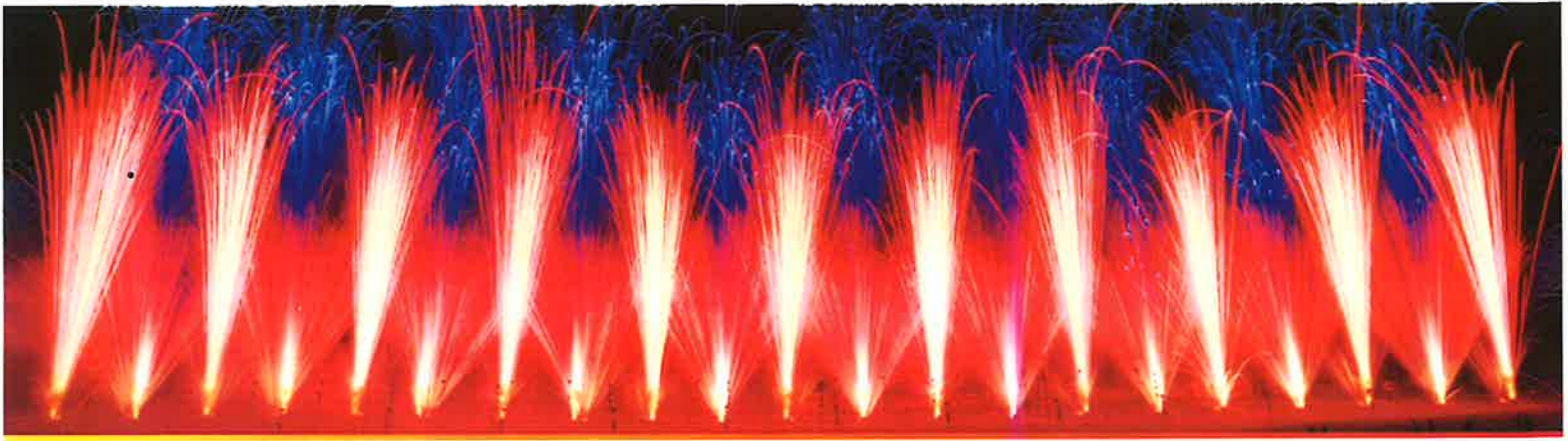
Mike oversees the day to day operations, facilities and sales team for the Florida and Texas regions. Mike has 30+ years of experience in Fireworks and works with all team members to ensure the best shows possible.

**Darren Cunningham - Senior Account Manager - [dcunningham@pyrotecnico.com](mailto:dcunningham@pyrotecnico.com)**

Darren develops and services client accounts, making sure that all aspects of your program are accomplished in a timely manner. He is your primary point of contact from concept through completion.

**Samantha Roma - Production Lead - [sromo@pyrotecnico.com](mailto:sromo@pyrotecnico.com)**

Sam aids Mike in obtaining all permits necessary for your event and making sure every detail of the preparation process and show logistics have been addressed.



## **DESIGN PHILOSOPHY**

### **Program Philosophy**

Generally speaking there is an opening segment, main body and grand finale of a fireworks display. Just as a great play or movie has various segments that flow together, fireworks shows are similar type productions that should never leave the audience wanting more or leaving disappointed.

### **Opening Presentation**

The Opening Presentation will start your display off "with a bang." A "mini-finale" will excite the crowd and get them energized for a great show.

### **Body**

The majority of your display will be fired during the Body presentation. It will have a balanced pace with constant action. Radiant color combinations like Violet & Lemon, Aqua & Pink, and the always treasured Red, White, & Blue. Amazing effects such as Crossette, Twitter Glittering, Rings, and Color Changing Chrysanthemums will be mixed in to illuminate your skies!

### **Your Grand Finale Presentation**

The Grand Finale Presentation is the ultimate crowd pleaser and most exhilarating part of your display. When the sky erupts with Multi-Color Peonies and Thunderous Salutes, there is no better visual experience. They will end your event in style and leave the audience wanting more!

### **No Dead Air**

At any given time there will be multiple firing of shells layering the sky from 300' to over 600' in the air. These shots will be fired straight and with a slight angle, in single, pairs, and flights of 5 shells combinations.

### **Space and Safety Requirements**

Pyrotecnico adheres to all safety regulations provided by NFPA 1123 and the State of Texas. In addition, Pyrotecnico requires 100' per inch of diameter of shell for the fall out area which exceeds NFPA 1123 minimum site requirements of 70' per inch

We take pride in our ability to “layer” the sky with vivid surprises at varying heights and widths, painting the entire sky into beautiful scenes of color. Your show will be unique and precise, with a timeline that will include an opening mini-finale of bursts to kick off the display, followed by a body filled with unique scenes and special effect barrages, and concluding with a grand finale that will light up the sky like nothing your audience has ever seen!



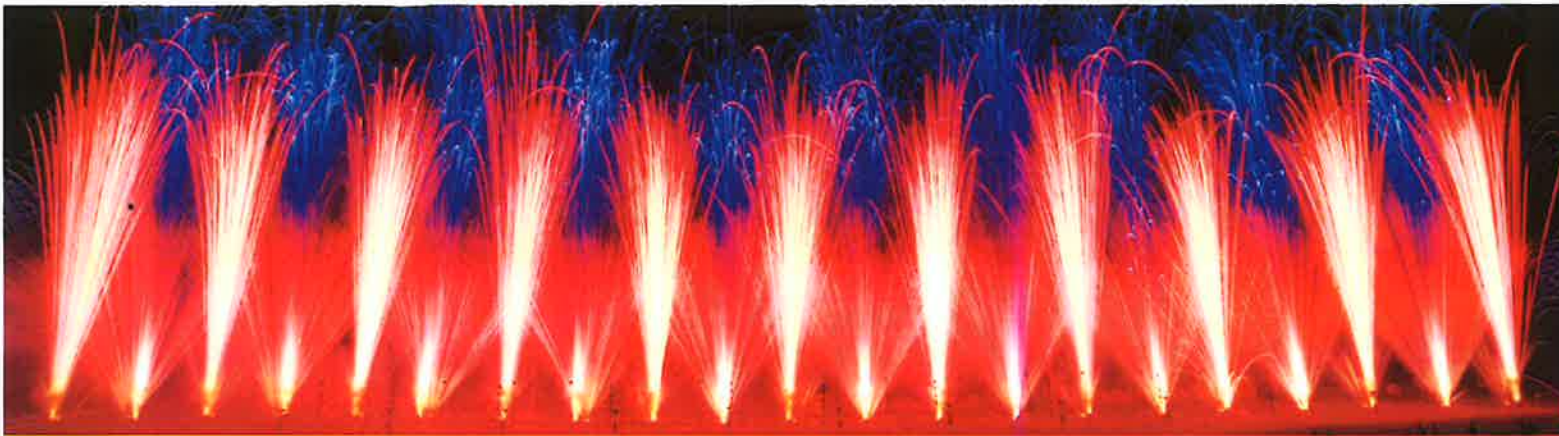
\*Maximum shell heights will vary for each individual display.

\*On average, shells will reach 100' of elevation for every inch in shell diameter.

(Example: 2" shells will reach approximately 200' in elevation.)

The proposed shells for the City of Archer display will layer the sky from 300' to over 600'





**PROJECT DESIGN**  
**10 Min Time Scripted Display**  
**Product Listing**

**Opening Presentation**

- 40 3 inch Assorted Chrysanthemum Finale Shells
- 20 3 inch Titanium Salutes (Loud Thundering boom)

**60 Total Opening Shells & Effects**

**Main Body**

- 72 3 inch Assorted Variety and Premium Shells
- 72 4 inch Assorted Variety and Premium Shells
- 54 5 inch Assorted Variety and Premium Shells
- 18 6 inch Assorted Variety and Premium Shells

**216 Total Body Shells and Barrage Color Breaks**

**Your Grand Finale Presentation**

- 120 3 inch Assorted Chrysanthemum Finale Shells
- 60 3 inch Titanium Salutes ( Loud Thundering boom)
- 30 4 inch Brocade Chrysanthemum Finale Shells

**210 Total Finale Shells**



## Shell Types and Descriptions

Listed below is a very small sample of the types of shells Pyrotecnico has in its extensive international inventory. We will pull the quantities as listed in our proposal for each caliber size. Exact colors and types of shells will be formulated after the musical soundtrack is produced to ensure proper choreography and presentation.

### Multi -Color Star Shells –

Glittering Green Chrysanthemum, Red Peony with Blue Pistil, Gold Peony, Shells, Magenta Wave, Blue Peony with Palm Pistil, Purple and Twitter Glitter, Flower Wave with Purple Pistil, Green Peony with, Green Tail, Multi Color Pastel Peony, Yellow & White Peony, Glittering Red Chrysanthemum, Blue Peony with Magenta Pistil, Flower Wave to Blue with Green Pistil, Gold Silk Chrysanthemum, Sea Blue Peony with Sea Blue Tail, Purple Peony with Palm Tree Tail, Dahlia Crackling, Dahlia Multi with Silver Tail.

### Fancy and Color Changing Shells –

Gold Glitter to Blue with Blue Center Peony, Gold Wave to Red to Green to Purple Chrysanthemum, Gamboge Red to Blue to Silver Chrysanthemum with Green Pistil, Gamboge Purple to Crackling, Crackling Lemon to Crackling Pistil, Blue to Green to Red Peony with Twinkling Pistil, 1000's of Magic to Purple, Silver Peony to Colorful Shell of Shells, Crown Flower with Purple Pistil, Gold Wave with Purple Swimming Stars, Multi Color Pastel Umbrella, Red Peony with Time Rain Coconut Pistil, Silver Cascade to Red, White, and Blue Color Change, Crossette Willow to Red, Falling Leaves Multi Color, Rainbow.

### Special Effect Shells –

Saturn with Ring, Nishiki Kamuro, Red Sun, Crown Brocade, Pixie Dust Willow with Stained Glass Crackling Pistil, Stutada Red, Stutada White Spangle, Artillery Shell of Shells, Bi Break Multi Color Palms Kamuro with Violet, Jellyfish Blue Giant, Kamuro Gold Brocade, Mosaic Kamuro Crackling, Nautical Sea Green, Nautical Blue to Silver Strobe, Nautical Silver Glittering to Red, Domestic Draw-Out, 9 Time Report, Ghost White, Sweeper Blue Shell, Waterfall Orange Glitter, Waterfall Gold to Silver, Willow Twinkling, Serpents, Whistle, Fish, Tourbillions, Willow White Strobe with White Tail Center, White Spangle Red Tip Rays Blue Center with Trunk, Mosaic Blue, Waterfall Willow Happy Star.

### Pattern Shells –

Smiley Face, Double Red Heart, Five Pointed Star, Rings of Red, Blue Serpents with Reports, Ring Double Farfalles with Gold Glitter Blue Tip, Ring Blue Crossette, Cube, Straw Hat, Bowtie Ring, Heart Red Strobing, Ring Double Crossette, Strawberry, Sunflower with Tail, Ring Red with Titanium Salute.

## Product and Options Recap

Product Recap	
3" Shells	312
4" Shells	102
5" Shells	54
6" Shells	18
<b>TOTAL Color Breaks -</b>	<b>486</b>

Segment Recap	
60	Opening Shells
216	Body Shells
210	Finale Shells
<b>486</b>	<b>Total Shells &amp; Effects</b>

Total Price 2024 - 16,500.00

\* Price includes Permits & Fire-watch Fees





# Payment Terms



**Client:** City of Archer

**Event Date:** July 06, 2024

**Contract Terms:** 50% deposit due: March 15, 2024; Balance Net 30

## **Postponement/Cancellation Fees:**

### **POSTPONEMENT - 25%**

If on the show date either the Authority Having Jurisdiction or Pyrotecnico (in its sole and absolute discretion) determines that the conditions make the show either impossible or would increase the risk of damage or danger to person or property, the Parties agree as follows:

1. If the Parties agree to reschedule the display to a date within 6 months of the original date, (June 27 - July 5 unavailable) then the Sponsor shall pay the Postponement Fee of 25%, in addition to the original Compensation.
2. If the Sponsor elects to cancel the display, the Sponsor shall pay the Cancellation Fee of 75% in full satisfaction of its obligations under this Agreement within 30 days of the show date.

### **CANCELLATION - 75%**

If Sponsor cancels this Agreement for any reason other than Pyrotecnico's default, or, if it is or will be impossible for Pyrotecnico to perform all of its obligations under this Agreement for reasons outside of its control regardless of its best efforts, the Parties agree as follows:

1. If the display is cancelled more than 30 days prior to the show date, Sponsor shall pay the Postponement Fee in full satisfaction of its obligations under this Agreement.
2. If the display is cancelled 30 days or less prior to the show date, Sponsor shall pay the Cancellation Fee in full satisfaction of its obligations under this Agreement.

In the event of any force major occurrences (e.g. floods, strikes, civil unrest, etc.) which prevent the display, Sponsor shall pay to Pyrotecnico the Postponement Fee in full satisfaction of its obligations under this Agreement



**Client:** City of Archer

**Event Date:** July 06, 2024

## Added Value

- Pyrotecnico will utilize a water proof, digital firing system and provide a second firing system (back up system) for this display.
- Pyrotecnico will secure all needed permits (unless otherwise specified by the local jurisdiction) and organize plans directly with Fire and Safety Authorities.
- All necessary insurance to include 10 million dollar general liability insurance, 10 million in commercial transportation insurance, and state worker's compensation.
- Our trained technicians to produce the display, no subcontractors.
- All transportation and delivery costs. Transportation provided by our commercially licensed drivers
- All necessary safety precautions to provide a safe and spectacular display, assistance with local and state firework display permits.
- Highly choreographed display design.
- The widest variety of top quality shell and special effects from around the globe that includes our own American products.





# THANK YOU

Thank you for the time and consideration that you have given us.

We recognize that your standards of excellence must be matched by the vendors that you select for any event. We are honored to have this opportunity to accomplish something spectacular for the City of Archer and will strive to exceed expectations.

Pyrotecnico will work tirelessly throughout this process to ensure that every element of the program runs smoothly. From permitting and license paperwork, to design and choreography, to the safe operation of your display, we endeavor to provide peace-of-mind throughout our partnership.

Thank you again and we look forward to hearing from you very soon.

Darren Cunningham | Senior Account Manager FL  
561.589.9890 (Cell)



800.854.4705 • [WWW.PYROTECNICO.COM](http://WWW.PYROTECNICO.COM)



## References

1. City of Fort Lauderdale  
Debbie Bylica  
dbylica@fortlauderdale.gov  
954.683.3357  
\$93,700.00 4th of July (2009 - Present)  
\$5,000.00 New Year's Eve (2010 - Present)  
2009 – Present
  
2. City of Clearwater  
Kris Koch  
Kris.koch@myclearwater.com  
727.562.4839  
\$50,000.00 4th of July (2012 - Present)  
5- \$5,000.00 off dates shows annually  
2012 – Present
  
3. City of Cape Coral  
Todd King  
tking@capecoral.net  
239.707.6241  
\$42,000.00 4th of July (2014-Present)  
\$20,000.00 November Coconut Festival (2008-Present)
  
4. City of Hollywood  
Tony Bridges  
tbridges@hollywoodfl.org  
954.921.3404  
\$80,000 4th of July Barge Display (2010-Present)

Additional References available upon request.

\*This is list confidential and should not be released without Pyrotecnico's permission.

# *State of Florida*

## *Department of State*

I certify from the records of this office that PYROTECNICO FIREWORKS, INC. is a Pennsylvania corporation authorized to transact business in the State of Florida, qualified on March 27, 2014.


The document number of this corporation is F14000001395.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on February 24, 2023, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-fourth day of  
February, 2023*



  
*Secretary of State*


Tracking Number: 0814169804CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To	ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number	<b>8-PA-073-23-4J-12122</b>
Chief, Federal Explosives Licensing Center (FELC)		Expiration Date	<b>September 1, 2024</b>

Name  
PYROTECNICO

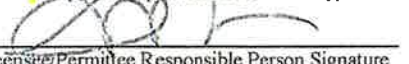
Premises Address (Changes? Notify the FELC at least 10 days before the move.)  
**299 WILSON RD  
NEW CASTLE, PA 16101-**

Type of License or Permit  
**23-IMPORTER OF EXPLOSIVES**

Purchasing Certification Statement  
The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Mailing Address (Changes? Notify the FELC of any changes.)

PYROTECNICO FIREWORKS INC  
PYROTECNICO  
PO BOX 149  
NEW CASTLE, PA 16103-0149

	<i>President/CEO</i>
Licensee/Permittee Responsible Person Signature	Position/Title
<b>STEPHEN VITALE</b>	<i>Nov. 29, 2021</i>
Printed Name	Date

ATF Form 5400 14/5400.15 Part I  
Revised September 2011

Previous Edition is Obsolete PYROTECNICO FIREWORKS INC:299 WILSON RD:16101:8-PA-073-23-4J-12122:September 1, 2024:23-IMPORTER OF EXPLOSIVES

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)  
244 Needy Road  
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352  
Fax Number: (304) 616-4401  
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

**Change of Address** (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. **(The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)**

**Right of Succession** (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

**Federal Explosives License/Permit (FEL) Information Card**

License/Permit Name: **PYROTECNICO FIREWORKS INC**

Business Name: **PYROTECNICO**

License/Permit Number: **8-PA-073-23-4J-12122**

License/Permit Type: **23-IMPORTER OF EXPLOSIVES**

Expiration: **September 1, 2024**

Please Note: Not Valid for the Sale or Other Disposition of Explosives.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/16/2023

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Britton-Gallagher and Associates, Inc. One Cleveland Center, Floor 30 1375 East 9th Street Cleveland OH 44114		<b>CONTACT NAME:</b>	
		<b>PHONE (A/C, No, Ext):</b> 216-658-7100	<b>FAX (A/C, No):</b> 216-658-7101
		<b>E-MAIL ADDRESS:</b> info@brittongallagher.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A : Everest Indemnity Insurance Co.	10851
		INSURER B : Everest Denali Insurance Company	16044
		INSURER C : Arch Speciality Ins Co	21199
		INSURER D : Continental Indemnity Company	28258
		INSURER E :	
		INSURER F :	

COVERAGES		CERTIFICATE NUMBER: 881258885			REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	Y	SI8ML00891-231	1/14/2023	1/14/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	Y	Y	SI8CA00141-231	1/14/2023	1/14/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	Y	Y	LXP1035252-03	1/14/2023	1/14/2024	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	82-872096-04-27	6/7/2022	6/7/2023	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Excess Liability #2	Y	Y	SI8EX01314-231	1/14/2023	1/14/2024	Each Occ/ Aggregate \$5,000,000 Total Limits \$10,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Additional Insured extension of coverage is provided by above referenced General Liability policy where required by written agreement.

<b>CERTIFICATE HOLDER</b>  Proof of Insurance	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



## **Prohibited Conduct / Use of Unlawful Drugs / Alcohol**

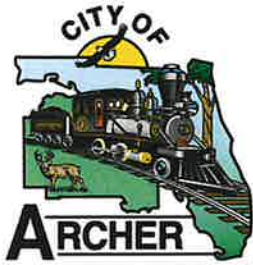
Being under the influence of alcohol or unlawful drugs, as classified under Federal, State, or local laws, while on the job poses serious health and safety risks to employees and members of the public. This is particularly true given the nature of the Company's business and many of the safety-sensitive positions of its employees.

Anytime employees are on duty or conducting Company business either on or away from the Company premises, on the Company's premises whether or not the employee is working, or utilizing the Company's equipment, at any time, including Company vehicles, the Company strictly prohibits the following activities:

- The use of or being under the influence of alcohol or unlawful drugs, including prescription medications that are not prescribed to the employee or misuse of a prescription or over the counter medication.
- The possession, sale, purchase, transfer, or transit of any unlawful drug, including prescription medications that are not prescribed to the employee, or drug related paraphernalia.
- The use of, or being under the influence of any substance that impairs an employee's ability to perform their job duties safely and effectively or presents a risk to their safety or the safety of others.

Nothing in any screening policy is meant to prohibit the appropriate and lawful use of over-the-counter medication or other medication that can legally be prescribed under both Federal and State law, to the extent that it does not impair an employee's job performance, safety, or the safety of others.

Employees who lawfully take over-the-counter medication or other medication that can legally be prescribed under both Federal and State law should notify their direct supervisor if they believe the medication will impair their job performance, safety, or the safety of others before reporting to work while under the influence of that medication.



# CITY OF ARCHER

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## VII. New Business

**Agenda Item 3:** Invitation to Join the Alachua County Public Safety Coordinating Council 2024

**Staff Recommendation:** Provide Recommendations for Invitation

**Commissioner Action:**

**Open for Discussion**

**Public Comments**

**Closed for Discussion**

Action: Approve/Disapprove Staff Recommendation

## Deanna Alltop

---

**From:** Amy Weber <aweber@alachuacounty.us>  
**Sent:** Monday, February 5, 2024 2:37 PM  
**To:** Joani White; Iris Bailey; Fletcher Hope; Marilyn Green; Kathy Penny; Charles Hammond; dadams@cityofarcher.com  
**Cc:** Deanna Alltop  
**Subject:** Invitation to Join the Alachua County Public Safety Coordinating Council 2024  
**Attachments:** PSCC Minutes 10-17-2023.pdf; PSCC Minutes 04-26-2023.pdf

Some people who received this message don't often get email from aweber@alachuacounty.us. [Learn why this is important](#)

Good afternoon,

My name is Amy Weber, and I am the Staff Liaison for the Alachua County Public Safety Coordinating Council. *This [council](#) is established via FL Statute 951.26, and meets for the purpose of assessing the population status of all detention or correctional facilities owned or counteracted by the County, and formulating recommendations to ensure that the capacities of such facilities are not exceeded. Such recommendations shall include an assessment of the availability of the Pretrial Intervention or Probation Programs, Substance Abuse Programs, Gain-Time Schedules, applicable bail bond schedules, and the confinement status of the inmates housed within each facility owned or contracted by the county.*

That's an overly formal way to say that this group works to keep jail populations low, but we also work to keep our county safe for our citizens. Our committee includes the State Attorney, Public Defender, Judges, GPD Chief, ASO Sheriff & Jail Director, Probation Administrator, Court Services' Director, Alachua County BoCC chair, Meridian, and Manager of DJJ. I've included the full list of members (and who occupies that role) at the bottom of this email.

In 2022, a BoCC resolution passed to include a non-voting Municipal Ex-Officio Representative from each outlying city, starting with Alachua, and rotating alphabetically through the following: Alachua, Archer, Gainesville, Hawthorne, High Springs, LaCrosse, Micanopy, Newberry, and Waldo. Each municipality would be asked to participate for one term, equal to one calendar year. If a municipality declines to participate, they must notify the County in writing, and the rotation will move to the next municipality for the remainder of the year. The committee felt that it was very important to include the municipalities, as they are often forgotten or ignored, and we want to make sure that your safety concerns are addressed and heard by this group. The PSCC meets twice per year, once in the spring or early summer, and again in the fall. Meetings are 90 minutes, held at the Civil Courthouse in downtown Gainesville. The spring/summer meeting will be held on Thursday, May 9<sup>th</sup>, from 1:30pm to 3:00pm. There is no virtual (Zoom) option.

So, what does this mean for you? Well, I know I just kind of sprung this on you, but you're up next in the rotation! The city of Alachua participated in 2023, and now it is your turn. There are no restrictions as to who can or cannot be a Municipal Ex-Officio Representative for

Archer; only that they live and/or work in Archer. I thought that sending it to the City Commission members and Manager would be a good start, as you would be a better assessor of who should attend to represent Archer for 2024. I've attached the minutes from our two 2023 meetings so you can get an idea of what this committee is and what is discussed. I can send more, if additional history is needed.

Please let me know who will be filling this role for 2024 no later than Friday, February 23<sup>rd</sup>, so that I can include them on all calendar events and dialogues.

If this is a lot, and you have any questions or concerns, please don't hesitate to reach out!  
aw

**Per Resolution 22-106, this is the current roster of the PSCC. See the list below for which people/roles are assigned to this board. A quorum will consist of seven (7) members.**

- A. The State Attorney, or an Assistant State Attorney **designated** by the State Attorney.  
**BRIAN KRAMER**
- B. The Public Defender, or an Assistant Public Defender **designated** by the Public Defender.  
**STACY SCOTT**
- C. The Chief Circuit Judge, or another Circuit Judge **designated** by the Chief Circuit Judge.  
**JUDGE MARK MOSELEY**
- D. A County Judge designated by the Chief Circuit Judge.  
**JUDGE TOM JAWORSKI**
- E. Chief Correctional Officer.  
**MAJOR JEFF CLOUTIER (ASO-JAIL)**
- F. The Sheriff, or a member **designated** by the Sheriff.  
**EMORY GAINEY**
- G. The State Probation Circuit Administrator, or a member **designated** by the State Probation Circuit Administrator.  
**CHERYL KAUFFMAN**
- H. The Chair of the Alachua County Board of County Commissioners, or another County Commissioner as **designee**.  
**COMMISSIONER MARY ALFORD (2024)**
- I. The Director of the County probation or pretrial intervention program.  
**Interim Directors CLAUDIA TUCK, HEATHER AKPAN, and/or CARL SMART**
- J. The District Manager of the Department of Juvenile Justice, or **designee**.  
**SANDI BRANNAN**
- K. The Director of a local substance abuse treatment program, or a member **designated** by the Director of the program.  
**DON SAVOIE**
- L. One representative from a County or State jobs programs or other community groups who work with offenders and victims, **as appointed by the Chair of the Board of County Commissioners**.  
**VACANT**
- M. The Chief of Police of the City of Gainesville or **designee**.  
**LONNIE SCOTT**
- N. Municipal Ex-Officio Representative : **Non-Voting Municipal Ex-Officio Representative, Starting with City of Alachua, and rotating alphabetically through the following:**

Alachua, **Archer**, Gainesville, Hawthorne, High Springs, La Crosse, Micanopy, Newberry Waldo (No PD). Term will be One Year per Municipality. If the municipality sends *WRITTEN NOTICE* to The County that such municipality declines to participate or serve, the rotation will move to the next municipality, and remain with them for the remainder of term (Jan 1 – Dec 31)



**Amy Weber**

Court Services Assistant  
Court Services - Administration  
35 North Main Street • Gainesville • FL • 32601  
352-374-3676 (office)



PLEASE NOTE: Florida has a very broad public records law (F.S.119). All e-mails to and from County Officials and County Staff are kept as public records. Your e-mail communications, including your e-mail address, may be disclosed to the public and media at any time.

# Alachua County Public Safety Coordinating Council

Wednesday, April 26, 2023

Alachua County Family & Civil Justice Center, Chief Judge's Conference Room

## Meeting Minutes

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### Approval of PSCC Full Committee Meeting Minutes from August 24, 2022 and Approval of Justice and Mental Health Collaboration Program (JMHCP) Oversight Subcommittee Meeting Minutes from October 12, 2022, and February 1, 2023

Commissioner Anna Prizzia made a motion to approve the minutes, Don Savoie seconded, the motion passed unanimously, and the minutes were approved as submitted.

### Resolution Revision 2022-106

Amy Weber reviewed the changes in the committee make up, now that Resolution 2022-106 was approved by the Board of County Commissioners on September 22, 2022 board meeting. All terms will be 4-year terms (except for Constitutional Officers, Elected Officials, and Municipal Ex-Officio Representative; they are appointed until such time as they change jobs and no longer qualify for the seat). The Representative from a County/State Jobs Program or Other Community Group must be appointed by the BoCC to their term.

The 13 new committee members are as follows:

- A. The State Attorney, or an Assistant State Attorney **designated** by the State Attorney (**Brian Kramer**)
- B. The Public Defender, or an Assistant Public Defender **designated** by the Public Defender. (**Stacy Scott**)
- C. The Chief Circuit Judge, or another Circuit Judge **designated** by the Chief Circuit Judge. (**Judge Mark Moseley**)
- D. A County Judge designated by the Chief Circuit Judge. (**Judge Tom Jaworski**)
- E. Chief Correctional Officer. (**Major Dorian Keith**)
- F. The Sheriff, or a member **designated** by the Sheriff. (**Sheriff Clovis Watson**)
- G. The State Probation Circuit Administrator, or a member **designated** by the State Probation Circuit Administrator. (**Cheryl Kaufmann**)
- H. The Chair of the Alachua County Board of County Commissioners, or another County Commissioner **as designee**. (**Commissioner Anna Prizzia (2023)**)
- I. The Director of the County probation or pretrial intervention program. (**Currently VACANT**)
- J. The District Manager of the Department of Juvenile Justice, or **designee**. (**Sandi Brannan**)
- K. The Director of a local substance abuse treatment program, or a member **designated** by the Director of the program. (**Don Savoie**)
- L. One representative from a County or State jobs programs or other community groups who work with offenders and victims, **as appointed by the Chair of the Board of County Commissioners**. (**Laura Kalt**)
- M. The Chief of Police of the City of Gainesville or **designee**. (**Chief Lonnie Scott**)

Municipal Ex-Officio Representative : **Non-Voting Municipal Ex-Officio Representative, Starting with City of Alachua, and rotating alphabetically through the following: Alachua, Archer, Gainesville, Hawthorne, High Springs, La Crosse, Micanopy, Newberry Waldo (No PD). Term will be One Year per Municipality. If the municipality sends WRITTEN NOTICE to The County that such municipality declines to participate or serve, the rotation will move to the next municipality, and remain with them for the remainder of term (Jan 1 – Dec 31). Each municipality can appoint whoever they want, such as an**



Elected Official, a Law Enforcement Official, an Employee, or even just a Municipal Resident (there are no restrictions other than that the representative must live or work in that municipality)

The following members are no longer required to attend, but are welcome to attend any meeting:

- Administrative Judge, Criminal Division (Honorable Judge William Davis)
- Chair of the Alachua County School Board
- Director of Local Substance Abuse Treatment Program, 2nd (Jim Pearce)
- Clerk of Court (J.K. Irby)
- County Manager, Alachua County (Michele Lieberman)
- Chief of Police, Alachua (Chief Chad Scott)
- Chief of Police, High Springs (Chief Antoine Sheppard)
- Chief of Police, UF (Chief Linda Stump-Kurnick)
- Chief of Police, Waldo (entity no longer exists)
- Director of the Rape/Crime Victim Advocate Program (Vacant)

Any member may add an item to the agenda at least (7) days prior to the publication of the agenda (at least 12 days prior to the meeting). The Staff Liaison (Amy) will send the agenda to committee members at least (5) days prior to the meeting. Quorum will be seven (7) or more members.

#### Jail Population Management Report & Comments

Lillie Perkins shared that as of April 24, (the day that the Live Inmate Status Report was compiled), the current jail population was 864 which is 75.3% of total jail capacity (1,148). In the Report, the inmate status breaks down as follows\*:

Status Description	Cases	Status Description	Cases
Felony Awaiting Trial	563	Misdemeanor Awaiting Trial	127
Felony VOP	97	Misdemeanor Sentenced Under 1 Year	44
Felony Sentenced Over 1 Year	45	Misdemeanor Probation Violation	19
Felony Sentenced Under 1 Year	119	Criminal Traffic	22
In Transit	18	Civil Action	24
Parole Violation	1	Other Jurisdictions	10
Book In / Book Out	2	Other / Unspecified	
<b>TOTAL INMATES 864</b>			

The Current Jail Population case count includes everyone in the circuit, even if an individual is from another jurisdiction. The DoC has stopped limiting transfers from County to State Jails. Lillie also pointed out that there may be DoC cases in County jail because those inmates *also* have misdemeanor pending charges. Commissioner Prizzia asked if the low staffing (there are over 100+ vacancies), in conjunction with the high inmate count, could be a safety issue, not only for inmates but for staff as well? **Since there was no representation from ASO at today's meeting, this would be a good discussion for the next agenda.**

Judge Denise Ferrero asked how the jail knows that an inmate has a Mental Illness? Lillie stated that it was either from an evaluation or via an inmate's self-report. Judge Ferrero followed up to ask how many of the 400+ inmates with reported mental illness are being housed in General Population vs Special Population, and how that might affect staffing and costs. Lillie did not have specific numbers for her. Commissioner Prizzia is also worried that the jail inmate numbers are much higher, when compared to pre-Covid numbers, and wonders what factors are driving that increase. Carl Smart stated that Court Services has had a discussion on this subject and said that a large problem is the DoC transportation and waiting issue, but that general crime rates are also up throughout the circuit.

Paris Owens agreed with Carl, that GPD has seen an increase in crime in Gainesville, in certain categories such as burglary, felony fraud, and drugs. Cheryl Kauffman added that there has been an increase in juvenile crimes, too.

Commissioner Prizzia asked why are inmates with misdemeanors awaiting trial in jail so long and if it's simply because they didn't qualify for bail? Lillie said that each inmate is evaluated on their criminal history, the safety of the community and the victim (if applicable), and if the person is a flight risk. A recommendation is then put forth by First Appearance, based on those factors. If a person can be released on their own recognizance, they are released. If they cannot, First Appearance staff will make a recommendation to the court. Commissioner Prizzia then asked if there has been an increase in the use of treatment courts (such as Drug Court, or Veteran's Court). Lillie stated that treatment courts have caseloads above 100+. First Appearance and the Central Screening Team are making recommendations (sometimes multiple recommendations) to treatment courts every day. She reiterated that Court Services' goal is *least restrictive supervision possible* because they don't want anyone sitting in jail if they don't have to be, to help people with mental illness or substance abuse out of jail and into treatment, to get the resources they need. Claudia Tuck stated that all treatment court numbers are down right now, since they are seasonal. She is working with judges to try to expand qualifications for who can enter into treatment courts to allow for more participants in the future.

Michael Reeves added that he could make a report to get some data to Commissioner Prizzia. Jail population numbers tend to peak in the summer time, so the number could get higher in a few months. **Commissioner Prizzia would like to have an agenda item to look at this data at the next meeting, see what types of crimes are occurring, and if there's programs available or could be created to alleviate the increase.**

Heather asked how inmates with multiple cases are represented on the Current Jail Population list? Chris Carusone stated that this list (above) represents the number of cases, not inmates. At this moment, there are 227 cases that fit into multiple boxes (such as in inmate who has been sentenced on their felony case but is awaiting trial for their misdemeanor case). At the bottom of the spreadsheet, it lists the Total Inmates in the jail. (There's 1091 total cases, but 864 inmates). Cheryl added that the Department of Corrections had to activate the National Guard to act as Corrections Officers at the prisons, because they are having staffing issues as well.

### **Work Release Closure**

Carl Smart shared that the Court Services Work Release Program has ceased operations, and they are looking for alternatives to assist low-risk inmates. One option is a Re-Entry Program. Claudia is working with the county's Equity Manager and community engagement, talking with stakeholders. There are many community partners who are interested in this program, and who may already be doing similar work.

Court Services is also looking to expand the EM/GPS program to send people home and allow them to work. Judge Moseley is highly in favor of 24-hour monitoring. He would like to receive a prompt report to the court of any boundary violation.

Commissioner Prizzia asked if there is data to show who in jail are repeat offenders? Michael stated that he provides that for CJMHSAG, looking at New Charges, New Arrests, and New Bookings, for one year before, and two years after. Those formulas can be used to get data for this committee as well. Judge Moseley reiterated that there are few, if any, misdemeanor case inmates who are in jail with *no* criminal history; those cases are almost always released with conditions. If they are in jail, they are most likely repeat offenders.

### **Conclusion of CJMHSAG**

Don Savoie stated that the CJMHSAG program would be ending in 2023, after being active for the past 15 years, and 5 total grant cycles. There will be one more "official" meeting in July to wrap everything up. Meridian found out in late February 2023 that there would be no additional grants available in Florida, and none will be renewed until January 2024, when more money is possibly appropriated. Meridian did a *Statement of Intent* to DCF and Lutheran Services Florida (LSF), and LSF partnered with Meridian to provide about half a million dollars to set up a Forensic Multidisciplinary Treatment Team (FMT). By state definition, this is as close as

you can get to what CJMHSAG was. So, they will continue to operate the FMT Team with recurring funding to manage about 45 clients in a WRAP Team environment. Meridian will absorb the costs of funding two Care Coordinators and a Counselor, who do the outpatient and psychiatry work for those clients who don't need the WRAP services. At the previous CJMHSAG meeting in April, Don asked the committee to continue to hold meetings to keep the group together to continue to do great work. After July, Meridian will take over the administration of meetings until such time as the grant comes back, no sooner than December 2024. There should be no noticeable lag in services due to the change, but if anyone notices detrimental issues, please reach out to Don directly so that he can address the situation.

### **Progress Report on Central Receiving System (CRS) for Alachua County**

County funding for building construction was finalized in December 2022. Legislative funds through GPD were appropriated. City of Gainesville contract is in progress, moving through Legal. The 100% construction plans are done and the bid packets will be released on May 1, with a 30-day bid response time. At that point, bids will be reviewed to see if any cost-adjustments need to be made. Current estimate for construction completion is June 30, 2024. The project has hit a few snags such as enlarging a retention pond, relocating a major water main, and remediating unsuitable soil.

The operating contract with the county \$1.75 million was signed in December 2022. The budget is in the Florida Senate, and in a "holding pattern" in the Florida House of Representatives. If approved, this will be recurring funding, which will be available indefinitely.

The Advisory Council is TBD for now; Don has met with North Florida Regional Medical Center and UF Health Shands, with positive movement. MOUs have been sent to both hospitals. Additional MOUs will go out next month to law enforcement agencies and other committee members. Because operations are still a year away, the council will be tentative until the fall. Right now, the council will be made up of the following:

- **Health Care:** Meridian, Shands, NFRMC, VA Hospital
- **Law Enforcement:** Alachua County Sheriff's Office, Gainesville Police Department, One Agency from within the County on a Rotating Basis, One County Sheriff from a Surrounding County (Dixie, Levy, Gilchrist, Putnam, Bradford) on a Rotating Basis
- **Fire Rescue:** Alachua County and City of Gainesville
- **Other:** Lutheran Services, 8<sup>th</sup> Judicial Circuit, NAMI, Community Support Services, a Peer chosen and appointed by the BoCC.

Outlying counties are included on the Council because those counties do not have their own facilities, and are served by Meridian. Judge Moseley stated he was worried that Alachua County residents would be footing the bill for out-of-county clients, but Don shared that Meridian is funded for Baker Act beds by the county from which the Baker Act came. It's important to state that the Central Receiving Facility is not beds - it's separate from The Hospital and The Crisis Stabilization Unit. Meridian is a private not-for-profit corporation, who receives funding from the County. When a Baker Act is filed, Don thinks of it just like "emergency medical care" but for mental health, instead of physical health. Meridian, just like medical hospitals, look at each patient to see if they have health insurance, do they have Medicare or Medicaid? Are there any grants or funding available to assist with the cost of care? They follow this line of funding to ensure that they stretch every possible Public dollar available. Currently they have 65 pay sources, and 40 grants, and will apply for any dollar possible to lessen the burden on the public as much as possible. Commissioner Prizzia added that Central Receiving Facilities (CRFs) are meant to be an intertwined network of facilities across the entire state of Florida, with State Funding. That funding would help fund the CRF and reduce the amount of County funding required for operational purposes. She hopes that soon the hospitals will see the benefit of CRFs and provide funding as well. Don reiterated that per Florida Statute 394, there is a requirement for 50% local match for funding.

Don is expecting to serve 4,500 per year, which is based on the annual reports received from University of South Florida, of the number of Baker Acts in the region. They've also added capacity to serve voluntary walk-

in clients, and 23-hour voluntary observations. Judge Moseley asked what the release plans entail? Don said that clients are offered to be transported home, wherever home is, as well as coordinated treatment in their local area. For children, the family has to come to Meridian and be part of the discharge process; this has led to a very large drop in recidivism for juveniles. No matter what, when a Baker Act expires, Meridian cannot legally hold anyone against their will, if they don't want to stay for treatment.

### **JMHCP Oversight Subcommittee Update**

David Johnson shared that the JMHCP subcommittee has moved back to meeting quarterly (previously they were meeting every other month). They are looking at revising their membership, paring it down to about 11 members, including two Peers (1 justice-impacted, and 1 behavioral health-impacted). Grant #2 ends on September 30, 2023. They will be submitting a No Cost Extension in July, which will allow them to extend the current funding into March 2024. The Research Team will be completing their final report in Summer 2023 and they look forward to holding a speaking tour with that data.

David just submitted the second of two grants called Connect & Protect (which falls under JMHCP) with GPD to continue funding one of the Co-Responder Teams. JMHCP will fund a Peer Specialist who will be dedicated to law enforcement, to assist with drop-offs at UF Health Psychiatric hospital. That peer will meet the officer at custody exchange and assist the individual through the process through 30 days after, with case management. It will also fund a paid research assistant for 6 months of each grant year.

Grant #2 will total \$1.1 million dollars (with \$554,000 coming from federal funds). Connect & Protect will be \$738,000 (with \$485,000 federal funds). The total of both grants will be almost \$1.75 million dollars. The grants are competitive, and David should know if he received both, either, or neither, no later than Summer 2023. There are only seventeen grants to be awarded nationwide.

The Alachua County Behavioral Health Transportation Plan was recently updated and will remain valid through 2026, or until such time as it needs to be updated due to the CRF coming on line.

### **Court Services Department Temporary Re-Organization**

Carl Smart shared that the County Manager has temporarily reorganized Court Services, upon the loss of previous Director Michael Arizmendi. The department will be led, as follows:

- **Claudia Tuck** (Director of Community Support Services) will lead Meta, OPUS, Treatment Courts, and the Clinical Forensic position, with Assistant Director Joe Lipsey.
- **Heather Akpan** (Director of HR) will lead Pretrial Services, Day Reporting, Community Service, and Criminal Justice Program, with Assistant Director Salatheia Jenkins-Brown.
- **Carl Smart** (Deputy County Manager) will lead Probation, Jail Population, Records Techs, ITS/Security Program, and serve as the dotted line to Ron Akins and his finance staff.

The next step, over the coming months, is to review the department before bringing in a new director. The County Manager's Office is reaching out for an agency, such as the National Corrections Institute, or a consultant firm to look at the department and provide recommendations on how to move forward in a positive direction. They hope that these reviews don't take more than a few months, so that they can hit the ground running and install a new director for the new Fiscal Year.

### **2023 - 2024 Meeting Schedule**

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- Fall/Winter TBD
- Spring/Summer TBD

## Meeting Attendees

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*(The Committee Members listed here reflect changes approved in Resolution 22-106)*

### **PSCC Committee Members Present:**

- Laura Kalt, Director, Alachua County Office of Victim Services (Cassandra Moore)
- Cheryl Kauffman, Eighth Circuit Administrator, FL Department of Corrections
- Honorable Mark W. Moseley, Administrative Judge of Circuit Criminal
- Chairperson Anna Prizzia, Alachua County Board of County Commissioners
- Don Savoie, President, Meridian Behavioral Healthcare, Inc.
- Claudia Tuck, Interim Director Court Services
- Carl Smart, Interim Director Court Services
- Brian Kramer, Office of the State Attorney (Heather Jones in his place)
- Chief Lonnie Scott, Gainesville Police Department (Paris Owens, Interim Chief of GPD)

### **PSCC Committee Members Absent:**

- Sandi Brannan, Interim Chief Probation Officer, FL Department of Juvenile Justice
- Honorable Thomas Jaworski, Chief County Judge (Judge Miller-Jones in his place)
- Major Dorian Keith, Alachua County Sheriff's Office, Department of the Jail
- Stacy Scott, Public Defender
- Sheriff Clovis Watson Jr, Alachua County Sheriff's Office
- Chad Scott, Alachua Police Department (Municipal Ex-Officio Representative)

### **Other Attendees:**

- Heather Jones, State Attorney's Office (for Brian Kramer)
- Eleanor Drakeford, Court Services
- Salatheia Brown, Court Services
- Lillie Perkins, Court Services
- Chris Carusone, Court Services
- Michael Reeves, Court Administration
- Honorable Denise Ferrero, Circuit Judge
- Diana Johnson, Alachua County Attorney
- David Johnson, Court Services
- Max Tipping, Community Spring
- Tony Jones, City of Gainesville
- Amy Weber, Court Services

*\*Audio Recording of Meeting and All Handouts Available Upon Request.*