

Mailing Addresses

38053 Live Oak Avenue
Dade City, FL 33523-3894

P.O. Box 338
New Port Richey, FL 34656-0338

Office Locations

Robert D. Sumner Judicial Center
38053 Live Oak Avenue, Suite 205
Dade City, FL 33523-3894

West Pasco Judicial Center
7530 Little Road, Suite 106
New Port Richey, FL 34654

East Pasco Government Center
14236 Sixth Street, Suite 201
Dade City, FL 33523

West Pasco Government Center
8731 Citizens Drive, Suite 220
New Port Richey, FL 34654

East Pasco Records Center
38319 McDonald Street
Dade City, FL 33525

West Pasco Records Center
Jack Albert Records Retention Center
8902 Government Drive
New Port Richey, FL 34654

Dade City: (352) 521-4542
New Port Richey: (727) 847-8031

www.pascoclerk.com

Excellence...Always

*Office of Paula S. O'Neil
Clerk & Comptroller
Pasco County, Florida*

TO: RICHARD GEHRING
STRATEGIC POLICY ADMINISTRATOR

FROM: KATIE McCORMICK *KM*
BOARD RECORDS

DATE: MARCH 27, 2015

MEETING DATE: MARCH 24, 2015

BOARD ACTION: APPROVED

AGENDA ITEM: ADDENDUM CA15M-5021

Enclosed are copies of documents regarding the above mentioned agenda item for your files.

If you have any questions, please contact me at extension 4530.

/km

Enclosure

RECEIVED

MAR 30 2015

Planning and Development
Department

**AGREEMENT FOR
PROFESSIONAL SERVICES**

THIS AGREEMENT entered into between Pasco County, Florida a political subdivision of the State of Florida (hereinafter referred to as "COUNTY") and Kurt Spitzer & Associates, Inc., a Florida corporation, whose business address is 719 East Park Avenue, Tallahassee, Florida 32301 (hereinafter referred to as "CONSULTANT").

WHEREAS, the COUNTY is interested in examining the structure of its current form of government versus other forms of local government and exploring the option of becoming a charter county; and

WHEREAS, in furtherance of this initiative, the COUNTY adopted Resolution No. 15-104 which established a fifteen member citizens advisory committee to be known as the Pasco County Charter Advisory Committee to consider whether a charter form of government would provide a benefit to the residents of Pasco County; and

WHEREAS, because of the complicated subject matter involved and the potential long term ramifications on COUNTY government, the COUNTY believes it would serve a public purpose to secure the services of a firm with expertise and experience in the formation and operation of charter counties to assist the members of the Pasco County Charter Advisory Committee as they proceed in their efforts; and

WHEREAS, the CONSULTANT has over thirty five years' experience in working with various boards and commissions in Florida and has an extensive knowledge of charter policies and practices in Florida and therefore would be uniquely qualified to assist the committee in its task of determining whether or not to recommend the establishment of a charter county and if so, what provisions should be included in such a charter.

NOW THEREFORE in consideration of the terms and conditions set forth herein, the above named parties agree as follows:

1.0 **Effective Date; Term**

1.1 This Agreement shall take effect on the date of its execution by the COUNTY.

This Agreement shall terminate on November 1, 2016, or the date of adjournment of the Pasco County Charter Advisory Committee (CAC) *sine die*, whichever shall first occur or unless terminated

earlier as provided herein.

2.0 **Services to Be Performed by CONSULTANT**

2.1 The CONSULTANT shall perform such services (Services) as are listed in Exhibit A (Scope of Services) which is attached hereto and incorporated herein by reference and as the CAC shall direct in accordance with the provisions of this Agreement.

3.0 **Compensation**

3.1 **General**

3.1.1 The CONSULTANT will perform the Services for the fixed price not to exceed \$60,000 (inclusive of travel, lodging and meals). Time spent traveling to and from meetings or hearings of the CAC in excess of the number of meetings identified in Exhibit A will be billed at \$125 per hour, excluding mileage and other reimbursable travel costs.

The CONSULTANT's hourly rate for additional services that may be requested over and above those Services listed in Exhibit A is \$250.00 per hour for actual time rendered at meetings, conducting research or otherwise providing direct services to the CAC.

3.1.2 Invoices must reference the applicable contract number and Task Authorization number, if any, using an invoice form approved by the COUNTY.

3.1.3 Each individual invoice shall be due and payable within forty five (45) days after receipt by the COUNTY of correct, fully documented invoices in a form and substance satisfactory to the CAC and the COUNTY and approved by the Chairman of the CAC, with all appropriate cost substantiations attached. All invoices shall be mailed to:

Pasco County
Attn: Michele Baker
County Administrator
West Pasco Government Center
8731 Citizen's Drive, Suite 340
New Port Richey, FL 34654

3.1.4 In order for both parties herein to close their books and records, the CONSULTANT will clearly state "Final Invoice" on the CONSULTANT's final/last billing to the CAC.

This certifies that all services have been properly performed and all charges and costs have been invoiced to the CAC. Since this account will thereupon be closed, any and other further charges if not properly included on this final invoice are waived by the CONSULTANT.

3.1.5 Payment of the final invoice shall not in and of itself constitute evidence of the satisfactory completion or performance of the work for the CAC.

3.1.6 Invoices shall be billed for Services rendered monthly in arrears on or about the first day of each month in equal amounts of \$5,000.00 beginning with services for the month of May 2015 and concluding with Services for the month of April 2016 or for that monthly period including up to the date of the CAC's adjournment if that occurs before the close of April 2016 (whichever is earlier), unless this Agreement is either modified by mutual consent or terminated earlier as provided in Article 12.

3.2 Reimbursable Expenses

3.2.1 All requests for payment of out-of-pocket expenses eligible for reimbursement under the terms of this Agreement shall be included in the periodic invoices, and shall include copies of paid receipts, invoices or other documentation acceptable to the COUNTY. Such documentation shall be sufficient to establish that the expense was actually incurred and necessary in the performance of the Scope of Services described in this Agreement or related Task Authorization.

3.2.2 Reimbursable Expenses are the actual, pre-approved, expenses incurred directly in connection with the applicable Service, and include:

- USPS and Overnight Mail and Delivery services
- Reproduction
- Sub-Consultant Services (if preapproved in writing by CAC)

3.2.3 Lodging and Mileage costs for meetings in addition to those listed in Exhibit A shall be reimbursed in accordance with the COUNTY'S travel policies.

3.2.4 Reimbursable Expenses, including preapproved sub consultants, shall be reimbursed at cost.

3.2.5 Invoices for expenses shall be separately billed in arrears on or about the first day of each month.

4.0 **Insurance**

4.1 **General Provisions.** The CONSULTANT shall not commence work until all of the insurance required herein is obtained and approved by the COUNTY as provided hereinafter. The CONSULTANT shall not allow any sub-consultant to commence work until proper insurance has been obtained by the sub-consultant and such insurance has been approved by the COUNTY, as provided hereinafter. It shall be the responsibility of the CONSULTANT to insure that all sub-consultants comply with the same insurance requirements as provided herein. The CONSULTANT shall provide the COUNTY satisfactory proof of the required insurance prior to rendering any Services. The CONSULTANT shall render certificate(s) of insurance in the form required to the COUNTY and shall provide certified copies of all required policies, upon the request of the COUNTY. The certificate(s) shall clearly indicate that the CONSULTANT has obtained insurance of the type, amount, and classification required for strict compliance with this Agreement and that no reduction in coverage or in limits, suspension, or cancellation of the insurance shall be effective without thirty (30) days prior written notice as provided below. The certificate(s) shall be signed by a person authorized by that insurer to bind coverage on its behalf. Each insurance policy required by this Agreement shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail (return receipt requested) has been given to the COUNTY to the attention of the Pasco County Risk Manager, West Pasco Government Center, 8731 Citizens Drive, Suite 330, New Port Richey, Florida, 34654. In the event any insurance coverages expire prior to the expiration of this Agreement, a renewal certificate shall be issued thirty (30) days prior to such expiration. Compliance with the foregoing requirements shall not relieve the CONSULTANT of liability and/or other obligations pursuant to this Agreement. Neither approval by the COUNTY nor a failure to disapprove insurance certificates or policies furnished by the CONSULTANT shall release the

CONSULTANT of full responsibility of all liability or its obligations under this Agreement.

All insurance policies shall be issued by responsible companies authorized to do business under the laws of the State of Florida. Said insurance companies shall have an "A" policyholder's rating, have a financial rating of at least Class VIII in accordance with the most current Best Key Rating Guide, and shall be satisfactory to the COUNTY. All policies of insurance required by this Agreement, except Worker's Compensation and Professional Liability, shall specifically provide that the COUNTY and its officials, agents or employees shall be an "additional insured" under the policy and shall contain a severability of interest provision. All insurance policies required herein shall apply to all operations, activities, or use by the CONSULTANT or anyone employed by, contracting with, or acting at the CONSULTANT'S direction or supervision. The insurance coverages and limits provided herein are designed to meet the minimum requirements of the COUNTY. Any deductibles or self-insured retentions must be declared and approved by the COUNTY and are the responsibility of the CONSULTANT. The minimum kinds and limits of coverage to be carried by the CONSULTANT throughout the effective term of this Agreement shall be as follows:

4.2 Comprehensive Automobile Liability Insurance. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired, and non-owned vehicles.

4.3 Commercial General Liability. \$1,000,000.00 combined single limit of liability for bodily injuries, death and property damage, and personal injury resulting from any one occurrence.

4.4 Workers' Compensation. The CONSULTANT shall maintain worker's compensation insurance on all employees, its agents or subcontractors as required by Florida Statutes.

5.0 Standard of Care

5.1 CONSULTANT has represented to the CAC that it has the personnel and

experience necessary to perform the work in a professional and workmanlike manner.

5.2 CONSULTANT shall exercise the same degree of care, skill, and diligence in the performance of the Services as is provided by a professional of like experience, knowledge and resources, under similar circumstances.

5.3 CONSULTANT shall, at no additional cost to CAC, re-perform services which fail to satisfy the foregoing standard of care or otherwise fail to meet the requirement of this Agreement.

5.4 The CONSULTANT warrants that all services shall be performed by skilled and competent personnel to the professional standards in the field.

6.0 **Independent Contractor**

6.1 Neither CONSULTANT nor its employees are considered to be employees of the COUNTY or the CAC, for any purpose whatsoever. The CONSULTANT is an independent contractor in the performance of the Services herein described and shall be wholly responsible for the methods of performance.

6.2 The CONSULTANT shall work closely with the CAC in performing Services under this Agreement.

6.3 The CONSULTANT shall not pledge the COUNTY or the CAC's credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien or any form of indebtedness and shall have no right to speak for or bind the COUNTY or the CAC in any manner.

6.4 The CONSULTANT further warrants and represents that it has no obligation or indebtedness that would impair its ability to fulfill the terms of this Agreement.

7.0 **Authority to Practice**

7.1 The CONSULTANT hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

8.0 **Compliance with Laws**

8.1 In performance of the Services, the CONSULTANT will comply with applicable regulatory requirements including federal, state, special district, and local laws, rules, regulations, orders, codes, criteria and standards.

9.0 **Subcontracting**

9.1 The CAC reserves the right to accept the use by the CONSULTANT of a sub-consultant or to reject the selection of a particular sub-consultant and to inspect all facilities of any subcontractor.

9.2 If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the CONSULTANT shall promptly do so, subject to acceptance of the new subcontractor by the CAC. Failure of a sub-consultant to timely or properly perform its obligations shall not relieve CONSULTANT of its obligations hereunder.

10.0 **Federal and State Taxes**

10.1 The COUNTY is exempt from Federal Tax and State Sales and Use Taxes. Upon request, the COUNTY will provide an exemption certificate to the CONSULTANT. The CONSULTANT shall not be exempted from paying sales tax to its suppliers for materials to fulfill contractual obligations with the CAC or the COUNTY, nor shall the CONSULTANT be authorized to use the COUNTY's Tax Exemption Number in securing such materials.

11.0 **Public Entity Crimes**

11.1 The CONSULTANT understands and acknowledges that this Agreement with the COUNTY will be void, in the event the conditions under Section 287.133, Fla. Stat., applies to the CONSULTANT, relating to conviction for a public entity crime.

12.0 **Termination of Agreement**

12.1 This Agreement may be terminated by the CONSULTANT upon thirty (30) days prior written notice to the CAC in the event of substantial failure by the CAC to perform in

accordance with the terms of the Agreement through no fault of the CONSULTANT.

12.2 This Agreement may be terminated by the COUNTY of the CAC with or without cause immediately upon written notice to the CONSULTANT.

12.3 Unless the CONSULTANT is in breach of this Agreement, the CONSULTANT shall be paid for Services rendered to the CAC's satisfaction through the date of termination.

12.4 After receipt of a Termination Notice and except as otherwise directed by the CAC and the COUNTY, the CONSULTANT shall:

12.4.1 Stop work on the date and to the extent specified.

12.4.2 Terminate and settle all subcontracts relating to the performance of the terminated work.

12.4.3 Transfer all work in process, completed work, and other material related to the terminated work to the CAC.

12.4.4 Continue and complete all parts of the work that have not been terminated.

12.5 The CONSULTANT shall be paid for Services actually rendered to the date of termination.

13.0 **Uncontrollable Forces (Force Majeure)**

13.1 Neither the COUNTY nor the CONSULTANT shall be liable for failure to perform hereunder due to any circumstances beyond their respective control, such as Acts of God, nature, wars, riots, national emergencies, strikes, or accidents. The COUNTY or the CONSULTANT may suspend their respective performance under this Agreement as a result of a force majeure without being in default of this Agreement, but upon the removal of such force majeure, the COUNTY and the CONSULTANT shall resume performance as soon as is reasonably possible.

14.0 **Governing Law and Venue**

14.1 This Agreement shall be governed by the laws, rules, and regulations of the State of Florida. Venue for any claims, disputes, or other matters in question between the parties to this

Agreement shall be in Pasco County, Florida.

15.0 **Non-Discrimination**

15.1 During the performance of this Agreement, the CONSULTANT herein assures the COUNTY that said CONSULTANT is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and The Florida Civil Rights Act of 1992 in that the CONSULTANT does not on the grounds of race, color, national origin, religion, sex, age, handicap or marital status, discriminate in any form or manner against the employees of the CONSULTANT or its applicants for employment. The CONSULTANT understands and agrees that this Agreement is conditioned upon the veracity of this Statement of Assurance. Furthermore, the CONSULTANT herein assures the COUNTY that said CONSULTANT shall comply with Title VI of the Civil Rights Act of 1964 when any Federal grant is involved. Other applicable Federal and State laws, executive orders and regulations prohibiting the type of discrimination as hereinabove delineated are included by this reference thereto. This Statement of Assurance shall be interpreted to include Vietnam Era Veterans and Disabled Veterans within its protective range of applicability.

16.0 **Waiver**

16.1 A waiver by either the COUNTY, the CAC or the CONSULTANT of any breach of this Agreement shall not be binding upon the waiving party unless such waiver is in writing. In the event of a written waiver, such a waiver shall not affect the waiving party's rights with respect to any other or further breach. The making or acceptance of a payment by either party with knowledge of the existence of a default or breach shall not operate or be construed to operate as a waiver of any subsequent default or breach. Waiver by either party of a breach of any other provision of this Agreement shall also not be deemed as a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement.

17.0 **Severability**

17.1 If any part of this Agreement is held to be invalid or unenforceable, such holding will not affect the validity or enforceability of any other part of this Agreement, so long as the

remainder of the Agreement is reasonably capable of completion.

18.0 **Entirety of Agreement**

18.1 This Agreement, including all referenced attachments hereto, constitutes the entire Agreement between the COUNTY and the CONSULTANT and shall supersede, replace, and nullify all prior agreements or understandings, written or oral, relating to the matters set forth herein. Prior agreements or understandings, if any, shall have no force or affect whatsoever on this Agreement.

19.0 **Indemnification**

19.1 The CONSULTANT shall be liable for and shall indemnify and hold harmless the COUNTY and the CAC and all of its officers, members and employees from any claim, loss, damage, cost, charge, or expense, including but not limited to all fees and charges of attorneys and other professionals and all court or arbitration or other dispute resolution costs, arising out of or resulting from any negligent act, error, mistake, neglect, or omission on the part of the CONSULTANT, its employees, agents or assigns during the performance of the Agreement or services performed pursuant to this Agreement. The CONSULTANT shall further be liable for and shall indemnify and hold the COUNTY and the CAC harmless for any and all claims, suits, judgments, damages, losses, and expenses, including court costs and attorney fees, arising out of or resulting from the errors, omissions, mistakes, or negligence of any sub-consultants engaged by the CONSULTANT pursuant to this Agreement. This provision shall also pertain to any claims brought against the COUNTY by any employee of the CONSULTANT, sub-consultants, or anyone directly or indirectly employed by any of them. This indemnification provision shall survive the expiration or termination of the Agreement. The CONSULTANT shall not be liable to nor shall it indemnify the COUNTY or the CAC for any portion of damages or claims arising out of any error, omission, or negligence of the COUNTY or the CAC, its employees, designated representatives, and agents during the term of the Agreement. The CONSULTANT hereby acknowledges and agrees that the compensation to be paid the CONSULTANT by the COUNTY pursuant to this

Agreement specifically includes compensation as consideration for the indemnification provided herein.

20.0 **Modification**

20.1 Any modification to this Agreement must be evidenced by a writing agreed upon and executed by both the County and the Consultant to be considered binding on either party.

21.0 **Successors and Assigns**

21.1 Neither the COUNTY nor the CONSULTANT shall assign, sublet, or transfer its interest in this Agreement without the written consent of the other party. Except as otherwise authorized in this Agreement, the CONSULTANT shall not subcontract any of its service obligations hereunder to third parties without the prior written approval of the COUNTY. The CONSULTANT shall have the right, subject to the COUNTY'S and the CAC's prior written approval, to employ other persons or firms to serve as sub-consultants to the CONSULTANT pursuant to the requirements of this Agreement. The COUNTY and the CAC shall have the right and be entitled to withhold its approval of sub-consultants, but such approval shall not be unreasonably withheld.

22.0 **Contingent Fees**

22.1 The CONSULTANT warrants that the CONSULTANT has not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT to solicit or secure this Agreement and that the CONSULTANT has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the CONSULTANT any fee, commissions, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. If the CONSULTANT has breached or otherwise violated or failed to comply with the terms of this Article, the COUNTY shall have the right to terminate this Agreement without liability and, at the COUNTY'S discretion, to deduct from the contract price, or otherwise recover the full amount of any such fee, commission, percentage, gift, or consideration paid in violation of this Article.

23.0 **Truth-In-Negotiation Certificate**

23.1 The CONSULTANT certifies that all wage rates and other factual unit costs supporting the compensation to be paid pursuant to this Agreement are accurate, complete, and current at the time of execution of this Agreement by the CONSULTANT. If the CONSULTANT has breached or otherwise violated or failed to comply with the terms of this Article, the COUNTY shall have the right to terminate this Agreement without liability to the CONSULTANT.

24.0 **Ownership of Documents**

24.1 All documents, such as reports and other records and data relating to this Agreement shall become property of the COUNTY and shall be delivered by the CONSULTANT to the COUNTY within thirty (30) days of completion of the Services or within seven (7) calendar days of the COUNTY making a request for said document delivery, whichever is applicable. In the event the COUNTY gives the CONSULTANT a written Notice of Termination pursuant to this Agreement, the CONSULTANT shall deliver to the COUNTY all documents listed above with the mutual understanding and commitment by the COUNTY that compensation earned or owing to the CONSULTANT for Services provided or performed by the CONSULTANT pursuant to this Agreement prior to the date of such termination will be paid to the CONSULTANT within sixty (60) calendar days of the date of issuance of the Notice of Termination. The CONSULTANT, at its expense, may make and retain copies of all documents delivered to the COUNTY for the CONSULTANT'S reference and internal use. The CONSULTANT shall not use any of these documents or data or information contained therein on any other project or for any other client without the prior expressed written permission of the COUNTY.

25.0 **Compliance with the Florida Public Records Act**

25.1 The CONSULTANT shall allow public access to documents and materials made or received pursuant to this Agreement by either party in accordance with the Public Records Act, Chapter 119, F.S., et seq. To the extent required by Section 119.0701, F.S., the CONSULTANT shall (1) keep and maintain public records that ordinarily and necessarily would be

required by the COUNTY in order to perform the service; (2) provide the public with access to public records on the same terms and conditions that the COUNTY would provide the records and at a cost that does not exceed the cost provided by law; (3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (4) meet all requirements for retaining public records and transfer, at no cost to the CONSULTANT, all public records in possession of the CONSULTANT upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records requirements. All records stored electronically must be provided to the COUNTY in a format that is compatible with the information technology systems of the COUNTY. This paragraph shall survive the expiration or termination of this Agreement.

26.0 **Non- Exclusive Agreement**

26.1 This Agreement is not intended to be and shall not be construed as an exclusive contract, and the COUNTY may employ additional parties or other consulting firms to perform any work contemplated by this Agreement without liability to the CONSULTANT.

27.0 **Notice**

27.1 Any notice, demand, communication, or request required or permitted hereunder shall be in writing and delivered in person or sent by Federal-Express or by Certified Mail, postage prepaid as follows:

As to COUNTY
& CAC:

Jeffery N. Steinsnyder
Pasco County Attorney
West Pasco Government Center
8731 Citizens Drive, Suite 340
New Port Richey, FL 34654

As to Consultant:

Kurt Spitzer
Kurt Spitzer and Associates, Inc.
719 East Park Avenue
Tallahassee, Florida 32301

28.0 **Service of Process**

As to COUNTY
& CAC:

Jeffery N. Steinsnyder
Pasco County Attorney
West Pasco Government Center
8731 Citizens Drive, Suite 340
New Port Richey, FL 34654

As to Consultant:

Kurt Spitzer
Kurt Spitzer and Associates, Inc.
719 East Park Avenue
Tallahassee, Florida 32301

29.0 **Key Personnel**

29.1 CONSULTANT represents that it has, or will secure at its own expense, all personnel required in performing all of the Services required under this Agreement. Such personnel shall not be employees of or have any contractual relationships with the CAC. All the Services required hereunder will be performed by the CONSULTANT or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

(THE REMAINDER OF THE PAGE LEFT INTENTIONALLY BLANK)

IN WITNESS WHEREOF, the parties hereto by their duly authorized representatives have executed this Agreement as indicated below.



BY: Paula S. O'Neil
PAULA S. O'NEIL
CLERK & COMPTROLLER

COUNTY:
BOARD OF COUNTY COMMISSIONERS
OF PASCO COUNTY, FLORIDA

BY: Theodore J. Schrader
THEODORE J. SCHRADER
CHAIRMAN
APPROVED
IN SESSION

DATE: MAR 24 2013

PASCO COUNTY
BCC

Jasmine Sandifer
Witness
JASMINE SANDIFER
Name of Witness Printed

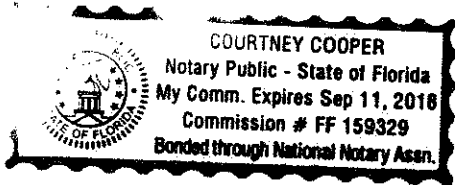
Courtney Cooper
Witness
COURTNEY COOPER
Name of Witness Printed

CONSULTANT:
KURT SPITZER & ASSOCIATES, INC.

BY: Kurt Spitzer
Kurt Spitzer, President

STATE OF FLORIDA)
COUNTY OF Leon)

The foregoing instrument was acknowledged before me this 20 day of March, 2015, by Kurt Spitzer, as President, of KURT SPITZER & ASSOCIATES, INC., a Florida corporation, who is personally known to me (or has produced FL DL # S1307-501-52-1910 as identification).



Courtney Cooper
Notary Public
Courtney Cooper
Printed Name
My Commission Expires: 9-11-18

EXHIBIT A

- Identify issues for review and examination by the Charter Study Committee (CAC)
- Assist in setting schedule and timeline for CAC
- Assist in preparing rules and procedures governing the operations of the CAC
- Perform research as directed by CAC
- Research and prepare briefing papers for CAC
- Assist in building consensus on CAC
- Work with attorney on legal issues
- Identify persons from other jurisdictions to testify to CAC
- Provide comparative information on charter counties to CAC
- Prepare Final Report of the recommendations of the CAC
- Provide basic assistance to prepare a public information flyer on the work product of the CAC
- Attend and facilitate between 22 and 24 meetings or hearings of the CAC between May 2015 and April of 2016