

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA SPECIAL MEETING

Thursday, May 21, 2020
3:00 p.m.

The meeting will be held via video conferencing. The media and the public can access the meeting in real time on Comcast channel 16, Prism channels 16 and 1016-HD, the County's [Facebook Live](#) page and [YouTube](#) channel.



COUNTY COMMISSIONERS

Bryan Desloge, Chairman
District 4

Rick Minor, Vice Chair
District 3

Kristin Dozier
District 5

Jimbo Jackson
District 2

Mary Ann Lindley
At-Large

Nick Maddox
At-Large

Bill Proctor
District 1

Vincent S. Long
County Administrator

Chasity H. O'Steen
County Attorney

The Leon County Commission meets the second and fourth Tuesday of each month. Regularly scheduled meetings are held at 3:00 p.m. A tentative schedule of meetings and workshops is attached to this agenda as a "Public Notice." Commission meeting agendas and minutes are available on the County Home Page at: www.leoncountyfl.gov. The media and the public can access the meeting in real time on Comcast channel 16, Prism channels 16 and 1016-HD, the County's [Facebook](#) page and [YouTube](#) channel.

Please be advised that if a person decides to appeal any decision made by the Board of County Commissioners with respect to any matter considered at this meeting or hearing, such person will need a record of these proceedings, and for this purpose, such person may need to ensure that verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. The County does not provide or prepare such record (Section 286.0105, Florida Statutes).

In accordance with Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact the ADA Coordinator by written or oral request at least 48 hours prior to the proceeding, at 850-606-5011 or Facilities Management at 850-606-5000, or 7-1-1 (TTY and Voice) via Florida Relay Service. Accommodation Request Forms are available on the website www.leoncountyfl.gov/ADA.

Board of County Commissioners

Leon County, Florida

Agenda

Special Public Meeting

Thursday, May 21, 2020, 3:00 p.m.

The Board will meet via video conference to conduct the May 21st special meeting. The meeting is being held utilizing communications media technology pursuant to the Governor's Executive Order 20-69, Emergency Management – COVID-19 – Local Government Public Meetings.

The media and the public can access the meeting in real time on Comcast channel 16, Prism channels 16 and 1016-HD, the County's [Facebook](#) page and [YouTube](#) channel.

Public comment will be accepted via electronic submission. Citizens wishing to provide input for this meeting may submit their comments at Leoncountyfl.gov/PublicComments. To ensure adequate time for Commissioner review, comments should be submitted by 8 p.m. on May 20, 2020. Comments will be distributed to the Commissioners prior to the May 21, 2020 3:00 p.m. meeting. Comments submitted after the 8:00 p.m. deadline will be added to the official record of the meeting, but the County cannot guarantee that the Commissioners will have adequate time to review those comments prior to the meeting. Anyone needing assistance with submitting comments may contact County Administration via email at LCG_PublicComments@leoncountyfl.gov or via phone at 850-606-5300.

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation and Pledge of Allegiance by Chairman Bryan Desloge

SCHEDULED PUBLIC HEARINGS, 3:00 P.M.

- none

AWARDS AND PRESENTATIONS

- none

CONSENT

1. Minutes: February 25, 2020 Regular Meeting
(Clerk of Court)
2. Payment of Bills and Vouchers
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
3. Ratification of Citizen Review Teams for FY 20/21 and FY 21/22 Community Human Services Partnership Funding Cycle
(County Administrator/ Human Services & Community Partnerships)
4. Resolution in Support of the Florida Department of State's Division of Historical Resources, Historic Preservation Grants Program Special Category Grant Application for Rehabilitation and Renovation of the Historic Railroad Station
(County Administrator/ Public Works/ Office of Financial Stewardship)
5. Proposed Revision to Policy No. 06-1, "Use and Scheduling of Parks & Recreation Facilities"
(County Administrator/ Office of Resource Stewardship/ Parks & Recreation)

6. Approval of the Plat for Unit I of Chastain Manor Phase II Subdivision
(County Administrator/ Public Works)

Status Reports: (These items are included under Consent.)

- none

CONSENT ITEMS PULLED FOR DISCUSSION

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

(Public comment will be accepted via electronic submission. Citizens wishing to provide input for this meeting may submit their comments at Leoncountyfl.gov/PublicComments. To ensure adequate time for Commissioner review, comments should be submitted by 8 p.m. on May 20, 2020. Comments will be distributed to the Commissioners prior to the May 21, 2020 3 p.m. meeting. Comments submitted after the 8 p.m. deadline will be added to the official record of the meeting, but the County cannot guarantee that the Commissioners will have adequate time to review those comments prior to the meeting. Anyone needing assistance with submitting comments may contact County Administration via phone at 850-606-5300 or via email at LCG_PublicComments@leoncountyfl.gov.)

GENERAL BUSINESS

7. Leon County COVID-19 Response and Recovery Re-opening Plan
(County Administrator/ County Administration)
8. Status Report on the Office of Economic Vitality's Activities Related to COVID-19 and Ongoing Coordination Efforts with the Business Community
(County Administrator/ PLACE / Office of Economic Vitality)
9. Status Report on Leon County Employee Benefits and Health/Safety Protocols Related to COVID-19
(County Administrator/ County Administration/ Human Resources)

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

RECEIPT AND FILE

- Capital Region Community Development District Meeting Minutes for December 12, 2019

ADJOURN

*The next Joint Public Hearing meeting of the Board of County Commissioners
& City of Tallahassee Commission is tentatively scheduled for
Tuesday, May 26, 2020 at 6:00 p.m.*

*The next regular meeting of the Board of County Commissioners is tentatively scheduled for
Tuesday, June 16, 2020 at 3:00 p.m.*

All lobbyists appearing before the Board must pay a \$25 annual registration fee. For registration forms and/or additional information, please contact the Board Secretary or visit the County Clerk website at www.leoncountyfl.gov

PUBLIC NOTICE
Leon County Board of County Commissioners
2020 Tentative Meeting Schedule

Date	Day	Time	Meeting
January 27	Monday	9:00 a.m.	Board Retreat
January 28	Tuesday	3:00 p.m.	Regular Board Meeting
February 11	Tuesday	3:00 p.m.	Regular Board Meeting
February 25	Tuesday	1:00 p.m.	Joint Workshop Comprehensive Plan Amendments
February 25	Tuesday	3:00 p.m.	Regular Board Meeting
March 10	Tuesday	3:00 p.m.	Regular Board Meeting
April 14	Tuesday	3:00 p.m.	Regular Board Meeting
April 28 <i>cancelled</i>	Tuesday	9:00 a.m.	Budget Policy Workshop
April 28	Tuesday	3:00 p.m.	Regular Board Meeting
May 12	Tuesday	3:00 p.m.	Regular Board Meeting
May 21	Thursday	3:00 p.m.	Special Board Meeting
May 26 <i>cancelled</i>	Tuesday	3:00 p.m.	Regular Board Meeting
May 26	Tuesday	6:00 p.m.	Joint Transmittal Hearing on 2020 Cycle Comprehensive Plan Amendments
June 16 <i>rescheduled</i>	Tuesday	9:00 a.m.	Budget Workshop
June 16	Tuesday	3:00 p.m.	Regular Board Meeting
July 14	Tuesday	9:00 a.m.	Budget Workshop
July 14	Tuesday	3:00 p.m.	Regular Board Meeting
August 25	Tuesday	9:00 a.m.	Budget Workshop
September 15	Tuesday	3:00 p.m.	Regular Board Meeting
September 15	Tuesday	6:00 p.m.	First Public Hearing on Tentative Millage Rate and Budgets
September 29	Tuesday	3:00 p.m.	Regular Board Meeting
September 29	Tuesday	6:00 p.m.	Second Public Hearing on Final Millage Rate and Final Budgets
October 13	Tuesday	3:00 p.m.	Regular Board Meeting
October 27	Tuesday	3:00 p.m.	Regular Board Meeting
November 17	Tuesday	3:00 p.m.	Reorganization & Regular Board Meeting
December 8	Tuesday	3:00 p.m.	Regular Board Meeting

PUBLIC NOTICE

Leon County Board of County Commissioners 2020 Tentative Meeting Schedule

All Workshops, Meetings, and Public Hearings are subject to change.

Month	Day	Time	Meeting Type
January 2020	Wednesday 1	Offices Closed	NEW YEAR'S DAY
	<i>Thursday 9 & Friday 10</i>	<i>Seminar 2 of 3</i>	<i>FAC Advanced County Commissioner Program Alachua County; Gainesville, FL</i>
	Tuesday 14	No meeting	BOARD RECESS
	Monday 20	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Monday 27	9:00 a.m.	Board Retreat FSU Dodd Hall, Heritage Museum
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Second & Final Public Hearing to adopt Ordinance amending Section 10-1.101, entitled "Definitions" creating a new Section 10-6.820, entitled "Solar Energy Systems"
		6:00 p.m.	First & Only Public Hearing to Consider an Ordinance Amending Chapter 7, Article II of the Leon County Code of Laws Entitled, "Additional Civil Traffic Penalty"
		6:00 p.m.	First & Only Public Hearing to Consider an Ordinance Amending Chapter 16, Article V, to Comply with Recent Florida Legislative Amendments for Wireless Technology in Rights-of-Way
	<i>Wednesday 29</i>	<i>7:30 a.m.</i>	<i>FAC Legislative Day Tallahassee, FL</i>
	Thursday 30	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
February 2020	Tuesday 11	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First of two Public Hearings to consider adoption of a proposed Ordinance creating a new Section 10-6.657 of the Land Development Code, entitled "Mining Zoning District"
		6:00 p.m.	First of two Public Hearings to consider adoption of a proposed Ordinance amending the Land Development Code of the Leon County Code of Laws to allow Urban Agriculture and Urban Equine as permitted uses
	Friday 14	9:00 – 10:30 a.m.	Community Legislative Dialogue Meeting
	Tuesday 18	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 25	1:00 p.m.	Joint City/County Workshop on the 2020 Cycle Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Saturday 29 – Wednesday 4</i>		<i>NACO Legislative Conference Washington, D.C.</i>
March 2020	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Second and Final Public Hearing to Consider Adoption of a Proposed Ordinance Creating a New Section 10-6.657 of the Land Development Code, Entitled "Mining Zoning District"

Month	Day	Time	Meeting Type
March 2020 (cont.)	Tuesday 10	6:00 p.m.	First & Only Public Hearing on an Ordinance updating the Capital Improvements Schedule of the Capital Improvements Element of the Comprehensive Plan
		6:00 p.m. Cancelled	First and Only Public Hearing to Consider a Sixth Amendment to the Southwood Development of Regional Impact Integrated Development Order
	Thursday 12	1:00 p.m.	Blueprint Economic Development Strategic Plan Workshop
		3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 17	1:30 p.m. Cancelled	Capital Region Transportation Planning Agency City Commission Chambers
	Wednesday 25	1:00 p.m.	Blueprint Intergovernmental Agency Special Meeting – Web Conference on COVID-19
April 2020	Tuesday 14	3:00 p.m.	Regular Meeting – Virtual Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m. Rescheduled	All Board of County Commissioners Public Hearings
	Wednesday 15	1:00 p.m.	Blueprint Intergovernmental Agency Special Meeting – Web Conference on COVID-19
	Thursday 16 & Friday 17	Seminar 3 of 3 Cancelled	FAC Advanced County Commissioner Program Alachua County; Gainesville, FL
	Tuesday 21	1:30 p.m. Cancelled	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 28	9:00 a.m. Cancelled	Budget Policy Workshop County Courthouse, 5th Floor Commission Chambers
	Tuesday 28	12:30 p.m.	Board of County Commissioners Attorney-Client Meeting Re: Petrandis litigation
	Tuesday 28	3:00 p.m.	Regular Meeting – Virtual Meeting County Courthouse, 5th Floor Commission Chambers
		3:00 p.m.	Adoption Public Hearing on Small Scale Comprehensive Plan Amendments
		3:00 p.m.	First & Only Public Hearing to Consider Adoption of an Ordinance Amending Chapter 10, the Land Development Code, to Correct Scrivener’s Errors and Inadvertent Inconsistencies
		3:00 p.m.	First of Two Public Hearings to Consider Adoption of an Ordinance Amending Section 10-6.660 of the Land Development Code, Entitled “Lake Protection Node Zoning District”
		3:00 p.m.	Second and Final Public Hearing to Consider Adoption of a Proposed Ordinance Amending the Land Development Code of the Leon County Code of Laws to Allow Urban Agriculture and Urban Equine as Permitted Uses
		3:00 p.m.	First and Only Public Hearing to Consider a Proposed Ordinance Amending Chapter 4, Article II of the Leon County Code of Laws Regarding Animal Control
May 2020	Tuesday 12	3:00 p.m.	Regular Meeting – Virtual Meeting County Courthouse, 5th Floor Commission Chambers
		3:00 p.m.	Second and Final Public Hearing to Consider Adoption of an Ordinance Amending Section 10-6.660 of the Land Development Code, Entitled “Lake Protection Node Zoning District”

Month	Day	Time	Meeting Type
May 2020 (cont.)	Tuesday 12	3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Urban Fringe (UF) District to the General Commercial (C-2) District (7601 Blountstown Highway)
		3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Lake Protection (LP) to the Commercial Parkway (CP) Zoning District (N. Monroe and Capital Circle Northwest)
		3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Manufactured Home and Single-Family Detached District (R-5) to the Light Industrial (M-1) Zoning District (north side of Highway 20 west of Capital Circle Southwest)
		3:00 p.m.	First and Only Public Hearing to Consider Adopting a Proposed Ordinance Amending the Official Zoning Map to Change the Zoning Classification from the Residential Preservation (RP) to the General Commercial (C-2) Zoning District (Capital Circle Southwest at Tillie Lane)
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers - Virtual Meeting
	Thursday 21	1:00 p.m. Rescheduled 7/9	Blueprint Intergovernmental Agency Budget Workshop
	Thursday 21	3:00 p.m.	Special Meeting – Virtual Meeting
	Monday 25	Offices Closed	MEMORIAL DAY
	Tuesday 26	3:00 p.m. Cancelled	Regular Meeting – Virtual Meeting County Courthouse, 5th Floor Commission Chambers
	Tuesday 26	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers – Virtual Meeting
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2020 Comprehensive Plan Amendments
		6:00 p.m. To be rescheduled	Joint City/County Adoption Hearing on Cycle 2020 Comprehensive Plan Amendments
June 2020	Tuesday 9 – Friday 12	Cancelled	FAC Annual Conference & Educational Exposition Orange County; Orlando, FL
	Monday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 16	9:00 a.m. Rescheduled - 8/25	Budget Workshop
	Tuesday 16	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	First of Two Public Hearings to Consider Adoption of an Ordinance Amending the Leon County Land Development Code and Creating a New Section 10-6.659, Entitled “Government Operational (GO) Zoning District,”
July 2020	Friday 3	Offices Closed	INDEPENDENCE DAY observed
	<u>Thursday 9</u>	<u>1:00 p.m.</u>	<u>Blueprint Intergovernmental Agency Budget Workshop City Commission Chambers</u>
	Thursday 9	3:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 14	9:00 a.m.	Budget Workshop County Courthouse, 5th Floor Commission Chambers

Month	Day	Time	Meeting Type
July 2020 (cont.)	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5th Floor Commission Chambers
		6:00 p.m.	Second and Final Public Hearing to Consider Adoption of an Ordinance Amending the Leon County Land Development Code and Creating a New Section 10-6.659, Entitled "Government Operational (GO) Zoning District,"
	<i>Friday 17 - Monday 20</i>		<i>NACo Annual Conference Orange County; Orlando, FL</i>
	Tuesday 28	No Meeting	BOARD RECESS
August 2020	<i>Wednesday 5 – Saturday 8</i>		<i>National Urban League Annual Conference Houston, TX</i>
	<i>Friday 14 - Sunday 16</i>		<i>Chamber of Commerce Annual Conference Amelia Island, Fernandina Beach, FL</i>
	Tuesday 25	9:00 a.m.	Budget Workshop County Courthouse, 5th Floor Commission Chambers
September 2020	Monday 7	Offices Closed	LABOR DAY
	<i>Wednesday 9 - Thursday 10</i>		<i>FAC Innovation & Policy Conference Palm Beach County; Palm Beach Gardens, FL</i>
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 15	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 20/21*
	Wednesday 16 – Sunday 20		<i>Congressional Black Caucus Annual Legislative Conference – Washington D.C.</i>
	Thursday 17	5:00 p.m.	Blueprint Intergovernmental Agency Meeting & 6:00 p.m. Budget Public Hearing, City Commission Chambers
	Wednesday 23 – Saturday 26		<i>ICMA Annual Conference Toronto</i>
	Tuesday 29	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 20/21*
<i>*These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings</i>			
October 2020	Tuesday 13	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 20	9:00 a.m.	Capital Region Transportation Planning Agency Workshop/Retreat – Location TBD
	Tuesday 27	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
November 2020	Wednesday 11	Offices Closed	VETERAN'S DAY OBSERVED
	Monday 16 TENTATIVE	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 17	3:00 p.m.	Reorganization and Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 26	Offices Closed	THANKSGIVING DAY
	Friday 27	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
December 2020	<i>Wednesday 2 - Friday 4</i>		<i>FAC Legislative Conference Duval County; Jacksonville, FL</i>
	Tuesday 8	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers

Month	Day	Time	Meeting Type
December 2020 (cont.)	Thursday 10	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 15	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Friday 25	Offices Closed	CHRISTMAS DAY
January 2021	Friday 1	Offices Closed	NEW YEAR'S DAY
	Tuesday 12	No Meeting	BOARD RECESS

Citizen Committees, Boards, and Authorities **Current and Upcoming Vacancies**

leoncountyfl.gov/committees

CURRENT VACANCIES

Advisory Committee on Quality Growth

(seat for a person employed by a university or local school system)
Board of County Commissioners (1 appointment)

Affordable Housing Advisory Committee

Board of County Commissioners (up to 10 appointments)
Seats available for the following categories:

- a. A citizen who is actively engaged in the residential home building industry in connection with affordable housing.
- b. A citizen who is actively engaged in the banking or mortgage banking industry in connection with affordable housing.
- c. A citizen who is a representative of those areas of labor actively engaged in home building in connection with affordable housing.
- e. A citizen who is actively engaged as a for-profit provider of affordable housing.
- k. A citizen who represents essential services personnel, as defined in the local housing assistance plan. Essential Service Personnel includes teachers and educators, other school district, community college and university employees, police and fire personnel, health care personnel, skilled building trades personnel and active U.S. Armed Forces service members.)

Board of Adjustment & Appeals

City of Tallahassee Commission (3 appointments)

UPCOMING VACANCIES

MAY 31, 2020

Advisory Committee on Quality Growth

Board of County Commissioners (6 appointments)

JUNE 30, 2020

Architectural Review Board

(seat for the Planning Commission Chair or designee)
Planning Commission (1 appointment)

Board of Adjustment & Appeals

Board of County Commissioners (2 appointments)

CareerSource Capital Region Board

Board of County Commissioners (2 appointments)

Planning Commission

Board of County Commissioners (1 appointment)

JULY 31, 2020

Big Bend Health Council

Board of County Commissioners (4 appointments)

Code Enforcement Board

Commissioner - District II: Jackson, Jimbo (1 appointment)
Commissioner – At-large I: Lindley, Mary Ann (1 appointment)
Commissioner - At-large II: Maddox, Nick (1 appointment)

Investment Oversight Committee

Clerk of Court (1 appointment)

Leon County Educational Facilities Authority

Board of County Commissioners (3 appointments)

SEPTEMBER 30, 2020

Animal Shelter Advisory Board

Board of County Commissioners (3 appointments)

Council on Culture & Arts

Board of County Commissioners (1 appointment)

Housing Finance Authority of Leon County

Commissioner - District IV: Bryan Desloge (1 appointment)
Commissioner - District V: Kristin Dozier (1 appointment)
Commissioner – At-large I: Mary Ann Lindley (1 appointment)

Leon County Research & Development Authority

Board of County Commissioners (3 appointments)

Science Advisory Committee

Commissioner - District II: Jimbo Jackson (1 appointment)
Commissioner - District V: Kristin Dozier (1 appointment)

Tallahassee-Leon County Commission on the Status of Women & Girls

Board of County Commissioners (Ratify 4 CSWG appointments)
Commissioner - District I: Bill Proctor (1 appointment)
Commissioner - District III: Rick Minor (1 appointment)
Commissioner – District V: Kristin Dozier (1 appointment)

**Leon County
Board of County Commissioners**

Notes for Agenda Item #1

Leon County Board of County Commissioners

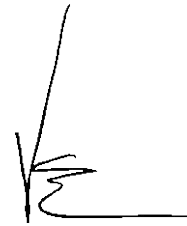
Agenda Item #1

May 21, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Minutes: February 25, 2020, Regular Meeting



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Kimberly M. Wilder, Finance Director, Clerk of Court & Comptroller
Lead Staff/ Project Team:	Beryl Wood, Clerk to the Board

Statement of Issue:

This agenda item seeks Board review and approval of the following minutes: February 25, 2020 Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of February 25, 2020 Regular Meeting.

Attachment:

1. February 25, 2020, Regular Meeting

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
REGULAR MEETING
February 25, 2020**

The Board of County Commissioners of Leon County, Florida met in regular session at 3:00 p.m. with Chairman Bryan Desloge presiding. Present were Vice Chairman Rick Minor and Commissioners Nick Maddox, Bill Proctor, Kristin Dozier, Mary Ann Lindley, and Jimbo Jackson. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, and Clerk to the Board Beryl H. Wood.

Chairman Desloge called the meeting to order at 3:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

The Invocation was provided by Commissioner Bill Proctor. Commissioner Proctor then led the Pledge of Allegiance.

AWARDS AND PRESENTATIONS

- Commissioner Dozier read into the record a Proclamation recognizing March 1 -7, 2020 as Women in Construction Week.
 - Jackie Wilson, President, and Kerwyn Jones-Wilson, Tallahassee Chapter of the National Association of Women in Construction, thanked the Board for supporting their efforts in encouraging women to pursue careers in the construction trades.
- Presentation on Coronavirus Disease 2019 (COVID-19)
 - Claudia Blackburn, Florida Department of Health-Leon, gave a presentation and update on the Coronavirus Disease. She outlined the COVID-19 outbreak.
 - Commissioner Lindley confirmed with Mrs. Blackburn that EMS staff has been provided the guidance for health care providers.
 - Commissioner Dozier thanked Ms. Blackburn for the update. She expressed concern regarding the economic impact of COVID-19 and requested an update at the next Blueprint workshop.
 - *Commissioner Dozier moved, duly seconded by Commissioner Desloge, to direct staff to provide an update on the impact of COVID-19 to local businesses, at the next Blueprint workshop. The motion carried 7-0.*
 - Commissioner Desloge requested that information on COVID-19 be posted on the County website.
- Presentation on the Launch of the New Tourism Website and Mobile App
 - Kerri Post, Director of Division of Tourism, provided the Board with an update on the launch of the new tourism website and mobile app. She thanked the Zimmerman Agency for their work on the project.
 - Katie Kole, Sr. Marketing Director, presented a demonstration of the new website and mobile app and shared how they will be used to support data collection for specialized content and enhanced marketing. She shared the launch will officially start today.
 - County Administrator Long thanked staff for their hard work.

- Commissioner Minor expressed excitement for the new website and commended staff for their good work.
- Commissioner Desloge acknowledged staff for their hard work.
- Commissioner Dozier stated this was excellent work. She inquired if Trailahassee would be on the mobile app. She also confirmed that the event calendar is on both the app and website.
 - Ms. Kole indicated that Trailahassee is not yet included, but it is something that is being explored.

CONSENT:

Commissioner Jackson moved, duly seconded by Commissioner Maddox to approve the Consent Agenda, with the exception of Items 7 and 9. The motion carried 7-0.

1. Minutes: November 12, 2019 Board Reorganization and Regular Meeting

The Board approved Option 1: Approve the minutes of November 12, 2019 Board Reorganization and Regular Meeting.

2. Payment of Bills

The Board approved Option 1: Approve the payment of bills and vouchers submitted for February 25, 2020 and pre-approve the payment of bills and vouchers for the period of February 26, 2020 through March 9, 2020.

3. Request to Schedule the First and Only Public Hearing to Consider a Proposed Ordinance Amending Chapter 4, Article II of the Leon County Code of Laws Regarding Animal Control for April 14, 2020 at 6:00 p.m.

The Board approved Option 1: Schedule the first and only public hearing to consider adoption of an Ordinance amending Chapter 4, Article II of the Leon County Code of Laws regarding Animal Control, for April 14, 2020 at 6:00p.m.

4. Request to Schedule the First and Only Public Hearing to Consider Adoption of an Ordinance Amending Chapter 10, the Land Development Code, to Correct Scrivener's Error's and Inadvertent Inconsistencies, for April 14, 2020 at 6:00 p.m.

The Board approved Option 1: Schedule the first and only Public Hearing to consider adoption of an Ordinance amending Chapter 10 to correct inadvertent inconsistencies and scrivener's errors for April 14, 2020 at 6:00 p.m.

5. Consideration to Join the Florida Hate Crime Coalition

The Board approved Option 1: Approve joining the Florida Hate Crime Coalition and adopt the associated Resolution.

6. Status Report on the Gadsden Street Sidewalk Project

The Board approved Option 1: Accept the status report on the Gadsden Street Sidewalk Project to eliminate the northbound outside lane of Gadsden Street between Sixth Avenue and Eighth Avenue for sidewalk construction.

7. **PULLED - Minority Women Small Business Enterprise Policy and the Proposed Revisions to County Policy No. 96-1, "Purchasing Policy".**

Status Reports:

8. **Fourth Quarter 2019 Economic Dashboard Report**

The Board approved Option 1: Accept the Fourth Quarter 2019 Economic Dashboard Report.

9. **PULLED - FY 2019 County Grant Program Leveraging Status Report**

CONSTENT ITEMS PULLED FOR DISCUSSION

Item 7 – Minority Women Small Business Enterprise Policy and the Proposed Revisions to County Policy No. 96-1, "Purchasing Policy" – PULLED by Commissioner Proctor

- County Administrator Long introduced the item and stated Commissioner Proctor requested to pull this item. He stated this agenda item seeks Board approval of the consolidated Minority, Women, & Small Business Enterprise (MWSBE) Policy and corresponding update to County Purchasing Policy.
- Commissioner Proctor commended staff for their work on providing a consolidated MWSBE policy. He expressed concern on the lack of a monitoring component and hoped that it would be included in a future policy update. He reflected on the consideration of an independent outside agency to secure MBE participation instead of relying on good faith statements.

Commissioner Proctor moved, duly seconded by Commissioner Desloge, to approve Option 1: Approve the Minority, Women, Small Business Enterprise Policy for the County and adopt the revised County Policy No. 96-1, "Purchasing Policy". The motion carried 7-0.

Item 9 – FY 2019 County Grant Program Leveraging Status Report – PULLED by Commissioner Proctor

- County Administrator Long introduced the item and stated Commissioner Proctor requested to pull this item. He stated this item seeks Board acceptance of the FY 2019 grant leveraging status report. Throughout the fiscal year, the County has applied for and received grant funding, supporting County projects and initiatives. Semiannually a status report is prepared to keep the Board apprised of the County grants program and leveraging efforts.

- Commissioner Proctor commended staff on the leveraging of grant dollars. He noted the need for more grant funding to support mental health services. He commended staff for their efforts in securing the grants for expansion of sewers. He indicated that he would pursue grant opportunities to address poverty in the 32304-zip code during the upcoming NACo Legislative Conference.

Commissioner Proctor moved, duly seconded by Commissioner Lindley, to approve Option 1: Accept the FY 2019 County Grant Program Leveraging Status Report. The motion carried 7-0.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

(3-minute limit per speaker; there will not be any discussion by the Commission)

- Chairman Desloge confirmed that there were no speakers on Non-Agendaed Items.

GENERAL BUSINESS

Commissioner Maddox moved, duly seconded by Commissioner Desloge, to make an agenda modification to move items 13 and 14 before item 10. The motion carried 7-0.

10. American Veterans Post 1776 Request for Funding

County Administrator Long introduced the item. He shared this agenda item seeks Board consideration of a funding request from American Veterans Post 1776 (AMVETS) for an additional \$6,500 for the construction and installation of a Carillon Bell Tower to be placed at the Tallahassee National Cemetery.

Commissioner Desloge thanked AMVETS for bringing the project to the attention of the Board.

Commissioner Maddox moved, duly seconded by Commissioner Jackson, approval of Option 1: Approve the funding request from American Veterans Post 1776 in the amount of \$6,500 for the construction and installation a Carillon Bell Tower at the Tallahassee National Cemetery. The motion carried 7-0.

11. Status Report on City of Tallahassee Actions Taken on the Community Human Services Partnership Needs Assessment

County Administrator Long introduced the item. He stated this agenda provides a status report requested by the Board on the actions taken by the City Commission regarding the Center for Health Equity's Community Human Services Partnerships (CHSP) Needs Assessment.

- Commissioner Maddox recused himself due to the appearance of a conflict of interest due to his current employment with the Boys and Girls Club.

Public Speakers:

- Amber Tynan, 2477 Tim Gamble Place, United Partners for Human Services, spoke in support of Option 2. She also asked the Board to consider matching the City's contribution to the Promise Zone.
- Tim Center, 309 Office Plaza Drive, Capital Area Community Action Agency, spoke on the issue social service funding and supported Option 2.
- Jackie Malone, 6010 Rich Farm Rd, Brehon Institute, spoke of support of Option 2.
- Diana Bixler, 2943 Huntington Drive, Capital Medical Society Foundation, We Care Network, discussed the CHSP Needs Assessment and support for Option 2.
- Michelle Gomez, 317 E. Call Street, Oasis Center for Women and Girls, shared her support for Option 2. She spoke of their support groups for girls that deliver quality programs.
- Kim Sineath, 3515 Sharer Road, The Learning Pavilion, spoke in support of Option 2.
- Commissioner Dozier thanked all nonprofit agencies in the audience and thanked them for all they do to support the local economy. She reflected that the 2010 Needs Assessment did not include enough data and could not provide enough information to assess the categories and percentages of funding, and that the 2020 Needs Assessment has the same issue. She asked for clarification regarding the fiscal impact associated with Option 2.
 - County Administrator Long confirmed that an agenda item would come back to the Board and would include the scope and the budget for engaging FSU's Askew School of Public Policy.
- Commissioner Minor shared his support for Option 2.
- Commissioner Proctor requested clarification on the City action regarding the outcome measures. He stated his satisfaction in the Needs Assessment and that he could not support of Option 2.
- Commissioner Jackson asserted he was satisfied with status and the Board's previous direction.
- Chairman Desloge stated his support for having an agenda item come back with additional information.

- *Commissioner Dozier moved, duly seconded by Commissioner Minor, to approve Option 2: Direct staff to bring back an agenda item to consider coordinating with the City of Tallahassee to engage the FSU Askew School of Public Policy to provide technical assistance and support a workgroup of community stakeholders in order to develop additional analysis and recommendations regarding the Needs Assessment for the funding cycle beginning in FY 2023.*

The motion carried 4-2. (Commissioner's Proctor and Jackson opposed, and Commissioner Maddox abstained).

- Commissioner Proctor questioned the next steps based on the passage of the motion.
 - County Administrator Long confirmed that an agenda item will come back to the Board to consider engaging the FSU Askew School to provide technical support and assistance with convening the work group of stakeholders to develop additional analysis and recommendations regarding the Needs Assessment and the possible options for consideration.

12. Alternative Structures for Administration of Cultural Programming

County Administrator Long provided an introduction. He stated, as requested by the Board, this agenda item provides alternative structures for the administration of cultural programming including grants to community organizations, implementation of the Cultural Plan, and designation of the local arts agency.

Chairman Desloge acknowledged staff for the balanced analysis and thanked the citizens for attending the meeting. He stated that Leon County spends the highest percentage of tourism dollars on Cultural Programming than any other county in the entire State. He reflected on the recent COCA grant process.

Commissioner Maddox requested COCA provide a review of the grant process and a report on the updates to grant process, two-three years out.

Commissioner Dozier voiced support for Option 1 and, as the appointed COCA Board member, she reflected on the recent grant process.

Commissioner Minor stated his support for Option 1. He reflected on his support for COCA, the different missions of Tourism and COCA, and the COCA grant process. He thanked the citizens for coming out to express their support of the arts.

Commissioner Lindley expressed appreciation to all the citizens for coming to the meeting. She stated that she received many emails in support of COCA. She reflected on the citizen support of COCA and Kathleen Spehar. She stated that the Division of Tourism is not the enemy, but a supporting partner for COCA and the arts.

Commissioner Proctor shared his support for Option 1. He suggested that COCA provide increased funding to develop and cultivate new local artists. He shared a letter provided to the Board asking that the arts remain free from government oversight.

Commissioner Maddox detailed his support for Option 1. He reflected that he was previously on the COCA Board that hired Kathleen Spehar, and that COCA does a great job supporting the arts. He reflected on the grant process. He requested a detailed report on the changes in grant process in addition to the annual reports.

Commissioner Jackson voiced his support of Option 1. He reflected on the support that local schools receive from COCA and thanked the School Board employees for coming out in support.

Commissioner Dozier recalled the number of emails received in support of COCA. She stated that there is a positive partnership between the Division of Tourism and COCA. She reflected on past complaints from COCA grantees and indicated that she had suggested a report on alternative structures come back to the Board. She commended COCA staff for the successful 2019 grant cycle. She suggested that COCA's Director, Kathleen Spehar, do a presentation in the next few months.

Chair Desloge called for public comment.

- Kathleen Spehar, Executive Director of COCA, 1410 Chocksacka Nene, spoke in support of COCA and discussed the vision and improvement of COCA along with a clear and strong structure from the Board. She stated the grants program can always be improved and developed into a plan and includes ethnicity. She respects the Division of Tourism and looks forward to their continued partnership with COCA.

The following speakers all spoke in support of Option 1:

- Daniel Beard, 185 Sandy Creek Road, spoke in support of COCA.
- Alyce Lee Standberry, 2808 Cavan Drive, spoke in support of COCA.
- Stanley Sims, 1320 Avondale Way, spoke of support of COCA.
- Lucia Fishburn, 7645 Tanya Court, Chair of COCA Board, stated that they are creating a non-voting Board seat for a TDC member, and working on amending the by-laws. She saw COCA patrons, board members and supporters standing in overflow. She noted COCA is highly committed to compliance. She thanked Board for their support and that COCA is excited to move forward under the leadership of Kathleen Spehar.
 - Commissioner Maddox commended Lucia Fishburne, Chair of the COCA Board and thanked her for years of service.
- Rivers Buford, 7201 Covey Trace, Florida Council on Arts and Culture
- Michael McBride, 124 Mill Branch Road
- Jeffery Mandel, 1641 Lake Ella Drive, spoke in support of COCA.
- Lea Anna Davis, 1237 Sarasota Drive, shared a touching story on her son and who joined her in the audience. She spoke of support for the COCA funding.
- Allen Kay, 616 Universal Drive, spoke in support of the need for COCA.

- Parker Collins, 904 Parker Drive, spoke on support of Option 1.
- Adam Kaye, 618 McDonnell Drive, Railroad Square Art Park
 - Commissioner Dozier spoke about a possible partnership with COCA and Railroad Square Art Park for COCA office space.
- Sandra Lipner, 6713 Tommy Lee Trail, spoke in support of Option 1.
- Ben Gunter, 516 Miccosukee Road, Theater with a Mission, spoke of support of Option 1.
- Dot Inman-Johnson, 2121 Trescott Drive, spoke in support of COCA and how she witnessed the birth of the local arts agency and served on the Tourism Development Council.
- Lily Wells, 2516 Patsy Ann Lane, spoke in support of Option 1.
- Richard Burton Bush, 3375 Capital Circle N.E. spoke in support of Option 1.
- City Commissioner Jeremy Matlow and COCA Board member, 170 Meridianna Drive, spoke in support of Option 1.
- Vanessa Rowse, Lets Get Local Tallahassee podcast, 2768 Chumleigh Circle
- Susan Cerulean, 1509 Hasosaw Nene, spoke in support of Option 1.
- Max Epstein, 1001 San Luis Rd, spoke in support of COCA and challenged them to find more funds for the arts and small business, not just non-profits. He asked for a way to foster the private section.

Waived in Support of Option 1

- Jane Smith, 439 Merlin Way
- Pam Doffek, 9320 Royal Troon Drive
- K. Lennorris Barber, 818 Brevard Street
- Anne Hodges, 158 Meadow Ridge
- Kenny Maguine, 3409 Prock Drive
- David B. Wiley, 6500 War Admiral Trail
- Randall Webster, 579 East Call Street
- Terry Galloway, 1402 S. Meridian Street
- Rosanne Wood, 2264 Grassroots Way

Commissioner Maddox moved, duly seconded by Commissioner Desloge, approval of Option 1: as amended: Direct the County Administrator to bring back a five-year agreement with COCA consideration, including a review of the grant process in three years. The motion carried 7-0.

13. Bid Award for Meridian Road Drainage Improvements Project

County Administrator Long introduced this item. He stated this item seeks Board approval to award the bid for the Meridian Road Drainage Improvements Project to Sandco, LLC in the amount of \$2,945,626. As part of this project, this item also seeks Board approval of a Memorandum of Understanding with the City for its contribution of funding related to relocation of utility infrastructure along with a resolution and budget amendment to fully fund this project.

Commissioner Maddox moved, duly seconded by Commissioner Jackson, approval of Options 1-3: Option 1: Approve the bid award to Sandco, LLC in the amount of \$2,945,626 for the Meridian Road Drainage Improvements Project and authorize the County Administrator to execute the Agreement.

Option 2: Approve the Memorandum of Understanding with the City of Tallahassee for the Meridian Road Drainage Improvements Project and authorize the County Administrator to execute in a form approved by the County Attorney.

*Option 3: Approve the associated Resolution and Budget Amendment.
The motion carried 7-0.*

14. Bid Award for Mowing Services at Select Leon County Locations

County Administrator Long introduced the item. He stated this item seeks Board approval to award the bid for mowing services at various parks, facilities, and rights-of-way locations to three vendors, one for each service area. The bid combined the Divisions of Parks and Recreation, Facilities Management, and Public Works Rights-of-Way service areas to maximize benefits to the County.

Commissioner Proctor moved, duly seconded by Commissioner Maddox, approval of Option 1: Approve the bid award for mowing services at select Leon County locations and authorize the County Administrator to execute three Agreements in a form approved by the County Attorney to:

- a. Val's Lawn Care Inc. for Parks in the amount of \$274,985;*
- b. Esposito Green Center for Facilities in the amount of \$128,570; and*
- c. Lawn Keepers Inc. for Public Works rights-of-way in the amount of \$70,460.*

The motion carried 7-0.

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

- No public hearings were scheduled.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

(3-minute limit per speaker; Commission may discuss issues that are brought forth by speakers.)

- Chairman Desloge confirmed that there were no speakers on Non-Agendaed Items.

COMMENTS/DISCUSSION ITEMS

County Attorney Thiele: No comments.

County Administrator Long: No comments.

COMMISSIONER DISCUSSION ITEMS

Commissioner Dozier:

- Shared her recent meeting with North American Properties where she received an update on the Cascade project. She stated North American offered to provide a group tour of construction project.

- *Commissioner Dozier moved, duly seconded by Commissioner Minor, to direct staff to work with North American Properties to schedule a group tour of the construction project for the Commissioners and staff. The motion carried 7-0.*
- Acknowledged County Administrator Long and staff for the exceptional recent Created Equal event.

Commissioner Proctor:

- Recalled a recent FSU press release honoring Keith Neyland and Mahlon Rhaney, Jr., two black students who integrated Florida State University Schools (Florida High) in 1964. He requested a proclamation recognizing Mr. Neyland and Mr. Rhaney.
- *Commissioner Proctor moved, duly seconded by Commissioner Lindley, to approve a proclamation recognizing Keith Neyland and Mahlon Rhaney Jr., as the two black students who integrated Florida High in 1964. The motion carried 7-0.*
- Suggested the possibility of establishing a County Department of Elder Affairs.
- Shared his interest to pursue grant resources to address poverty in the 32304-zip code, while in Washington D.C. for the NACo Legislative Conference.

Commissioner Lindley:

- Applauded Agenda Item 5, the agreement to join the Florida Hate Crimes Coalition, and expressed pride in participating in a statewide group promoting adding gender and gender identity to prosecutorial abilities for hate crimes.

Commissioner Maddox:

- Commended Chairman Desloge for his leadership of a great meeting.

Commissioner Jackson:

- Praised Chairman Desloge and expressed appreciation for his leadership.

Vice-Chairman Minor:

- Requested a proclamation for the 7th anniversary of Destiny Church for the March 10th meeting.
- *Commissioner Minor moved, duly seconded by Commissioner Jackson to approve a proclamation recognizing the 7th Anniversary of Destiny Church. The motion carried 7-0.*

Chairman Desloge:

- Requested a Proclamation recognizing April 1st as National Census Day.
- *Commissioner Dozier moved, duly seconded by Commissioner Minor, to approve a proclamation recognizing April 1st as National Census Day. The motion carried 7-0.*

RECEIPT AND FILE:

- Capital Region Community Development District Meeting Minutes of October 10, 2019.

ADJOURN:

There being no further business to come before the Board, the meeting was adjourned at 6:00 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

BY: _____
Gwendolyn Marshall, Clerk of Court
& Comptroller, Leon County, Florida

**Leon County
Board of County Commissioners**

Notes for Agenda Item #2

Leon County Board of County Commissioners

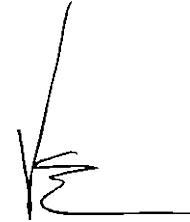
Agenda Item #2

May 21, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Payment of Bills and Vouchers



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Tiffany Fisher, Management and Budget Analyst

Statement of Issue:

This agenda item requests Board approval of the payment of bills and vouchers submitted May 21, 2020 and pre-approval of payment of bills and vouchers for the period of May 22, 2020 through June 15, 2020.

Fiscal Impact:

This item has a fiscal impact. All funds authorized for the issuance of these checks have been budgeted.

Staff Recommendation:

Option #1: Approve the payment of bills and vouchers submitted for May 21, 2020 and pre-approve the payment of bills and vouchers for the period of May 22, 2020 through June 15, 2020.

Report and Discussion

Background:

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the May 21st meeting, the morning of Wednesday, May 20, 2020. If for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Analysis:

Due to the Board not holding a regular meeting until June 16, 2020, it is advisable for the Board to pre-approve payment of the County's bills for May 22, 2020 through June 15, 2020 so that vendors and service providers will not experience hardship because of delays in payment. In the event the Board meeting is cancelled, the payment of bill/vouchers will be approved until the next scheduled meeting. OMB will continue to review the printouts prior to payment and if for any reason questions payment, then payment will be withheld until an inquiry is made and satisfied, or until the next scheduled Board meeting. Copies of the bills/vouchers printout will be available in OMB for review.

Options:

1. Approve the payment of bills and vouchers submitted for May 21, 2020 and pre-approve the payment of bills and vouchers for the period of May 22, 2020 through June 15, 2020.
2. Do not approve the payment of bills and vouchers submitted for May 21, 2020, and do not pre-approve the payment of bills and vouchers for the period of May 22, 2020 through June 15, 2020.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #3

Leon County Board of County Commissioners

Agenda Item #3

May 21, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Ratification of Citizen Review Teams for FY 20/21 and FY 21/22 Community Human Services Partnership Funding Cycle

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Shington Lamy, Director, Office of Human Services & Community Partnerships Tiffany Y. Harris, Healthcare Services Coordinator

Statement of Issue:

This agenda item seeks the Board's ratification of the memberships to the Community Human Services Partnership's (CHSP) Citizen Review Teams (CRT) for the FY 20/21 and FY 21/22 funding cycle.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Ratify the Citizen Review Teams for the FY 20/21 and FY 21/22 Community Human Services Partnership funding cycle (Attachment #1).

Report and Discussion

Background:

For more than 20 years, the County and City of Tallahassee (City), have partnered in the Community Human Services Partnership (CHSP) to provide a “one stop” process for human services grant funding to our community human service agencies. From 1997 until 2018 the process included the United Way of the Big Bend (UWBB). However, in August 2016, the UWBB notified the County and City that they would disengage from CHSP and implement an independent human service grant and funding process effective FY 2019. Subsequent to the UWBB decision, on December 12, 2017, the Board approved a CHSP Memorandum of Understanding (MOU) with the City to memorialize the mutual commitment to the CHSP (Attachment #2). The City adopted the MOU on January 31, 2018.

The MOU formally established a two-year application and funding process for CHSP which commenced in 2019. It also memorialized the Citizen Review Team (CRT) process which reviews, evaluates and makes funding recommendations for applicant agencies. The MOU affords the County and City the opportunity to adopt independent processes for ratifying the memberships of the CRTs. In accordance with the MOU, this item seeks the Board ratification of the CRT teams for the FY 20-21 and FY 21-22 CHSP funding process.

Analysis:

Since its inception, citizens have played a critical role in the CHSP process. Citizen volunteers serve on teams assigned to review agency applications, evaluate agency presentations, and make funding recommendations for both the County and City Commissions’ consideration. CHSP funding is organized into human services categories that help address the needs of the community. One CRT is assigned to each human service category for a total of 10 teams. The CHSP categories are:

1. Children's Services
2. Community Support
3. Persons with Disabilities
4. Basic Needs and Emergency Services
5. Family Support Services
6. Physical health Services
7. Senior Services
8. Youth Recreation, Character Building & Mentorship
9. Youth Education, Employment & Training
10. Promise Zone

The MOU provides for the requirements of the CRTs, which are as follows:

- A. Citizen Review Teams shall be established to review, evaluate, and make funding recommendations for each human services category.

- B. Citizen Review Teams shall be comprised of individuals that reside or work within the City of Tallahassee or the unincorporated areas of Leon County.
- C. Citizen Review Team members shall be recruited through an open advertisement process.
- D. All Citizen Review Team members serve on a voluntary basis.
- E. Heads of agencies and/or organizations of programs funded through the CHSP or requesting funding through CHSP are prohibited from serving on Citizen Review Teams.
- F. The County and City may have independent processes for ratifying the Citizen Review Team members.
- G. The County Administrator, or designee and the City Manager, or designee reserve the right to establish a process to gather input from members of Citizen Review Teams following the completion of the evaluation and funding recommendation for each two-year period.

Typically, the recruitment process begins in late February or early March with advertisements in the local newspaper and the CHSP portal to inform Leon County residents of the opportunity to serve on a CRT. Additionally, emails are sent directly to citizens that have served on CRTs in previous years (veterans). Citizens that are interested in serving complete an application through the CHSP portal that captures information on their place of residence, gender, race/ethnicity, age, employment, skills/expertise, and human service interest (.e.g. children, homelessness, health care, etc.) In April, four half-day mandatory workshops (two for veterans and two for new citizens) are held to provide training on the CHSP funding evaluation process. Citizens must attend at least one of the trainings based on their experience with serving on a CRT. The training includes specific focus on navigating the technologies of the CHSP portal which regularly takes a significant amount of the sessions. Citizens are placed on a CRT based on the information provided in their application, attendance at one of the mandatory workshops, schedule availability and previous service on a CRT. All citizens, veteran and new, are typically placed on one of the CRT teams. An average of approximately 120 citizens serve on CRT teams.

However, the recruitment process for CRTs has been significantly impacted by COVID-19 . Workshops for citizens interested in serving on a CRT were initially scheduled for the second week of April but due to the Center for Disease Control (CDC) guidelines for social distancing, were cancelled. As previously mentioned, the trainings held are critical to ensure that citizens gained the required knowledge to navigate the process of evaluating applications through the CHSP portal. As a result, County and City staffs jointly recruited citizens with extensive knowledge and experience of the CHSP evaluation and funding process. Those interested in serving on the CRTs were requested to confirm their information that was already stored in the CHSP portal.

Citizens that volunteer are assigned to one of the ten teams by staff. Consideration is given to volunteers past and previous employment, professional and personal experience, interest, and potential conflicts of interest. Additionally, staff assign volunteers to teams based on their availability, skill set, and identify any potential conflict of interest. As part of the process, the staff also makes a concerted effort to ensure the teams represent a cross section of the community. The

proposed list of each CRT membership was shared with the volunteers and the agencies that applied for CHSP funding to report any potential conflicts. Any conflicts that were reported have been addressed.

CRT member responsibilities include reviewing all application materials prior to the agency teleconference for the team assigned; participating in all assigned agency teleconference calls and the deliberation sessions; and participating fully in the decision-making process to make recommendations in a fair, professional, and unbiased manner.

A total of 74 veteran CRT volunteers registered to serve on a CRT and all were assigned. Attachment #1 reflects the name of the citizens and the organizations that they represent. The size of the CRTs varies with up to eight members per team. There are 63 agencies that have applied for CHSP funding for 105 programs. Site visits will not be conducted for the CHSP funding evaluation process in order to adhere to the CDC guidelines for social distancing. However, beginning in June, staff will facilitate video conference calls between the CRTs and the human services agencies, which will include the opportunity for questions and answers. During this period agencies will have the opportunity to share data on the current and future impact of COVID-19 on their operations and programming. The CRTs evaluation process and recommendations are anticipated to be completed in late June. In July, agencies will be notified of recommended funding allocations to their respective programs, contingent upon approval of the Board and City Commission. The adjusted process that is being implemented will ensure that recommendations for CHSP funding are ready for the Board's consideration in September.

Options:

1. Ratify the Citizen Review Teams for the FY 20/21 and FY 21/22 Community Human Services Partnership funding cycle (Attachment #1).
2. Do not ratify the Citizen Review Teams for the FY 20/21 and FY 21/22 Community Human Services Partnership funding cycle.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. The FY 2020 Community Human Service Partnership Schedule and CRT membership
2. Joint County-City Community Human Service Partnership Memorandum of Understanding

THE 2020 COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP) SCHEDULE

TEAM ONE: CHILDREN’S SERVICES

Monday, June 1, 2020		Monday, June 8, 2020	
8:30 – 9:00	Citizens Review Team Meeting	9:00 – 12:00	Team Deliberations
9:00 – 9:20	Pivotal Point Enterprises (The Character Center)	12:00 – 1:00	Lunch Break
9:30 – 9:50	Lutheran Social Services (KidSafe)	1:00 – 4:00	Team Deliberations
10:00 – 10:20	Children’s Home Society (Early Steps, VOCA)		
10:30 – 10:50	Capital Community Action Agency (Head Start)		
11:00 – 11:20	Dick Howser Center (The Learning Pavilion)		
11:30 – 12:30	Lunch Break		
12:30 – 12:50	Capital City Youth Services (Tree House)		
1:00 – 1:20	Kids Incorporated (Early Head Start)		
1:30 – 1:50	FAMU Foundation (FAMU DRS Freedom School)		
2:00 – 2:20	Early Learning Coalition (Child Care Tuition Assistance)		

Citizens Review Team Members

Team Leader: Joe Baker, Florida Department of Health	Margo Thomas, Tallahassee Community College
Timekeeper: Liane Giroux, Florida League of Cities	Samantha Boge, Boge Arbitration
Chris Holley, Florida League of Cities	Dominique Thomas, Community Advocate
Michele Burt, Self Employed	

THE 2020 COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP) SCHEDULE

TEAM TWO: COMMUNITY SUPPORT

Tuesday, June 2, 2020		Tuesday, June 9, 2020	
8:30 – 9:00	Citizens Review Team Meeting	9:00 – 12:00	Team Deliberations
9:00 – 9:20	Legal Services of North Florida (Closing Gaps in Legal Aid)	12:00 – 1:00	Lunch Break
9:30 – 9:50	A Life Recovery Center (Living Sober)	1:00 – 4:00	Team Deliberations
10:00 – 10:20	Lutheran Social Services (Computer Refurbishing & Technical Assistance)		
10:30 – 10:50	2-1-1 Big Bend (Helpline 2-1-1)		
11:00 – 11:20	Legal Aid Foundation (Pro Bono Legal Services, Thunderdome Tallahassee)		
11:30 – 12:30	Lunch Break		
12:30 – 12:50	Refuge House (24-Hour Crisis Response, Leon Intimate Violence Enhanced Services)		
1:00 – 1:20	Divine Revelations Ministries (DRMI Empowerment Program for Adults)		
1:30 – 1:50	Big Bend Habitat for Humanity (Home Construction)		
2:00 – 2:20	FSU (CCFT Clinic)		
2:30 – 2:50	Capital Area Community Action Agency (Getting Ahead)		
3:00 – 3:20	Sharing Tree (Sharing Tree Creative Playtime)		

Citizens Review Team Members

Team Leader: Gwendolyn Fillyau, FAMU	Charlie Adams, TMH Foundation
Timekeeper: Alison Voorhees Capital City Bank	Summer Boggs, Big Brothers Big Sisters
Kaye Crawford, Self Employed, STEM 4 Girls	Jess Tharpe, TCC Foundation
Jonetta Chukes, Office of the Public Guardian	

THE 2020 COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP) SCHEDULE

TEAM THREE: PERSONS WITH DISABILITIES

Wednesday, June 3, 2020	
8:30 – 9:00	Citizens Review Team Meeting
9:00 – 9:20	Center for Independent Living (Access to Independence)
9:30 – 9:50	Lighthouse of the Big Bend (Services to People who are Blind and Visually Impaired)
10:00 – 10:20	Rotary Youth Camp of North Florida (Camp for Children with Disabilities)
10:30 – 10:50	WAVE (Social Enrichment Activities, Life Skills)
11:00 – 11:20	Special Olympics Florida (Athletics)
11:30 – 11:50	Epilepsy Association of the Big Bend (Client Services)
12:00 – 1:00	Lunch Break
1:00 – 5:00	Team Deliberations

Citizens Review Team Members

Team Leader: Roland Steele, RA Steele, LLC	Rob Thaler, America’s Second Harvest of the Big Bend
Timekeeper: Colette Podgorski, FSU	Ann Marie Brattain, Retired
Elizabeth Emmanuel, Downtown Improvement Authority	
Varissa Dawson, Community Advocate	

THE 2020 COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP) SCHEDULE

TEAM FOUR: BASIC NEEDS & EMERGENCY SERVICES

Thursday, June 4, 2020		Thursday, June 11, 2020	
8:30 – 9:00	Citizens Review Team Meeting	9:00 – 12:00	Team Deliberations
9:00 – 9:20	America’s Second Harvest of the Big Bend (Food Bank Operations)	12:00 – 1:00	Lunch Break
9:30 – 9:50	ECHO (Emergency Relief & Empowerment Resources, Furniture Bank)	1:00 – 4:00	Team Deliberations
10:00 – 10:20	CESC (24-Hour Emergency Services, Case Management)		
10:30 – 10:50	Big Bend Homeless Coalition (HOPE Community)		
11:00 – 11:20	American Red Cross (Disaster Cycle Services)		
11:30 – 12:30	Lunch Break		
12:30 – 12:50	Good News Outreach (Food Program, Mercy House)		
1:00 – 1:20	Unhoused Humanity (Unhoused Humanity)		
1:30 – 1:50	Salvation Army (Emergency Social Services)		

Citizens Review Team Members

Team Leader: Jacquelyn Steele, Community Advocate	Tracie Hodge, State of Florida
Timekeeper: Gabrielle Gabrielli, Gabrielle Consulting	Nicole Ballas, Elder Care Services
Melanie Howe, Florida League of Cities	Dennis Smith, Florida State University
Shan Pompey, Refuge House	Brandi Matthews, Capital City Bank

THE 2020 COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP) SCHEDULE

TEAM FIVE: FAMILY SUPPORT SERVICES

Monday, June 15, 2020		Monday, June 22, 2020	
8:30 – 9:00	Citizens Review Team Meeting	9:00 – 12:00	Team Deliberations
9:00 – 9:20	Boys Town of North Florida (Family Home)	12:00 – 1:00	Lunch Break
9:30 – 9:50	Good News Outreach (Maryland Oaks Crossing)	1:00 – 4:00	Team Deliberations
10:00 – 10:20	Capital City Youth Services (Someplace Else Shelter)		
10:30 – 10:50	Turn About (School Intervention & Prevention, Intensive Outpatient)		
11:00 – 11:20	Refuge House (Courthouse Program)		
11:30 – 12:30	Lunch Break		
12:30 – 12:50	The Oasis Center for Women and Girls (Single Mom’s Support Group)		
1:00 – 1:20	Dream Builders Greatness Center (Family Affairs)		
1:30 – 1:50	Pace Center for Girls (Outreach)		
2:00 – 2:20	Brehon Institute for Family Services (Brehon House)		

Citizens Review Team Members

Team Leader: Anika Fields, FAMU	Arun Dhanarajan, Big Bend Homeless Coalition
Timekeeper: Lauren Kelly-Manders, FSU Sponsored Research	Paul Shamoun, Florida League of Cities
Rachel Oliver, CareerSource Capital Region	Nancy O’Farrell, Retired Educator
Shonda Davis, Capital Medical Society	Shannon Roberts, Community Advocate

THE 2020 COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP) SCHEDULE

TEAM SIX: PHYSICAL HEALTH SERVICES

Wednesday, June 10, 2020	
8:30 – 9:00	Citizens Review Team Meeting
9:00 – 9:20	CESC (Health Services)
9:30 – 9:50	Neighborhood Medical Center (Dental Health)
10:00 – 10:20	Sickle Cell Foundation (Health Wellness & Case Management)
10:30 – 10:50	Big Bend Cares (HIV Prevention, Education, Testing and Outreach; HIV+ Client Care)
11:00 – 11:20	Capital Medical Society Foundation (We Care Network)
11:30 – 12:30	Lunch Break
12:30 – 4:30	Team Deliberations

Citizens Review Team Members

Team Leader: Jan Smitherman, Capital Health Plan	Andrea Jones, Retired COT
Timekeeper: Linje Rivers, Knowles & Randolph	Corbin deNagy, FSU
Samantha Reeves, Challenger Learning Center	Wendy Strickland, Good Samaritan Network
Kyra Adams, Capital Area Healthy Start	Eureka Jenkins, Department of Revenue

THE 2020 COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP) SCHEDULE

TEAM SEVEN: SENIOR SERVICES

Monday, June 29, 2020	
8:30 – 9:00	Citizens Review Team Meeting
9:00 – 9:30	Elder Care Services (Senior Outreach, Nutrition, Elder Day Stay, In-Home, RSVP)
9:40 – 10:00	Good News Outreach (Senior Services)
10:10 – 10:30	Alzheimer’s Project (Caregiver Support Services)
10:40 – 11:00	Tallahassee Senior Citizens Foundation (Southside Senior Outreach)
11:10 – 11:30	Smith-Williams Service Center Foundation (Senior Solutions Expansion)
11:40 – 12:40	Lunch Break
12:40 – 5:00	Team Deliberations

Citizens Review Team Members

Team Leader: Royle King, Leon County	Roshanda Dorsey, Capital Medical Society
Timekeeper: Cal Melton, Downtown Chiropractic	Daria Ibach, Capital City Bank
Julie Smith, Salvation Army	
Phyllis Burkhart, Earl Bacon Agency	

THE 2020 COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP) SCHEDULE

TEAM EIGHT: YOUTH RECREATION, CHARACTER BUILDING & MENTORSHIP

Wednesday, June 17, 2020		Wednesday, June 24, 2020	
8:30 – 9:00	Citizens Review Team Meeting	9:00 – 12:00	Team Deliberations
9:00 – 9:20	Big Brothers Big Sisters (Community Based Mentoring Children of Prisoners)	12:00 – 1:00	Lunch Break
9:30 – 9:50	The Oasis Center for Women and Girls (Girls Empowerment)	1:00 – 5:00	Team Deliberations
10:00 – 10:20	Big Bend Homeless Coalition (HOPE Community Summer Youth)		
10:30 – 10:50	Lincoln Center Foundation (Boxing Club)		
11:00 – 11:20	AMI Kids Tallahassee (Behavioral Development for At-Risk Youth)		
11:30 – 12:30	Lunch Break		
12:30 – 12:50	The Frontline Project (EDGE)		
1:00 – 1:20	Foundation 4 Arts (One Voice One Dance, Project ICT for Reading and Homework Success)		
1:30 – 1:50	Loved by Jesus Family Church (Safe Spaces for Kids)		
2:00 – 2:20	Boys and Girls Club (Great Futures Start Here)		

Citizens Review Team Members

Team Leader: William McCloud, Cantella & Company	Burenette Smith, Self Employed
Timekeeper: Shelley Cason, Leon County Resource Stewardship	Lauri Hunter, Self Employed
Louis Dilbert, FAMU	Kathy Godwin, Capital City Bank
Patty Ball Thomas, FAMU	Kevin Forsthoefel, Ausley McMullen

THE 2020 COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP) SCHEDULE

TEAM NINE: YOUTH EDUCATION, EMPLOYMENT & TRAINING

Thursday, June 18, 2020		Thursday, June 25, 2020	
8:30 – 9:00	Citizens Review Team Meeting	9:00 – 12:00	Team Deliberations
9:00 – 9:20	FSU (Pre-Collegiate Division)	12:00 – 1:00	Lunch Break
9:30 – 9:50	TCC (Take Stock in Children)	1:00 – 5:00	Team Deliberations
10:00 – 10:20	Center for Independent Living (High School High Tech)		
10:30 – 10:50	Pivotal Point Enterprises (Character Kids)		
11:00 – 11:20	John Riley Center Museum (Youth Cultural & Computer Literacy Academy)		
11:30 – 12:30	Lunch Break		
12:30 – 12:50	Divine Revelations Ministries (DRMI Youth Empowerment)		
1:00 – 1:20	PACE Center for Girls (Spirited Girls, Transition)		
1:30 – 1:50	Miccosukee Youth Education Foundation (Academic Achievement Program for Grades K-12)		

Citizens Review Team Members

Team Leader: Dan McGrew, CareerSource Capital Region	Tamara Garland, Florida Department of Health
Timekeeper: Shontina Allen, FCC/Civitek	Rosemary Farrell, Community Advocate
Betty Rivers, Retired	Brittany Beihl, Hancock Bank
Chris Wells, Sickle Cell Foundation	

THE 2020 COMMUNITY HUMAN SERVICE PARTNERSHIP (CHSP) SCHEDULE

TEAM TEN: PROMISE ZONE

Tuesday, June 16, 2020		Tuesday, June 23, 2020		Tuesday, June 30, 2020	
8:30 – 9:00	Citizens Review Team Meeting	9:00 – 9:20	America's Second Harvest (Feeding the Promise Zone)	9:00- 12:00	Team Deliberations
9:00 – 9:20	Big Brothers Big Sisters (School Based – Riley Elementary)	9:30 – 9:50	Good News Outreach (Promise Zone Assistance)	12:00 – 12:30	Lunch Break
9:30 – 9:50	The Oasis Center for Women and Girls (Girls Empowerment)	10:00 – 10:20	Flyers to Prevent homelessness (Job Placement Education)	12:30 – 5:00	Team Deliberations
10:00 – 10:20	Boys and Girls Club (Sunrise Place and Spring Field Community Programs)	10:30 – 10:50	Big Bend Homeless Coalition (REfire Culinary)		
10:30 – 10:50	American Red Cross (Home Fire Safety and Emergency Preparedness)	11:00 – 11:20	Delta Kappa Omega Foundation (Empowering Youth for the Future)		
11:00 – 11:20	AMI Kids Tallahassee (Youth Success in the Promise Zone)	11:30 – 12:30	Lunch Break		
11:30 – 12:30	Lunch Break	12:30 – 12:50	Capital City Youth Services (Going Places Street Outreach)		
12:30 – 12:50	Boys Town North Florida (Care Coordination)	1:00 – 1:20	Legal Aid Foundation (Promise Zone Expungement Clinic, Legal Services)		
1:00 – 1:20	Children's Home Society (Early Steps, Family Connection)	1:30 – 1:50	Big Bend Cares (Indigent Care)		
1:30 – 1:50	Epilepsy Association of the Big Bend (Client Services)				

Citizens Review Team Members

Team Leader: Marilyn McGhee, FSU	Melissa Watson-Fairley, Capital Area Community Action
Timekeeper: Crystal Peltier, Earl Bacon Agency	Ubie Brantley, State of Florida
Renee Gadson, Community Advocate	Marie Bryant, Whole Child Leon
Christic Henry, Self Employed	Rian Meadows, Education Specialist
James Maduro Jr., City of Tallahassee	

**MEMORANDUM OF UNDERSTANDING
BETWEEN
LEON COUNTY AND THE CITY OF TALLAHASSEE
IN SUPPORT OF THE COMMUNITY HUMAN SERVICES PARTNERSHIP**

This Memorandum of Understanding is entered into on the *2* day of *March* 2018 by and between Leon County, Florida (the County) and the City of Tallahassee (the City) to express mutual support and commitment to the Community Human Services Partnership.

WHEREAS, Leon County, the City of Tallahassee, and the United Way of the Big Bend (UWBB) established the Community Human Services Partnership (CHSP) in 1997 to ensure cooperative and collaborative support in funding agencies that provide direct human services to the community in a manner that assures a balanced, effective and efficient delivery system; and

WHEREAS, in August 2016 the UWBB informed the County and City of its intent to disengage from the CHSP commencing with the FY 2018/2019 planning and funding cycle; and

WHEREAS, the County and City Commissions subsequently and respectively expressed their mutual continued support for and commitment to the CHSP; and

WHEREAS, the CHSP will serve as a shared County and City planning and funding distribution process for the delivery of human services to those with the greatest need in our community; and

WHEREAS, the County and City Commissions respectively wish to provide broad policy direction and structure for the CHSP process,

NOW THEREFORE, the County and the City mutually agree to the following:

I. Goals and Objectives

- A. The goal of the CHSP fund distribution process is to review agencies' capabilities and performance, and match requests for program funding to community needs, then distribute the available funds in a manner that assures a balanced, effective and efficient human services delivery system.
- B. The County and City will maintain the following mutually adopted objectives for the CHSP:
 1. Ensure that a majority of CHSP funds are used to provide direct client services to the lowest socio-economic areas where the most difficult social conditions exist.

2. Through the Citizen Review Teams, ensure that 100% of the funds are allocated towards the areas of greatest need and opportunity.
3. Support and maintain the optimal level of human services possible with the amount of resources available.
4. Provide a service delivery system that best matches identified community needs.
5. Focus spending of CHSP funds toward a long-range perspective, which incorporates changing needs and trends relative to how needs should be met.
6. Provide a means for an ongoing review of the program and the financial needs of agencies participating in the CHSP process through program monitoring.
7. Provide a method for measuring the cost and effectiveness of the programs addressing multiple community needs.
8. Use CHSP funds to complement and supplement the agencies' budgets for the provision of comprehensive services, including all tax-supported and voluntary agency activities.
9. Ensure that funds are distributed to human service agencies without unnecessarily duplicating program funding at the expense of others.
10. Eliminate duplicate preparation of applications and reviews or interviews by agencies.
11. Maximize the level of state and federal funds coming into the community through match opportunities.
12. Provide a forum for information sharing and an opportunity to find common ground in defining terms, goals and objectives.
13. Ensure that CHSP funded agencies adhere to the American Institute of Certified Public Accountants (AICPA) standards of accounting for nonprofits.

II. Funding by the Governing Bodies

- A. The CHSP funds shall be awarded annually for a two-year period, subject to the annual appropriation by the County and City Commissions respectively.
- B. The County and City Commissions shall respectively establish funding levels once every two years beginning in the spring of 2018 for the CHSP two-year funding period.
- C. The County and City Commissions shall consider and determine the final distribution of the CHSP funds to agencies for each two-year period and biennial contracts with the agencies.

III. Administration

- A. The CHSP will be administered jointly by the County and City.
- B. The County Administrator, or designee and the City Manager, or designee shall develop and maintain procedures for the implementation and administration of the CHSP process.
 - i. County Administrator, or designee and City Manager, or designee will execute agency biennial contracts.
- C. The County and City shall mutually establish and support an on-line system that provides, but is not limited to the following services:
 - 1. The CHSP Information and Notification
 - 2. Funding Request Application
 - 3. Agency Reimbursement and Reporting
 - 4. Data Collection
 - 5. Recruitment for Citizens Review Team members

IV. Human Services Categories

- A. The County and City Commissions shall jointly and periodically review, evaluate and revise the human services categories and the funding level for each category.
 - i. The initial human services categories established for the first two-year period (FY 2018/2019 and FY 2019/2020) are as follows:
 - 1. Children's Services
 - 2. Community Support Services
 - 3. Services for Persons with Disabilities
 - 4. Basic Needs and Emergency Services
 - 5. Family Support Services
 - 6. Physical Health Services
 - 7. Senior Services
 - 8. Youth Recreation and Character Building Services
 - 9. Youth Education Services
 - 10. Promise Zone (City only)
- B. The funding allocation established in FY 2017/2018 for CHSP shall serve as the base funding level for each human services category for the first two-year CHSP funding period (FY 2018/2019 and FY 2019/2020).
- C. Any restrictions on the use of funds shall be incorporated into the CHSP procedures. For example, language indicating that the City's Change for Change funding is restricted to the Basic Needs and Emergency Services category will be included in the CHSP procedures.

- D. In preparation for the two-year period of the FY 2020/2021 and FY 2021/2022 CHSP application cycle, the County and City shall re-evaluate the human service categories to identify the areas of highest human service needs within the City and County and determine whether the current human service categories reflect those needs. The evaluation process will also recommend the appropriate distribution of CHSP funding amongst the human service categories.
- E. The County and City shall review and evaluate the human services categories in coordination and collaboration with all stakeholders including: Citizen Review Team members, CHSP agencies, the UWBB, United Partners for Human Services, human services providers, human services program consumers, and other local partners and implement any proposed revisions in preparation for the two-year period beginning FY 2020-2021.
 - i. The evaluation process will consider pertinent statistical and demographic information regarding local human services to include, but not be limited to:
 - a. Local census data
 - b. Program data and reports provided by CHSP agencies
 - c. Existing human service and community assessment data and reports
 - ii. Proposed revisions to the initial categories and recommendations shall be presented to the County and City Commissions for approval respectively by September 2019.
- V. Requirement for Agency Participation in CHSP
 - A. Not-for-profit agency programs that provide direct human services to citizens in Tallahassee-Leon County are eligible for funding through the CHSP.
 - i. The procedures developed and maintained by the County Administrator, or designee and the City Manager or designee will establish minimum legal requirements for not-for-profit agencies to participate in the CHSP.
 - B. Agencies seeking funding through the CHSP shall be required to participate in the competitive funding process which includes: participation in mandated workshops and trainings and the submission of an on-line application.
 - C. Applications shall be accepted once every two years in accordance with the defined application period established by the County Administrator or designee and the City Manager or designee.
 - D. Applications shall not be accepted after an established deadline.

- E. The CHSP funding for programs of “new” agencies shall be limited to 7.5% collectively for each funding category. A new agency is defined as an organization that has not been awarded and/or received CHSP funding in the previous two funding periods.

VI. Requirements for Citizen Review Teams

- A. Citizen Review Teams shall be established to review, evaluate, and make funding recommendations for each human services category.
- B. Citizen Review Teams shall be comprised of individuals that reside or work within the City of Tallahassee or the unincorporated areas of Leon County.
- C. Citizen Review Team members shall be recruited through an open advertisement process.
- D. All Citizen Review Team members serve on a voluntary basis.
- E. Heads of agencies and/or organizations of programs funded through the CHSP or requesting funding through CHSP are prohibited from serving on Citizen Review Teams.
- F. The County and City may have independent processes for ratifying the Citizen Review Team members.
- G. The County Administrator, or designee and the City Manager, or designee reserve the right to establish a process to gather input from members of Citizen Review Teams following the completion of the evaluation and funding recommendation of each two-year period.

VII. Appeals Process

- A. Ensure that there is a process for agencies that wish to challenge the funding recommendations made by Citizen Review Teams and or staff as part of the procedures for the implementation and administration of the CHSP.

VIII. Program Reporting and Data Collection

- A. All agencies awarded funding through the CHSP process shall be required to submit periodic reports.
- B. Data shall be collected, compiled and analyzed for the purpose of evaluating program performance and monitoring trends.
- C. Data collected from the report shall include, but is not limited to the number of clients served, client demographic information such as race, gender, age and income.

- D. Data collected and reported shall be maintained in a manner which conforms to rules and regulations related client privacy and confidentiality.
- E. Data collected and analyzed will be shared with the agencies for purposes of improving program efficiency and operations.
- F. Information collected through data analysis processes shall be used to establish uniform outcome goals and measures.
- G. Information collected and analyzed will be shared with the Citizens Review Teams to assist in future review, evaluation and funding recommendation processes.
- H. Program outcome and performance data will be provided periodically the County and City Commissions respectively.

IX. Public Input

- A. The County Administrator and the City Manager shall convene a public meeting once a year to receive agency input, present recommend changes to the CHSP process for the upcoming cycle, and discuss long-term opportunities and enhancements to the process that would better address the human services needs of the community.
- B. Furthermore, the County and City staff shall conduct at least two additional meetings per year to solicit public and agency input on the CHSP program, monitoring area social service needs and trends along with reviewing and implementing modifications to CHSP processes and procedures.

X. Partnerships

- A. The County and City will consider organizations that wish to serve as an additional funding partner that share a mutual commitment to the goals and mission of the CHSP.

For Leon County





Vincent S. Long, County Administrator

For City of Tallahassee



Reese Goad, Interim City Manager

ATTESTED BY:

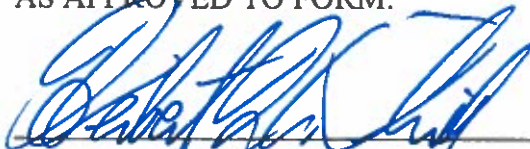


Gwendolyn Marshall, Clerk of Court &
Comptroller, Leon County, Florida



James O. Cooke, IV, City Treasurer-Clerk

AS APPROVED TO FORM:



Herbert W.A. Thiele, County Attorney



Cassandra K. Jackson, Interim City
Attorney

**Leon County
Board of County Commissioners**

Notes for Agenda Item #4

Leon County Board of County Commissioners

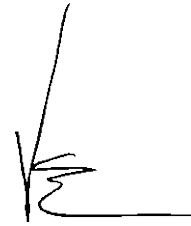
Agenda Item #4

May 21, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Resolution in Support of the Florida Department of State's Division of Historical Resources, Historic Preservation Grants Program Special Category Grant Application for Rehabilitation and Renovation of the Historic Railroad Station



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Scott Ross, Direct, Office of Financial Stewardship Brent Pell, P.E., Director, Public Works
Lead Staff/ Project Team:	Charles Wu, P.E., Director, Engineering Services Eryn D. Calabro, Senior Management and Budget Analyst Ken Cureton, Construction Manager II

Statement of Issue:

This item seeks Board approval of a Resolution in support of the Florida Department of State's Division of Historical Resources, Historic Preservation Grants Program Special Category Grant application for the rehabilitation and renovation of the historic railroad station.

Fiscal Impact:

This item has a fiscal impact. The Florida Department of State's Division of Historical Resources, Historic Preservation Special Category Grant application, in the amount of \$500,000, if awarded, requires a local match of \$500,000. Funding for the local match is available in the capital improvement budget.

Staff Recommendation:

Option #1: Adopt the Resolution in support of the Florida Department of State's Division of Historical Resources, Historic Preservation Grants Program Special Category Grant application for the rehabilitation and renovation of the historic railroad station (Attachment #1).

Title: Resolution in Support of the Florida Department of State's Division of Historical Resources, Historic Preservation Grants Program Special Category Grant Application for Rehabilitation and Renovation of the Historic Railroad Station

May 21, 2020

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Report and Discussion

Background:

This item seeks Board approval of a Resolution in support of the Florida Department of State (DOS), Bureau of Historical Resources, Historic Preservation Special Category Grant Application for the rehabilitation and renovation of the historic railroad station. Design plans are underway, and the grant provides a maximum of \$500,000 for development projects with the mission of preservation, restoration, rehabilitation or reconstruction of historic properties. The grant requires a 1:1 match and requires a resolution from the Board dedicating the match dollars, to be submitted with the application. Pursuant to County Policy 98-3, "Grant Review Process" requires Board approval to submit grant applications that require a County cash match.

To ensure the County maximizes grant leveraging opportunities, the Office of Management and Budget (OMB) coordinates with department liaisons and actively seeks grant funding opportunities throughout the fiscal year. These efforts include contacting and communicating with previous funders for any new or forthcoming grant opportunities. Through timely submittals of reporting and invoices as well as satisfactory compliance with grant closeouts as well as on-site and desk monitoring by the granting agencies, Leon County has proactively positioned itself as a responsive and accountable funding partner. Because of this accountability, agencies often contact Leon County when grant funds become available. In addition, the County's partnership with Patton Boggs also garners access to recently announced federal funding opportunities and OMB routinely monitors the federal Grants.gov portal for granting opportunities. The County aggressively seeks state and federal grant funding to support County projects and initiatives and has achieved considerable success in leveraging County dollars. The total County grant leverage ratio is \$5.73 to \$1; excluding the significant septic to sewer related grants which require one-to-one dollar match, the leveraging ratio would be \$16.48 to \$1.

Analysis:

To assist with the cost of improvements to the historic railroad station, the future location of the Tourism Division, grant leveraging opportunities are available since the building is recognized on the U.S. National Register of Historic Places. The DOS Special Category Grant period opened April 1, 2020 and closes June 1, 2020. The grant period is 24 months. Applications are reviewed and evaluated on a competitive basis and the selected projects will be awarded funds for the following state fiscal year cycle starting July 1, 2021.

The funding is subject to legislative appropriation. Upon determination by a Grant Review Panel, a list of recommended projects is submitted to the Secretary of State for review and recommended as part of the department's legislative budget request. The maximum funding request through the grant application is \$500,000 which will require a County match of \$500,000. If the grant is awarded, funding for the local match is available in the capital budget.

Title: Resolution in Support of the Florida Department of State's Division of Historical Resources, Historic Preservation Grants Program Special Category Grant Application for Rehabilitation and Renovation of the Historic Railroad Station

May 21, 2020

Page 3

Staff recommends approval of this grant application to leverage the state funds in support of this project. The adopted Resolution will be included with the application. A grant agreement to accept funds will come back to the Board for approval if the County is awarded the Special Category grant.

Options:

1. Adopt the Resolution in Support of the Florida Department of State's, Division of Historical Resources, Historic Preservation Grants Program Special Category Grant application for rehabilitation and renovation of the historic railroad station (Attachment #1).
2. Do not adopt the Resolution in Support of the Florida Department of State's, Division of Historical Resources, Historic Preservation Grants Program Special Category Grant application for the rehabilitation and renovation of the historic railroad station
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Proposed Resolution in support of the grant application

RESOLUTION: 2020-_____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA IN SUPPORT OF A GRANT APPLICATION TO THE FLORIDA DEPARTMENT OF STATE FOR THE REHABILITATION AND RENOVATION OF THE HISTORIC AMTRAK STATION

WHEREAS, the Historic Jacksonville, Pensacola and Mobile Railroad Company Freight Depot, commonly referred to as the Historic Amtrak Station, located at 918 Railroad Avenue in Tallahassee, Florida is registered on the National Register of Historic Places; and

WHEREAS, the Leon County Board of County Commissioners seeks to preserve the historic fabric of the building; and

WHEREAS, the improvements to the facility will continue to provide access to local government offices, a Public Meeting Room, and a Community Theater all within an important historical resource; and

WHEREAS, the proposed rehabilitation and renovation of the Historic Amtrak Station are consistent with Section 106 of the National Historic Preservation Act and Florida Department of State historic preservation guidelines; and

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Leon County, Florida, that:

1. The Board of County Commissioners hereby authorizes the County Administrator to submit an application for a Florida Department of State, Division of Historical Resources, Historic Preservation Grants Program Special Category Grant; and dedicates \$500,000 as Leon County’s match towards the project and expresses a willingness to enter into a Memorandum of Agreement between Leon County, Florida and the Florida Department of State, if said grant is awarded.

DONE AND ADOPTED by the Board of County Commissioners of Leon County, Florida, on this the 21st day of May 2020.

LEON COUNTY, FLORIDA

By: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTESTED BY:
Gwendolyn Marshall, Clerk of Court &
Comptroller, Leon County, Florida

APPROVED AS TO FORM:
Chasity H. O’Steen, County Attorney
Leon County Attorney’s Office

BY: _____

By: _____

**Leon County
Board of County Commissioners**

Notes for Agenda Item #5

Leon County Board of County Commissioners

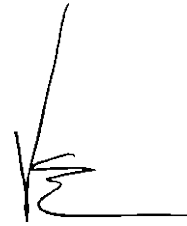
Agenda Item #5

May 21, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Proposed Revision to Policy No. 06-1, "Use and Scheduling of Parks & Recreation Facilities"



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Maggie Theriot, Director of Office of Resource Stewardship
Lead Staff/ Project Team:	Leigh Davis, Director of Parks and Recreation

Statement of Issue:

This item seeks adoption of proposed revisions to Policy No. 06-1, "Use and Scheduling of Parks & Recreation Facilities" allowing the County Administrator to authorize for-profit food vendors to operate within Leon County Parks in limited circumstances.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Adopt the proposed revised Policy No. 06-1, "Use and Scheduling of Parks & Recreation Facilities" (Attachment #1).

Report and Discussion

Background:

This item seeks adoption of proposed revisions to Policy No. 06-1, “Use and Scheduling of Parks & Recreation Facilities” allowing the County Administrator to authorize for-profit food vendors to operate within Leon County Parks in limited circumstances. During these unique circumstances of COVID-19 and the need for social distancing, the County has been approached by an engaged citizen wishing to arrange food trucks to provide meal alternatives for families while still being able to practice social distancing. The citizen proposes use of the Ft. Braden Park as those in rural areas face limited dining options. Currently the Policy precludes individuals or entities from profiting through the use of park facilities unless engaged through an authorized special event, the operation of concession stands to fund sports programming, or as requested by licensed, Leon County sports providers.

Current policy establishes that it is not the purpose of the County to make parks and recreation facilities available to any person, group of persons, or organizations for personal gain or private profit (Policy No. 06-1, Section 7.9). Sale of food is currently permitted, however, when approved as part of an authorized special event, sold through concession stands operated by licensed Leon County sports providers or engaged by a licensed sports provider. For example, vendors at cross country races or concession stands operated by Little League or Pop Warner. However, for-profit entities are not allowable under current policy.

Analysis:

In light of the pandemic, this circumstance represents a unique public purpose. As such this item recommends modifying the County policy to expand the allowable uses of parks facilities with case-by-case consideration and approval by the County Administrator. To allow this activity, it is recommended that Sections 7.9 and 7.12 of Policy No. 06-01 be revised to permit the County Administrator, or designee, to authorize such vendors when an explicit public purpose exists or benefits to the community welfare are identified.

The proposed amended policy provides several benefits for the community including helping address limited food options in the rural areas, expanding the allowable uses of public spaces, and facilitating a sense of community through events such as “food truck night” gatherings. However, the revision is not intended to grant exclusivity or a permanent location for any given vendor. Additionally, food trucks shall not compete with concession stand operations utilized to help fund community sports programming and leagues.

Upon approval of the revised policy, interested vendors can request authorization by completing the “Food Truck Application Form” currently being developed by Parks staff. Authorizations would be considered for mobile food dispensing vehicles licensed with the Department of Business and Professional Regulation. The vendor must also be appropriately registered with SunBiz, the IRS, and the State Department of Revenue.

Title: Proposed Revisions to Policy: Policy No. 06-1, “Use and Scheduling of Parks & Recreation Facilities”

May 21, 2020

Page 3

This item recommends the proposed policy revision in order to offer flexibility to best meet the needs of the community.

Options:

1. Adopt the proposed revisions to Policy No. 06-1, “Use and Scheduling of Parks & Recreation Facilities”
2. Do not adopt the proposed revised policy: Policy No. 06-1, “Use and Scheduling of Parks & Recreation Facilities”
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Proposed revised Policy No. 06-1, “Use and Scheduling of Parks & Recreation Facilities”

Board of County Commissioners Leon County, Florida

Policy No. 06-1

Title: Use and Scheduling of Parks & Recreation Facilities

Date Adopted: ~~July 12, 2016~~ May 21, 2020

Effective Date: ~~August 1, 2016~~ May 21, 2020

Reference: N/A

Policy Superseded: Policy No. 79-8, "County Community Service Facility," adopted September 25, 1979; Policy No. 92-10 amended 10/27/92; Policy No. 94-3, amended April 26, 1994; and Policy No. 02-6, "County Community Service Facilities," adopted July 9, 2002; Policy No. 06-1, "Use and Scheduling of Parks and Recreation Facilities," adopted January 10, 2006; amended February 26, 2008; amended January 19, 2010; amended October 11, 2011; amended January 21, 2014; amended July 12, 2016

It shall be the policy of the Board of County Commissioner of Leon County, Florida, that Policy No. 06-1, "Use and Scheduling of Parks & Receptions Facilities" adopted January 10, 2006 and amended on ~~January 21, 2014~~ July 12, 2016, is hereby further amended, and a ~~revised~~ new amended policy is hereby adopted in its place, to wit:

It shall be the Policy of the Board of County Commissioners of Leon County, Florida that:

1. Purpose

- 1.1 The purpose of this policy is to assure that the Parks & Recreation Division facilities are utilized for recreational, athletic, cultural, educational, social, civic, fraternal, governmental, religious, political, charitable, and community service functions that meet the needs and interests of the community, as well as set clear policies, procedures, and rental fees regarding such uses.
- 1.2 Exclusive use of any facility requires an advance reservation and is subject to rental fees, security deposits, and staffing fees (set up and take down). Some facilities may not be reserved for exclusive use.

2. Authority

- 2.1 The Division of Parks & Recreation is responsible for developing, communicating, and monitoring polices, procedures, and standards for the use and scheduling of Parks & Recreation facilities.

3. Facilities Available

- 3.1 The Parks & Recreation Division makes available for rent buildings, rooms, community centers, picnic shelters, campsites, open space, boat ramps, and athletic fields. Times and dates available are at the discretion of the division.

4. Reservations

- 4.1 Reservations shall be made for community centers no more than 365 days and no less than fourteen (14) calendar days prior to the date(s) of use. Reservations for pavilion rentals can be made no more than 365 days and no less than two (2) calendar days prior to the dates(s) of use. Reservations are guaranteed after all necessary forms and payments are received and approved at the Parks & Recreation Division administrative office located at 1907 S. Monroe St. ~~2280 Micoosukee Road~~, Tallahassee, FL 323018.

Group activities or special events that involve 50+ people attending or participating may require a permit from the Division of Parks & Recreation for use of any park or recreation facility or site. The applicant should submit such permit request no later than 30 days prior to the event. Events involving 100+ people or additional preparation by park personnel must be submitted 60 days prior to the proposed special event date.

- 4.2 All applicants must be at least 18 years of age or older and must provide proof of residency in Leon County for priority consideration.
- 4.3 The Parks and Recreation Division reserve the right to set aside certain dates for functions sponsored in part or by Leon County.

5. Fees

- 5.1 Full rental fees, security deposits, staffing fees, and permit applications are due at the time of the reservation is submitted.
- 5.2 Payment by check, cash, credit card, or money order is required for the building and staff fees.
- 5.3 A security deposit shall be required for any damage/clean-up expense. The deposit will be returned if no damage occurs and the facility is clean after use. The Parks & Recreation Division reserves the right to bill the applicant for additional expenses relating to, but not limited to, janitorial services, maintenance/repair services, staff time, or emergency services that were required because of the use.
- 5.4 Checks or money orders must be made payable to the Leon County Board of County Commissioners.

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- 5.5 Applicants shall forfeit the rental opportunity if the checks are not honored by the bank. Any future requests will require fees paid by cash or money order only. Applicant will be responsible for bank service fee.
- 5.6 The Parks & Recreation Division may require additional staff for rentals where attendance is expected to exceed 50 people. An off-duty sheriff deputy/deputies may also be required at the applicants expense.
- 5.7 The Parks & Recreation Division may require two division representatives for any teen event if the attendance exceeds 50 people. If attendance is, greater than 50 people the applicant must hire one off-duty Leon County Sheriff deputy for each additional 50 people. In addition, the applicant must provide adequate adult supervision at all times. (Refer to Section 7.13). All teen events that occur after 6:00 P.M. may require a deputy.
- 5.8 Request for a waiver of the user fee for non-profit organizations that would like to collaborate with Leon County must be made in writing at the time of rental request. Included in the request shall be the purpose of the rental activities to be conducted as well as a brief description of the organization, purpose, goals, and pertinent information including the 501 (c) (3) determination letters from the IRS along with the Department of Revenue Consumers Certificate of Exemption.
- Request for a waiver by groups providing education opportunities for citizens and those providing programs for County senior citizens, must be made in writing at the time of rental request. Included in the request shall be the purpose of the rental activities to be conducted as well as a brief description of the purpose, goals, and if the citizens are paying a fee for this activity.
- Fee waivers for tutoring programs for K-12 students will be limited to three days per week on a recurring basis. Additional slots for expanded days during peak test times such as FACT testing, and mid-term or final exams will be considered based solely on availability and the waiver could apply. Any additional days on a recurring basis, outside of the three days and exam periods will otherwise incur the regular rental fee of the Center. Tutoring Programs will also be restricted to only one four-hour time slot.
- Based on the information provided, the Director of the Division of Parks & Recreation will make a determination of the eligibility of a waiver.
- 5.9 All fees for County charges will be established by Resolution of the Leon County Board of County Commissioners.
- 5.10 Additional fees may be charged by the County or City for services provided above normal service level. (Examples are the permit fees that may be charged by the City or County.)

6. Cancellations

- 6.1 Cancellations must be made in writing and received by the Parks & Recreation Division at least seven days in advance of the use date in order to receive a refund. If notice is not received before the seven-day period, the rental fee is forfeited. However, security deposits and staff set up and take down fees will be refunded. The receipt must be presented for refund to be processed.

The refund will be mailed in approximately four to six weeks. Refund checks will be made out to the entity whose name appears on the payment check and mailed to the address shown on the rental agreement.

7. General Rules and Regulations

- 7.1 Use of the facility is guaranteed for the period specified in the permit, use beyond that period is neither expressly nor implicitly granted. Event set-up and take down must be included in the rental period.
- 7.2 The minimum rental period for a building or room use is ½ day (4 hours).
- 7.3 Building capacities are based on fire safety codes and are not to be exceeded for any reason.
- 7.4 Facilities are to be left in the same conditions as before use. Chairs, tables, and other furnishings are to be returned to their designated storage place. Floors are to be swept and cleaned if necessary and trashcans are to be emptied. All decorations, fasteners, and other items brought into the facility are to be removed and disposed of properly. Decorations that mar surfaces are not permitted.
- 7.5 Leon County signs, forms, and other materials are not to be removed or altered unless authorized by the division representative in charge.
- 7.6 The Leon County Parks & Recreation Division will not be responsible for providing or supervising any specialized equipment such as cooking equipment, storage, sound reproduction or amplification equipment, stages, platforms, special lighting equipment, film projecting apparatus, power extension cords, or any other specialized equipment. The division representative in charge may disallow the use of specialized equipment for safety reasons or to ensure division policy is followed.
- 7.7 The number of tables and chairs provided are limited to the number on site and available. Any additional tables and chairs are the responsibility of the applicant.

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- 7.8 The Leon County Parks & Recreation Division shall not be held responsible for loss or injury incurred in the use of any facility if said loss or injury is a result of circumstances beyond the control of Leon County or its officers or agents. It is incumbent upon the user to ensure that all normal safety practices are observed. Dangerous undertakings are strictly prohibited. All accidents or injuries must be reported to a Division representative immediately.
- 7.9 It is not the purpose of the County to make the parks and recreation facilities available to any person, group of persons, or organizations for personal gain or private profit without an explicit public purpose or benefit to community welfare.
- Non-profits and school events may be allowed to collect admission fees for approved Special Events (Section 11) to offset costs associated with conducting the event. Admission fees will be approved by the Director of the Division of Parks & Recreation as part of the Special Event Application approval.
- 7.10 The division representative that may be present during the use period shall ensure the facility is open on time, clean and orderly, and the facility is used safely and properly. In no way is the division representative an employee or agent of the applicant.
- 7.11 Fireworks are not permitted on Leon County Parks & Recreation Division managed property. Tobacco products are not permitted inside Parks & Recreation Division facilities. Alcoholic beverages are prohibited, except upon prior written approval of the County Administrator, or designee.
- 7.12 Vending of any merchandise or food is not permitted without prior written permission-authorization of the County Administrator, or designee from the Parks & Recreation Division Director.
- 7.13 No fires are allowed except in provided barbeque grills and pits.
- 7.14 Individual minors or groups of minors must be properly supervised by adults when using park facilities. Groups composed of minors, including teen events, must be supervised by one (1) adult for each fifteen (15) minors throughout the rental period.
- 7.15 Any person or group in violation of the established rules and regulations, established laws, or constituting a public nuisance, may be required to leave the facility and premises. In addition, the Parks & Recreation Division representative may cancel the rental and be deny any future rentals (Refer to Section 8.6).

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- 7.16 Applicants' reserved areas are those specifically designated in the permit. Other buildings, rooms, athletic fields, courts may be scheduled by other participants or remain open to the general public.
- 7.17 Permits/reservations cannot be transferred, assigned, or sub-let to any other group or organization for any reason.
- 7.18 Animals, except service animals, are not allowed in Parks & Recreation Division buildings.
- 7.19 The applicant is responsible for all actions, behavior, and damages caused by his/her guests/attendees.
- 7.20 Structures that require installation of poles, wires, wood supports, etc. must have prior approved by the Division Director or his representative.
- 7.21 It is recommended that the applicant or its designee occupy picnic shelters by 11:00 AM the day of the rental.

8. Denial of Rental

The Parks & Recreation Division reserves the right to deny use of facilities based on any the following criteria:

- 8.1 The facility is not available for the requested date and time. This would include events that conflict with Parks & Recreation Division events, conflicts with County government or related business, or if the facility is already rented.
- 8.2 Uses deemed potentially damaging to the facility.
- 8.3 There are simultaneous non-compatible uses of adjacent facilities.
- 8.4 The proposed activity violates Federal, State, or Local Laws.
- 8.5 Potential noise or sound levels deemed to be disruptive and offensive to surrounding neighborhoods and to the comfort of guest or facility visitors.
- 8.6 Individuals or groups that have demonstrated in previous rentals with the Parks & Recreation Division or other entities not to be in the best interest of Leon County. This may include but not limited to, non-payment, improper use, damage, failure to adequately control participants or spectators, breach of contract, non-compliance of rules, or inaccurate information provided on the application.
- 8.7 Activities that, due to traffic or congestion, would cause access problems for scheduled events or the surrounding community.
- 8.8 Activities that are offensive to the accepted community standards.

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- 8.9 Activities that are discriminatory in nature in matters such as sex, race, religion, creed, color, or national origin.
- 8.10 Activities that are incompatible with Leon County mission to provide for the health, safety, and welfare of the public.
- 8.11 In lieu of denial of rental application, the Parks and Recreation Division may require additional permitting or security of individuals or groups whose prior rental of County facilities has resulted in documented traffic congestion, damage to facility, non-compliance with County rules and policies, or complaints of noise or offensive behavior.
- 8.12 Prior violations of Rules and Regulations or Policies will be cause for denial of rentals.

9. Use of facilities by Leon County Board employees

- 9.1 Employees and employee organizations shall be permitted to use County facilities on the same basis, and subject to the same conditions that apply to the general public. However, such use shall be limited to the extent that it does not conflict with the best interest of the County, and that the facility is not required for the use of the County, government, or other related businesses.

10. Request to use Parks & Recreation Facilities by Private Organizations on a regular basis

- 10.1 The purpose of this section is to provide the requirements for organizations that want to use facilities for reoccurring events.
- 10.2 Upon request by a private organization, the Parks & Recreation Division will verify the availability of the facility.
- 10.3 The Parks & Recreation Division will provide the representative with a Licensing Agreement. Upon completion of the Agreement, it will be submitted to the Parks & Recreation Director at 1907 S. Monroe St. 2280 Micosukee Road, Tallahassee, FL 323018. A copy of the organization's 501 (c) (3), Internal Revenue Service status letter, or Florida Department of Revenue tax certificate needs to be included. All groups may be required to pay building rental fees.
- 10.4 Once approval or denial is given, a Licensing Agreement or Letter of Denial is sent to the organization with a copy to the Community Center Supervisor.
- 10.5 If approval is given, the organization makes all arrangements with the Community Center Supervisor for use of the facility. A copy of the organization's Tax Exempt form needs to accompany each payment or be on file if taxes have been waived.

- 10.6 A private organization is allowed to use the facility on a regular basis for 12 months with no more than two six-month extensions.
- 10.7 The Parks & Recreation Division reserves the right to deny the usage of a facility, based on Section 8.
- 10.8 Organizations are not allowed to store equipment/items at the facilities.
- 10.9 Organizations are not allowed to decorate facility with their literature.
- 10.10 The Parks & Recreation Division reserves the right to cancel the Licensing Agreement at any time due to non-payment, non-compliance with rules and regulations, or misuse of the facility.

11. Special Events

11.1 Definitions:

A. Special Event

A preplanned activity proposed to be held on Leon County park property for the purposes of entertainment, celebration, amusement, cultural recognition, arts and crafts displays, sports demonstrations and/or competitions, non-profit fundraisers, or similar activities that impact normal park operations and interfere with the use of the park by the general public, including activities that involve a caterer, vendor, party planner and/or specialized equipment. The Director of Leon County Division of Parks & Recreation will determine the capacity of a site to determine if the event can be held at the site. This determination will be based on the size of the park and the type of park. i.e.: greenways, passive, active, community center.

B. Applicant

An organization or individual that is conducting/hosting the Special Event. The Special Event Form will be issued in the name of the Applicant, and the Applicant will be responsible for submission of required documentation and for all payments and damages provided herein. This Special Event Form cannot be transferred or sublet to another party. (Refer to Section 7.16)

C. Attendance

Includes event participants, spectators, volunteers, and/or event crew.

D. County Co-sponsored Special Event

A Special Event hosted in part by Leon County and other individuals and/or organizations.

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- E. County Sponsored Special Event
A Special Event hosted by Leon County.
- F. Event Organizer
The individual that is considered the lead planner for the activity being proposed and will be the point of contact for the Parks & Recreation Division.

11.2 Policy Statement:

Leon County supports Special Events to enhance the quality of life for its citizens. Leon County recognizes that there may be many social, cultural, and financial benefits in hosting special events in the County. Such benefits include a better quality of life, economic growth, increased tourism, and recreation opportunities. Recognizing the importance of Special Events, the County shall establish policies and procedures that will allow for the planning and management of personnel and financial resources in the support of such events conducted at County park facilities.

11.3 Special Event Fees:
(Refer to Sections 5 and 6).

11.4 Special Event Procedures:

- A. Persons and/or organizations planning to conduct a Special Event in a County Park must complete a Special Event Form and submit it to:

Leon County Parks & Recreation Division
[1907 S. Monroe St. 2280 Miccosukee Road](#)
Tallahassee, Florida 32301¹⁸

- B. Submission deadlines:

Refer to Section 4.1

- C. A Site Map may be required depending on scope and size of event. It should include but may not be limited to placement of things such as:

1. Barricade locations
2. Vendor locations
3. Portable restroom locations
4. Trash receptacle locations
5. Park roads requested for closure
6. Tent locations, etc.
7. Trail closures
8. Off-site parking
9. Handicap parking locations

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- D. Security Plan may be required depending on scope and size of event. Requirements will be determined in coordination with the park staff and the local law enforcement office. Event organizer may be required to hire off duty law enforcement officers in addition to other security that may be needed on site. Events that have over 500 people present will require approval by local law enforcement prior to proceeding with other event arrangements. This request must be submitted at least two weeks prior to the event.
- E. Traffic flow plan may be required depending on scope and size of event. If so, include route for run/walk, entering and leaving the event, or any other request affecting the flow of traffic. At all times an open traffic lane must be maintained for emergency vehicles to enter and leave the area.
- F. Application information will be used by staff to draft a Special Event Form for use of the park.
- G. A certificate of liability insurance will be required naming Leon County as additional insured in an amount predicated on the anticipated attendance, as determined by Leon County Risk Management.
- H. Trash receptacles will be provided by the Parks & Recreation Division for Special Events with anticipated attendance of less than 200. If anticipated attendance is 200 or more, the Applicant must arrange for additional receptacles and dumpster(s) and provide the Parks & Recreation Division with the name and phone number of the company providing the receptacles and dumpster(s), the date of delivery, and the date of removal. Indicate placement on the Site Map, so it can be approved by the Parks & Recreation Division.
- I. The Applicant may be required to provide portable restrooms depending on scope and size of the Special Event as determined by the Parks & Recreation Division. Multi-day events will require daily cleaning service. Portable restrooms may be placed one day prior to the Special Event and must be removed from the site within 48 hours after the end of the Special Event. Applicant shall provide the name and phone number of the provider, the date of delivery and the date of removal. Indicate location on the Site Map.
- J. The Applicant shall provide a Clean-up Plan to explain how Applicant will ensure that all debris will be properly disposed of, how all equipment brought in for the Special Event is to be removed, and how the park and/or facility will be restored to the same condition as it was prior to the Special Event.
- K. Parking for the Special Event will be required to stay within the designated parking lots at the park. All other vehicles will have to be parked off site. The Applicant will be required to submit a plan showing the location of the

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off site parking, permission letter from the owner to use the area, and describe how the users will be transported to and from the site of the event. All associated fees for parking must be paid by the applicant. A permit from the Department of Growth and Environmental Management for off site parking is required.

- L. The Applicant will be responsible for all signage required for the Special Event.
- M. The County Parks & Recreation Division will only perform additional maintenance to a site for a Special Event that complies with the “Best Management Practices” for maintaining the site for the use it was designed. Anything requested by the Applicant that does not conform to “Best Practices” as articulated in the Florida Forest Stewardship Management Plan will be denied.
- N. The number of Special Events allowed at any one site may be limited by the County. Applicants may be required to combine their Special Event with other events to reduce the number of Special Events held per site.
- O. The Applicant shall sign the Special Event Form and return it to the Parks & Recreation Division with payment of all fees and deposits within 14 days of its receipt. If not received during the 14-day period, the Parks & Recreation Division will cancel the Special Event reservation request. The insurance certificate confirming the required coverage is due a minimum of 14 days prior to the Special Event date. Failure to provide the above will result in the forfeiture of all pre-paid fees and the use of the park.
- P. A damage deposit is required in addition to the regular event fee. The deposit amount shall be \$100 or 25% of the fee, whichever is greater. If the reserved area is found to be in good condition following the event, the deposit will be refunded four - six weeks after the Special Event. If repairs are needed, the Applicant’s deposit will be utilized to repair damage to park property resulting from the Special Event. In addition, the Applicant will also be responsible for the cost of any damage repair over and above the deposit amount.
- Q. If the Applicant cancels in writing at least 30 days prior to the event, then fees and deposits paid can be applied to another event or will be refunded. If the Applicant cancels in writing 15 – 29 days prior to event, then the total deposit and one half of the fees can be applied to another event or refunded.

If notice is not received before the 14-day period, the rental fee is forfeited. However, security deposits and staff set up and take down fees will be refunded. The receipt must be presented for refund to be processed. The refund will be mailed in approximately four to six weeks. Refund checks

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will be made out to the entity whose name appears on the payment check and mailed to the address shown on the Special Event Form.

- R. Applicant is required to obtain all permits, licenses, and certificates required by County, City, State, Federal, or other applicable regulatory agencies. Examples of these are the County Temporary Use Permit (Ordinance 10-6.804.A), and the City Tent Permit (Land Development Code Section 10-423).
- S. Failure to abide by Parks & Recreation Division Rules and Regulations will result in forfeiture of the Applicant’s deposit and may result in future event privileges being suspended.
- T. Leon County EMS (LCEMS) shall review any request for events hosting 500 people or more. The determination for the need of any additional LCEMS resources beyond those available in the area will depend on the venue, temperature, type of event, remote location, ingress and egress in the area, potential helicopter landing zones, and other factors that could impact health and safety. A request for the need of additional LCEMS resources shall be provided at least two weeks in advance. A minimum of three hours of coverage is required for any event that needs coverage. The following will provide guidance for coverage, but could be altered, based on individual events. The number listed would be considered minimum staffing.

Number Attendees and Participants Combined	Personnel Required at Passive Attendee Event	Personnel Required at Active Attendee Event
500 – 5,000	2	3
5,000 – 10,000	3	4
10,000 – 15,000	4	6
15,000 – 25,000	5	8
25,000 – 35,000	6	10
35,000 – 50,000	8	12
50,000 – 65,000	9	15
65,000 – 80,000	11	18
80,000 – 95,000	13	20
95,000 – over	15 +	22 +

Note: LCEMS does not provide water rescue.

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- U. The Tallahassee Fire Department (TFD) shall review any request for events hosting 500 people or more. The determination for the need of any additional fire resources beyond those available in the area will depend on the venue, temperature, type of event, remote location, access and egress in the area and other factors that could impact fire and life safety. Request for need of additional fire resources shall be provided to TFD at least two weeks in advance. A minimum of three hours of coverage is required for any event that is determined to need coverage.

11.5 Denial of Use

Refer to Section 8.

| Revised ~~5/21/2020~~7/12/16

**Leon County
Board of County Commissioners**

Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

May 21, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Approval of the Plat for Unit I of Chastain Manor Phase II Subdivision

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director, Public Works Charles Wu P.E., Director, Engineering Services
Lead Staff/ Project Team:	Joseph D. Coleman, P.S.M., County Surveyor Kimberly Wood, P.E., Chief of Engineering Coordination

Statement of Issue:

This agenda item seeks Board approval of the plat for Unit I of Chastain Manor Phase II Subdivision and acceptance of the Performance Agreement and Surety Device in a form to be approved by the County Attorney.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option # 1: Approve the plat for Unit I of Chastain Manor Phase II Subdivision for recording in the Public Record (Attachment #1), contingent upon staff's final review and approval, and authorize the County Administrator to accept the Performance Agreement and Surety Device in a form approved by the County Attorney (Attachment #2).

Report and Discussion

Background:

In accordance with Leon County land development regulations, this agenda item seeks Board approval of the plat for Unit I of Chastain Manor Phase II Subdivision for recording in the Public Record. The development being platted consists of 23.6 acres containing 36 residential lots. Unit I of Chastain Manor Phase II Subdivision is located in Section 8; Township 2 North; Range 1 East, on the north side of Bannerman Road approximately 0.15 miles east of the Bull Headley and Bannerman Roads intersection (Attachment #3).

Unit I of Chastain Manor Phase II Subdivision was approved by the Development Review Committee as a Type "B" site and development plan on May 7, 2020 (Attachment #4).

In accordance with Chapter 10, Article VII, Division 6 of the Leon County Code of Laws, plats submitted to the Board of County Commissioners for approval must meet all requirements of Chapter 10 and be certified by the County Engineer. Once approved, the original approved plat will be forwarded to the Clerk of Court for recording in the Public Record.

Analysis:

The applicant, Golden Oak Land Group, LLC, is requesting Board approval of the plat contingent upon staff's final review and approval, due to date-sensitive contractual obligations. The plat has been circulated and is still under review by the appropriate departments and agencies. The plat presented herein is a conditional final plat, in that it is substantially complete, and staff does not anticipate any changes other than possible minor corrections to text.

There is some infrastructure that is yet to be completed. The County Engineer has reviewed these items and inspection reports and recommends a Performance Agreement and Surety Device in the amount of \$419,396, representing 110% of the certified construction cost approved by the Division of Engineering Services. This item seeks Board authorization for the County Administrator to accept the Performance Agreement and Surety Device in a form to be approved by the County Attorney.

Staff recommends the Board approve the plat for recording upon completion of the final review and approval from reviewing departments and agencies. Should there be a need for any substantive changes to the plat, staff will resubmit it to the Board at a future regularly scheduled meeting for ratification.

Options:

1. Approve the plat for Unit I of Chastain Manor Phase II Subdivision for recording in the Public Record (Attachment #1), contingent upon staff's final review and approval, and authorize the County Administrator to accept the Performance Agreement and Surety Device in a form approved by the County Attorney (Attachment #2).
2. Do not approve the plat for Unit I of Chastain Manor Phase II Subdivision for recording in the Public Record contingent upon staff's final review and approval, and do not authorize the County Administrator to accept the Performance Agreement and Surety Device in a form approved by the County Attorney.
3. Board direction.

Recommendation:

Option #1

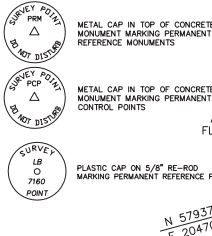
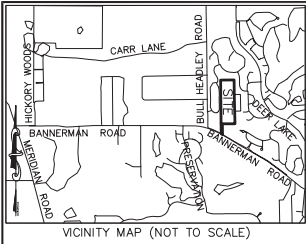
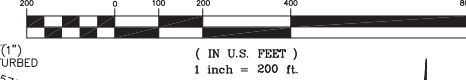
Attachments:

1. Plat for Unit I of Chastain Manor Phase II Subdivision
2. Performance Agreement and Surety Device
3. Location map
4. Development Review approval letter

CHASTAIN MANOR PHASE 2, UNIT 1

A SUBDIVISION LYING IN SECTION 8, TOWNSHIP 2 NORTH,
RANGE 1 EAST, LEON COUNTY, FLORIDA

GRAPHIC SCALE



LEGEND
C.O.T. = CITY OF TALLHASSEE
S.W.M.F. = STORM WATER MANAGEMENT FACILITY
HOA = HOME OWNERS ASSOCIATION
TEC = TALQUIN ELECTRIC COOPERATIVE, INC.
MAINT. = MAINTENANCE
EASMT. = EASEMENT
TYP. = TYPICAL
DRAIN = DRAINAGE
CONS. EASMT. = CONSERVATION EASEMENT
CO. COUNTY
C.T. = COURT
O.S. = OPEN SPACE
R/W = RIGHT OF WAY

LINE LEGEND
BUILDING SETBACK = _____
S.W.M.F. = _____
EASEMENTS = _____
BOUNDARY = _____
R/W CENTERLINE = _____

NOTES:
M = Measured
FCM = Found Concrete Monument (4" x 4")
FIR = Found Iron Rod (5/8")
FIRC = Found Iron Rod & Cap (5/8") #7160
Set 4" x 4" Concrete Monument with cap #7160
SNC = Set Nail & Cap (#7160)

NOTES:
THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.

NOTES:
M = Measured
FCM = Found Concrete Monument (4" x 4")
FIR = Found Iron Rod (5/8")
FIRC = Found Iron Rod & Cap (5/8") #7160
Set 4" x 4" Concrete Monument with cap #7160
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Set 4" x 4" Concrete Monument with cap #7160
SNC = Set Nail & Cap (#7160)

NOTES:

- This survey is dependent upon EXISTING MONUMENTATION.
- BEARING REFERENCE: Westerly boundary of subject parcel being North 00 degrees 35 minutes 50 seconds West per limited parties as recorded in Official Records Book 3804, Page 2144 of the Public Records of Leon County, Florida.
- NO IMPROVEMENTS have been located other than shown hereon. All planned utility easements shall also allow for Cable Television Services in accordance with Florida Statutes, Chapter 177.091 (29).
- The construction of permanent structures including fences but excluding driveways by property owners is prohibited within utility and drainage easements.
- An iron rod with plastic cap stamped "7160" has been set at all lot corners unless otherwise noted.
- Subject property is located in Zones "X" and "A" as per Flood Insurance Rate Map, Community Panel No: 120143 0130F, Index date: August 18, 2009, Leon County, Florida.
- Platted utility easements shall allow for cable television services per Florida Statute 177.091 (29).
- Platted utility easements shall allow for "Internet" infrastructure to be placed within the dedicated easements including, but not limited to cables, wires and any other hardware required to provide internet service.

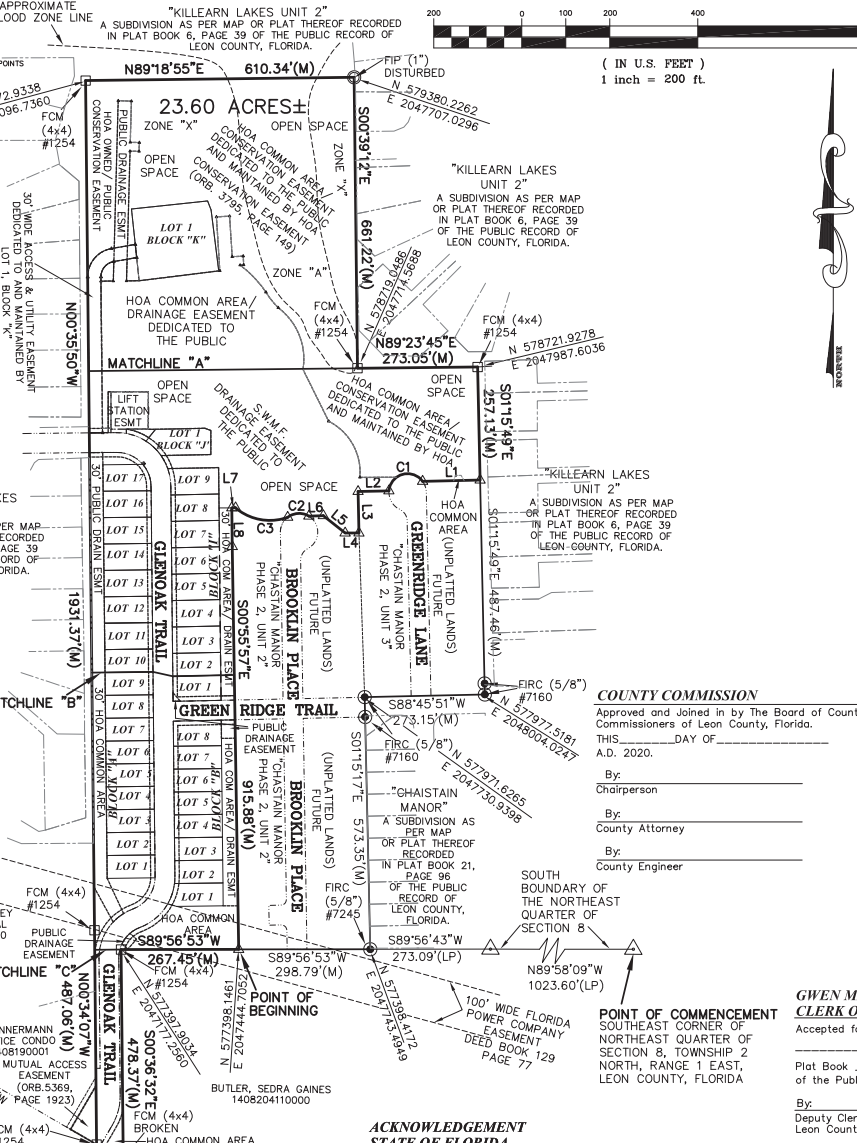
JOINDERS IN DEDICATION:
All persons having an interest in the property described hereon have joined in the dedication as follows:

NAME	O.R. Book / Page	Date
SUNTRUST MORTGAGE	O.R. Book / Page	Page
ALVA B. CHASTAIN	O.R. Book / Page	Page
PRIME MERIDIAN	O.R. Book / Page	Page
TALQUIN ELECTRIC COOPERATIVE, INC.	O.R. Book / Page	Page

SURVEYOR'S CERTIFICATION:
I hereby certify that this survey was made under my responsible direction and supervision, is a correct representation of the land surveyed, that the Permanent Reference Monuments and Permanent Control Points have been set and that the survey data and monumentation complies with both Chapter 177 of the Florida Statutes and standards for practice for Land Surveying (F.A.C. 53-17.051).

PLAT REVIEW
PLAT REVIEWED FOR COMPLIANCE WITH CHAPTER 177, FLORIDA STATUTES.

JAMES T. RODDENBERRY
Surveyor & Mapper FL Certificate No. 4261



DEDICATION
STATE OF FLORIDA
COUNTY OF LEON

Know all by these present that Golden Oak Land Group, LLC, the owners' in fee simple of the land shown hereon platted as Chastain Manor Phase 2, Unit 1, and being more particularly described as follows:

Commence at the Southeast corner of Northeast quarter of Section 8, Township 2 North, Range 1 East, Leon County, Florida; thence run North 89 degrees 58 minutes 09 seconds West along the South boundary of the Northeast quarter of said Section 8 a distance of 1023.60 feet; thence run South 89 degrees 56 minutes 43 seconds West 273.09 feet to an iron rod and cap (marked #7245); thence run South 89 degrees 56 minutes 43 seconds West 298.79 feet to an iron rod and cap (marked #7160) marking the POINT OF BEGINNING. From said POINT OF BEGINNING run South 89 degrees 56 minutes 53 seconds West 267.45 feet to a concrete monument (marked 1254); thence run South 00 degrees 36 minutes 32 seconds East 478.37 feet to a concrete monument lying on the Northerly right-of-way boundary of Bannerman Road; thence run North 59 degrees 57 minutes 11 seconds West along said Northerly right of way boundary 70.05 feet to a concrete monument (marked 1254); thence leaving said Northerly right of way boundary run North 00 degrees 34 minutes 07 seconds West 487.06 feet to a concrete monument (marked 1254); thence run North 00 degrees 35 minutes 50 seconds West 1,075.66 feet; thence run South 89 degrees 31 minutes 46 seconds West 151.34 feet; thence run North 00 degrees 35 minutes 16 seconds West 64.64 feet; thence run North 89 degrees 23 minutes 30 seconds East 151.33 feet; thence run North 00 degrees 35 minutes 50 seconds West 790.71 feet to a concrete monument (marked 1254); thence run North 89 degrees 18 minutes 55 seconds East 610.34 feet to an iron pipe; thence run South 00 degrees 39 minutes 12 seconds East 661.22 feet to a concrete monument (marked 1254); thence run North 89 degrees 23 minutes 45 seconds East 273.05 feet to a concrete monument (marked 1254); thence run South 01 degree 15 minutes 49 seconds East 257.13 feet to an iron rod and cap (marked #7160); thence run South 88 degrees 46 minutes 53 seconds West 130.64 feet to an iron rod and cap (marked #7160) lying on a cul-de-sac concave to the Southerly; thence run Westerly along said cul-de-sac with a radius of 45.00 feet; through a central angle of 138 degrees 55 minutes 46 seconds, for an arc distance of 103.05 feet; chord being South 74 degrees 13 minutes 09 seconds West 79.60 feet to an iron rod and cap (marked #7160); thence leaving said cul-de-sac run South 88 degrees 46 minutes 53 seconds West 70.25 feet to an iron rod and cap (marked #7160); thence run South 01 degree 18 minutes 52 seconds East 94.40 feet to an iron rod and cap (marked #7160); thence run South 89 degrees 57 minutes 46 seconds West 31.53 feet to an iron rod and cap (marked #7160); thence run North 51 degrees 26 minutes 55 seconds West 63.42 feet to an iron rod and cap (marked #7160); thence run South 87 degrees 49 minutes 44 seconds West 32.78 feet to an iron rod and cap (marked #7160) lying on a cul-de-sac concave to the Southerly; thence run Westerly along said cul-de-sac with a radius of 42.50 feet; through a central angle of 69 degrees 26 minutes 56 seconds, for an arc distance of 51.52 feet; chord being South 86 degrees 59 minutes 30 seconds West 48.42 feet to an iron rod and cap (marked #7160) lying on a curve concave to the Northerly, thence leaving said cul-de-sac run Westerly along said curve with a radius of 120.30 feet; through a central angle of 60 degrees 00 minutes 32 seconds, for an arc distance of 126.00 feet; chord being North 79 degrees 40 minutes 07 seconds West 120.32 feet to an iron rod and cap (marked #7160); thence leaving said curve run South 89 degrees 24 minutes 08 seconds West 8.51 feet to an iron rod and cap (marked #7160); thence run South 00 degrees 35 minutes 51 seconds East 87.87 feet to an iron rod and cap (marked #7160); thence run South 00 degrees 55 minutes 57 seconds East 915.88 feet to the POINT OF BEGINNING. Containing 23.60 acres, more or less.

Have cause said lands to be divided and subdivided as shown hereon and does hereby dedicate the following:

To the Public, City of Tallahassee and Talquin Electric Cooperative, Inc. all utility easements depicted hereon.

To the Public All Roadways and Storm Water Management Facilities and Drainage Easements as depicted hereon.

To the Public All Storm Water Management Facilities and Drainage Easements depicted hereon.

To the Chastain Manor Homeowners Association all HOA Open Space/HOA Buffer Easements/HOA Sign Easement/HOA Access Easement/HOA Common Area, Conservation Easements and HOA Drainage Easements depicted hereon.

Reserving in all cases however, the reversions thereof should the same be renounced, disclaimed, abandoned or the use thereof discontinued or prescribed by law by appropriate official action of the proper officials having charge or jurisdiction thereof.

This the _____ day of _____, A.D. 2020

By: _____
Authorized Signature
Managing Member of Golden Oak Land Group, LLC

Witness Signature: _____

SITE PLAN REVIEW APPROVAL
This plot conforms to the Site and Development Plan approval provisions made by the Department of Development Support and Environmental Management.
This _____ day of _____, 2020

Plot Book _____ Page _____
of the Public Records of Leon County, Florida

By: _____
County Administrator or designee

By: _____
Deputy Clerk of the Circuit Court,
Leon County, Florida

DATE OF LAST FIELD WORK: _____

ACKNOWLEDGEMENT
STATE OF FLORIDA

The forging instrument was acknowledged before me this _____ day of _____, 2020, by _____, who is personally known to me or has produced a drivers license as identification acknowledges that he/she executed the foregoing dedication as the managing member of Golden Oak Land Group, LLC

NOTARY PUBLIC

PREPARED BY:
THURMAN RODDENBERRY & ASSOCIATES, INC.

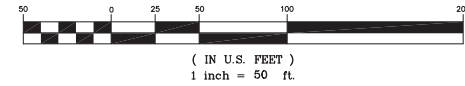
PROFESSIONAL SURVEYORS AND MAPPERS
P.O. BOX 101 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358
PHONE NUMBER: 850-963-2533 • FAX NUMBER: 850-963-1103
LB # 7160

DATE: 04/28/2020 SCALE 1" = 200' DRAWN BY: BB COUNTY: LEON
FILE: 18066RP.DWG SEC. 8, T-2-N, R-1-E JOB NUMBER: 18-066

CHASTAIN MANOR PHASE 2, UNIT 1

A SUBDIVISION LYING IN SECTION 8, TOWNSHIP 2 NORTH,
RANGE 1 EAST, LEON COUNTY, FLORIDA

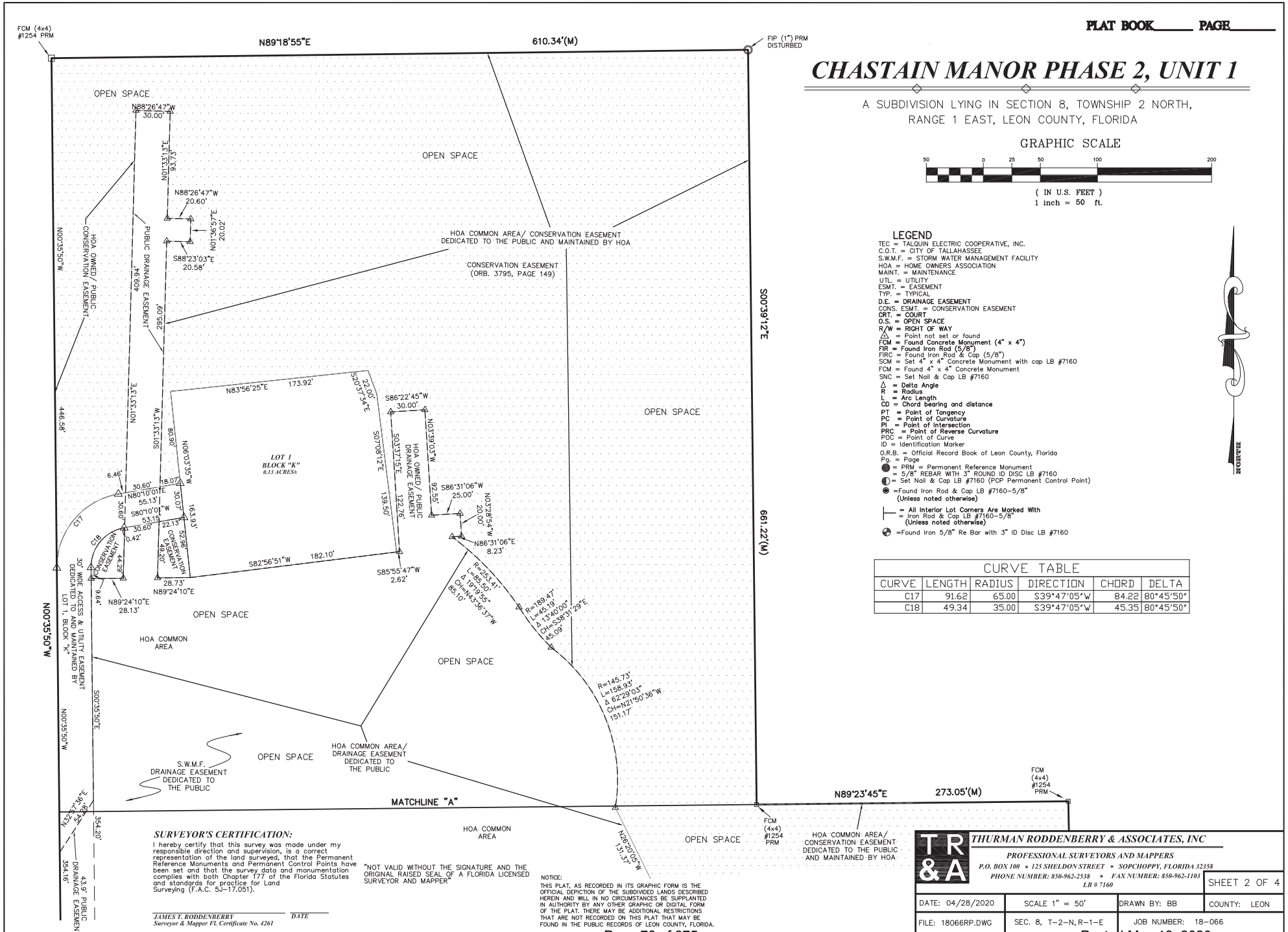
GRAPHIC SCALE



LEGEND

- TEC = TALQUIN ELECTRIC COOPERATIVE, INC.
- C.O.T. = CITY OF TALLAHASSEE
- S.W.M.F. = STORM WATER MANAGEMENT FACILITY
- HOA = HOME OWNERS ASSOCIATION
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- D.E. = DRAINAGE EASEMENT
- CONS. ESMT. = CONSERVATION EASEMENT
- CRT. = COURT
- O.S. = OPEN SPACE
- R/W = RIGHT OF WAY
- △ = Point not set or found
- FCM (4x4) #1254 PRM = Found Concrete Monument (4" x 4")
- FIR (5/8") = Found Iron Rod (5/8")
- FIR (5/8") = Found Iron Rod & Cap (5/8")
- SOM = Set 4" x 4" Concrete Monument with cap LB #7160
- FCM = Found 4" x 4" Concrete Monument
- SNC = Set Nail & Cap LB #7160
- △ = Delta Angle
- R = Radius
- L = Arc Length
- CD = Chord bearing and distance
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- ⊙ = Found Iron Rod & Cap LB #7160-5/8"
- (Unless noted otherwise)
- ⊙ = All Interior Lot Corners Are Marked With
- ⊙ = Iron Rod & Cap LB #7160-5/8"
- (Unless noted otherwise)
- ⊙ = Found Iron 5/8" Re Bar with 3" ID Disc LB #7160

CURVE TABLE					
CURVE	LENGTH	RADIUS	DIRECTION	CHORD	DELTA
C17	91.62	65.00	S39°47'05"W	84.22	80°45'50"
C18	49.34	35.00	S39°47'05"W	45.35	80°45'50"



SURVEYOR'S CERTIFICATION:
I hereby certify that this survey was made under my responsible direction and supervision, is a correct representation of the land surveyed, that the Permanent Reference Monuments and Permanent Control Points have been set and that the survey data and monumentation comply with both Chapter 177 of the Florida Statutes and standards for practice for Land Surveying (F.A.C. 5J-17.051).

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

NOTICE:
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JAMES T. RODDENBERRY
Surveyor & Mapper FL Certificate No. 4261

DATE

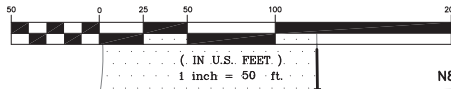
TR & A THURMAN RODDENBERRY & ASSOCIATES, INC.
PROFESSIONAL SURVEYORS AND MAPPERS
P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358
PHONE NUMBER: 850-962-2538 • FAX NUMBER: 850-962-1103
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DATE: 04/28/2020	SCALE 1" = 50'	DRAWN BY: BB	COUNTY: LEON
FILE: 18066RP.DWG	SEC. 8, T-2-N, R-1-E	JOB NUMBER: 18-066	

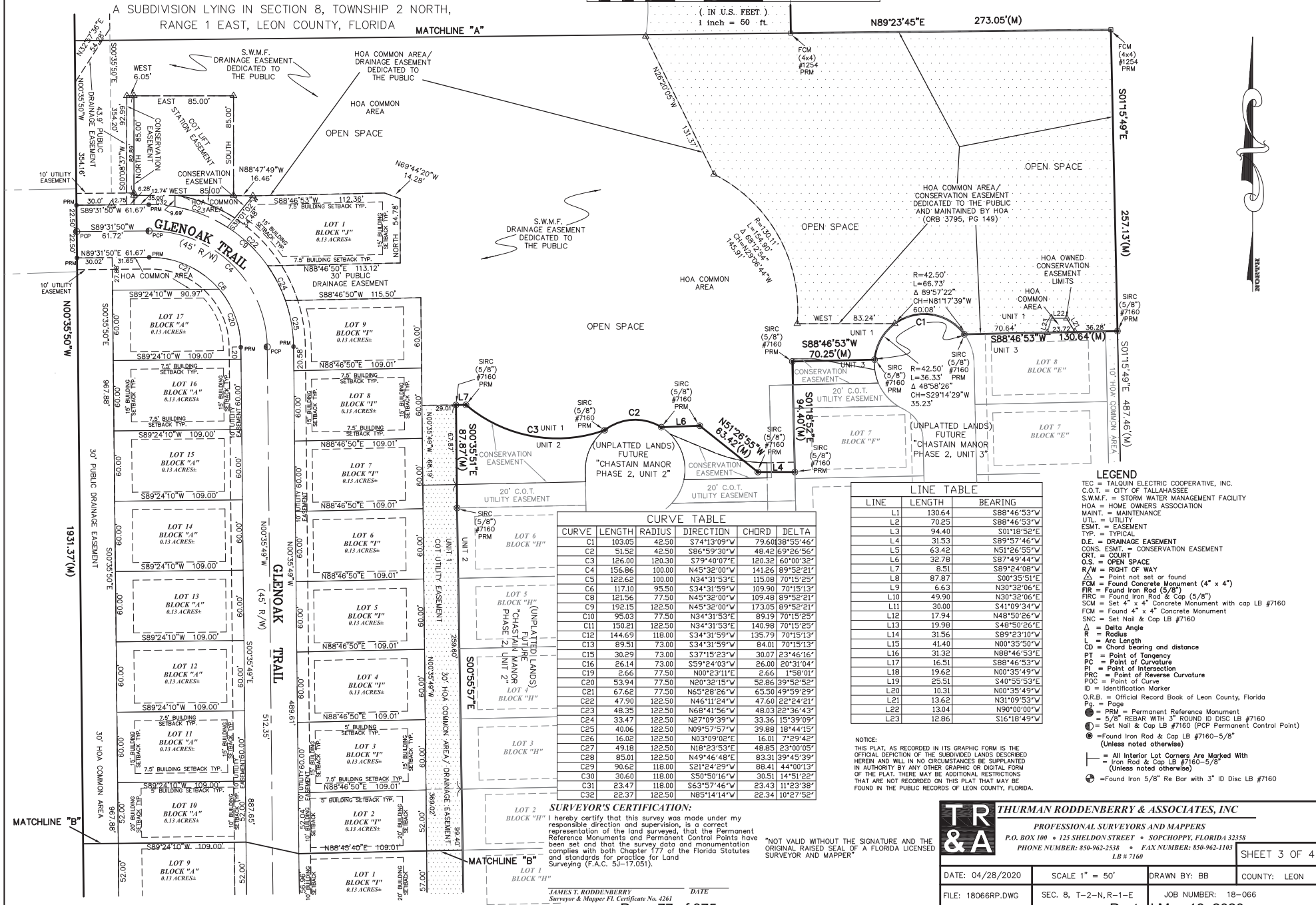
CHASTAIN MANOR PHASE 2, UNIT 1

A SUBDIVISION LYING IN SECTION 8, TOWNSHIP 2 NORTH,
RANGE 1 EAST, LEON COUNTY, FLORIDA

GRAPHIC SCALE



PLAT BOOK PAGE



CURVE TABLE

CURVE	LENGTH	RADIUS	DIRECTION	CHORD	DELTA
C1	103.05	42.50	S74°13'09"W	79.60	38°55'46"
C2	51.52	42.50	S86°59'30"W	48.42	69°26'56"
C3	126.00	120.30	S79°40'07"E	120.32	67°00'32"
C4	156.86	100.00	N45°32'00"W	141.26	89°52'21"
C5	122.62	100.00	N34°31'53"E	115.08	70°15'25"
C6	117.10	95.50	S34°31'59"W	109.90	70°15'13"
C8	121.56	77.50	N45°32'00"W	109.48	89°52'21"
C9	192.15	122.50	N45°32'00"W	173.05	89°52'21"
C10	95.03	77.50	N34°31'53"E	89.19	70°15'25"
C11	150.21	122.50	N34°31'53"E	140.98	70°15'25"
C12	144.69	118.00	S34°31'59"W	135.79	70°15'13"
C13	89.51	73.00	S34°31'59"W	84.01	70°15'13"
C15	30.29	73.00	S37°15'23"W	30.07	23°46'16"
C16	26.14	73.00	S59°24'03"W	26.00	20°31'04"
C19	2.66	77.50	N00°23'11"E	2.66	1°58'01"
C20	53.94	77.50	N20°32'15"W	52.86	39°52'52"
C21	67.62	77.50	N65°28'26"W	65.50	49°59'29"
C22	47.90	122.50	N46°11'24"W	47.60	22°24'21"
C23	48.35	122.50	N69°41'55"W	48.03	22°36'43"
C24	33.47	122.50	N27°09'39"W	33.36	13°39'09"
C25	40.06	122.50	N09°57'57"W	39.88	18°44'15"
C26	16.02	122.50	N03°09'02"E	16.01	7°29'42"
C27	49.18	122.50	N18°23'53"E	48.85	23°00'05"
C28	85.01	122.50	N49°46'48"E	83.31	39°45'39"
C29	90.62	118.00	S21°24'29"W	88.41	44°40'13"
C30	30.60	118.00	S50°50'16"W	30.51	14°51'22"
C31	23.47	118.00	S63°57'46"W	23.43	11°23'38"
C32	22.37	122.50	N65°14'14"W	22.34	10°27'52"

LINE TABLE

LINE	LENGTH	BEARING
L1	130.64	S88°46'53"W
L2	70.25	S88°46'53"W
L3	94.40	S01°18'52"E
L4	31.53	S89°57'46"W
L5	63.42	N51°26'55"W
L6	32.78	S87°49'44"W
L7	8.51	S89°24'08"W
L8	87.87	S00°35'51"E
L9	6.63	N30°32'06"E
L10	49.90	N30°32'06"E
L11	30.00	S41°09'34"W
L12	17.94	N48°50'26"W
L13	19.98	S48°50'26"E
L14	21.56	S89°23'10"W
L15	41.40	N00°35'50"W
L16	31.32	N88°46'53"E
L17	16.51	S88°46'53"W
L18	19.62	N00°35'49"W
L19	25.51	S40°55'53"W
L20	10.31	N00°35'49"W
L21	67.62	N31°09'53"W
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JAMES T. RODDENBERRY DATE
Surveyor & Mapper FL Certificate No. 4261

TR & A THURMAN RODDENBERRY & ASSOCIATES, INC.
PROFESSIONAL SURVEYORS AND MAPPERS
P.O. BOX 100 • 125 SHELDON DRIVE • SOPCHOPPI, FLORIDA 32358
PHONE NUMBER: 850-962-2538 • FAX NUMBER: 850-962-1103
LB # 7160

DATE: 04/28/2020	SCALE 1" = 50'	DRAWN BY: BB	COUNTY: LEON
FILE: 18066RP.DWG	SEC. 8, T-2-N, R-1-E	JOB NUMBER: 18-066	

SHEET 3 OF 4
Posted May 18, 2020

CHASTAIN MANOR PHASE 2, UNIT 1

A SUBDIVISION LYING IN SECTION 8, TOWNSHIP 2 NORTH,
RANGE 1 EAST, LEON COUNTY, FLORIDA

FLAT BOOK PAGE

GRAPHIC SCALE



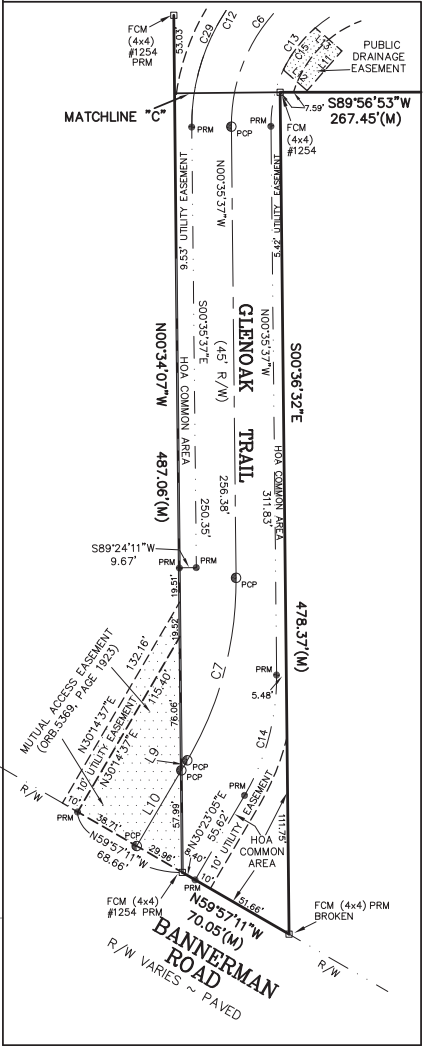
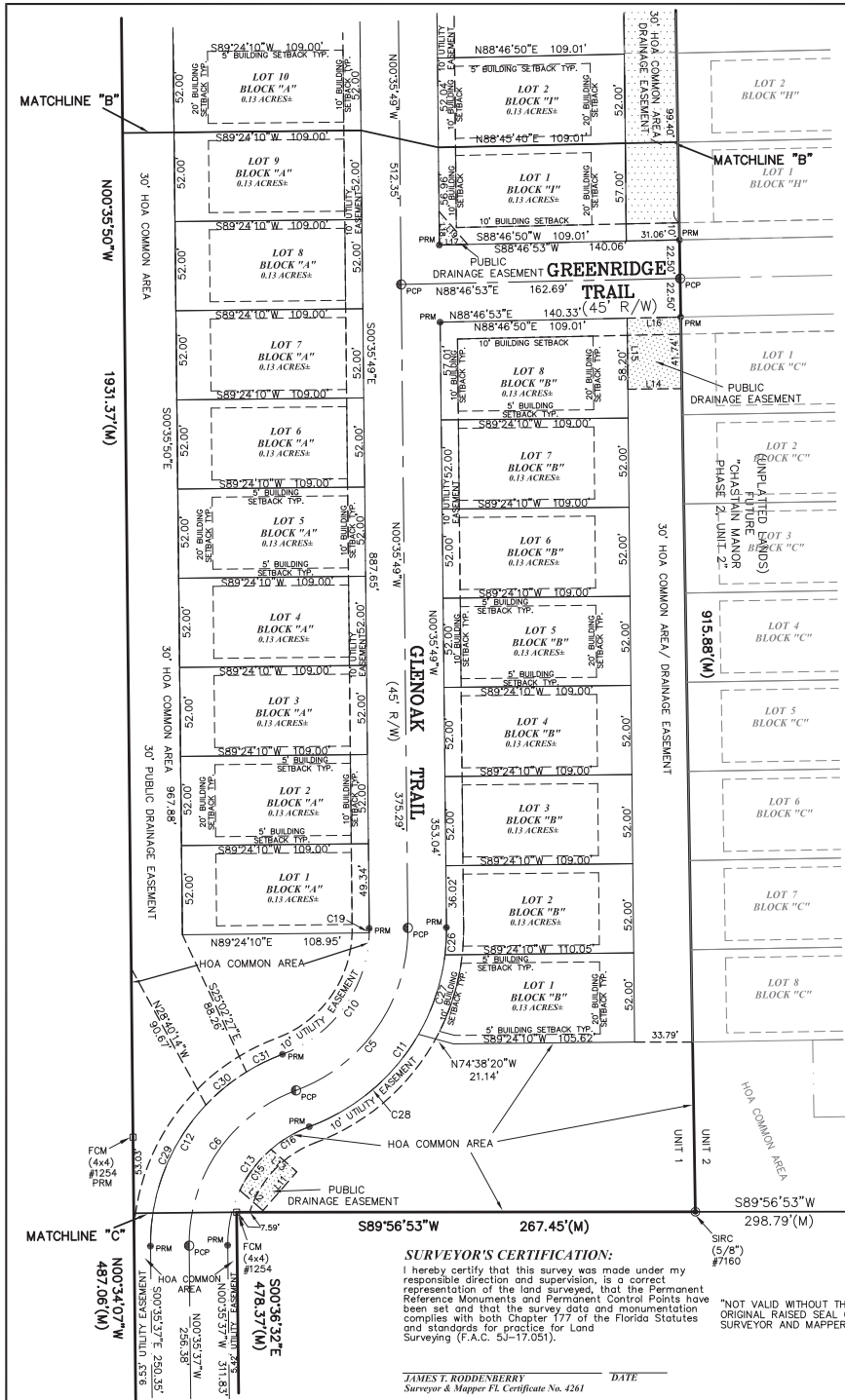
(IN U.S. FEET)
1 inch = 50 ft.

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L10	49.90	N30°32'06"E
L11	30.00	S41°09'34"W
L12	17.94	N48°50'26"W
L13	19.98	S48°50'26"E
L14	31.56	S89°23'10"W
L15	41.40	N00°35'50"W
L16	31.32	N88°46'53"E
L17	16.51	S88°46'53"W
L18	19.62	N00°35'49"W
L19	25.51	S40°55'53"E
L20	10.31	N00°35'49"W
L21	13.62	N31°09'53"W
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C14	71.64	132.50	N14°53'44"E	70.77	30°58'42"
C15	30.29	73.00	S37°15'23"W	30.07	23°46'16"
C16	26.14	73.00	S59°24'03"W	26.00	20°31'04"
C17	91.62	65.00	S39°47'05"W	84.22	80°45'50"
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C32	22.37	122.50	N85°14'14"W	22.34	10°27'52"



SURVEYOR'S CERTIFICATION:

I hereby certify that this survey was made under my responsible direction and supervision, is a correct representation of the land surveyed, that the Permanent Reference Monuments and Permanent Control Points have been set and that the survey data and monumentation complies with both Chapter 177 of the Florida Statutes and standards for practice for Land Surveying (F.A.C. 5J-17.051).

JAMES T. RODDENBERRY
Surveyor & Mapper, FL Certificate No. 4261

NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER

NOTICE:
THIS PLAT, AS RECORDED IN ITS GRAPHIC FORM IS THE OFFICIAL DEPICTION OF THE SUBDIVIDED LANDS DESCRIBED HEREIN AND WILL IN NO CIRCUMSTANCES BE SUPPLANTED IN AUTHORITY BY ANY OTHER GRAPHIC OR DIGITAL FORM OF THE PLAT. THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.

TR & A THURMAN RODDENBERRY & ASSOCIATES, INC.

PROFESSIONAL SURVEYORS AND MAPPERS
P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358
PHONE NUMBER: 850-962-2538 • FAX NUMBER: 850-962-1103
LB # 7160

DATE: 04/28/2020 SCALE 1" = 50' DRAWN BY: BB COUNTY: LEON
FILE: 18066RP.DWG SEC. 8, T-2-N, R-1-E JOB NUMBER: 18-066

SHEET 4 OF 4
Posted May 18, 2020

PERFORMANCE AGREEMENT

THIS AGREEMENT, made and entered into this _____ day of _____, 2020, between **GOLDEN OAK LAND GROUP, LLC.**, a Florida corporation, whose mailing address is **4708 Capital Circle NW, Tallahassee, Leon, FL 32303** hereinafter collectively called the “DEVELOPER,” and **LEON COUNTY, FLORIDA**, a charter county and a political subdivision of the State of Florida, hereinafter called the “COUNTY.

WHEREAS, the Developer will present to the Board of County Commissioners of Leon County, Florida, a certain map or plat of a subdivision named and designated **Unit I of Chastain Manor Phase II Subdivision** which map or plat is hereby referred to and made a part hereof by reference, and,

WHEREAS, as a condition to the acceptance and recording of said map or plat, the County has required that the Developer enter into an agreement to construct and install the final overlay of asphalt, any work/repair to the initial base asphalt, temporary pavement markings and final thermoplastic pavement markings on the subdivision streets, any work/repair of concrete sidewalks, curbing, driveways, etc., installation of all ADA mats at each curb ramps, any work/repair to the stormwater conveyance system, any work/repairs to the stormwater management facilities, all monumentation, installation of landscaping, installation of mail kiosk, and spreader swale and all other improvements in said subdivision in accordance with plans and specifications approved by the County within a period of one (1) year from date hereof and to post surety in the amount of \$419,396.00 conditioned for the faithful performance of said agreement.

NOW THEREFORE, THIS INDENTURE WITNESSETH; That the Developer hereby agrees to construct and install the final overlay of asphalt, any work/repair to the initial base asphalt, temporary pavement markings and final thermoplastic pavement markings on the subdivision streets, any work/repair of concrete sidewalks, curbing, driveways, etc., installation of all ADA mats at each curb ramps, any work/repair to the stormwater conveyance system, any work/repair to the stormwater management facilities, all monumentation, installation of landscaping, installation of mail kiosk, and spreader swale and all other improvements in **Unit I of Chastain Manor Phase II Subdivision** in accordance with plans and specifications approved by the County, within a period of one (1) year from date hereof.

PERFORMANCE OF THIS AGREEMENT by the Developer shall be secured by an Irrevocable Letter of Credit in the amount of \$419,396.00 with surety thereon approved by the County.

IN WITNESS WHEREOF, GOLDEN OAK LAND GROUP, LLC., and LEON COUNTY have caused these presents to be executed in their names on the date first above written, its corporate seal affixed by its appropriate officers and Leon County Commissioners and its seal affixed by the Clerk of said Board, the day and year first above written.

(Witnesses)
Nicole Heath (signature)
Nicole Heath (typed or printed name)
Franklin Michael Dimitroff (signature)
Franklin Michael Dimitroff (typed or printed name)

DEVELOPER:
GOLDEN OAK LAND GROUP, LLC.
By: [Signature] (seal)
As its: Manager
Date: 05/05/20

COUNTY OF LEON
STATE OF FLORIDA

The foregoing instrument was acknowledged before me this 5th day of May, 2020, by JASON GARZA, on behalf of Golden Oak Land Group, LLC. and who are personally known to me, or have produced N/A as identification.

NOTARY PUBLIC

Signature [Signature]
Typed or Printed Name Franklin Michael Dimitroff
Commission Number 66149495
My Commission expires 10/22/21



LEON COUNTY, FLORIDA

BY: _____
Bryan Desloge, Chairman
Board of County Commissioners

ATTEST:
Gwen Marshall, Clerk of the Circuit Court
Leon County, Florida

BY _____

APPROVED AS TO FORM:
Chasity H. O'Steen, County Attorney
Leon County Attorney's Office

BY: _____



Great American Insurance Company
2250 Lucien Way, Suite 300B, Maitland, FL 32751

SUBDIVISION BOND

Bond No.: 3036731

KNOW ALL PERSONS BY THESE PRESENTS, That we, Golden Oak Land Group, LLC, called the Principal, and Great American Insurance Company, a Ohio corporation, called the Surety, are held and firmly bound unto Leon County Board of County Commissioners, called the Obligee, in the sum of Four Hundred Nineteen Thousand Three Hundred Ninety-six and 00/100 (419,396.00) for the payment thereof said Principal and Surety bind themselves, jointly and severally, as provided herein.

WHEREAS, in order to file a plat or subdivision map, or to obtain a permit, the Principal has entered into a contract with the Obligee which requires the Principal make certain improvements to the land as more particularly set forth in Engineer's Estimate of May 6, 2020 for Chastain Manor subdivision (hereinafter referred to as the "Contract").

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall construct the improvements described in the Contract on or before May 26, 2021 (or within such further extensions of time that shall be granted by Obligee in writing and consented to in writing by Surety), then this obligation shall be void, otherwise to remain in full force and effect. This obligation is subject to the following conditions:

1. This bond runs to the benefit of the named Obligee only, and no other person shall have any rights under this bond. No claim shall be allowed against this bond after the expiration of one year from the date set forth in the preceding paragraph, or one year from the end of the latest extension of time consented to in writing by Surety, whichever occurs last. If the limitation set forth in this bond is void or prohibited by law, the minimum period of limitation available to sureties as a defense in the jurisdiction of the suit shall be applicable.
2. This bond is not a forfeiture obligation, and in no event shall the Surety's liability exceed the reasonable cost of completing the improvements described in the Contract not completed by the Principal, or the sum of this bond, whichever is less.

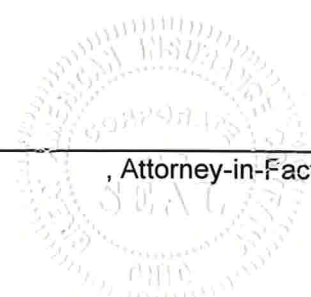
Signed this 7th day of May, 2020.

Golden Oak Land Group, LLC
(Principal)

By: 

Great American Insurance Company

By: Van A. Madsen
Van A. Madsen, Attorney-in-Fact



GREAT AMERICAN INSURANCE COMPANY®

Administrative Office: 301 E 4TH STREET • CINCINNATI, OHIO 45202 • 513-369-5000 • FAX 513-723-2740

The number of persons authorized by
this power of attorney is not more than SEVEN

No. 0 20577

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That the GREAT AMERICAN INSURANCE COMPANY, a corporation organized and existing under and by virtue of the laws of the State of Ohio, does hereby nominate, constitute and appoint the person or persons named below, each individually if more than one is named, its true and lawful attorney-in-fact, for it and in its name, place and stead to execute on behalf of the said Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; provided that the liability of the said Company on any such bond, undertaking or contract of suretyship executed under this authority shall not exceed the limit stated below.

Name	Address	Limit of Power
VAN A. MADSEN WILLIAM A. MESSER ROBERT K. BACON ROBERT J. NYLEN PHILLIP E. BACON JOHN R. NYLEN, JR.	RICHARD K. PRESSLEY ALL OF TALLAHASSEE, FLORIDA	ALL \$100,000,000

This Power of Attorney revokes all previous powers issued on behalf of the attorney(s)-in-fact named above.

IN WITNESS WHEREOF the GREAT AMERICAN INSURANCE COMPANY has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 25th day of JANUARY, 2018.

Attest

GREAT AMERICAN INSURANCE COMPANY



Steph C. B.
Assistant Secretary

David C. Kitchin
Divisional Senior Vice President

STATE OF OHIO, COUNTY OF HAMILTON - ss:

DAVID C. KITCHIN (877-377-2405)

On this 25th day of JANUARY, 2018, before me personally appeared DAVID C. KITCHIN, to me known, being duly sworn, deposes and says that he resides in Cincinnati, Ohio, that he is a Divisional Senior Vice President of the Bond Division of Great American Insurance Company, the Company described in and which executed the above instrument; that he knows the seal of the said Company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed by authority of his office under the By-Laws of said Company, and that he signed his name thereto by like authority.



Susan A. Kohorst
Notary Public, State of Ohio
My Commission Expires 05-18-2020

Susan A Kohorst

This Power of Attorney is granted by authority of the following resolutions adopted by the Board of Directors of Great American Insurance Company by unanimous written consent dated June 9, 2008.

RESOLVED: That the Divisional President, the several Divisional Senior Vice Presidents, Divisional Vice Presidents and Divisional Assistant Vice Presidents, or any one of them, be and hereby is authorized, from time to time, to appoint one or more Attorneys-in-Fact to execute on behalf of the Company, as surety, any and all bonds, undertakings and contracts of suretyship, or other written obligations in the nature thereof; to prescribe their respective duties and the respective limits of their authority; and to revoke any such appointment at any time.

RESOLVED FURTHER: That the Company seal and the signature of any of the aforesaid officers and any Secretary or Assistant Secretary of the Company may be affixed by facsimile to any power of attorney or certificate of either given for the execution of any bond, undertaking, contract of suretyship, or other written obligation in the nature thereof, such signature and seal when so used being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

CERTIFICATION

I, STEPHEN C. BERAHA, Assistant Secretary of Great American Insurance Company, do hereby certify that the foregoing Power of Attorney and the Resolutions of the Board of Directors of June 9, 2008 have not been revoked and are now in full force and effect.

Signed and sealed this 7th day of May, 2020.



Steph C. B.
Assistant Secretary

Project Name: Chastain Manor Phase 2 - Performance Bond
May 6, 2020

FDOT Item #	Description	Qty	Unit	Unit price	Total
0104 18	INLET PROTECTION	16	EA	\$ 186.88	\$ 2,990.08
0104 10 3	HAY BALES	1,450	LF	\$ 3.54	\$ 5,133.00
0104 10 3	HEAVY DUTY SILT FENCE	1,450	LF	\$ 3.54	\$ 5,133.00
0120 1	REGULAR EXCAVATION (INCL. FINAL GRADE EXCAVATION)	2,450	CY	\$ 6.03	\$ 14,773.50
	FINAL MASS GRADING	1	LS	\$ 5,000.00	\$ 5,000.00
Base and Asphalt					
0337 7 80	SUPERPAVE ASPHALTIC CONC, TRAFFIC B PG76-22	272	TN	\$ 98.22	\$ 26,715.84
Concrete					
0522 1	CONCRETE SIDEWALK , RAMPS , 4"	1,152	SY	\$ 50.23	\$ 57,864.96
0522 1	CONCRETE DRIVEWAYS, 6"	684	SY	\$ 81.55	\$ 55,780.20
0550 10220	FENCING, TYPE B, 0.0-5.0', W/ VINYL COAT	970	LF	\$ 12.00	\$ 11,640.00
Misc.					
	GENERAL SITE CLEAN UP	1	LS	\$ 5,000.00	\$ 5,000.00
	POND CLEAN UP	1	LS	\$ 5,000.00	\$ 5,000.00
	PEDESTRIAN RAILING	130	LF	\$ 75.19	\$ 9,774.70
0711 11123	THERMOPLASTIC, STD, WHITE, SOLID, 12"	120	LF	\$ 3.02	\$ 362.40
0711 11125	THERMOPLASTIC, STD, WHITE, SOLID, 24"	60	LF	\$ 4.04	\$ 242.40
0700 1 11	SINGLE POST SIGN, F&I GM, <12 SF	13	EA	\$ 320.78	\$ 4,170.14
0527 2	DETECTABLE WARNINGS	8	SF	\$ 32.04	\$ 256.32
0570 1 2	PERFORMANCE TURF, SOD	3,900	SY	\$ 2.88	\$ 11,232.00
	ROOT BARRIER DEEP ROOT UB-24-2" INCLUDES TREE	69	EA	\$ 200.00	\$ 13,800.00
	FINAL INFILTRATION TEST AND REPORT	1	LS	\$ 3,000.00	\$ 3,000.00
	MULCH TRAIL	1	LS	\$ 18,900.00	\$ 18,900.00
	LANDSCAPING	1	LS	\$ 57,000.00	\$ 57,000.00
	IRRIGATION	1	LS	\$ 1,800.00	\$ 1,800.00
	AS-BUILT DRAWINGS	1	LS	\$ 7,000.00	\$ 7,000.00
	MONUMENTATION	1	LS	\$ 8,500.00	\$ 8,500.00
	LEVEL SPREADER	1	LS	\$ 40,700.00	\$ 40,700.00
	MAIL KIOSK	1	LS	\$ 9,500.00	\$ 9,500.00
Total					\$ 381,268.54
SURETY DEVICE 110% OF TOTAL					\$ 419,396.00

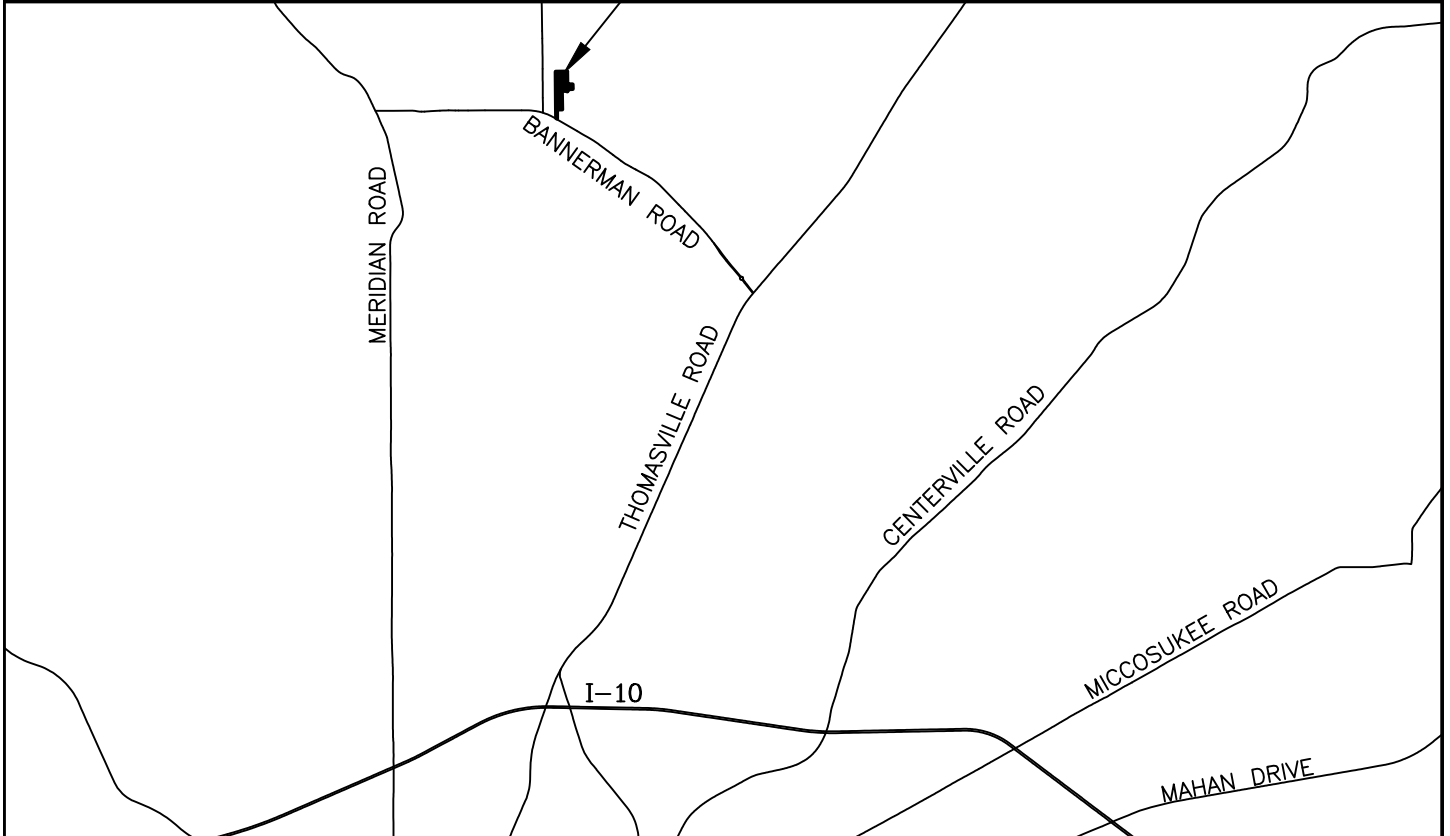
Digitally signed by
James B Begue
DN: c=US,
o=Urban Catalyst
Consultants Inc.,
ou=A01410C0000
016C48A94A5500
0059A2, cn=James
B Begue
Date: 2020.05.06
11:19:24 -04'00'



SITE MAP

SCALE 1" = 600'

CHASTAIN MANOR PHASE 2 , UNIT 1



LOCATION MAP

SCALE 1" = 10,000'



Leon County

Board of County Commissioners

301 South Monroe Street, Tallahassee, Florida 32301
(850) 606-5302 www.leoncountyfl.gov

Commissioners

BRYAN DESLOGE
District 4
Chairman

RICK MINOR
District 3
Vice Chairman

BILL PROCTOR
District 1

JIMBO JACKSON
District 2

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

Department of Development Support &
Environmental Management
Development Services Division
Renaissance Center, 2nd Floor
435 North Macomb Street
Tallahassee, Florida 32301-1019
Phone (850) 606-1300

May 7, 2020

Brad Begue, PE
Urban Catalyst Consultants
2851 Remington Green Circle, Suite D
Tallahassee, FL 32308

RE: Chastain Manor II Type "B" Site and Development Plan
Minor Modification Approval for Phasing
Leon County Project ID No.: LSP180018 (FDPA Track)

Dear Mr. Begue:

Your request for Minor Modification to the Chastain Manor II Type "B" site and development plan has been approved in accordance with the requirements for modifications to approved site and development plans established in Article VII, Division 4 (§ 10-7.411) of the Leon County Land Development Code (LDC) – Chapter 10, Leon County Code of Laws. This approval allows for the separation of the Chastain Manor Phase II development into three sub-phases.

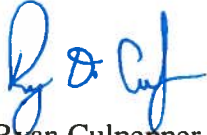
Pursuant to Article VII, Division 6, § 10-7.601 of the LDC, building permits will not be issued for a project that requires platting until a plat has been accepted and approved by the Board of County Commissioners and recorded in the plat books of Leon County pursuant to the provisions of the LDC and § 177, Florida Statutes. No plat shall be approved and accepted by the County unless and until the developer has installed all infrastructure improvements in the proposed development as required by the LDC and the site and development plan, or shall be guaranteed their installation with a surety device, as provided in Article VII, Division 6, LDC.

This site and development plan approval shall remain in effect until full development build-out. However, the approval shall expire if substantial and observable development has not begun within three (3) years of the date of approval or substantial and observable development ceases for a period of three (3) years before the project is complete and certificates of occupancy have been issued.

Chastain Manor II
Type "B" Minor Modification Approval (LSP180018)

Should you have any questions regarding this approval, please contact Scott Brockmeier at 850-606-1317.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ryan Culpepper".

Ryan Culpepper, AICP, Development Services Director
Department of Development Support and Environmental Management

cc: Project Dox – LSP180018

**Leon County
Board of County Commissioners**


Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

May 21, 2020

To: Honorable Chairman and Members of the Board
From: Vincent S. Long, County Administrator
Title: Leon County's COVID-19 Response and Re-opening Plan



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Andrew Johnson, Assistant to the County Administrator

Statement of Issue:

This agenda item presents a comprehensive draft *Leon County COVID-19 Response and Re-opening Plan* (Attachment #1) for a gradual, phased-in approach to safely re-opening our community for the Board's consideration, consistent with federal guidance, the Governor's statewide Executive Orders, and expert public health recommendations.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #7: Board direction.

Report and Discussion

Background:

At the County Commission meeting on May 12, 2020, several Commissioners discussed the desire to have a local COVID-19 planning document to provide community members a better understanding of what to expect as the country and the state transition from strict physical distancing to “re-opening phases.” It was also suggested at that time that a “full-phased” Leon County planning document presented to the Board would afford Commissioners an opportunity to provide any additional policy direction or community guidance as the state’s re-opening phases are implemented locally. As such, this agenda item presents a comprehensive draft *Leon County COVID-19 Response and Re-opening Plan* (Attachment #1) for Board consideration.

Federal guidelines for the re-opening of the country explicitly call for a phased approach using the health-related gating criteria developed by the Centers for Disease Control and Prevention (CDC) to be implemented on a statewide or county-by-county basis at the Governor’s discretion. In response to the Governor’s “initial phase one” for re-opening Florida issued on April 29, 2020, the County Administrator on April 30, 2020 provided the Board with the *Leon County Plan for Re-opening Phase 1* (Attachment #2). This was done to both ensure both Leon County’s consistency with the Governor’s Executive Order, as well as the consistency of vital health, welfare, and safety emergency communications to citizens from both the state and local level.

However, staff understands the importance of providing assurance and some level of predictability to the community in these uncertain times, as well as providing the Board with the opportunity to issue any local guidance which may be allowable and/or advisable. In consideration of the federal guidelines and statewide Executive Orders, the County Attorney has issued a memorandum (Attachment #3) which provides a discussion of Leon County’s emergency authority and its ability to enact local measures related to reopening that may be more restrictive than those included in the Governor’s Executive Orders.

The *Leon County COVID-19 Response and Re-opening Plan* presented for Board consideration provides a framework and guidance for the community to both navigate and plan for the phases of re-opening in a manner that minimizes the risk of resurgence and protects the most vulnerable from COVID-19. As part of this phased approach, the plan also details the planned restoration of County services, operations, and facilities for public use which will be achieved as the County organization continues to implement the proper procedures and protocols in its role as an employer. In addition, the County plan seeks to provide greater specificity about how the State’s plan applies to Leon County individuals and employers, as well as a roadmap of what we might expect over the longer-term as we deal with the health threats and economic disruption of a global pandemic, locally.

The *Leon County COVID-19 Response and Re-opening Plan* follows federal guidance included in the “Opening Up America Again” guidelines published by the White House Coronavirus Task Force (Attachment #4) and the U.S. Centers for Disease Control and Prevention (CDC), and the Re-Open Florida Task Force Plan for Florida’s Recovery (Attachment #5). As previously mentioned, by Executive Order, Governor DeSantis has initiated a statewide re-opening plan

utilizing the CDC gating criteria and directed that the “initial Phase 1” of Florida’s re-opening begin on May 4, 2020. On May 15, 2020, the Governor initiated “full Phase 1.”

The County’s re-opening plan reflects the Governor’s Executive Order #20-123 for full Phase 1 and will be updated to reflect the Governor’s future phases. However, given all the uncertainty around COVID-19, this plan includes projections and working assumptions for subsequent phases. These projections and assumptions related to future phases are intended only to help individuals and employers in Leon County know what they might expect in future phases. Similarly, the protocols and practices within each phase of the plan will be adjusted based upon changing conditions, future Executive Orders by the Governor, and direction from the Board.

Since the onset of the pandemic and activation of the Leon County Emergency Operations Center, the County’s initial objectives focused on slowing the spread of the infection, “flattening the curve” to ensure our local hospital capacity would not be overwhelmed, and protecting the needs of our most vulnerable populations. This included an aggressive public information campaign, addressing rising food insecurity, activating hospital surge plans, PPE distribution, and standing up test sites. As we transition from strict physical distancing to a gradual, phased re-opening and look ahead, the ongoing emphasis is to minimize the risk of a COVID-19 resurgence in our community. This necessitates a “new normal” for nearly every aspect of our lives including our workplaces, educational institutions, places of worship, and leisure activities.

Over the past two months, our community has continuously demonstrated its vigilance in better understanding the risks associated with the novel virus, adherence to the guidance issued by local health officials, and compliance with the Safer-At-Home orders. COVID-19 and the implementation of the County’s phased re-opening plan will undoubtedly alter our daily routines, public interactions, and the appearance of workplaces and employees.

As we transition into re-opening phases across the nation, state, and here locally, it is important to note that at the time of this writing there is no vaccine for the virus, and no therapeutic that reduces morbidity. A phased reopening, guided by health data, will not only help us recover economically, but may provide the time necessary to control spikes, develop a vaccine, and scale its production as we continue to protect lives and begin to reset livelihoods.

Outline of this Agenda Item

This agenda item presents a comprehensive draft *Leon County COVID-19 Response and Re-opening Plan* for a gradual, phased-in approach to safely re-opening the Leon County community (Attachment #1) for the Board’s consideration and seeks any additional direction that the Board may wish to provide relative to the County’s plan. The item includes a memorandum from the County Attorney (Attachment #3) which provides a discussion of Leon County’s emergency authority and its ability to enact local measures related to re-opening that may be more restrictive than those included in the Governor’s Executive Orders.

As discussed in detail throughout this item, Leon County’s draft plan is based on and consistent with all applicable federal, state, and expert public health guidance including the White House’s “Guidelines for Opening Up America Again” (Attachment #4), the State of Florida’s “Safe. Smart.

Step-by-Step.” Plan for Florida’s Recovery (Attachment #5), and all of the various Executive Orders issued by the Governor throughout the pandemic.

The Background section of this item provides a brief history of the pandemic followed by a detailed overview of Leon County’s planning, preparedness, and response efforts to date. This section also includes a summary of Leon County’s and the State of Florida’s stay-at-home orders. As discussed below, these orders were intended to protect the public and to help “flatten the curve” or in other words, slow the spread of the virus and ensure that the community’s health care infrastructure can cope with the strain of the pandemic.

Following this, the Analysis section of this agenda item provides an overview of the federal guidelines and statewide Executive Orders that have been issued to date with respect to the phased re-opening of services and facilities as the pandemic begins to subside. As the country transitions to a phased re-opening, the purpose of these guidelines is to avoid new outbreaks that could increase the strain on health care systems and further endanger the public until such time as a vaccine is available. Next, the Analysis section provides a detailed discussion of the County’s plan for a gradual, phased-in approach to safely re-opening our community. Finally, the item identifies policy areas that the Board may address within the context of the federal guidelines and the Governor’s statewide orders and seeks any additional policy direction or community guidance the Board may wish to provide relative to Leon County’s re-opening plan.

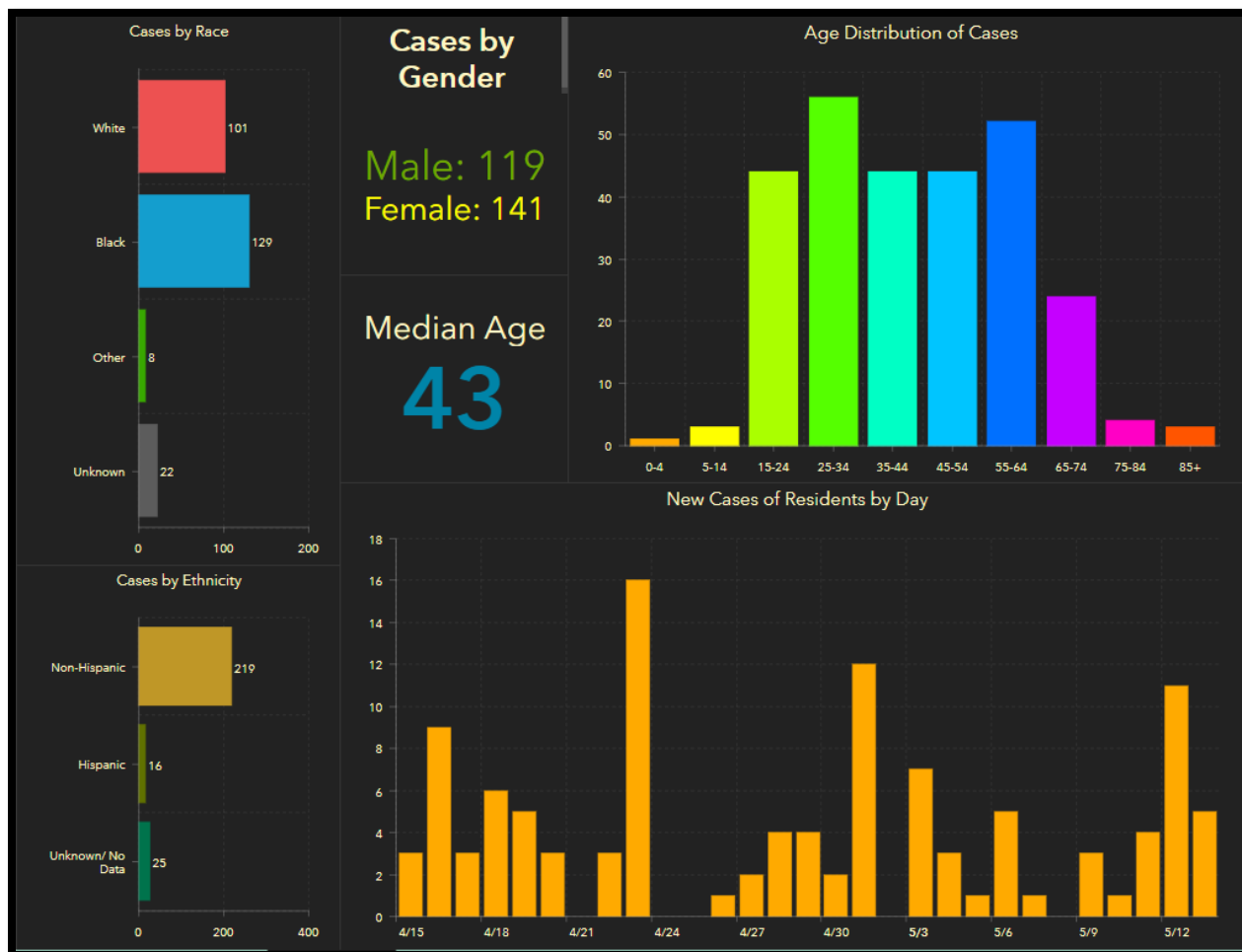
Overview of the COVID-19 Pandemic

In December 2019, a new coronavirus was identified as the cause of a disease outbreak that originated in China. The virus is now known as the “severe acute respiratory syndrome coronavirus 2” (SARS-CoV-2). The disease it causes is called coronavirus disease 2019 (COVID-19). According to the World Health Organization (WHO), symptoms of the illness are usually mild and begin gradually, and some people become infected but do not develop any symptoms. While approximately 80% of infected persons recover from the disease without needing special treatment, around 1 of every 6 people who contracts COVID-19 becomes seriously ill and develops difficulty breathing. Older people, and those with underlying medical problems like high blood pressure, heart problems or diabetes, are more likely to develop serious illness.

In the weeks following initial medical reports related to COVID-19, the virus began to spread to other provinces in China, and on January 13, the first known case of the virus outside China was confirmed in Thailand. The first known case of COVID-19 in the United States was confirmed in Washington state on January 20, the first case in Florida on March 1, and the first case in Leon County on March 18. Since the initial outbreak, the number of confirmed cases worldwide has grown rapidly, with new cases associated with both travel from other affected areas as well as person-to-person spread within communities, and the WHO declared the COVID-19 outbreak a global pandemic on March 11. As of the publication of this agenda item, the following table shows the number of confirmed cases and the number of deaths related to COVID-19 at the global, national, state, and local level:

	# of Confirmed Cases	# of COVID-19 Related Deaths
Worldwide	4,775,000	317,515
U.S.	1,500,753	90,312
Florida	46,442	1,997
Leon County	290	6

The following charts illustrate the demographic characteristics of COVID-19 confirmed cases in Leon County, and a full summary as of May 18 is included as Attachment #6:



Of the six deaths confirmed in Leon County related to COVID-19, the age of the decedents ranged from 49 to 81. Five of these deaths were directly related to an outbreak at an intermediate care facility in Tallahassee.

In response to the rapid spread of COVID-19, many countries around the world have employed containment and mitigation strategies to decrease the epidemic peak of the outbreak, known as “flattening the curve.” These strategies include personal preventive measures such as hand hygiene and self-quarantine, community measures aimed at physical distancing such as closing schools and cancelling mass gathering events, facility closures, travel restrictions, community engagement to encourage acceptance and participation in such interventions, as well as environmental measures

such as surface cleaning. Leon County's efforts to contain and mitigate the spread of COVID-19 are discussed in detail in the sections below.

Leon County's COVID-19 Planning, Preparedness, and Response Efforts to Date

Since the earliest days of the COVID-19 pandemic, Leon County has actively engaged with citizens, the local business community, public health and emergency management partners, and other stakeholders to plan, prepare for, and protect our community. Throughout the public health emergency, the County Administrator has provided comprehensive daily updates on these efforts to the Board, totaling 54 at the time of publication of this agenda item. Additionally, the County Administrator has provided extensive status reports to the Board at each County Commission meeting since County initially declared a local state of emergency.

The County's initial coordination efforts focused on equipment stockpiles, testing capacity, and specific isolation and quarantine protocols for individual travel-related cases. As the COVID-19 situation has evolved over time, the scope and focus of the County's efforts have likewise evolved to include the immediate public health response measures described above as well as mitigating the spread of the virus locally, coordinating with our area health care providers to ensure adequate hospital capacity, and planning for a safe re-opening of our community. As reported to the Board in previous agenda items and daily updates, the U.S. Congress has authorized billions of dollars in federal funds that may become available to local governments to help defray unanticipated expenses related to their response to the pandemic. However, this funding must first be allocated by federal agencies, and in many cases, funding flows to a state agency first before being sub-granted to local governments. These processes are currently occurring, and it may take several more weeks or months before the County receives any of this funding. However, to date, no funding has been allocated by the federal government to offset any state or local revenue loss.

On March 10, the County activated its Emergency Operations Center (EOC), which has remained continuously activated since that time to assist in convening response agencies and aligning public information efforts in support of the Florida Department of Health, the lead agency designated by the Governor to coordinate the state's response efforts to COVID-19. To date, the County has coordinated the distribution of more than 500,000 items of personal protective equipment (PPE) to our area health care providers, convened nearly 200 different conference calls with approximately 4,000 participants across every emergency management and public health discipline, and assisted regional efforts to build hospital capacity in lockstep with our public health officials. As reported to the Board at the April 14 meeting, the Leon County Health Department, Leon County Emergency Management, and our area hospitals have formed a team to evaluate health care models and projections, under several different scenarios, to best anticipate the need for hospital bed space and other health care resources and develop a regional healthcare surge plan. At this time, hospital capacity in our community is adequate with enough space and ventilators to meet our projected need. However, in coordination with our local hospitals, plans are in place to establish an alternative care site at the Tallahassee Memorial Hospital Ghazvini Center should the need arise.

As indicated above, the expansion of COVID-19 testing and testing capacity were among Leon County's earliest efforts, and that focus continues today. Ample and available testing is critical to disease surveillance and mitigating the spread of COVID-19 and also provides the data necessary

to re-open in a slow, smart, and measured way. As such, Leon County Emergency Management continues convening community healthcare partners and facilitating discussion on expanding testing, both communitywide and specific to long-term care facilities. Communitywide testing is currently available at three locations in Leon County. To support coronavirus surveillance in our local long-term care facilities, the Florida Department of Health in Leon County calls each facility every two days to screen staff and residents for flu-like symptoms that may indicate COVID-19 transmission. If facility staff report any associated symptoms, the FDOH-Leon County works with the State of Florida to deploy a testing team staffed by the National Guard and representatives from the Agency for Health Care Administration to perform sample collection and testing at the location. As discussed in further detail later in this item, Leon County's COVID-19 positive-test rate is significantly lower than the statewide average and is following a downward trend.

In addition to these public health efforts, Leon County EMS has engaged health care and emergency response partners in planning, preparedness, and response efforts; provided support to community testing sites; and transported COVID-19 patients to hospitals throughout the pandemic. During this time, Leon County EMS has also responded to two mutual aid requests from the Florida Department of Health to provide assistance at nursing homes with critical needs related to the COVID-19 pandemic. Leon County EMS is one of ten ambulance services in Florida that is a part of the Florida Infectious Disease Transport Network (FIDTN), which are teams of specially equipped and trained EMTs and paramedics that provide medical transportation and related services to individuals with infectious diseases.

With regard to the County's homeless population, Leon County convened a task force in March to address planning and coordination needs. At the April 14 meeting the Board approved a plan in partnership with the City of Tallahassee and Salvation Army to establish an alternative emergency shelter to help alleviate increase demand for the services of our local homeless providers like the Kearney Center. The plan provides for safely housing our community's homeless at the Salvation Army thrift store location for congregate living and to isolate homeless individuals who may become symptomatic in non-congregate locations such as local hotels. The Salvation Army site provides meals and showers daily to homeless individuals and families. The Big Bend Continuum of Care is coordinating with our homeless service partners to secure long-term housing for the clients at the Salvation Army site.

Leon County has actively engaged citizens, businesses, nonprofit service providers, and all other community partners to share critical emergency-related information, to connect people and organizations with available assistance, and to plan for a gradual re-opening of our community as the immediate public health crisis begins to subside. The Tallahassee-Leon County Office of Economic Vitality and the County's Division of Tourism have worked aggressively to assist our local businesses being impacted by this crisis, and the Blueprint Intergovernmental Agency also activated two local grant programs to provide a lifeline to small businesses and non-profit organizations in our community that have been affected by the pandemic. A separate item on the May 21 Special Meeting agenda provides a detailed update on the County's coordination efforts with our local employers and business representatives through the Office of Economic Vitality.

To bolster community awareness of the pandemic and its public health risks, Leon County Community and Media Relations has been focused since the earliest days of the pandemic on

sharing critical public health information in close coordination with the Florida Department of Health. These messages have included, among many others, the importance of staying safer at home, maintaining physical distance, and strongly urging citizens to use face masks in settings where adequate physical distancing cannot be maintained. To date, the County's critical public health messages have been seen, read, and heard nearly nine million times across public information platforms from radio, to print, to geofence marketing, to social media promotion, to coordinated messages with our many healthcare stakeholders.

Finally, Leon County has been actively planning for re-opening County government functions in alignment with recently-issued federal and state guidelines (discussed in further detail below). In anticipation of re-opening certain County functions in a safe and deliberate way in alignment with these guidelines, the County has established an internal workgroup to review personnel policies and best practices and make recommendations regarding the most responsible and phased ways to re-open County services including public access to County facilities; hosting in-person Commission meetings; and re-opening playgrounds, community centers, and our libraries. These recommendations are reflected in the County's plan for re-opening, which is included as Attachment #1 to this agenda item. County staff has worked closely with the County's Constitutional Officers throughout the pandemic to coordinate and share information. Each Constitutional Office, as well as the judiciary, is making its own independent determinations as to which services it will be re-opening and at what time.

Local and Statewide Stay-at-Home Orders

Consistent with local, state, and national health expert guidance strongly encouraging social distancing and limiting public gatherings, Leon County issued a "stay-at-home" order for County and City residents (Attachment #7), with a curfew effective March 25 at 11 p.m. The County's order was issued in a deliberate and measured approach to limiting the transmission of COVID-19 in our community. Specifically, the County's stay-at-home order:

- Strongly encouraged all County and City residents to remain at home unless conducting essential activities like ensuring health and safety, obtaining necessary supplies and services, engaging in work, taking care of others, attending religious services in places of worship, and responsibly engaging in outdoor recreation;
- Authorized law enforcement to disperse any crowd of more than 10 people;
- Established a curfew from 11 p.m. to 5 a.m. beginning March 25 to ensure social distance is maintained and larger groups do not gather while continuing to allow residents to conduct essential activities such as going to work and ensuring health and safety; and
- Strongly encouraged all businesses to implement and practice social distancing measures in their shopping areas and in storefronts by limiting the number of shoppers, staggering hours, or other approaches that worked best for the community and local businesses to limit the transmission of COVID-19.

As discussed in further detail in the Analysis section of this item, the curfew that was established under the County's stay-at-home order was allowed to expire concurrent with the Governor's Executive Order 20-91.

On April 1, Governor Ron DeSantis issued Executive Order 20-91 (Attachment #8), which included a statewide “Safer at Home” order for all Floridians in response to COVID-19. Specifically, the requirements of Executive Order 20-91 included the following:

- Directed seniors and those with significant underlying health conditions to stay at home and take all measures to limit the risk of exposure to COVID-19;
- Directed all persons in Florida to limit their movements and personal interactions outside of their home to only those necessary to obtain or provide essential services or conduct essential activities;
- Defined “essential services” as those services that are needed to maintain the services and functions Americans depend on daily and that need to be able to operate resiliently during the COVID-19 pandemic response (which included healthcare, law enforcement and public safety, food and agriculture, energy and utilities, transportation and logistics, infrastructure support, communications and information technology, and other community- and government-based functions);
- Directed the Florida Division of Emergency Management and the Department of Health to maintain an online list of all essential services under the Executive Order (Attachment #9); and
- Defined “essential activities” as attending religious services conducted in churches, synagogues, and houses of worship; participating in recreational activities (consistent with social distancing guidelines) such as walking, biking, hiking, fishing, hunting, running, or swimming; taking care of pets; and caring for or otherwise assisting a loved one or friend.

Also on April 1, the Governor issued Executive Order 20-92 (Attachment #10) to clarify that Executive Order 20-91 supersedes any conflicting official action or order issued by local officials in response to COVID-19.

In addition to the orders discussed above, the Governor has issued several other Executive Orders specifically related to the closure and re-opening of businesses and activities during the COVID-19 pandemic. To summarize these:

- Executive Order 20-68 directed all bars, pubs, and nightclubs to suspend all sale of alcoholic beverages; implemented physical distancing guidelines for beaches; and imposed building occupancy and physical distancing limitations on restaurants.
- Executive Order 20-69 suspended any Florida Statute that requires a quorum to be present in person or requires a local government body to meet at a specific public place and allowed local governments to conduct meetings using communications media technology.
- Executive Order 20-70 closed several types of businesses in Broward and Palm Beach Counties including large venues such as movie theaters, bowling alleys, gyms and fitness centers, as well as on-premises service at food or alcohol service establishments with seating for more than ten (10) people.
- Executive Order 20-71 allowed food service establishments to sell alcohol for off-premises consumption, directed all food service establishments statewide to suspend on-premises food consumption for customers, and closed commercial gyms and fitness centers statewide.

- Executive Order 20-72 suspended non-essential elective medical procedures statewide.
- Executive Order 20-80 directed all persons traveling to Florida by air from an area with substantial community spread of COVID-19 to isolate or quarantine for a period of 14 days.
- Executive Order 20-82 directed all persons traveling to Florida from an area with substantial community spread of COVID-19, regardless of their means of transportation, to isolate or quarantine for a period of 14 days.
- Executive Order 20-83 directed the State Surgeon General and State Health Officer to issue public health advisories urging persons over the age of 65 and those with serious underlying health conditions to stay home; advising against all social or recreational gatherings of 10 or more people; and urging those who can work remotely to do so.
- Executive Order 20-86 directed the establishment of checkpoints for persons and vehicles entering the State of Florida, required those persons to provide information regarding the origin of their travel and on the location of their required 14-day isolation or quarantine, and directed the Florida Highway Patrol and County Sheriffs to assist with the operation and enforcement of checkpoints.
- Executive Order 20-87 suspended vacation rental operations throughout the state (extended by Executive Orders 20-103 and 20-111).
- Executive Order 20-89 directed Miami-Dade County, Broward County, Palm Beach County and Monroe County to restrict public access to businesses and facilities deemed non-essential pursuant to Miami-Dade Emergency Order 07-20 and any amendments.

Throughout the COVID-19 crisis, Leon County as well as the state and federal government have been planning and preparing for a gradual re-opening of the economy as the pandemic begins to subside. At the County Commission meeting on May 12, 2020, several Commissioners discussed the desire to have a local COVID-19 planning document to provide community members a better understanding of what to expect as the country and the state transition to “re-opening phases” and as an opportunity for the Board to provide any additional policy direction or community guidance as the phases are implemented locally. The following Analysis section of this agenda item presents a comprehensive draft *Leon County COVID-19 Response and Re-opening Plan* (Attachment #1) for a gradual, phased-in approach to safely re-opening our community for the Board's consideration, as well as a discussion of how Leon County's plan relates to and is consistent with federal guidance, the Governor's statewide Executive Orders, and expert public health recommendations.

Analysis:

The Analysis section of this agenda item provides an overview of the federal guidelines and statewide Executive Orders that have been issued to date with respect to a phased re-opening of services and facilities as the pandemic begins to subside. Following this, the Analysis section provides a detailed discussion of the County's plan for a gradual, phased-in approach to safely re-opening our community, and finally, the item identifies policy areas that the Board may address within the context of the federal guidelines and the Governor's statewide orders and seeks any additional policy direction or community guidance the Board may wish to provide relative to Leon County's re-opening plan.

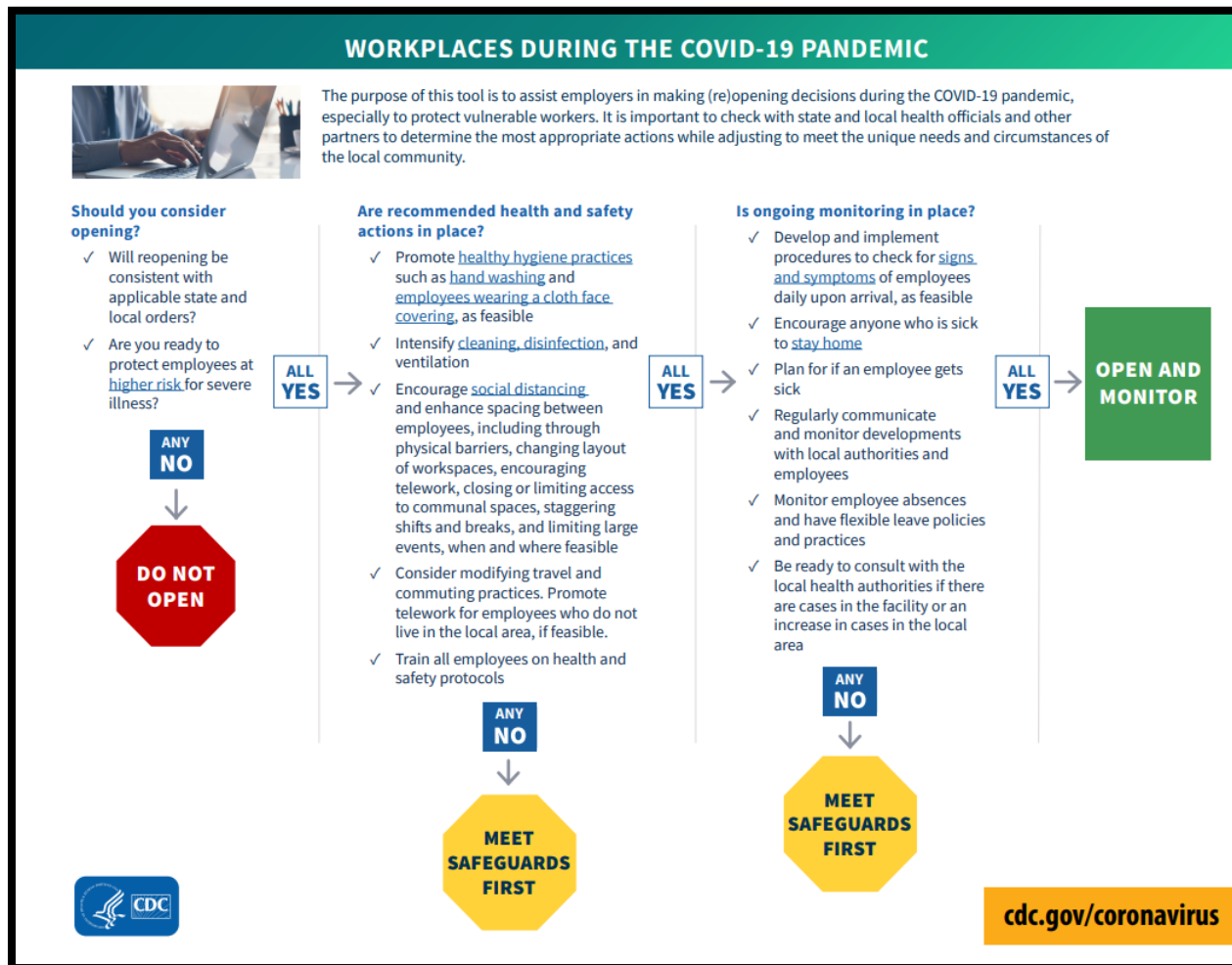
Federal and State Guidance on Re-opening

On April 16, the White House issued "Guidelines for Opening Up America Again" (Attachment #4) to enable individual states to re-open in a series of three phases using a deliberate, data-driven approach. The national plan includes three components:

- **Criteria:** The data-driven conditions each region or state should satisfy before proceeding to a phased opening.
- **Preparedness:** What states should do to meet the challenges ahead.
- **Phase Guidelines:** Responsibilities of individuals and employers during all phases, and in each specific phase of the opening.

The White House guidelines establish benchmarks, or "gating criteria," on new cases, testing, and hospital resources for states to meet before proceeding toward a phased re-opening. Specifically, criteria to be met include a downward trajectory in the number of new COVID-19 cases, the number of cases with COVID-like or flu-like symptoms, and hospital capacity. In each phase of re-opening, the plan includes specific guidelines for individuals and employers that are designed to become less restrictive as the pandemic gradually subsides. Importantly, the federal guidelines state explicitly that a phased-in approach to re-opening should be followed, using the health-related gating criteria developed by the U.S. Centers for Disease Control and Prevention (CDC), to be implemented on a statewide or county-by-county basis at the discretion of each state's governor.

On May 14, the CDC released a series of one-page checklists (Attachment #11) designed to help schools, workplaces, camps, child care programs, mass transit systems, and bars and restaurants to re-open safely. Leon County's plan for re-opening has contemplated each of the checklist items and is fully consistent with this guidance. To illustrate these tools, following is the checklist for workplaces issued by the CDC:



Consistent with the White House guidelines, on April 20 Governor Ron DeSantis convened a Re-Open Florida Task Force, engaging industry and sector leaders to develop a data-driven and targeted approach to re-opening the state’s economy. The task force issued its final report to the Governor on April 29, outlining a “Safe. Smart. Step-by-Step.” Plan for Florida’s Recovery (Attachment #5). The Florida plan contemplates re-opening on a statewide basis; however, as noted in the task force’s final report, the Governor may deploy a geographically targeted response in consultation with public health officials. The Governor’s subsequent Executive Orders, which constitute the state’s official policy decisions and actions related to re-opening, have closely aligned with the framework and recommendations provided in the task force’s report.

“Safe. Smart. Step-by-Step.” Plan for Florida’s Recovery and Governor’s Executive Orders

Following the framework outlined in the White House guidelines, Florida’s plan provides three specific public health benchmarks that should all be reached prior to beginning a phased re-opening and also prior to advancing from one phase to the next. As provided in the plan, if the state demonstrates consistent success in reaching these benchmarks, the guidelines contemplate advancing to the next phase of re-opening. These benchmarks are as follows:

<u>Benchmark:</u>	<u>Metrics:</u>
Syndromic Surveillance	Downward trajectory of influenza-like illnesses; AND
	Downward trajectory of COVID-19-like illnesses (fever, cough, shortness of breath)
Epidemiology & Outbreak Decline	Downward trajectory of documented COVID-19 cases; OR
	Downward trajectory of positive tests as a percent of total tests (flat or increasing volume of tests)
Health Care Capability	Capability to treat all patients without triggering surge capacity; AND
	Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

Once the state reaches these benchmarks, the plan provides for re-opening in a series of three phases and provides specific guidelines for each phase for individuals and employers, and other considerations for specific types of businesses, recreational amenities, and large venues. In each successive phase, guidelines for re-opening become progressively less restrictive. For example, individuals will be allowed to socialize in larger groups, businesses will be allowed to operate with less restrictive occupancy requirements, and certain types of businesses such as bars and nightclubs, gyms and fitness centers, and vacation rentals will be allowed to gradually re-open.

In practice, while the State’s “Safe. Smart. Step-by-Step.” plan refers to “Phase 1,” “Phase 2,” and “Phase 3” of the re-opening strategy, the Governor has issued Executive Orders related to re-opening on an incremental basis to date. As discussed below, some of these orders have allowed for re-opening certain types of businesses, others have applied to specific counties, and still others have applied statewide.

On April 29, Governor DeSantis indicated that the State had reached the gating criteria for proceeding to the first phase of re-opening. In its final report issued to the Governor, the Re-Open Florida Task Force indicated:

At the close of April 2020, the state of Florida has achieved several critical benchmarks relating to syndromic surveillance, epidemiology and outbreak decline, and health care capability indicating successful management of the COVID-19 pandemic. During the final weeks of April, the state saw a downward trajectory of emergency department visits for influenza-like and COVID-19-like illness (Figures 1-3).

Figure 1

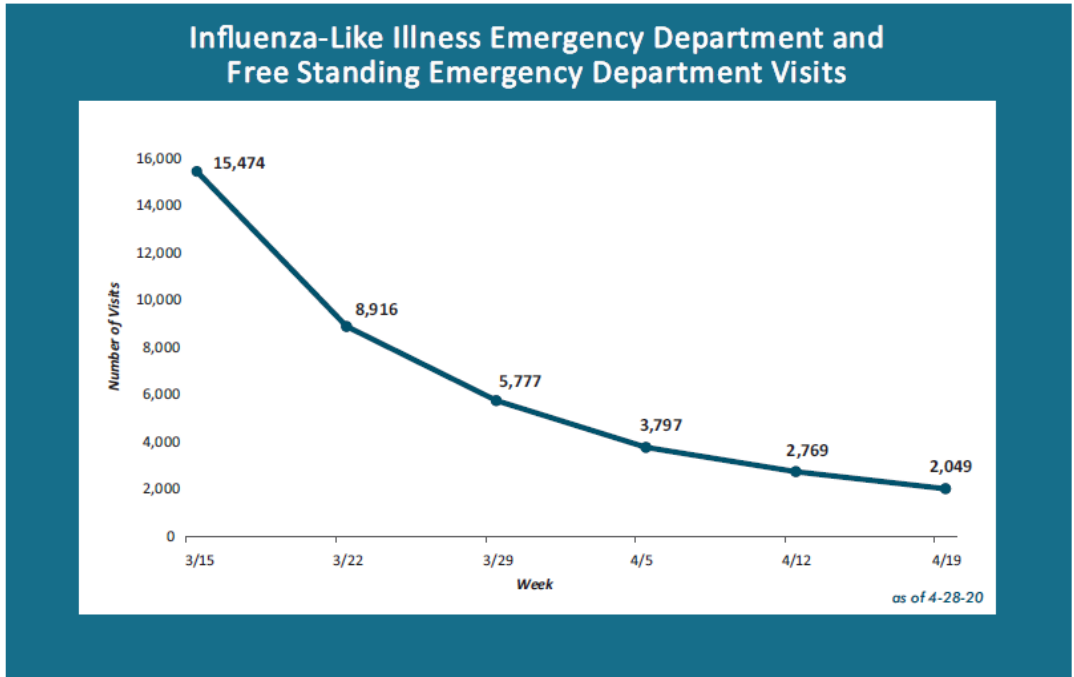


Figure 2

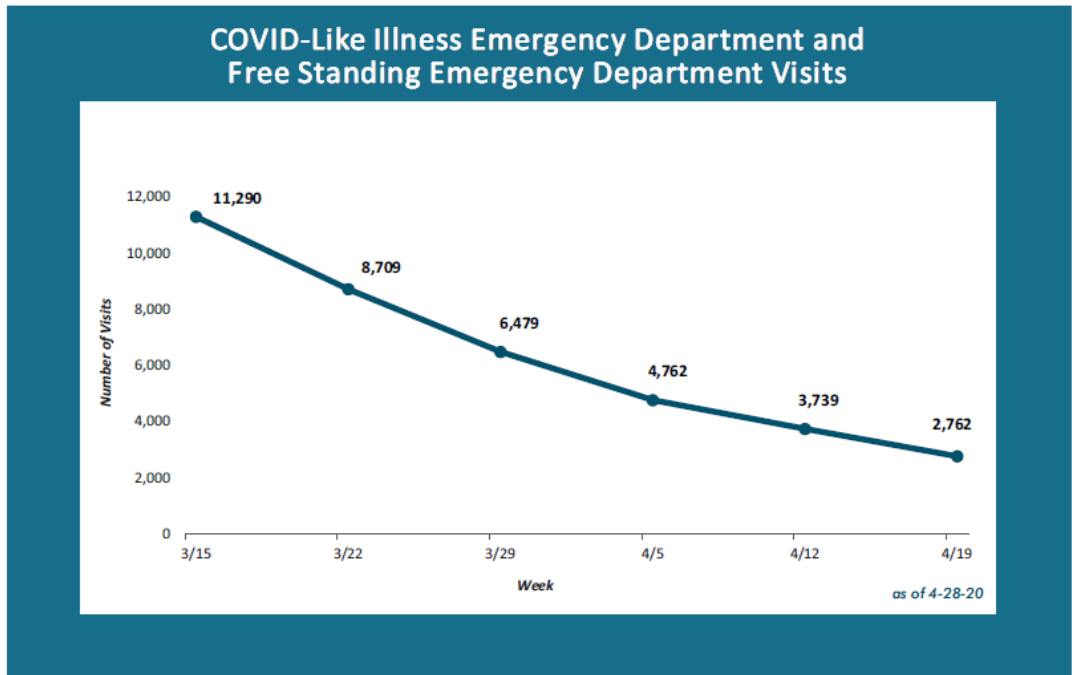
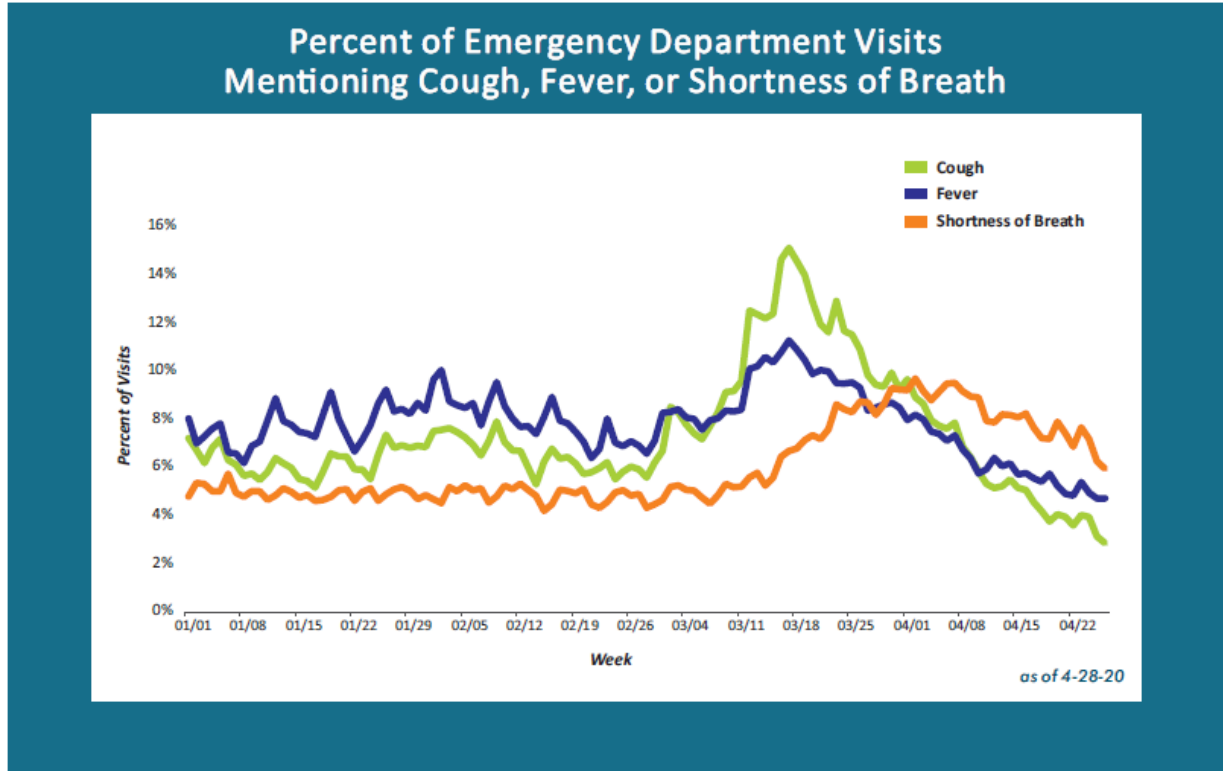
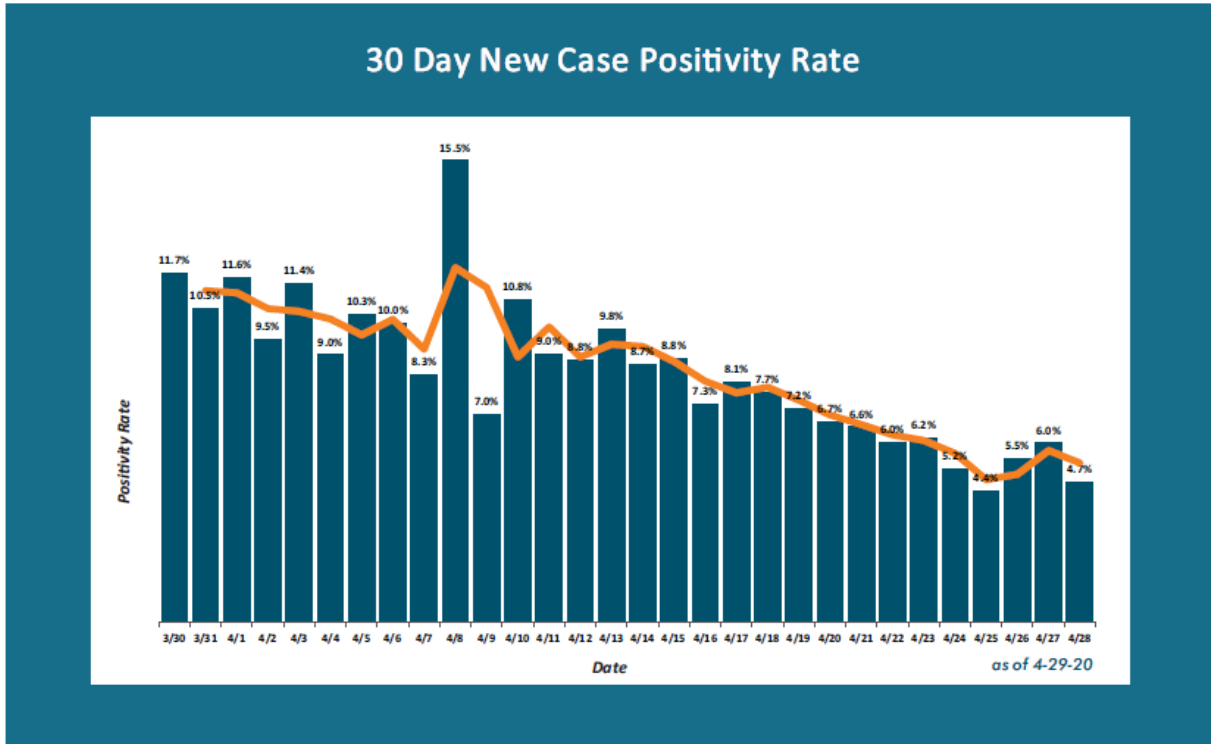


Figure 3



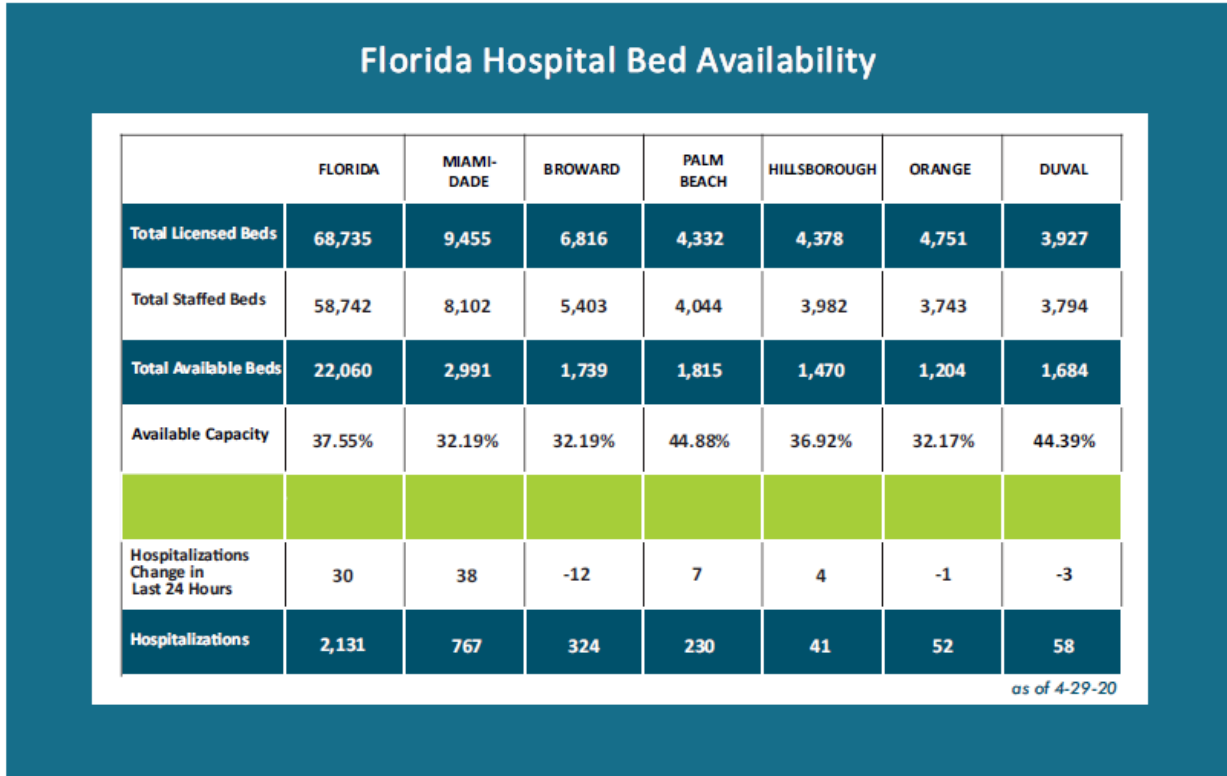
Statewide, Florida has seen the percent of new positive cases steadily decrease (Figure 4).

Figure 4



Finally, Florida continued to expand its testing program for first responders, at-risk health care workers, and vulnerable populations. The state deployed Mobile Testing Teams in conjunction with the National Guard to obtain samples in nursing homes, and pharmacies began offering on-site testing for eligible individuals. In addition, the state's hospital system demonstrated the ability to treat patients without resorting to surge capacity models (Figure 5).

Figure 5



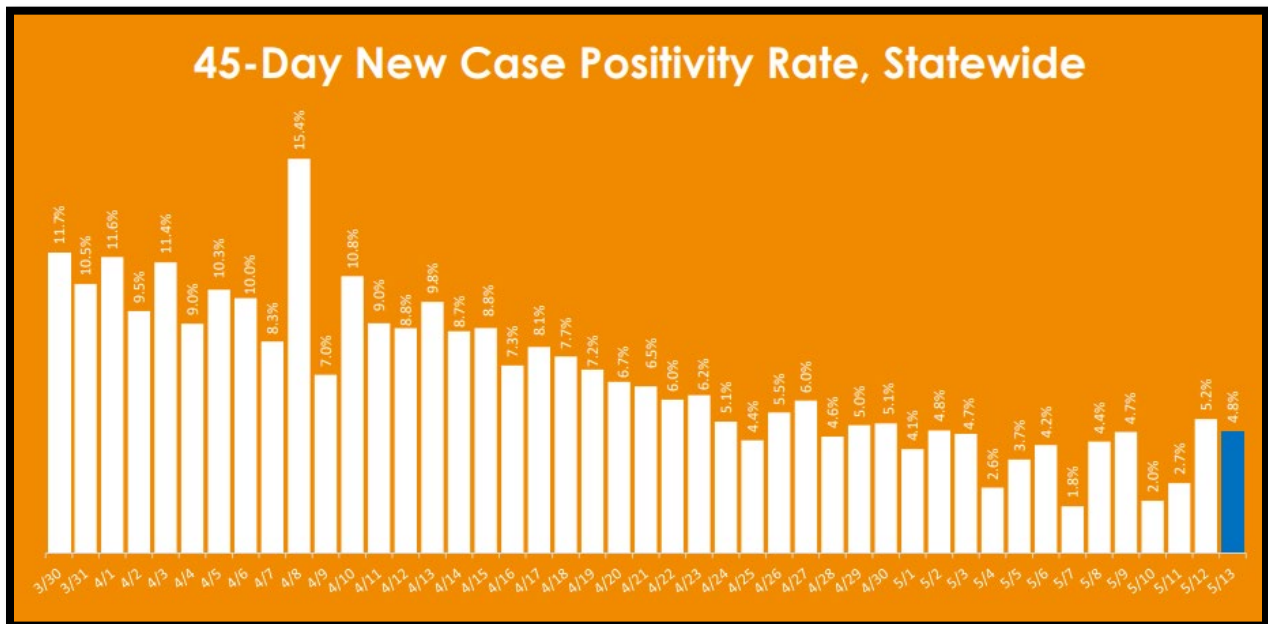
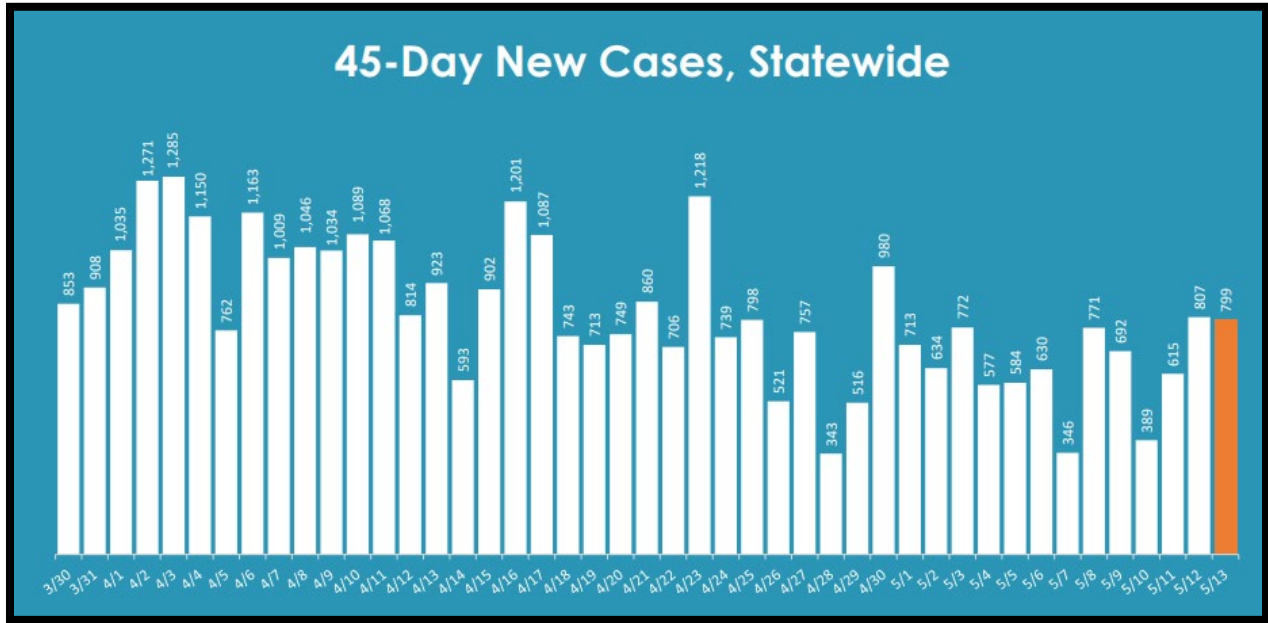
On April 29, the Governor issued Executive Order 20-112 implementing the “Phase 1 Safe. Smart. Step-by-Step. Plan for Florida’s Recovery” (Attachment #12), effective May 4. Specifically, with regard to re-opening, Executive Order 20-112:

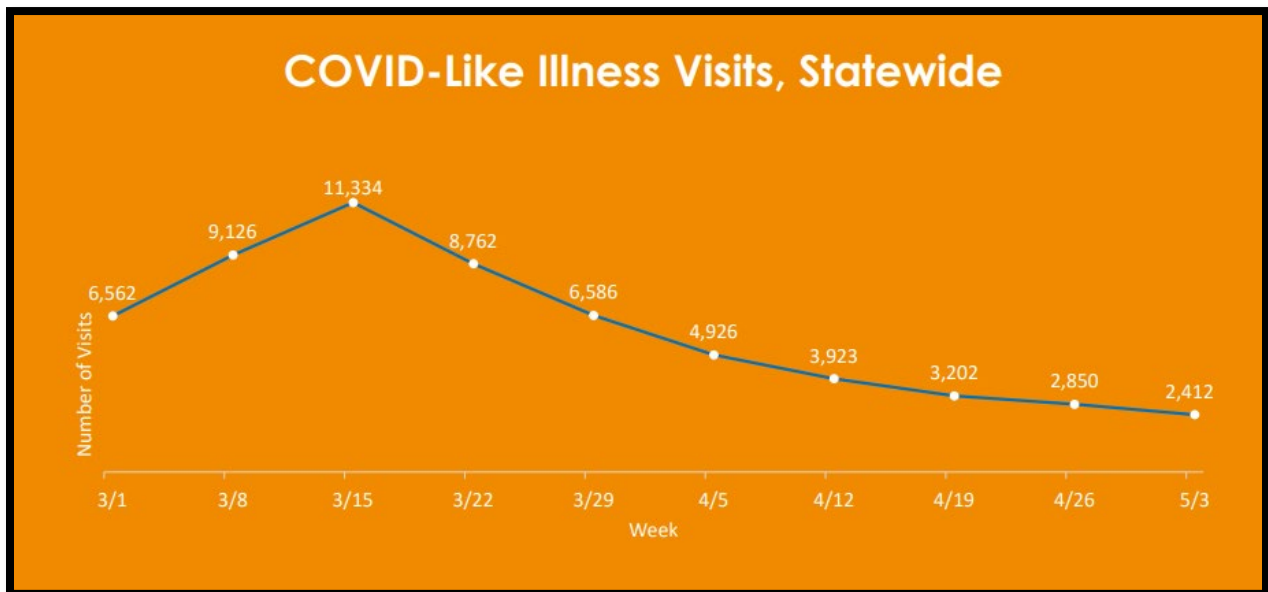
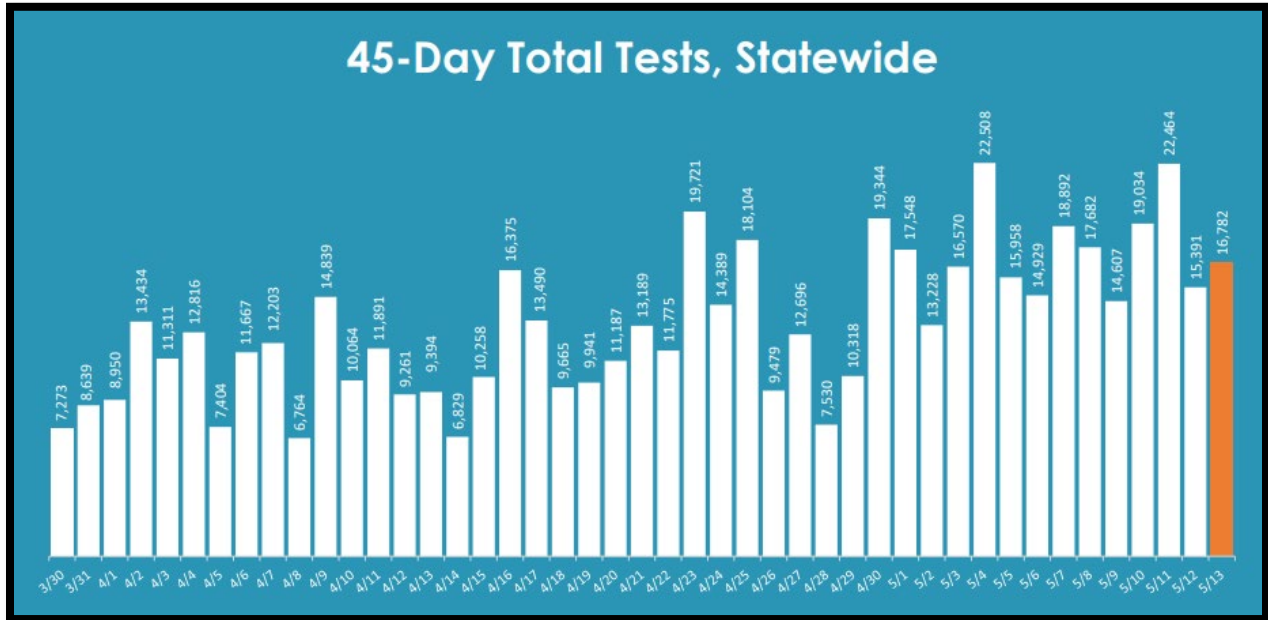
- Directed all persons in Florida to continue to limit their personal interactions outside the home but further stated that persons may provide or obtain all services and activities deemed essential under Executive Order 20-91, provided such services should continue to follow safety guidelines issued by the CDC and OSHA;
- Directed local jurisdictions to ensure that groups of people greater than ten are not permitted to congregate in any public space that does not readily allow for appropriate physical distancing;
- Directed all persons in Florida to avoid non-essential travel and to adhere to CDC guidelines regarding isolation for 14 days following travel on a cruise or from any international destination and any area with a significant presence of COVID-19;
- Directed the following throughout Florida (except in Miami-Dade, Broward, and Palm Beach Counties):
 - Bars, pubs and nightclubs that derive more than 50 percent of gross revenue from the sale of alcoholic beverages shall continue to suspend the sale of alcoholic beverages for on-premises consumption;

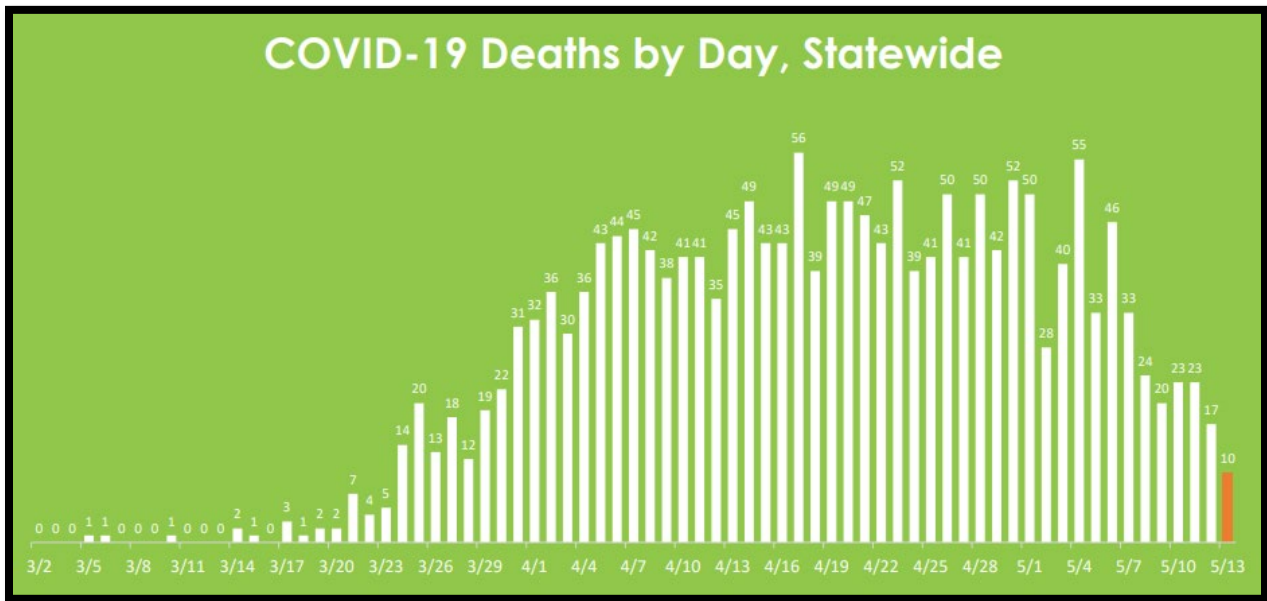
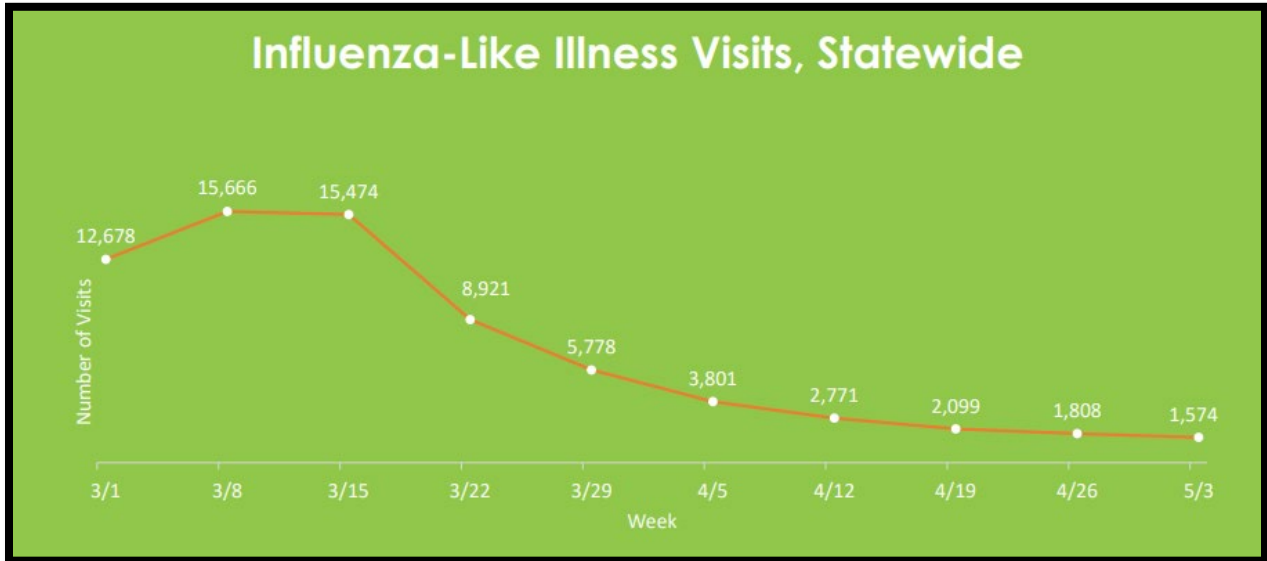
- Restaurants and food establishments may allow on-premises consumption of food and beverage, so long as they adopt appropriate social distancing measures and limit their indoor occupancy to no more than 25% of their building occupancy. In addition, outdoor seating is permissible with appropriate social distancing (a minimum of 6 feet between parties, only seating parties of 10 or fewer people, and keeping bar counters closed to seating);
 - Gyms and fitness centers remained closed;
 - Vacation rentals continued to be prohibited;
 - Visits to senior living facilities are prohibited;
 - In-store retail sales establishments may open storefronts if they operate at no more than 25% of their building occupancy and abide by the safety guidelines issued by the CDC and OSHA;
 - Museums and libraries may open at no more than 25% of their building occupancy, provided, however, that (a) local public museums and local public libraries may operate only if permitted by local government, and (b) any components of museums or libraries that have interactive functions or exhibits, including child play areas, remain closed;
- Allowed elective medical procedures to resume under certain conditions; and
 - Extended Executive Order 20-69 which allows for local government public meetings to be held without a quorum physically present.

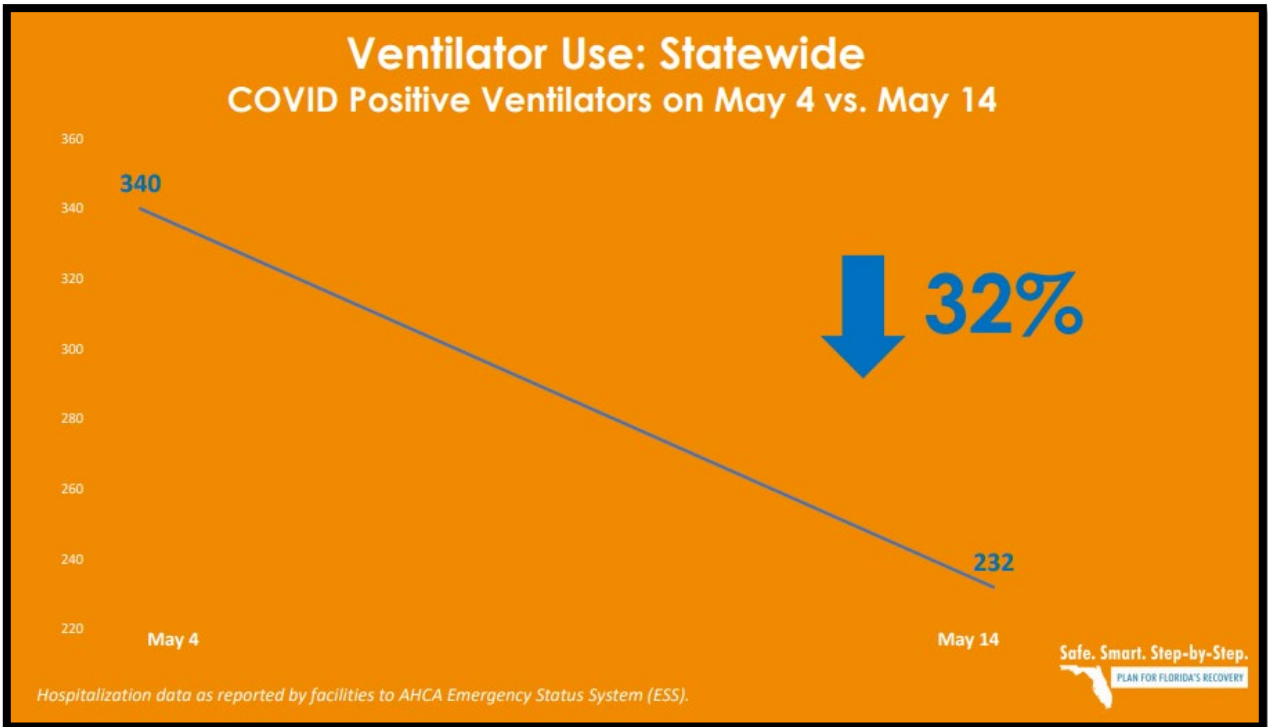
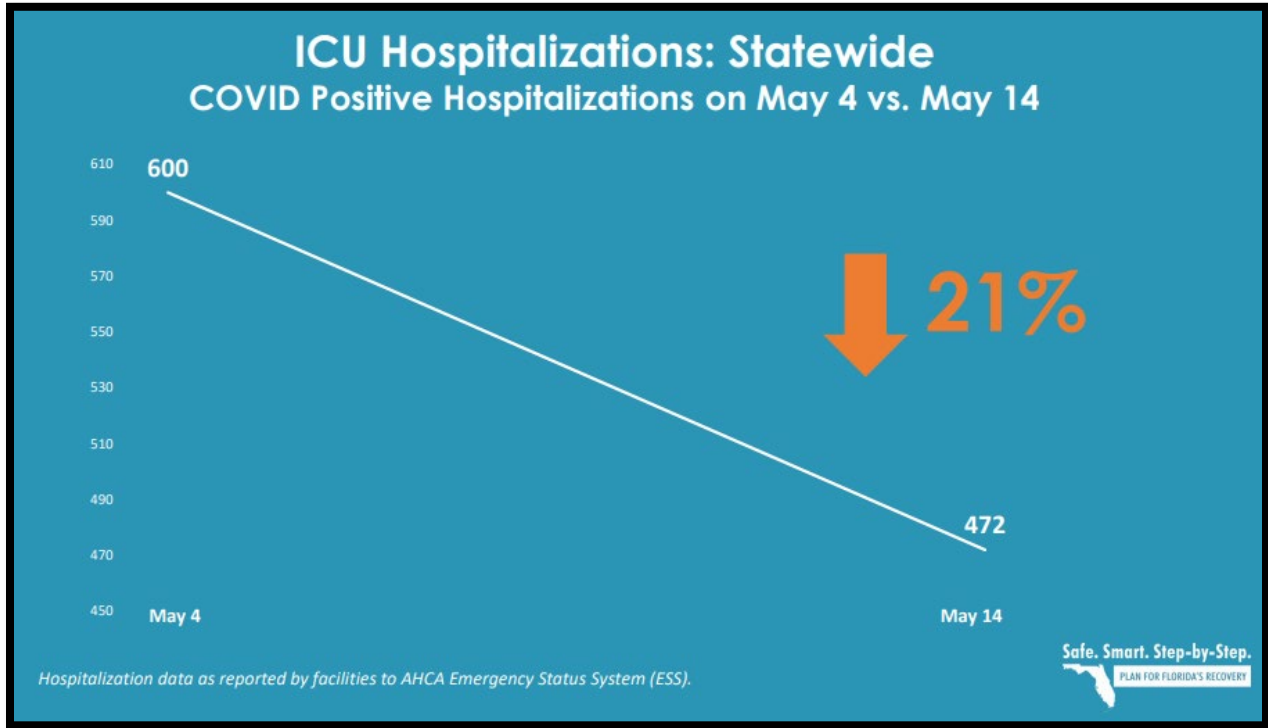
As indicated above, the provisions in Executive Order 20-112 aligned closely with the recommendations in the task force's report with only a few notable differences. For example, while the task force's recommendations for Phase 1 included re-opening restaurants and retail stores at 50 percent capacity, Executive Order 20-112 allowed for these businesses to re-open at only 25 percent capacity. Also, the Executive Order exempted Miami-Dade, Broward, and Palm Beach Counties. Palm Beach County was subsequently included for Phase 1 in a separate Executive Order 20-120 (Attachment #13) that was issued on May 9 and effective May 11. Also, Executive Order 20-120 expanded the state's Phase 1 re-opening guidelines to include barbershops, cosmetology salons, and cosmetology specialty salons that adopt appropriate social distancing and precautionary measures outlined by the Florida Department of Business and Professional Regulation. Broward and Miami-Dade Counties were also subsequently included in the Phase 1 re-opening by Executive Order 20-122, issued on May 14.

On May 15, the Governor held a press conference to announce a "full Phase 1," the next steps of the state's re-opening plan, which were formalized in Executive Order 20-123 (Attachment #14). The Governor noted that these re-opening efforts would continue to place a high priority on protecting the most vulnerable populations and health care professionals in Florida. He emphasized that Florida's "initial Phase 1" was more restrictive than the federal Phase 1 guidelines and did not go as far as the recommendations of the Re-Open Florida Task Force, as discussed above. The Governor indicated that statewide data continues to indicate downward trends with respect to public health gating criteria such as new COVID-19 cases, positive test rates, and hospital resource use, as well as the significant expansion of testing throughout the state. In the press conference, the Governor shared the following charts:









Shortly following the press conference, the Governor issued Executive Order 20-123 extending Executive Order 20-112, as modified by Executive Order 20-120, and providing for a statewide transition to what he called a “full Phase 1” beginning May 18 to include the following:

- Restaurants may operate at 50% of their building occupancy with appropriate distancing or physical partitions (increased from 25%);
- Retail stores may operate at 50% of their building occupancy (increased from 25%);
- Public museums and public libraries may operate at 50%, subject to approval by the applicable local governments (increased from 25%);
- Gyms and fitness centers may re-open at 50% of their building occupancy with the adoption of safety measures including appropriate social distancing for classes and sufficient cleaning supplies to ensure, at a minimum, patrons' individual self-cleaning of surfaces and machines using sanitation wipes following each use;
- Professional sports venues may re-open without crowds;
- Theme parks may submit re-opening plans to the state for consideration (with endorsement by the applicable local governments); and
- Executive Order 20-69, which allowed for local government public meetings to be hosted via communications media technology and without a physical quorum present, is extended for the duration of the order.

In addition, Executive Order 20-123 specifically provides that counties may seek approval for the operation of vacation rentals in their jurisdiction. Counties must submit a safety plan for vacation rental operations to the Secretary of the Florida Department of Business and Professional Regulation (DBPR). Following the issuance of Executive Order 20-123, DBPR published a document that included recommended safety measures as well as other best practices for the operation of vacation rentals (Attachment #15). Leon County has received considerable interest in re-opening vacation rentals from members of the public. Given the schedule for future Board meetings, this item seeks the Board's direction with respect to submitting a request to the State to allow vacation rentals to accept bookings and host visitors.

As discussed in further detail below, the Governor's Executive Orders related to re-opening do not wholly pre-empt or supersede local regulations, and local governments may adopt requirements directly on businesses, operations or venues, including buildings, beaches, and parks that may be stricter than the Governor's Executive Orders.

Leon County's Plan for Re-opening

As discussed earlier in the Background section of this item, Leon County's planning and response efforts have been extensive. Throughout the course of the COVID-19 pandemic, the County has been actively engaged in planning not only for how to continue providing critical services to the public, but also planning for a potential surge in health care needs, personal protective equipment (PPE) distribution, safely housing our homeless population, supporting the local business community, and much more. At the County Commission meeting on May 12, 2020, several Commissioners discussed the desire to have a local COVID-19 planning document to provide community members a better understanding of what to expect as the country and the state transition

to “re-opening phases” and as an opportunity for the Board to provide any additional policy direction or community guidance as the phases are implemented locally. As such, this agenda item presents a comprehensive draft *Leon County COVID-19 Response and Re-opening Plan* (Attachment #1), described below, for a gradual, phased-in approach to safely re-opening our community consistent with federal guidance, the Governor’s statewide Executive Orders, and expert public health recommendations.

Leon County’s *COVID-19 Response and Re-opening Plan* outlines the County’s strategy for re-opening in three sequential phases based upon the public health-related gating criteria developed by the U.S. Centers for Disease Control and Prevention (CDC) to advance from one phase to the next. In each phase, the plan provides specific guidelines for individuals, employers, and Leon County Government. Also, the plan includes standard operating procedures and organizational protocols for Leon County Government, consistent with CDC and state guidelines, to be followed throughout all phases of the plan.

Consistent with the Governor’s statewide Executive Orders for re-opening, Leon County is currently in Phase 1 of the plan. In this phase, the County’s plan discourages gatherings of more than 10 people, encourages maximizing physical distancing and wearing face masks in face-to-face interactions and where adequate physical distancing cannot be maintained, and provides for a safe re-opening of lower-risk workplaces. For this reason, County facilities which typically attract gatherings of people such as libraries and dog parks remain closed during this phase. However, should the Board wish to provide direction to re-open County facilities such as these, Option #2 at the end of this agenda item provides the Board with the opportunity to provide such guidance.

Phases 2 and 3 of the County’s plan are currently based on recommendations of the Re-Open Florida Task Force. However, future phases will be implemented under future Executive Orders and any subsequent modifications by the Board. The guidelines presented in future phases are based on projected assumptions of what a phase may include in the future and what the community might expect. At the current time, the information is based on what federal and state future plans anticipate might occur. Moving from one phase to another may take weeks or months depending on how quickly the State reaches the public health gating criteria.

Based on these working assumptions, the possible future guidelines for Phases 2 and 3 in Leon County’s *COVID-19 Response and Re-opening Plan* include progressively relaxed restrictions related to social gatherings and non-essential travel and a continued safe re-opening of businesses and facilities. In these phases, businesses that attract large numbers of people in close quarters such as restaurants, bars, gyms, retail stores, movie theaters, and others may be able to gradually re-open and expand their building occupancy during these phases. For Leon County Government, Commission meetings may begin to resume (pending the extension or expiration of Executive Order 20-69), and County facilities such as offices, libraries, parks, and community centers may gradually re-open with fewer restrictions. Attachment #1 to this agenda item presents Leon County’s *COVID-19 Response and Re-opening Plan* in complete detail.

Other Local Re-opening Planning Efforts

In addition to Leon County's re-opening plan discussed above, the County remains in coordination with other local organizations and community partners with respect to their planning efforts. First, conversations are ongoing with the Leon County Health Department regarding "contact tracing," which is the process of identifying persons who may have had contact with an infected person and the subsequent collection of further information about these contacts. At this time, the Leon County Health Department has indicated that it has a sufficient number of trained staff available to conduct contact tracing based on current epidemiological projections. At this time, the Florida Department of Health is enlisting public health students and professors to meet any additional need for contact tracing personnel that may arise. Notwithstanding this, any future requests that the County may receive to assist with contact tracing will be presented to the Board for consideration.

Also, the County is actively communicating and planning with our higher education partners. Florida's State University System has established a task force to evaluate strategies for safely returning students to university campuses in the fall. At this time, the task force is reviewing potential strategies for testing and contact tracing, student housing, the use of PPE, and academic delivery models. Florida State University is also evaluating the possibility of establishing its own facility in partnership with FAMU, TCC, and local hospitals to conduct testing as well as contact tracing for returning students. On May 28, 2020, the State University System Board of Governors is scheduled to meet to consider a proposed framework for re-opening university campuses in Fall 2020. Following this, universities are expected to present individual re-opening plans based on this framework to the Board of Governors in June.

The County is also coordinating with Leon County Schools with regard to its re-opening planning efforts. Leon County Schools has announced that it is establishing a 20-member task force to evaluate strategies for its 2020-21 school year. The task force is expected to begin meeting during the week of May 18 to review issues related to health, the school district budget, academics, and technology.

Staff has also reviewed and evaluated the deployment of public hand washing stations. There is currently no CDC or FDOH guidance on the use of public hand washing stations. In addition, there are very few locations throughout the country where hand washing stations are being used. However, when these stations are deployed, they are typically addressing a specific homeless population area. In Leon County, working with the Big Bend Continuum of Care (CoC), the City and Salvation Army, homeless individuals' hygiene needs are being addressed at the Salvation Army Community Relief Center (2410 Allen Road). At the center, clients are provided showers, hand sanitizer, masks, gloves and meals. The center also provides overnight sleeping services.

In addition, to address the hygiene needs of homeless individuals who do not come to the Relief Center, since mid-April the Big Bend CoC has established Outreach Teams comprised of staff from the Big Bend CoC, and Ability 1st in engaging homeless individuals and families at approximately 45 encampments three times a week. The size of these encampments range between five to 20 people. The Outreach teams deliver masks and hand sanitizers that have been provided by the Leon County Division of Emergency Management and the City of Tallahassee and they also deliver food to the encampments. To date, 200 masks and 120 bottles of hand sanitizers have been delivered. Additionally, upon request homeless individuals and families in the encampments

are provided tarps, sleeping bags, socks, underwear, hygiene packs, and tents. The Outreach teams continually communicate with those in the encampments about the importance of social distancing and personal hygiene as well as the availability of shelter through the Kearney Center, and the Salvation Army's Community Relief Center.

Policy Considerations Available at Local Governments' Discretion

As discussed throughout this item, the White House has issued federal guidelines which state explicitly that a phased-in approach to re-opening should be followed, using the health-related gating criteria developed by the U.S. Centers for Disease Control and Prevention, to be implemented on a statewide or county-by-county basis at the discretion of each state's governor. In Florida, the Governor has issued a series of Executive Orders implementing specific statewide guidelines for the first phase of the State's re-opening. In consideration of these guidelines and Executive Orders, the County Attorney has issued a memorandum (Attachment #3) which provides a discussion of Leon County's emergency authority and its ability to enact local measures related to re-opening that may be more restrictive than those included in the Governor's Executive Orders.

In summary, as a charter county, Leon County has broad home rule authority as provided by Article VIII of the Florida Constitution and Section 125.01, Florida Statutes. At the same time, the supreme executive power of the State is vested in the Governor pursuant to Article IV of the Florida Constitution. With regard to the discussion of re-opening, local authorities are not expressly pre-empted by the Governor's Executive Orders from enacting other restrictions, and therefore may adopt requirements directly on businesses, operations or venues, including buildings, beaches and parks, that may be stricter than the executive order. However, the County's authority to do so is subject to constitutional constraints. Recent lawsuits have been filed in various Florida courts to oppose and overturn actions taken by local governments in response to the COVID-19 pandemic, alleging that the subject local government exceeded its authority by infringing upon various constitutionally protected rights. In order to withstand the "strict scrutiny" standard for determining whether a government action is constitutional, the law must be necessary to promote a compelling governmental interest and must be narrowly tailored to advance that interest, i.e., the least intrusive means. This standard is extremely high, with the legislation presumed to be unconstitutional.

The Governor has repeatedly made statements in press conferences that he has issued orders to re-open the state based upon the established gating criteria and supporting medical data. Should the Board wish to enact requirements that are more strict than the Governor's Executive Orders, it would be critical to articulate, on the record, why the action furthers a compelling state interest and how it is the least intrusive means of furthering that state interest in the event any action taken by the County is challenged. Such evidence might include medical evidence of a localized nature or evidence based upon law enforcement data that there is a need for additional restrictions.

Notwithstanding the above, Executive Order 20-123 (Attachment #14) contains three policy considerations that are explicitly within local governments' purview:

- Permitting local public museums and local public libraries to operate at up to 50% of their building occupancy (Section 1(A));
- Endorsing an amusement park's request to the State to re-open (Section 3); and

- Seeking approval from the State for the operation of vacation rentals within a County jurisdiction (Section 4).

As discussed earlier in this item, the County's *COVID-19 Response and Re-opening Plan* addresses the phased re-opening of Leon County's Main Library and Branch Libraries. Since Phase 1 of the plan seeks to maximize physical distancing and discourages social gatherings of more than 10 people, the County's library facilities remain closed during Phase 1 under the plan. Regarding vacation rentals, the options at the end of this item seek the Board's direction with respect to submitting a request to the State for the operation of vacation rentals.

Beyond the three specific policy considerations listed above, at the May 12 meeting several Commissioners discussed the potential of exploring local requirements that may be stricter than the Governor's Executive Orders. Following are policy considerations on which the Board may wish to provide additional guidance, and Option #2 at the end of this agenda item provides the Board with the opportunity to do so:

- Establishing more restrictive occupancy criteria for restaurants and food establishments (allowed up to 50% occupancy by Executive Order 20-123)
- Establishing more restrictive occupancy criteria for in-store retail sales establishments (allowed up to 50% occupancy by Executive Order 20-123)
- Establishing more restrictive occupancy criteria for gyms and fitness centers (allowed up to 50% occupancy by Executive Order 20-123)
- Requiring citizens to wear face masks in public (not currently required by the Governor's Executive Orders)

Should the Board wish to accept *COVID-19 Response and Re-opening Plan* in its current form, Option #1 below provides this direction. Option #2 provides the Board the opportunity to provide any additional policy direction for Phase 1 of the plan. For future phases, the Board may wish to direct the County Administrator to update the County's plan as the State advances to future phases, as reflected in Option #3. Alternatively, should the Board wish to consider changes to future phases of the plan, it is recommended that additional special meetings be scheduled as the State advances to subsequent phases of re-opening, as reflected in Option #4. As discussed above, the draft Leon County *COVID-19 Response and Re-opening Plan* is modeled after the State's plan for re-opening. Accordingly, should the Board wish to make any adjustments that diverge from the state plan, scheduling future special meetings will provide the Board the opportunity to review the new Executive Orders to ensure that the County's plan remains consistent and not in conflict with State directives and to consider any additional adjustments that may be needed at that time.

Conclusion

As requested by the Board at the County Commission meeting on May 12, 2020, this agenda item presents a comprehensive draft *Leon County COVID-19 Response and Re-opening Plan* for a gradual, phased-in approach to safely re-opening our community for the Board's consideration. The County's plan is consistent with federal guidance, the Governor's statewide Executive Orders, and expert public health recommendations and reflects the statewide Executive Orders issued to date including the latest order which implements a "full Phase 1" of re-opening. Given the uncertainty presently surrounding COVID-19, the plan includes projections and working

assumptions for subsequent phases, since the specific details regarding future phases have not yet been issued. These projections and working assumptions are speculative and are intended only to help inform individuals and employers in our community as to what we might expect in future phases. As future Executive Orders are issued, changes to the County's plan may be required in order to remain consistent with the Governor's directives. As such, should the Board wish to include additional measures in the County's re-opening plan that are more restrictive than those included in the Governor's Executive Orders, this agenda item includes an option for the Board to schedule additional special meetings following each new phase to provide any additional policy guidance that may be needed.

Options:

1. Accept the *Leon County COVID-19 Response and Re-opening Plan* with no changes.
2. Provide any additional policy direction for Phase 1 of the *Leon County COVID-19 Response and Re-opening Plan*.
3. Direct the County Administrator to update the *Leon County COVID-19 Response and Re-opening Plan* as the state advances to future phases of re-opening.
4. Direct special meetings of the Board of County Commissioners to be scheduled as the state advances to future phases of re-opening for the Board to consider any additional guidance.
5. Authorize the County Administrator to seek approval for the operation of vacation rentals in Leon County by submitting a safety plan to the Secretary of the Florida Department of Business and Professional Regulation.
6. Direct the County Administrator to agenda for Board consideration a safety plan for the operation of vacation rentals in Leon County prior to submission to the Secretary of the Florida Department of Business and Professional Regulation.
7. Board direction.

Recommendation:

Option #7.

Attachments:

1. *Leon County COVID-19 Response and Re-opening Plan*
2. *Leon County Plan for Re-opening Phase 1*
3. County Attorney memorandum dated May 18, 2020
4. White House "Guidelines for Opening Up America Again"
5. Re-Open Florida Task Force Final Report - "Safe. Smart. Step-by-Step." Plan for Florida's Recovery
6. Coronavirus Summary for Leon County: May 18, 2020
7. Leon County Stay-at-Home Order (Proclamation 2020-3)
8. Executive Order 20-91
9. List of Essential Services under Executive Order 20-91
10. Executive Order 20-92

11. CDC Re-opening Guidance issued May 14, 2020
12. Executive Order 20-112
13. Executive Order 20-120
14. Executive Order 20-123
15. Florida DBPR Information for Vacation Rental



Leon County COVID-19 Response & Re-opening Plan

A ROADMAP TO PROTECT, MITIGATE, AND RECOVER

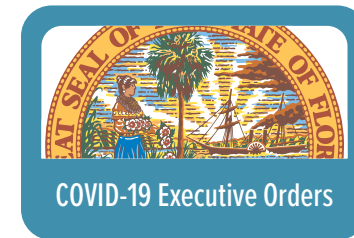
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PLAN FOR FLORIDA'S RECOVERY



Publication Date May 18, 2020



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The Leon County Re-opening Plan provides a framework and guidance for the community to both navigate and plan for the phases of re-opening in a manner that minimizes the risk of resurgence and protects the most vulnerable from COVID-19. As part of this phased approach, the Re-opening Plan also details the planned restoration of County services, operations, and facilities for public use which will be achieved as the County organization continues to implement the proper procedures and protocols in its role as an employer. The Leon County Re-opening Plan seeks to provide greater specificity about how the state's plan applies to Leon County individuals and employers, as well as a roadmap of what we might expect over the longer-term as we deal with the health threats and economic disruption of a global pandemic, locally.

The County's Re-opening Plan follows Federal guidance included in the Opening Up America Again guidelines published by the White House Coronavirus Task Force and the Centers for Disease Control and Prevention (CDC), and the Re-Open Florida Task Force Plan for Florida's Recovery. Federal guidelines explicitly call for a phased approach to re-opening using the health-related gating criteria developed by the CDC to be implemented **on a statewide or county-by-county basis at the Governor's discretion**. By Executive Order, Governor DeSantis used his discretion to develop a statewide re-opening plan utilizing

the CDC gating criteria and directed that the "initial Phase 1" of Florida's re-opening begin on May 4, 2020. On May 15, 2020, the Governor initiated the next steps under "full Phase 1".

The County's Re-opening Plan reflects the Governor's Executive Order (#20-123) for full Phase 1 and will be updated to reflect the Governor's future phases. However, given all the uncertainty around COVID 19, this plan includes projections and working assumptions for subsequent phases. These projections and assumptions related to future phases are intended only to help individuals and employers in our community know what we might expect in future phases. Similarly, the protocols and practices within each phase of the plan will be adjusted based upon changing conditions, future Executive Orders by the Governor, and direction from the Leon County Board of County Commissioners.

At the onset of the pandemic and activation of the Leon County Emergency Operations Center, the County's initial objectives focused on slowing the spread of the infection, 'flattening the curve' to ensure our local hospital capacity would not be overwhelmed, and protecting the needs of our most vulnerable populations. This included an aggressive public information campaign, addressing rising food insecurity, activating hospital surge plans, PPE distribution, and standing up test sites. As we transition from strict

physical distancing to a gradual phased re-opening and look ahead, the ongoing emphasis is to minimize the risk of a COVID-19 resurgence in our community. This necessitates a "new normal" for nearly every aspect of our lives including our workplaces, educational institutions, places of worship, and leisure activities.

Over the past two months, our community has continuously demonstrated its vigilance in better understanding the risks associated with the novel virus, adherence for the guidance issued by local health officials, and compliance with the Safer-At-Home orders. COVID-19 and the implementation of the County's phased re-opening plan will undoubtedly alter our daily routines, public interactions, and the appearance of workplaces and employees.

As we transition into re-opening phases across the nation, state and here locally, it is important to note that at the time of this writing there is no vaccine for the virus, and no therapeutic that reduces morbidity. A phased re-opening, guided by health data, will not only help us recover economically, but may provide the time necessary to control spikes, develop a vaccine and scale its production as we continue to protect lives and begin to reset livelihoods.

For future updates to this plan, see www.LeonCountyFL.gov/COVID19-Reopen.

Guiding Documents

The following documents provide the guidance for the *Leon County COVID-19 Response & Re-opening Plan*. Consistent with federal and state guidance, the County Plan utilizes a phased approach and the CDC gating criteria.

- White House Guidelines for Opening Up America Again
- Governor Ron DeSantis Executive Orders issued in response to COVID-19 (various)
- Safe. Smart. Step-by-Step. Plan for Florida's Recovery. Report to Governor DeSantis from the Re-Open Florida Task Force
- Public Health Principles for Phased Re-opening During Covid-19: Guidance for Governors – John Hopkins Bloomberg School of Public Health, Center for Health Security
- Local declaration of emergency, local orders and relevant County policies



County's Ongoing Stakeholder Engagement



Leon County Emergency Management's COVID-19 coordinating efforts will continue to utilize an Incident Command Structure to activate and engage critical stakeholders in response, mitigation and recovery efforts in the County and region, including (but not limited to):

- Primary Healthcare (Bond, Neighborhood, TPCA, CHP, Capital Medical Society, pediatrics, other primary providers, etc.)
- Long-Term Care Facilities, Nursing Homes, and Assisted Living Facilities
- Big Bend Community Organizations Active in Disaster (Salvation Army, American Red Cross, etc.)
- First Responders, Paramedics, and Law Enforcement Organizations
- Business and Industry (now transitioned to OEV's Re-Opening Tallahassee-Leon County)
- County / City Incident Command Coordination (with liaisons in the Emergency Operations Center)

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- Nearly 200 facilitated phone calls / meetings
- More than 4,000 diverse participants from every discipline



- Homelessness as a Vulnerable Population (Kearney Center, HOPE Community, Big Bend Continuum of Care, etc.)
- Healthcare Surge (TMH, CRMC, Select Specialty, Encompass, FDOH)
- Educational Partners (Leon County Schools, FAMU, FSU, TCC, private schools, etc.)
- Regional Florida Division of Emergency Management
- Statewide Florida Division of Emergency Management
- White House Intergovernmental Affairs (State, Local, and Tribal governments)

Leon County's Community Objectives for Response & Recovery for COVID-19

Initial objectives were established in February 2020 by Leon County Emergency Management in coordination with the Florida Department of Health and will remain in place until the COVID-19 pandemic is no longer a public health emergency, **conceivably six months to a year or longer.**



Data-driven decision making based on public health benchmarks and trajectories



Slow the spread and mitigate the risk of resurgence of COVID-19 through ongoing planning, coordination, and public health intervention



Protect and preserve the health and safety of vulnerable populations (elderly, homeless, underlying medical conditions, food insecure, etc.)



Locally facilitate and support the State's plan to increase community testing and contact tracing



Support hospitals through healthcare surge planning and resource allocation



Conduct holistic, aggressive public information to educate citizens on public health measures like face mask use, physical distancing, and other resources



Provide State-resourced personal protective equipment to frontline healthcare workers and long-term care facilities



Address rising food insecurity by supporting operations of local and regional food banks and pantries



Re-open in a safe, smart, and measured way in alignment with the State's plan and Governor's Executive Orders



Support communitywide long-term recovery with local, state, and federal resources



Leon County's Phased Approach

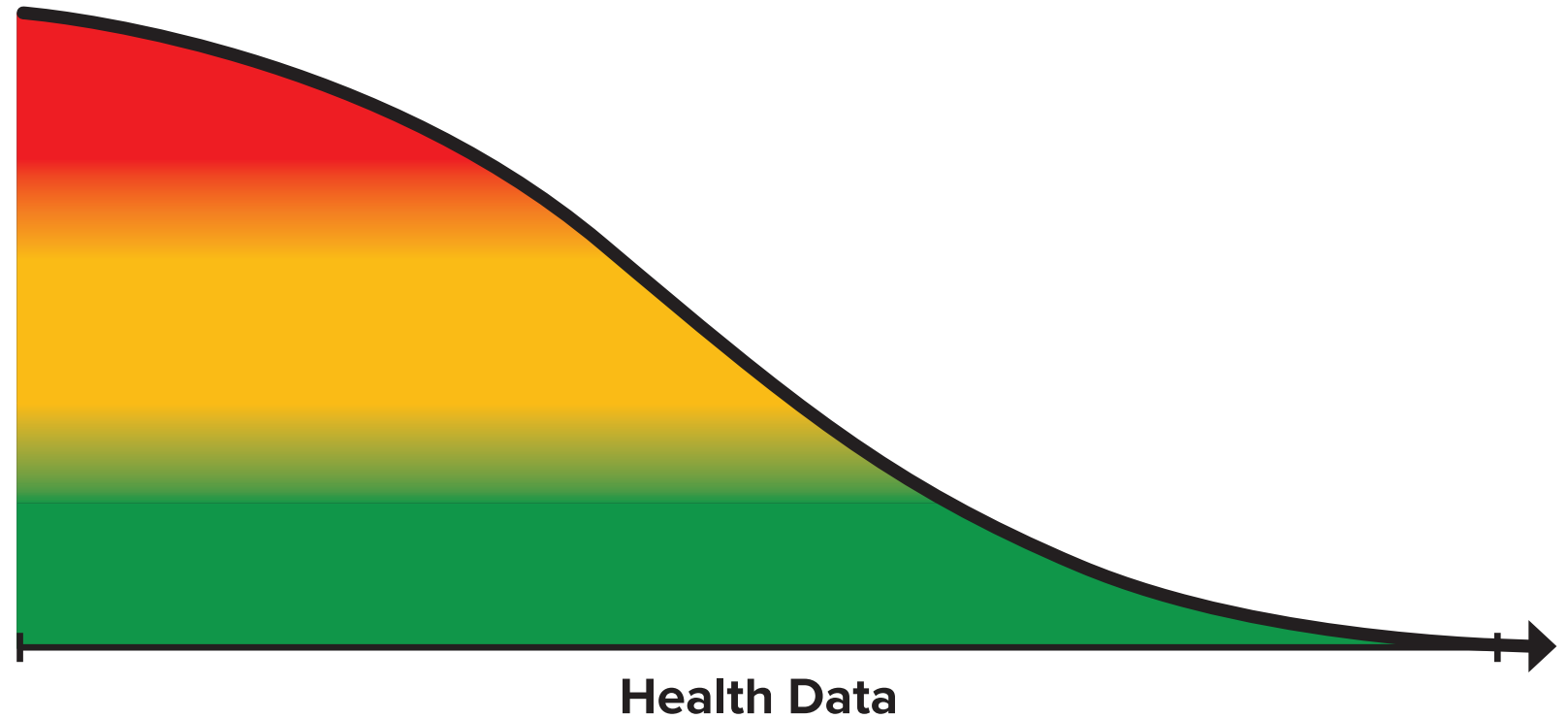
Leon County's *COVID-19 Response & Re-opening Plan* is **consistent with federal and state phasing guidelines.**

Advancement between phases is based on **downward trajectory of public health indicators such as new COVID-19 cases and COVID-like symptoms.**

Phase 1

Phase 2

Phase 3





Gating Criteria

Phased Re-opening Guided by Health Data

State Gating Criteria

The state's gating criteria guide the *Leon County COVID-19 Response & Re-opening Plan*. The state establishes, maintains and determines when the health benchmarks of the Safe. Smart. Step-by-Step Plan are met. These health benchmarks include:

- Maintaining hospital capacity
- Monitoring COVID-19 test positivity rate
- Number of emergency department visits with influenza-like illness
- Number of emergency department visits with COVID-like illness
- Number of documented new COVID-19 cases
- Percentage positive of tested and rate over time

The Guidelines for Opening up America Again and the Safe. Smart. Step-by-Step. Plan for Florida's Recovery provide the gating criteria to be satisfied before proceeding to the phased openings. Leon County's local phasing will reflect determinations made at the State level. The gating criteria are conditioned upon downward trajectories in symptoms and cases along with hospital capacity and testing requirements.





Guidelines for All Phases

Community Guidelines for All Phases: Individuals



Individuals in the community, throughout all phases of the plan, are encouraged to continue the following practices:

Continue to Practice Good Hygiene

- Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- Avoid touching your face.
- Sneeze or cough into a tissue, or the inside of your elbow.
- Disinfect frequently used items and surfaces as much as possible.
- Strongly consider using face coverings while in public, and particularly when using mass transit.

People Who Feel Sick Should Stay Home

- Do not go to work or school.
- Contact and follow the advice of your medical provider.

Face masks are recommended for all those in face-to-face interactions and where you cannot social distance.



CDC

Community Guidelines for All Phases: Employers



Leon County **employers** are encouraged to develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

- Social distancing and protective equipment
- Temperature checks
- Testing, isolating, and contact tracing
- Sanitation
- Use and disinfection of common and high-traffic areas
- Business travel

Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

To assist the Florida Department of Health, develop and implement policies and procedures for workforce contact tracing following an employee COVID-positive test.

Leon County Government: Standard Operating Procedures



As an employer, Leon County Government has implemented organizational policies that conform to CDC and state guidelines based on current conditions. As we move through this event, current policies and practices can be adjusted based upon changing conditions.

- Arrange and/or limit furniture and seating in gathering spaces per social distancing guidelines (breakrooms, lobbies, conference rooms, etc.)
- Daily temperature checks and screenings for employees upon reporting for work
- Departmental staff shall be responsible for:
 - ▶ Cleaning areas after serving each customer (wipes, hand sanitizer, etc.)
 - ▶ Enhanced cleaning of public spaces in facilities and shared work stations and equipment
- Follow CDC guidance regarding symptomatic employees
- Incorporate engineering controls such as physical barriers where possible
- Informational and directional signage

- Maintain social distancing
- Masks/face coverings protocols:
 - ▶ Masks/face coverings shall be worn when riding with multiple employees in County vehicles.
 - ▶ Masks/face coverings shall be worn by employees and the public in County buildings and in the field when social distancing measures cannot be maintained.
 - ▶ Masks/face coverings may be worn by employees in all settings.
 - ▶ EMS shall follow CDC guidance for healthcare workers.
- Minimize use of shared items (e.g. writing instruments, paper documents, etc.)
- No handshakes, high fives, or other forms of physical contact
- Sanitize fleet vehicles: Drivers wipe down every touch surface when entering the vehicle and when they return it. (CDC Disinfection Protocols & Fleet Policy)

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Phase 1

A ROADMAP TO PROTECT, MITIGATE, AND RECOVER

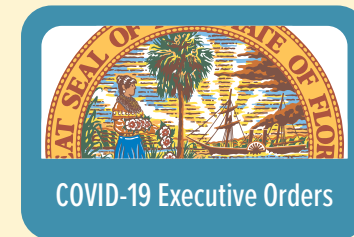
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Under the Governor's Executive Orders (#20-112, 20-120, 20-123) Leon County's Phase 1 guidelines presented here include guidance for individuals, employers, and Leon County Government. The time between phases may be weeks or months based on the health data gating criteria.

Phase 1:

Community Individuals and Employers



Consistent with Florida's Safe. Smart. Step-by-Step. Plan for Florida's Recovery and the Governor's COVID-19 Executive Orders, the following guidance applies to **individuals** and **employers** in Leon County as amended May 15, 2020 (EO 20-123):

- Visits to **senior living facilities** prohibited.
- **Vulnerable individuals** should avoid close contact with people outside the home.
- **All individuals**, when in public, should maximize physical distance from others.
- **Avoid socializing** in groups of **more than 10 people** in circumstances that do not readily allow for physical distancing.
- **Face masks** are recommended for face-to-face interactions where social distancing cannot be maintained.
- **Elective surgeries** can resume.
- **Restaurants** may offer outdoor seating with six-foot space between tables and indoor seating at **50% capacity** or a minimum of 6 feet without partitioning.
- **Retail** can operate at **50% of indoor capacity**.

- **Bars remain closed.**
- **Gyms** and fitness centers may operate up to **50%** of their occupancy; customers should self-sanitize machines and surfaces after use.
- **Barbershops, cosmetology salons,** and cosmetology specialty salons that adopt appropriate social distancing and precautionary measures as outlined by the Department of Business and Professional Regulation.
- **Schools remain distance learning.**
- **Museums** and **libraries** may operate up to **50%** capacity subject to local government approval.
- **Beaches** and **State Parks** are open for **daytime use**.
- **Professional sports** may operate and venues may host training, competitions, events and games.
- **Amusement parks** may submit re-opening plan to the State.
- Requirement to **test all staff at long-term care facilities**.

Phase 1:

Leon County Government Organizational Protocols



As an **employer**, all Leon County departments and divisions will follow state and federal guidance of Phase 1.

Attachment #1
Page 16 of 25
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ALL DEPARTMENTS AND DIVISIONS:

- Maintain **telecommuting** where possible
- **Stagger shifts** and **lunch breaks**, when feasible, to minimize congregating
- Maintain **online services** and **services by phone**
- Provide services by **appointment** in lieu of walk-in
- Use **Zoom** or **phone conferences** for staff, work group, and advisory committee meetings
- **No non-essential in-person** demonstrations, events, programs, or trainings
- **No non-essential training** and **travel**
- **No volunteers** and **interns** during this phase

During each phase it may be appropriate to open certain County facilities or make additional adjustments to operations. Any decisions should consider the risks of spreading COVID-19, and be made in an effort to mitigate the risk of resurgences, and protect the most vulnerable populations. Prior to re-opening any facilities, plans will be developed to ensure that proper social distancing, personal protective equipment, signage, and sanitation is in place to limit risks.

Phase 1:

Leon County Government Services and Programs



COMMISSION MEETINGS

- Requirement for a **physical quorum** to be present for local government meetings is **suspended**. Local government bodies may utilize communications media technology such as telephonic and video conferencing.

LIBRARIES

- Continue to offer **telephone** and **online services** and offer **curbside service** for print and media materials at **all branches** on **normal business days** between 9 a.m. – 6 p.m. and at the main library Sunday 1 p.m. – 6 p.m.

DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT

- Online Services and **by Appointment** – No Walk-ins

County facilities may be identified in multiple phases of the plan, as openings may not occur in the first phase listed. Phasing levels and protocols for each facility will be further defined as appropriate in departmental operational plans.

PARKS AND RECREATION

- **Open:** Greenways and trails
- **Closed:** Campgrounds, community centers, playgrounds, active recreation, dog parks

SOLID WASTE

- **Hazardous waste**, tires and yard debris drop off and free mulch pick-up re-open

VACATION RENTALS

- Counties may seek approval for vacation rentals to operate by submitting a written request and county vacation rental safety plan to the Florida Department of Business and Professional Regulation.

COMMUNITY AND MEDIA RELATIONS

- General and targeted messaging for phase and audience

The above policies have been developed to conform to the federal and state guidelines based upon current conditions. As the County moves through each phase, current policies and practices can be adjusted based upon changing conditions.



Phase 2 (PROJECTED)

A ROADMAP TO PROTECT, MITIGATE, AND RECOVER

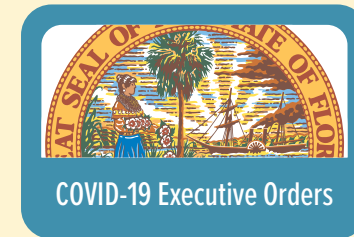
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Phase 2 will be implemented under future Executive Orders and possible modifications by the Board. The guidelines presented in **Phase 2** are based on **projected assumptions** of what Phase 2 **may include** in the future. The information is based on what federal and state **future plans** anticipate **might occur**. The time between phases may be **weeks** or **months** based on health data gating criteria.

Phase 2: Community Individuals and Employers

Phase 2 is based on recommendations of the Re-Open Florida task Force. Phase 2 will be implemented under **future Executive Orders** and **possible modifications** by the Board. The guidelines presented in Phase 2 are based on **projected assumptions** of what Phase 2 **may include in the future** and what the community **might expect**. The information is based on what federal and **state future plans anticipate might occur**.

- Visits to **senior living facilities** prohibited
- **Vulnerable Individuals** should avoid close contact with people outside the home
- **Non-essential travel** can **resume**
- **Social settings** of more than **50 people** should be avoided unless precautionary measures are observed.
- **Bars, Pubs, Nightclubs** should operate at no more than **50% of building capacity**

- **Restaurants** should operate at no more than **75% of building capacity**
- **Gyms and Fitness Centers** should operate at no more than **75% building capacity**
- State park **overnight facilities** to remain closed
- **Large Venues** (movie theaters, concert halls, auditoriums, bowling alleys) should operate at no more than **75% capacity**
- **Large Sporting Events** should limit occupancy of venues to **50% of building capacity**
- **Retail and Personal Services Businesses** (cosmetology salons, barber shops and nail salons) should limit occupancy to **75% of building capacity**

*Phase 2 is based on the recommendations of the Re-open Florida Task Force. Implementation to be determined by future Executive Orders from the Governor as may be modified by the Board.



Phase 2: Leon County Government Services and Programs

As an **employer**, all Leon County departments and divisions will follow state and federal guidance for Phase 2. Phase 2 will be implemented under **future Executive Orders** and **possible modifications** by the Board. The guidelines presented in Phase 2 are based on **projected assumptions** of what Phase 2 **may include in the future** and what the community **might expect**. The information is based on what federal and **state future plans anticipate might occur**.

ALL DEPARTMENTS AND DIVISIONS:

- Maintain **telecommuting** where possible
- **Stagger shifts** and **lunch breaks**, when feasible, to minimize congregating
- **Use Zoom or phone conferences** for staff, work group, advisory committee meetings
 - ▶ Identify alternate locations to accommodate larger audiences
- Accommodate **walk-in** clients
- **No non-essential in-person** demonstrations, events, programs, or trainings

During each phase it may be appropriate to open certain County facilities or make additional adjustments to operations. Any decisions should consider the risks of spreading COVID-19, and be made in an effort to mitigate the risk of resurgences, and protect the most vulnerable populations. Prior to re-opening any facilities, plans will be developed to ensure that proper social distancing, personal protective equipment, signage, and sanitation is in place to limit risks.



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Phase 2: Leon County Government Services and Programs

Phase 2 will be implemented under **future Executive Orders** and **possible modifications** by the Board. The guidelines presented in Phase 2 are based on **projected assumptions** of what Phase 2 **may include in the future** and what the community **might expect**. The information is based on what federal and **state future plans anticipate might occur**.

COMMISSION MEETINGS

- **In-person quorum** for local government bodies should **resume**, allowing no more than 50 people in attendance. Continue to allow authorized technology and video conferencing for public participation at local government meetings.

INTERVENTION AND DETENTION ALTERNATIVES

Operations as determined by courts and criminal justice operations:

- Resume **drug and alcohol testing**
- Resume face to face **case management** services

LIBRARIES

- Maintain **curbside service** for print and media materials at **all branches** and continue to offer online services.
- Open with **limited capacity**
- **Programming** and **community rooms** remain closed

DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT

- Accommodate **walk-in** clients and continue to offer **online services**

PARKS AND RECREATION

- **Open:** Greenways and trails, dog parks
- **Closed:** Campgrounds, community centers, playgrounds, active recreation

COMMUNITY AND MEDIA RELATIONS

- General and targeted messaging for phase and audience

County facilities may be identified in multiple phases of the plan, as openings may not occur in the first phase listed. Phasing levels and protocols for each facility will be further defined as appropriate in departmental operational plans.

The above policies have been developed to conform to the federal and state guidelines based upon current conditions. As the County moves through each event, current policies and practices can be adjusted based upon changing conditions.





Phase 3 (PROJECTED)

A ROADMAP TO PROTECT, MITIGATE, AND RECOVER

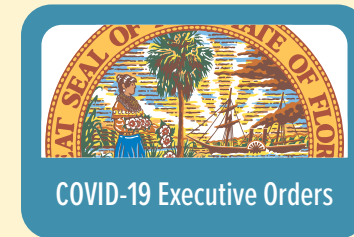
CONSISTENT WITH



Safe. Smart. Step-by-Step.



PLAN FOR FLORIDA'S RECOVERY



Phase 3 will be implemented under future Executive Orders and possible modifications by the Board. The guidelines presented in **Phase 3** are based on **projected assumptions** of what Phase 3 **may include** in the future. The information is based on what federal and state **future plans** anticipate **might occur**. The time between phases may be **weeks** or **months** based on health data gating criteria.

Phase 3 : Community Individuals and Employers



With Phase 3, the community will begin the “**new normal**” phase. Phase 3 is based on recommendations of the Re-Open Florida task Force. Phase 3 will be implemented under **future Executive Orders** and **possible modifications** by the Board. The guidelines presented in Phase 3 are based on **projected assumptions** of what Phase 3 **may include in the future** and what the community **might expect**. At the current time, the information is based on what federal and **state future plans anticipate might occur**.

- **Vulnerable Individuals** can resume public interactions but should practice physical distancing and wear masks.
- **Non-vulnerable Populations** should consider minimizing time spent in crowded environments
- **Non-Essential Travel** may continue.
- The following establishments should operate at **full capacity** with adequate sanitation practices and limited **social distancing protocols**:
 - ▶ **Bars, Pubs, Nightclubs**
 - ▶ **Restaurants**
 - ▶ **Gyms and Fitness Centers**
 - ▶ **Large Venues** (movie theaters, concert halls, auditoriums, bowling alleys)
 - ▶ Retail and **Personal Services Businesses** (cosmetology salons, barber shops and nail salons)
- **State Parks** will **fully re-open** including overnight accommodations
- **Vacation Rentals** should resume **normal operations**
- **Large Sporting Events** should consider reducing capacity with **limited social distancing protocols**.

*Phase 3 is based on the recommendations of the Re-open Florida Task Force. Implementation to be determined by future Executive Orders from the Governor and may be modified by the Board.

DRAFT

Phase 3: Leon County Government Services and Programs

With Phase 3, Leon County Government will begin the **new normal** phase which could last **6-months to a year or more**. Phase 3 will be implemented under **future Executive Orders** and **possible modifications** by the Board. The guidelines presented in Phase 3 are based on **projected assumptions** of what Phase 3 **may include in the future** and what the community **might expect**. The information is based on what federal and **state future plans anticipate might occur**.

COMMISSION MEETINGS

- **Local Government Meetings** should return to **in-person quorum** and public participation with accommodation for vulnerable populations.

ALL DEPARTMENTS AND DIVISIONS:

- Resume normal operations
- Maintain social distancing measures
- Maintain **telecommuting where appropriate or medically necessary**

- **May** hold **concerts** and **events** with restrictions
- Continue to consider **vulnerable populations** when delivering services or planning county sponsored activities and events

PARKS AND RECREATION

- **Open:** Greenways and trails, campgrounds, dog parks
- **May open:** Community centers, playgrounds, active recreation with restrictions

LIBRARIES

- **Programming** and **community rooms may** re-open with restrictions

COMMUNITY AND MEDIA RELATIONS

- General and targeted messaging for phase and audience

During each phase it may be appropriate to open certain County facilities or make additional adjustments to operations. Any decisions should consider the risks of spreading COVID-19, and be made in an effort to mitigate the risk of resurgences, and protect the most vulnerable populations. Prior to re-opening any facilities, plans will be developed to ensure that proper social distancing, personal protective equipment, signage, and sanitation is in place to limit risks.

County facilities may be identified in multiple phases of the plan, as openings may not occur in the first phase listed. Phasing levels and protocols for each facility will be further defined as appropriate in departmental operational plans.

The above policies have been developed to conform to the federal and state guidelines based upon current conditions. As the County moves through each event, current policies and practices can be adjusted based upon changing conditions.





Visit **LeonCountyFL.gov/COVID19-Reopen**
for Updates

Leon County Plan for Reopening

Standard Operating Procedures and Guidelines for Phase 1

(Consistent with Safe. Smart. Step-by-Step. Plan for Florida's Recovery,
Exec. Order 20-112 and CDC Guidance for COVID-19)



Standard Operating Procedures

- Arrange and/or limit furniture and seating in gathering spaces per social distancing guidelines (breakrooms, lobbies, conference rooms, etc.)
- Daily temperature checks and screenings for employees upon reporting for work
- Departmental staff shall be responsible for:
 - Cleaning areas after serving each customer (wipes, hand sanitizer, etc.)
 - Enhanced cleaning of public spaces in facilities and shared work stations and equipment
- Follow CDC guidance regarding symptomatic employees
- Incorporate engineering controls such as physical barriers where possible
- Informational and directional signage
- Maintain social distancing
- Masks/face coverings Protocols
 - Masks/face coverings shall be worn when riding with multiple employees in County vehicles.
 - Masks/face coverings shall be worn by employees and the public in County buildings and in the field when social distancing measures cannot be maintained.
 - Masks/face coverings may be worn by employees in all settings.
 - EMS shall follow CDC guidance for healthcare workers.
- Minimize use of shared items (e.g. writing instruments, paper documents, etc.)
- No handshakes, high fives, or other forms of physical contact
- Sanitize fleet vehicles: Drivers wipe down every touch surface when entering the vehicle and when they return it. ([CDC Disinfection Protocols](#) & [Fleet Policy](#))

Phase 1

All Departments and Divisions:

- Maintain **telecommuting** where possible
- **Stagger shifts** and **lunch breaks**, when feasible, to minimize congregating
- Maintain **online services** and **services by phone**
- Provide services by **appointment** in lieu of walk-in
- Use **Zoom** or **phone conferences** for staff, work group, and advisory committee meetings
- **No non-essential in-person** demonstrations, events, programs, or trainings
- **No non-essential training** and **travel**
- **No volunteers** and **interns** during this phase

Libraries

- Continue to offer **telephone** and **online services** and offer **curbside service** for print and media materials at **all branches** on **normal business days** between 9 a.m. – 6 p.m. and at the **main library** Sunday 1 p.m. – 6 p.m.

DSEM

- Online Services and **by Appointment** – No Walk-ins

Parks and Recreation

- **Greenways and trails** remain open
- **Active recreation programming** remains closed

Solid Waste

- **Hazardous waste**, tires and yard debris drop off and free mulch pick-up re-open

Florida's Next Steps (for future phases)

Key metrics to consider for moving to next steps

- The state maintains the health benchmarks pursuant to the Governor's Safe. Smart. Step-by-Step Plan
- Maintaining hospital bed capacity
- Monitoring COVID-19 test positivity rate



Leon County Government

INTEROFFICE MEMORANDUM

TO: Honorable Chairman and Members of the Board of County Commissioners

FROM: Chasity H. O'Steen, County Attorney **Chasity H. O'Steen**

DATE: May 18, 2020

SUBJECT: Leon County's COVID-19 Response & Reopening Plan

Digitally signed by Chasity H. O'Steen
DN: cn=Chasity H. O'Steen, ou=Leon
County Board of County
Commissioners, ou=County Attorney's
Office,
email=osteen@leoncountyfl.gov, c=US
Date: 2020.05.18 18:17:50 -0400

The following information regarding the County's authority and the issues relevant to the exercise of such authority is provided for your consideration in advance of, and for discussion during, the Special Meeting scheduled for May 21, 2020.

Authority, Generally

The Commission, as the governing body of the County, generally exercises expansive powers. As a charter county, under Article VIII, section 1(g) of the Florida Constitution, Leon County has all the powers of local self-government not inconsistent with general law, or with special law approved by vote of the electors.

Section 125.01, Florida Statutes, grants expansive home rule authority to Leon County, and subsection (1) of the statute enumerates certain specific powers, including, the authority to: 1) adopt ordinances and resolutions necessary for the exercise of its powers and prescribe fines and penalties for the violation of ordinances in accordance with law, and 2) perform any other acts not inconsistent with law, which acts are in the common interest of the people of the county, and exercise all powers and privileges not specifically prohibited by law. These enumerated powers are not intended to be exclusive or restrictive of county authority; rather, the legislative purpose of the statute is to be liberally construed to grant to all counties the broad exercise of home rule powers authorized in the State Constitution. The Florida Supreme Court has approved this broad construction of the statute in numerous cases.

During states of emergency, the County's authority is enumerated in section 252.38, Florida Statutes, which expressly states that it is an innate responsibility of the governing body of each political subdivision of the state to safeguard the life and property of its citizens. Subparagraph (3)(a)1 of the statute further provides that the County, as a political subdivision, has the power and authority to provide for the health and safety of persons and property in carrying out the general provisions of the State Emergency Management Act. The County's authority to issue proclamations declaring a local state of emergency is also derived from this statute, which expressly authorizes and empowers the County to waive the procedures and formalities otherwise required pertaining to certain activities.

The County has codified its authority to act in times of emergency in Article VIII, Division 2 of the Leon County Code of Ordinances, entitled "Local Emergency Management." This article, in reliance upon Article VIII, section 1(g) of the Florida Constitution, and sections 252.38 and 125.01(1)(t), Florida Statutes, was enacted in the interest of the public health, safety, and general welfare of the citizens and inhabitants of the County. Notably, in times of emergency, nothing in the article is to be construed to limit the authority of the Commission to take any action authorized by law in regular or special session. However, the Commission's expansive authority is not unlimited, and the issues discussed below are relevant to the exercise of such authority.

Issues Relevant to Exercise of Authority

Governor's Authority

Constitutionally, supreme executive power is vested in the Governor pursuant to Article IV, section 1. The Governor routinely exercises this executive power during times of emergency, pursuant to the enumerated powers in section 252.36, Florida Statutes, including the issuance of states of emergency in parts of, or throughout, the state. It is this authority that recently enabled the Governor by executive order to suspend certain statutes that would otherwise have required local governments, including the county, to continue to hold meetings and conduct business only when a quorum is present and preclude the use of communications media technology.

Furthermore, section 252.33, Florida Statutes, expressly provides that nothing in the State Emergency Act, which would include the powers of political subdivisions in times of emergency, shall be construed to "limit, modify, or abridge the authority of the Governor to proclaim martial law or exercise any other powers vested in the Governor under the constitution, statutes, or common law of this state independent of, or in conjunction with, any provisions of the Act."

The Governor has taken various actions impacting individuals and businesses throughout the state to address the COVID-19 pandemic. The Executive Orders that have been issued have not expressly preempted local governments from enacting other restrictions. Even when Executive Order 20-92 was issued, and included the express statement that "[Executive Order 20-91] shall supersede any conflicting official action or order issued by local officials in response to COVID-19", the FAQs for Executive Order 20-91 confirmed that local authorities may adopt requirements directly on businesses, operations or venues, including buildings, beaches and parks, that may be stricter than the executive order. Guidance from the Executive Office of the Governor in response to inquiries regarding Executive Order 20-91 stated that "[t]he Governor's Order does not dictate whether additional social distancing or group gathering requirements can be placed on essential services or essential activities. Local authorities can do so both on individuals and on businesses/organizations." The ability of local governments to enact stricter requirements was recently reaffirmed in the FAQs issued for Executive Order 20-112.

Notably, the Governor has repeatedly made statements in press conferences that he has issued orders to re-open the state based upon the established gating criteria and supporting medical data. While not precluding local governments from imposing stricter requirements or restrictions, the Governor has openly questioned what a local government would rely on to support the imposition of such requirements or restrictions.

Constitutional Constraints

Whether a local government's action to impose stricter requirements or restrictions is permissible or consistent with an Executive Order issued by the Governor is not dispositive or the only consideration. In times of emergency or otherwise, the County's authority is subject to constitutional constraints. Numerous provisions of the United States Constitution and Florida Constitution, which have been asserted in recent lawsuits filed in various Florida courts as bases to oppose and overturn actions taken by local governments in response to the COVID-19 pandemic, are worth mentioning.

The Fourth Amendment of the United States Constitution provides, in part, "[t]he right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures"

The Fifth Amendment of the United States Constitution includes a provision known as the "Takings Clause", which states that "private property [shall not] be taken for public use, without just compensation." This constitutional principle has been extended to state and local governments under the Fourteenth Amendment of the United States Constitution, which states, in part, that "[no] State shall deprive any person of life, liberty, or property, without due process of law"

Article I, section 9 of the Florida Constitution, provides, in part, that "[n]o person shall be deprived of life, liberty or property without due process of law"

Article I, section 23 of the Florida Constitution, provides, in part, that "[e]very natural person has the right to be let alone and free from governmental intrusion into the person's private life except as otherwise provided herein."

Two of the cases pending in Florida have challenged a mandatory face mask requirement. The argument common to each of the allegations regarding constitutional violations is that the subject local government exceeded its authority by infringing various protected rights. In support of their arguments to overturn the local action, the respective plaintiffs assert that there is a dearth of evidence, medical or otherwise, upon which the local government could have relied to support the imposition of the restrictions or requirements and meet the standard necessary for the local action to be constitutional.

With respect to an alleged invasion of a citizen's fundamental right of privacy, one plaintiff has asserted that the "strict scrutiny" standard applies to determine whether the government action is constitutional. To withstand strict scrutiny, a law must be necessary to promote a compelling governmental interest and must be narrowly tailored to advance that interest, i.e., the least intrusive means. This standard is extremely high, with the legislation presumed to be unconstitutional.

In the other pending case, plaintiffs who own Gulf of Mexico beachfront property filed a case against the county and sheriff, who was enforcing the ordinance that closed all local beaches. The plaintiffs alleged that the beaches between their homes and the mean high water line of the Gulf constitute their private backyards and that they were being denied the full use and enjoyment of their property in violation of the Fourth Amendment (as a "seizure") and Article I, section 23 of the Florida Constitution (right to privacy). In mid-April, the court declined to issue an emergency

Leon County's COVID-19 Response & Reopening Plan
May 18, 2020
Page 4 of 4

preliminary injunction to enjoin the ordinance, but the county has since opened its beaches based upon a determination that such measures are no longer necessary.

Articulating, on the record and prior to any action being taken, why the action furthers a compelling state interest and is the least intrusive means of furthering that state interest would be critical in the event any action taken by the county is challenged as an infringement of a privacy right or other constitutional right. Such evidence might include medical evidence of a localized nature or evidence based upon law enforcement data that there is a need for additional restrictions or requirements.

The Charter

The Leon County Charter itself contains some limitations on the County's authority. Germane to this item, Section 1.6 of the Leon County Charter provides that, except as otherwise provided by law or the charter, municipal ordinances prevail over County ordinances to the extent of any conflict within the boundaries of the municipality. Therefore, while the adoption of ordinances is a legislative act entitled to judicial deference based upon the separation of powers provided for in Article II, section 3, of the Florida Constitution and application of that doctrine by courts that hear challenges to such legislative actions, nothing would preclude the City from adopting an ordinance in conflict with a county ordinance that would render the county ordinance unenforceable within the City limits.

Conclusion

Leon County has all the powers of local self-government not inconsistent with general law, or with special law approved by vote of the electors, and the Commission generally exercises expansive powers. The executive orders issued by the Governor do not preclude the County from adopting stricter requirements or restrictions to address COVID-19 locally. However, any such exercise of authority would need to be supported by evidence, presented on the record and prior to any action being taken, that demonstrates there is a need to impose additional restrictions or requirements. Such evidence, which might include medical evidence of a localized nature or law enforcement data, would be critical to ensure that any such action could withstand a legal challenge, constitutional or otherwise.

CHO/

GUIDELINES

OPENING UP

AMERICA AGAIN



Overview

CRITERIA

The data-driven conditions each region or state should satisfy before proceeding to a phased opening.

PREPAREDNESS

What States should do to meet the challenges ahead.

PHASE GUIDELINES

Responsibilities of individuals and employers during all phases, and in each specific phase of the opening.

Proposed State or Regional Gating Criteria

(Satisfy Before Proceeding to Phased Opening)

SYMPTOMS

Downward trajectory of influenza-like illnesses (ILI) reported within a 14-day period

AND

Downward trajectory of COVID-like syndromic cases reported within a 14-day period

CASES

Downward trajectory of documented cases within a 14-day period

OR

Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

HOSPITALS

Treat all patients without crisis care

AND

Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

*State and local officials may need to tailor the application of these criteria to local circumstances (e.g., metropolitan areas that have suffered severe COVID outbreaks, rural and suburban areas where outbreaks have not occurred or have been mild). Additionally, where appropriate, Governors should work on a regional basis to satisfy these criteria and to progress through the phases outlined below.

Core State Preparedness Responsibilities

TESTING & CONTACT TRACING

- ✓ Ability to quickly set up safe and efficient screening and testing sites for symptomatic individuals and trace contacts of COVID+ results
- ✓ Ability to test Syndromic/ILI-indicated persons for COVID and trace contacts of COVID+ results
- ✓ Ensure sentinel surveillance sites are screening for asymptomatic cases and contacts for COVID+ results are traced (sites operate at locations that serve older individuals, lower-income Americans, racial minorities, and Native Americans)

HEALTHCARE SYSTEM CAPACITY

- ✓ Ability to quickly and independently supply sufficient Personal Protective Equipment and critical medical equipment to handle dramatic surge in need
- ✓ Ability to surge ICU capacity

PLANS

- ✓ Protect the health and safety of workers in critical industries
- ✓ Protect the health and safety of those living and working in high-risk facilities (e.g., senior care facilities)
- ✓ Protect employees and users of mass transit
- ✓ Advise citizens regarding protocols for social distancing and face coverings
- ✓ Monitor conditions and immediately take steps to limit and mitigate any rebounds or outbreaks by restarting a phase or returning to an earlier phase, depending on severity



OPENING UP AMERICA AGAIN

Proposed Phased Approach

BASED ON **UP-TO-DATE DATA** AND READINESS

MITIGATES RISK OF RESURGENCE

PROTECTS THE MOST VULNERABLE

IMPLEMENTABLE ON **STATEWIDE OR COUNTY-
BY-COUNTY** BASIS AT GOVERNORS' DISCRETION

Guidelines for All Phases: Individuals

CONTINUE TO PRACTICE GOOD HYGIENE

- ✓ Wash your hands with soap and water or use hand sanitizer, especially after touching frequently used items or surfaces.
- ✓ Avoid touching your face.
- ✓ Sneeze or cough into a tissue, or the inside of your elbow.
- ✓ Disinfect frequently used items and surfaces as much as possible.
- ✓ Strongly consider using face coverings while in public, and particularly when using mass transit.

PEOPLE WHO FEEL SICK SHOULD STAY HOME

- ✓ Do not go to work or school.
- ✓ Contact and follow the advice of your medical provider.

Continue to adhere to State and local guidance as well as complementary CDC guidance, particularly with respect to face coverings.

Guidelines for All Phases: Employers

Develop and implement appropriate policies, in accordance with Federal, State, and local regulations and guidance, and informed by industry best practices, regarding:

- ✓ Social distancing and protective equipment
- ✓ Temperature checks
- ✓ Testing, isolating, and contact tracing
- ✓ Sanitation
- ✓ Use and disinfection of common and high-traffic areas
- ✓ Business travel

Monitor workforce for indicative symptoms. Do not allow symptomatic people to physically return to work until cleared by a medical provider.

Develop and implement policies and procedures for workforce contact tracing following employee COVID+ test.



OPENING UP AMERICA AGAIN

Phase One

FOR STATES AND REGIONS

THAT SATISFY THE GATING CRITERIA

Phase One

INDIVIDUALS

ALL VULNERABLE INDIVIDUALS* should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 10 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.

Avoid **SOCIALIZING** in groups of more than 10 people in circumstances that do not readily allow for appropriate physical distancing (e.g., receptions, trade shows)

MINIMIZE NON-ESSENTIAL TRAVEL and adhere to CDC guidelines regarding isolation following travel.

*See Appendix 1 for Definition of Vulnerable Individuals

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

Phase One

EMPLOYERS

Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.

If possible, **RETURN TO WORK IN PHASES**.

Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce strict social distancing protocols.

Minimize **NON-ESSENTIAL TRAVEL** and adhere to CDC guidelines regarding isolation following travel.

Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION**.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

Phase One

SPECIFIC TYPES OF EMPLOYERS

SCHOOLS AND ORGANIZED YOUTH ACTIVITIES (e.g., daycare, camp) that are currently closed should remain closed.

VISITS TO SENIOR LIVING FACILITIES AND HOSPITALS should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.

LARGE VENUES (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under strict physical distancing protocols.

ELECTIVE SURGERIES can resume, as clinically appropriate, on an outpatient basis at facilities that adhere to CMS guidelines.

GYMS can open if they adhere to strict physical distancing and sanitation protocols.

BARS should remain closed.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.



OPENING UP AMERICA AGAIN

Phase Two

FOR STATES AND REGIONS WITH NO EVIDENCE OF
A REBOUND AND THAT SATISFY THE GATING
CRITERIA A SECOND TIME

Phase Two

INDIVIDUALS

ALL VULNERABLE INDIVIDUALS should continue to shelter in place. Members of households with vulnerable residents should be aware that by returning to work or other environments where distancing is not practical, they could carry the virus back home. Precautions should be taken to isolate from vulnerable residents.

All individuals, **WHEN IN PUBLIC** (e.g., parks, outdoor recreation areas, shopping areas), should maximize physical distance from others. Social settings of more than 50 people, where appropriate distancing may not be practical, should be avoided unless precautionary measures are observed.

NON-ESSENTIAL TRAVEL can resume.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

Phase Two

EMPLOYERS

Continue to **ENCOURAGE TELEWORK**, whenever possible and feasible with business operations.

Close **COMMON AREAS** where personnel are likely to congregate and interact, or enforce moderate social distancing protocols.

NON-ESSENTIAL TRAVEL can resume.

Strongly consider **SPECIAL ACCOMMODATIONS** for personnel who are members of a **VULNERABLE POPULATION**.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

Phase Two

SPECIFIC TYPES OF EMPLOYERS

SCHOOLS AND ORGANIZED YOUTH ACTIVITIES (e.g., daycare, camp) can reopen.

VISITS TO SENIOR CARE FACILITIES AND HOSPITALS should be prohibited. Those who do interact with residents and patients must adhere to strict protocols regarding hygiene.

LARGE VENUES (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under moderate physical distancing protocols.

ELECTIVE SURGERIES can resume, as clinically appropriate, on an outpatient and in-patient basis at facilities that adhere to CMS guidelines.

GYMS can remain open if they adhere to strict physical distancing and sanitation protocols.

BARS may operate with diminished standing-room occupancy, where applicable and appropriate.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

Phase Three

FOR STATES AND REGIONS WITH NO EVIDENCE OF
A REBOUND AND THAT SATISFY THE GATING
CRITERIA A THIRD TIME

Phase Three

INDIVIDUALS

VULNERABLE INDIVIDUALS can resume public interactions, but should practice physical distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed.

LOW-RISK POPULATIONS should consider minimizing time spent in crowded environments.

Phase Three

EMPLOYERS

Resume **UNRESTRICTED STAFFING** of worksites.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.

Phase Three

SPECIFIC TYPES OF EMPLOYERS

VISITS TO SENIOR CARE FACILITIES AND HOSPITALS can resume. Those who interact with residents and patients must be diligent regarding hygiene.

LARGE VENUES (e.g., sit-down dining, movie theaters, sporting venues, places of worship) can operate under limited physical distancing protocols.

GYMS can remain open if they adhere to standard sanitation protocols.

BARS may operate with increased standing room occupancy, where applicable.

EACH PHASE OF THIS GUIDANCE ADDRESSES THOSE ASPECTS OF DAILY LIFE FOR WHICH RESTRICTIONS REMAIN APPROPRIATE DUE TO COVID.



Appendix

Vulnerable Individuals

1. Elderly individuals.

2. Individuals with serious underlying health conditions, including high blood pressure, chronic lung disease, diabetes, obesity, asthma, and those whose immune system is compromised such as by chemotherapy for cancer and other conditions requiring such therapy.





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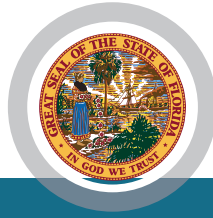
PLAN FOR FLORIDA'S RECOVERY



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Message From Lieutenant Governor Jeanette Nuñez

Governor DeSantis:

As you know, the onset of this pandemic has truly tested the fiber of the state of Florida. We have, indeed, been living in uncertain times, fighting a faceless opponent, but rising to the occasion thanks to selfless medical professionals, health administrators, first responders, our National Guard, and your unwavering leadership.

During this unprecedented health crisis, your actions have been thoughtful, measured and critical to minimizing the spread of COVID-19. When you delivered your inaugural address, you pledged to Floridians that you would use your best judgment and courage of your convictions, and during this crisis, you have done just that.

Early on and throughout this pandemic, our Administration's focus has been on flattening the curve, protecting our most vulnerable residents, and ensuring access to testing and hospital capacity. With a strategic and preventive approach in our nursing homes, assisted living facilities, and long-term care facilities, our elderly were prioritized to curtail the spread of the virus and ensure their well-being.

Your prompt and unrelenting emphasis on testing capabilities aided us in pinpointing the areas of our state with the highest infection rates. Your swift action to allow recently retired law enforcement, first responders and healthcare personnel to return to the workforce emphasized an all-hands-on-deck approach to combating this silent disease.

These are just a few examples of the mitigation measures that saved lives in Florida, however, we have not yet turned the page on this virus and the health and economic impact it has left behind. I have all the faith in our Administration, our healthcare professionals, our economic and industry leaders and our community to emerge even stronger.

The Task Force demonstrated a commitment to a safe, incremental, and comprehensive approach. With input from public and private sector leaders, business executives and residents from the Florida Keys to the Emerald Coast, we are vested in initiatives that support our workforce, while renewing and restoring our economy. Attached herein is a report based on presentations, discussions, and public commentary.

Thank you for entrusting me to lead our Re-Open Florida Task Force Executive Committee. I am honored to have moderated comprehensive discussions that explored the best way to open up the Sunshine State with public health-driven data at the forefront.

God Bless,

A handwritten signature in black ink that reads "Jeanette M. Nuñez".

Lieutenant Governor Jeanette Nuñez

Re-Open Florida Task Force

EXECUTIVE COMMITTEE

Lieutenant Governor Jeanette Nuñez, *Lieutenant Governor of Florida*
Jimmy Patronis, *Florida Chief Financial Officer*
General Ashley Moody, *Florida Attorney General*
President Bill Galvano, *President, Florida Senate*
Speaker Jose Oliva, *Speaker, Florida House*
Senator Wilton Simpson, *President-Designate, Florida Senate*
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Commissioner Richard Corcoran, *Commissioner of Education*
Jamal Sowell, *President & CEO, Enterprise Florida, Inc.*
Mayor Carlos Gimenez, *Mayor, Miami-Dade County*
Mayor Dale Holness, *Mayor, Broward County*
Mayor David Kerner, *Mayor, Palm Beach County*

John Couris, *President & CEO, Tampa General Hospital*
Josh D'Amaro, *President, Walt Disney World Resort*
Todd Jones, *CEO, Publix Super Markets*
Syd Kitson, *Chairman, Board of Governors for the State University System*
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The COVID-19 Pandemic in Florida

HISTORY

In late 2019, a novel infectious disease was detected in Wuhan, China. This virus, eventually named Coronavirus disease 2019 (COVID-19), rapidly spread throughout China and eventually the world, leading the World Health Organization to declare a Public Health Emergency of International Concern and a global pandemic.

The virus reached the West Coast of the United States in January of 2020. When two Florida residents tested positive the first week of March, Governor Ron DeSantis responded by issuing Executive Order 20-51, directing the Florida Department of Health to declare a Public Health Emergency. Eight days later, Governor DeSantis declared a State of Emergency.

As of the date of this report, over 3 million cases of COVID-19 have been reported across 185 countries and territories, resulting in over 200,000 deaths. Over 32,000 Floridians have tested positive, and over 1,200 have lost their lives.

STATE RESPONSE

Since the introduction of COVID-19 into the State of Florida, the state has taken a strategic and methodical approach to combat the spread of this deadly virus. On March 1, Governor DeSantis instructed the State Surgeon General to declare a Public Health Emergency. On March 9, Governor DeSantis placed Florida in a State of Emergency, which provided the Governor and his team of experts with the needed flexibility to take decisive actions to prepare for and respond to the COVID-19 pandemic in Florida. Governor DeSantis worked to ensure that our most high-risk and vulnerable populations were protected. As a result, Governor DeSantis prohibited visitors to our state's nursing homes, assisted living facilities and long-term care facilities statewide and directed our State Surgeon General to issue a public health advisory urging all persons over the age of 65—as well as all persons with serious underlying medical conditions—to stay home.

Governor DeSantis did not take a “one size fits all” approach to mitigating the threat of COVID-19 in our large and diverse state. The plan was measured and mitigation efforts were targeted. Governor DeSantis worked with local governments where the spread of COVID-19 proliferated—primarily in Southeast Florida—to limit physical movement and mitigate the further spread of COVID-19 in these areas.

When Governor DeSantis implemented statewide mitigation efforts, he did so carefully. Governor DeSantis took actions designed to limit movement and interaction across industries that posed a higher risk for transmitting the virus, like restaurants, bars, nightclubs and gyms, while preserving the capacity of our health care system. Any medically unnecessary surgical procedures were prohibited—freeing up imperative hospital bed capacity. Additionally, Governor DeSantis took important steps to limit the entry of COVID-19 into our state by requiring those traveling into our state from areas with substantial community spread to isolate for a period of 14-days upon entry into Florida.

The COVID-19 Pandemic in Florida (continued)

As the curve is flattening statewide and our health care system’s capacity remains steady, Governor DeSantis is leading the charge to safely re-open the state's economy.

COVID-19 IN FLORIDA

At the close of April 2020, the state of Florida has achieved several critical benchmarks relating to syndromic surveillance, epidemiology and outbreak decline, and health care capability indicating successful management of the COVID-19 pandemic.

During the final weeks of April, the state saw a downward trajectory of emergency department visits for influenza-like and COVID-19-like illness (Figures 1-3).

Figure 1

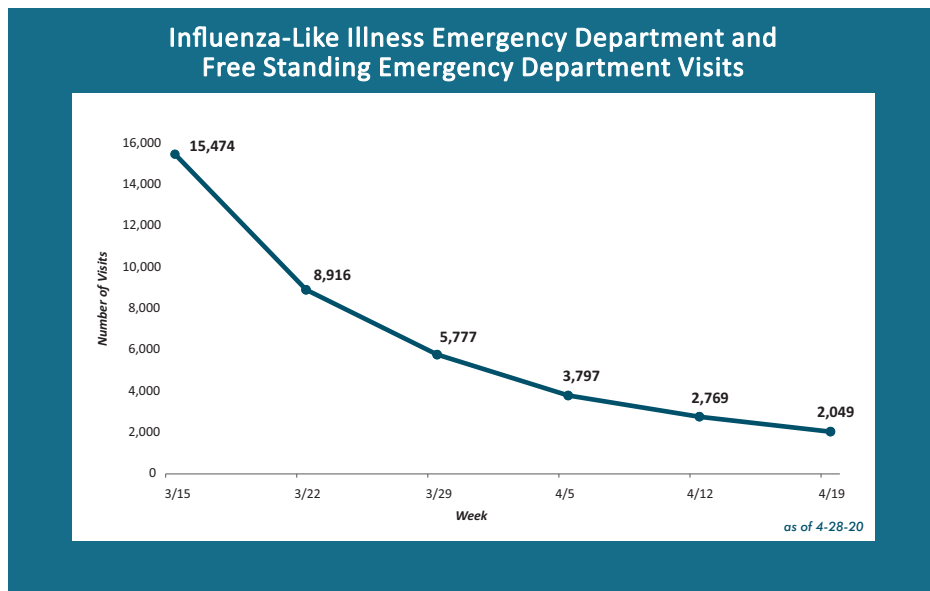
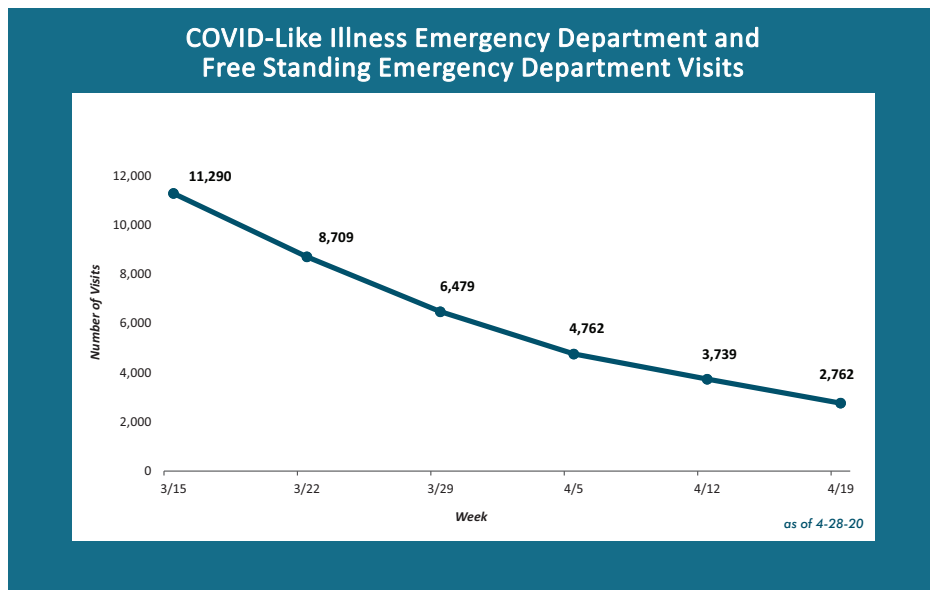
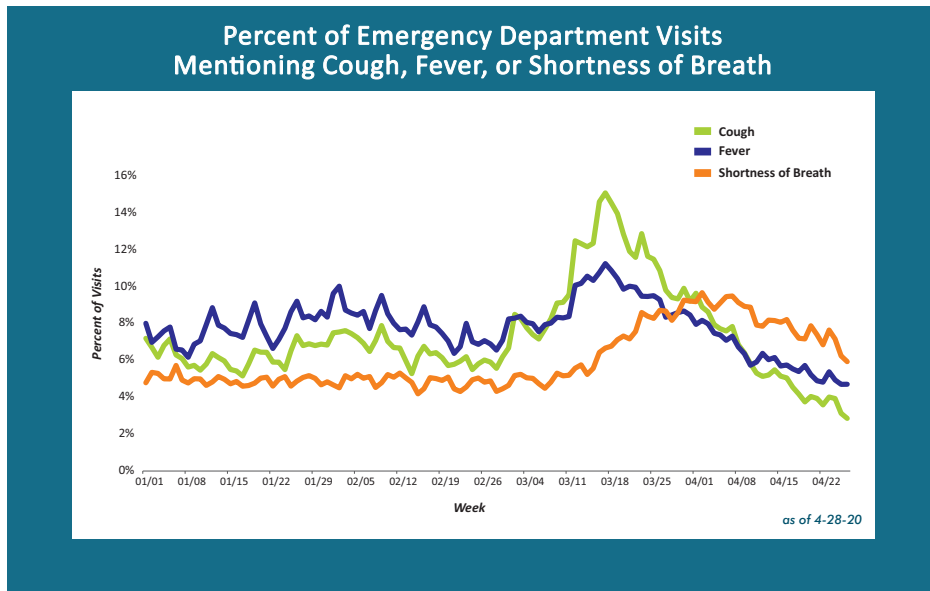


Figure 2



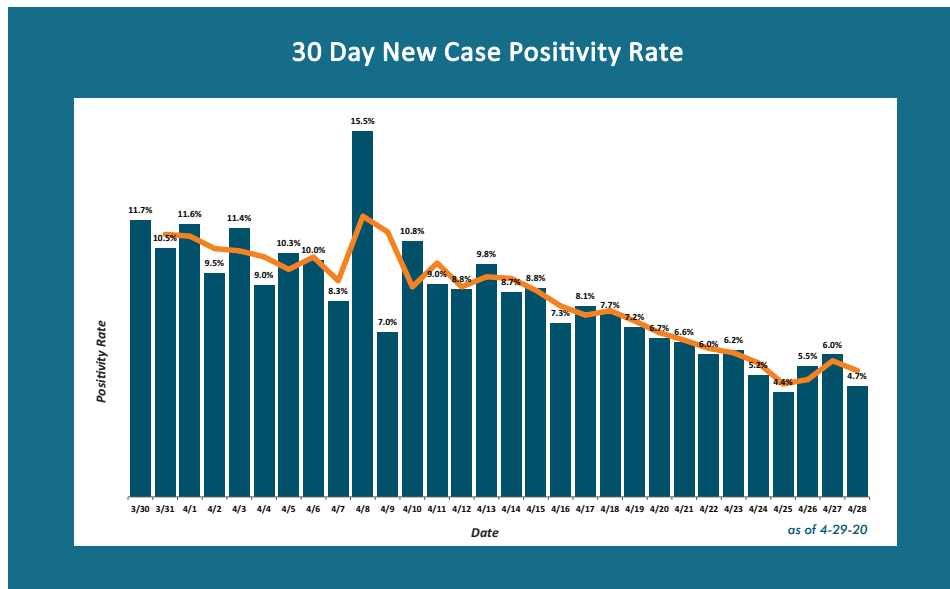
The COVID-19 Pandemic in Florida (continued)

Figure 3



Statewide, Florida has seen the percent of new positive cases steadily decrease (Figure 4).

Figure 4



The COVID-19 Pandemic in Florida (continued)

Finally, Florida continued to expand its testing program for first responders, at-risk health care workers, and vulnerable populations. The state deployed Mobile Testing Teams in conjunction with the National Guard to obtain samples in nursing homes, and pharmacies began offering on-site testing for eligible individuals. In addition, the state’s hospital system demonstrated the ability to treat patients without resorting to surge capacity models (Figure 5).

Figure 5

Florida Hospital Bed Availability							
	FLORIDA	MIAMI-DADE	BROWARD	PALM BEACH	HILLSBOROUGH	ORANGE	DUVAL
Total Licensed Beds	68,735	9,455	6,816	4,332	4,378	4,751	3,927
Total Staffed Beds	58,742	8,102	5,403	4,044	3,982	3,743	3,794
Total Available Beds	22,060	2,991	1,739	1,815	1,470	1,204	1,684
Available Capacity	37.55%	32.19%	32.19%	44.88%	36.92%	32.17%	44.39%
Hospitalizations Change in Last 24 Hours	30	38	-12	7	4	-1	-3
Hospitalizations	2,131	767	324	230	41	52	58

as of 4-29-20

With these critical benchmarks achieved and a flattening of the curve, the state stands ready to begin Phase 1 of a multi-phase path toward the gradual elimination of restrictions on movement, congregation, and participation in society. As we recommend lifting these restrictions, it is important to continue implementing measures that mitigate and reduce the spread of COVID-19 in Florida while prioritizing the protection of individuals over the age of 65 and those who have serious underlying medical conditions.

The COVID-19 Pandemic in Florida (continued)

AGENCY RESOURCES

For additional information on COVID-19 in Florida, several of Florida's agencies provide updated, detailed reports of COVID-19-related information.

The Department of Health maintains a dashboard providing daily updates regarding positive cases, sources of exposure, hospitalizations, and deaths. These data are available to the public at <https://floridahealthcovid19.gov/>.

The Florida Agency for Health Care Administration maintains a publicly accessible database of up-to-date information regarding hospital capacity, including bed availability and intensive care unit bed availability by hospital and county. The information is accessible at http://ahca.myflorida.com/covid-19_alerts.shtml

In addition to making information available, Florida has deployed novel tools to gather data and predict needs. Florida partnered with Google to launch a survey that collects information regarding symptom prevalence, travel history, mitigation behaviors, and exposure to COVID-19. The survey is available to Floridians and non-Floridians alike and can be accessed at <https://strongerthanc19.com>.

Safe. Smart. Step-by-Step.



PLAN FOR FLORIDA'S RECOVERY

Guiding Principles for Re-Opening



PUBLIC HEALTH & SAFETY

The first priority in re-opening is maintaining the health and safety of all Floridians. Every measure taken by state and local governments, businesses, and individuals should consider the general health and safety of the public.



PROTECTION OF THE VULNERABLE

Targeted measures should focus on Floridians over the age of 65 and those who have serious underlying medical conditions to prevent exposure to COVID-19.



HEALTH CARE SYSTEM READINESS

Health facilities should be able to return to normal operations through a prudent approach that ensures available capacity to treat COVID-19 patients in the event of a medical surge. Health care systems also need to develop models for the sustainability of medical supplies and preservation of medical resources without the need for public augmentation of medical supplies.



ECONOMIC RECOVERY

The **Safe. Smart. Step-by-Step.** plan to re-open Florida should support the highest practicable level of business operation while maintaining public health and safety, so that all Floridians can return to work and the economy can recover.



PROTECTION OF CIVIL LIBERTIES & MAINTAINING INDIVIDUAL RIGHTS

Measures taken by the government must not impair the fundamental rights of Floridians, and when restrictive measures are imposed they should be the least restrictive measures feasible to accomplish a specific medically necessary objective.



PUBLIC CONFIDENCE

The **Safe. Smart. Step-by-Step.** plan to re-open Florida must be rooted in sound medical judgement and driven by health metrics so that every Floridian feels safe as they return to work and their daily activities. An effective communications strategy is critical to ensuring public confidence in the COVID-19 mitigation strategies.



PARTNERSHIP WITH LOCAL COMMUNITIES

Local communities are partners with the state as the **Safe. Smart. Step-by-Step.** plan to re-open Florida is implemented. Florida is a geographically large and diverse state and each of our local communities has unique insight into their individual circumstances. Local communities will play an important role in the plan to re-open Florida.

Safe. Smart. Step-by-Step.



PLAN FOR FLORIDA'S RECOVERY

Roadmap for Re-Opening

Florida's **Safe. Smart. Step-by-Step.** plan to re-open is grounded in up-to-date data measuring COVID-19 spread, risk, and readiness. This plan is designed to mitigate the risk of resurgence and to protect the most vulnerable, while allowing for a phased path to economic recovery.

This plan should occur in four phases: Phase 0, which is the current phase we are in today; Phase 1; Phase 2; and Phase 3. Entry into each phase will be consistently evaluated in close consultation with public health experts and local government officials.



BENCHMARKS



Florida should track critical benchmarks on a statewide basis, the most important of which is hospital capacity to respond in the event of an unexpected surge of COVID-19. If the state shows consistent success, these guidelines contemplate advancement to the next phase. If, however, COVID-19 data suggests increased spread, the state should remain in the current phase. The state should continually review any sudden, unexplained spikes in the number of COVID-19 cases, while factoring in increases in testing and monitor any increases in hospitalizations. In extreme situations, the Governor may deploy a geographically targeted response in consultation with public health officials.

Benchmarks for Re-Opening

Using the *White House Guidelines for Opening up America Again* as a baseline, the Florida Department of Health has identified three data components that should be considered.

SYNDROMIC SURVEILLANCE

Syndromic surveillance methods look at individual and population health indicators (such as characteristic symptoms of a particular disease). The objective of this surveillance system is to provide the data and analytic tools needed to identify outbreaks or unusual trends more rapidly, leading to timely public health responses.

Metric

a. Downward trajectory of influenza-like illnesses (ILI)

AND

b. Downward trajectory of COVID-19-like illnesses (fever, cough, shortness of breath)

AND

Data Source: Early Notification of Community-Based Epidemics (ESSENCE): Florida's syndromic surveillance system.

EPIDEMIOLOGY & OUTBREAK DECLINE

Outbreak data captures actual reports of positive cases and traces the causes of health outcomes and diseases. It includes the study of the distribution (frequency, pattern) and determinants (causes, risk factors) of diseases.

The objective of monitoring these data is to ensure the state is managing the spread of COVID-19 and employing effective mitigation measures.

Metric

a. Downward trajectory of documented COVID-19 cases

OR

b. Downward trajectory of positive tests as a percent of total tests (flat or increasing volume of tests)

AND

Data Source: Merlin, Florida's reportable disease data base.

HEALTH CARE CAPABILITY

Data about hospital capacity and readiness shows whether the health care system is ready to respond in the event of an unexpected surge of COVID-19 illness. The ideal situation is for the system to be able to treat all patients without needing to use emergency surge plans and to have a robust COVID-19 testing program in place.

Metric

a. Capability to treat all patients without triggering surge capacity

AND

b. Robust testing program in place for at-risk healthcare workers, including emerging antibody testing

Data Source: Emergency Status System (ESS) for bed availability data.

Roadmap (continued)

HEALTH CARE CAPABILITY ADDITIONAL REQUIREMENTS

Hospitals satisfy the benchmark for health care capability if they:

1. Have the capacity to immediately convert additional facility-identified surgical and intensive care beds for treatment of COVID-19 patients in a surge capacity situation; and,
2. Have adequate personal protective equipment (PPE) available.
 - o Hospitals must have a well-established supply chain management structure and controls to maintain appropriate levels of PPE and report regularly both PPE levels and bed capacity to the Agency for Health Care Administration.
 - o The adequacy of supplies must take into consideration universal masking of all staff and patients and other guidelines per the Centers for Disease Control and Prevention (CDC) and the Florida Department of Health.
 - o Hospitals should maintain, an adequate supply of N95 masks, surgical masks, gloves, surgical gowns, and other critical resources for current needs with sufficient supply remaining in the event of a surge.
 - o Hospitals must confirm the reliability of their commercial supply chains to ensure timely and adequate supplies of PPE.
 - o Hospitals should not be seeking any additional federal or state assistance requesting PPE supplies upon resuming elective procedures.
 - o Protocols to conserve PPE should be well established and hospitals must provide effective training in PPE conservation including appropriate donning and doffing of PPE.

TESTING

Testing for COVID-19 is a critical component to Florida's plan to re-open in a **Safe. Smart. Step-by-Step.** approach. As the state re-opens, the amount of testing should be further expanded so state and local health officials can adequately monitor the prevalence of the virus within communities.

The state, in coordination with local governments, healthcare providers, private laboratories, and educational institutions, should have the capacity to reach the following average amount of tests per day over a 7-day period:

- 30,000 average tests per day by May 15;
- 40,000 average tests per day by June 15.

Importantly, Florida has more testing capacity than actual demand. We must work to encourage the expansion of testing up to our capacity.

Roadmap (continued)

The state should pursue an aggressive strategy to further expand testing. Strategies should include:

- Optimizing existing state data dashboards by leveraging the current reporting process for the Department of Health and Agency for Health Care Administration.
- Leveraging private sector partners to scale up testing by partnering with health systems throughout the state.

Local governments should develop testing strategies that expand their rate of testing in the population and reduce the need for state and federal supported testing locations. This plan should provide law enforcement agencies, health care professionals and first responders with priority access to rapid testing, either at point-of-care, when available, or when tests are sent to laboratories.

Local governments should coordinate with health care facilities within their jurisdiction in the development of their testing strategy. The rate of testing within a county should not decline as the state progresses through the phases of re-opening and each community should maintain a minimum level of testing with the goal of achieving and maintaining recommended testing capabilities.

CONTACT TRACING

To enhance the state and local health system's contact tracing process, collaboration methods should be pursued for state-wide expansion of rigorous contact tracing. These methods should prioritize adoption of digital applications, increased work force and use of technological innovations. Specific objectives for an expanded contract tracing program:

- Scale and implement contact tracing programs throughout the state using a phased-in approach targeting geographic regions to contain new outbreaks of COVID-19.
- Leverage private sector and university partners to scale up contact tracing throughout the state.



General Mitigation Guidance

There is currently no vaccine to prevent contraction of COVID-19. We must bear in mind that, as Floridians, we are all in this together and we have a responsibility to continue practicing mitigation measures.

These general mitigation guidelines are minimum recommended health protocols and are designed to be utilized at every phase of re-opening. Individuals and employers should continue to adhere to federal, state and local guidance, including information from the CDC.

INDIVIDUALS

Individuals are encouraged to practice good hygiene and engage in healthy activities, including outdoor activities, while practicing social distancing.

The following general guidance is recommended for all individuals throughout each phase of re-opening:

- Practice social distancing, as the virus is most transmissible indoors under close, sustained contact. If you are around other people, try to maintain 6 feet of separation.
- Avoid hugs, handshakes, large gatherings and close quarters.
- Frequently wash hands with soap and water for at least 20 seconds or use hand sanitizer with at least a 60 percent alcohol base if soap and water are not available.
- Consider wearing a face mask or cloth face cover when entering a business, or within close proximity to members of the public.
- Avoid touching eyes, nose and mouth.
- Cover your cough or sneeze with your elbow or a tissue and dispose of the tissue.
- Clean and disinfect frequently touched items and surfaces as much as possible.
- Monitor your symptoms carefully. If you feel sick, stay home.
- If you believe you are infected with COVID-19, contact your health care provider immediately.
- If you are older than 65 years of age or have a serious underlying medical condition, avoid large crowds.

EMPLOYERS

Employers should prepare their workplaces and consider how to minimize the spread of COVID-19 and lower the impact in their workplace.

General Mitigation (continued)

The following general guidance is recommended for all employers throughout each phase of re-opening:

- Practice social distancing, as the virus is most transmissible indoors under close, sustained contact. If you are around other people, try to maintain 6 feet of separation.
- Avoid hugs, handshakes, large gatherings and close quarters.
- Clean and disinfect high-touch, high-traffic surface areas.
- Develop and implement policies and procedures to train employees on personal hygiene expectations, including increased frequency of hand washing, the use of hand sanitizers with at least 60 percent alcohol and, clear instruction to avoid touching hands to face.
- For businesses that are close contact or have a high potential for exposure to COVID-19, require employees to wear masks, cloth face coverings or other PPE while inside or within close proximity to members of the public.
- Make hand sanitizer, disinfecting wipes, soap and water, or similar disinfectant readily available to employees and customers.
- Encourage employees who feel sick to stay home and monitor employees for COVID-19 symptoms.
- Do not allow symptomatic people to physically return to work until they meet CDC criteria to do so and are cleared by a medical provider.
- Develop and implement policies and procedures for workforce tracing following a positive COVID-19 test by an employee or an employee who has come into contact with an individual testing positive for COVID-19.



General Protocols

These general protocols are applicable statewide and at every phase of re-opening.

VISITS TO LONG-TERM CARE FACILITIES & CORRECTIONAL FACILITIES

Visits to nursing homes, assisted living facilities, adult family-care homes, long-term care facilities, adult group homes and correctional facilities should remain prohibited. Those who interact with residents and patients must adhere to strict hygiene protocols. These restrictions may be lifted by order of the Governor in consultation with state health officials and should not be a component of the phased-in the **Safe. Smart. Step-by-Step.** plan.

HOSPITAL REGIONAL COLLABORATION WITH SKILLED NURSING FACILITIES, ASSISTED LIVING FACILITIES & OTHER RESIDENTIAL PROVIDERS

- To support safe and effective infection prevention and control strategies at long-term care facilities, hospitals should proactively engage and collaborate with skilled nursing facilities, assisted living facilities, and other long-term care residential providers to share best practices on infection control.
 - If a resident at a skilled nursing facility, assisted living facility, or other long-term care residential facility is admitted to a hospital, the hospital should only discharge those residents for return to their skilled nursing facility, assisted living facility, or other long-term care residential facility only after a negative COVID-19 test result.
- If available, hospitals should provide timely access to testing for residents and staff.
- An alert system in hospital electronic medical record systems should be established to identify emerging COVID-19 cases at local facilities.
- Additionally, hospitals should provide other identified and important resources to support the care of frail elderly and others with underlying medical conditions in these residential facilities to:
 - Prevent the introduction of the virus into the facility;
 - Appropriately care for those with COVID-19; and
 - Prevent the spread of the virus in these facilities.

ELECTIVE PROCEDURES AT HEALTH CARE FACILITIES

Upon the expiration of Executive Order 20-72 on May 8, 2020, healthcare practitioners should resume all inpatient and outpatient elective procedures at hospitals, ambulatory surgical centers, office surgery centers, dental, orthodontic and endodontic offices, and other health care practitioners' offices. The Governor should authorize the Agency for Health Care Administration and the Florida Department of Health to take actions necessary to limit elective procedures if:

General Protocols (continued)

- Hospitals do not have the capacity to immediately convert additional facility-identified surgical and intensive care beds for treatment of COVID-19 patients in a surge capacity situation;
- Hospitals do not have adequate PPE available to complete all medical procedures and respond to COVID-19 treatments needs;
- Hospitals seek any additional federal, state, or local assistance regarding PPE supplies once resuming elective procedures; and
- Hospitals fail to provide support to and proactively engage with skilled nursing facilities, assisted living facilities, and other long-term care residential providers.

CHILDCARE FACILITIES (i.e. Daycares and Summer Camps)

Childcare facilities, including daycares and voluntary pre-kindergarten programs, should continue to operate throughout each phase of the **Safe. Smart. Step-by-Step.** plan and follow general mitigation protocols as outlined in this report. Childcare facilities should consider implementing the following mitigation techniques:

- Require all staff to wear masks or cloth face coverings and other PPE while on premises.
- Limit class size to maximize social distancing, where feasible, as the virus is most transmissible indoors under close, sustained contact.
- Institute handwashing at regular intervals (i.e. every hour).
- Conduct temperature checks daily.



The Plan: Phases For Re-Opening **PHASE 0: CURRENT PHASE**

Floridians are operating under the Current Phase as of the date of this report. Executive Order 20-91, which permitted only essential services and activities, expires on April 30, 2020.

INDIVIDUALS

Vulnerable Populations

Individuals older than 65 years of age with a serious underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immune-compromised status, cancer, diabetes, severe obesity, renal failure and liver disease) are urged to stay at home and only leave their homes when necessary to obtain or provide essential services or conduct essential activities.

Social Gatherings

All individuals are urged to continue to maximize physical distance from others in public, particularly in enclosed environments. Individuals are urged to avoid socializing in groups of more than 10 people.

Travel

Individuals are urged to avoid all non-essential travel and cruises, including to U.S. states and cities outside of Florida with community spread of COVID-19. Individuals coming to Florida from an area with substantial community spread, including the New York Tri-State Area (Connecticut, New Jersey and New York) and Louisiana, should isolate for 14 days upon arrival in Florida.

EMPLOYERS

Telework

Employers are encouraging teleworking, where practical.

Employee Screening

All employers are urged to screen employees before entering the premises for symptoms of COVID-19 or influenza like illness and, where practical, take the temperature of each employee.

Travel

Employers are urged to avoid non-essential travel and adhere to CDC guidelines regarding isolation following travel.

Local Government Meetings

Requirements for in-person quorum for a local government body to meet are suspended and the use of technology and video conferencing for local government meetings is authorized.

The Plan: Phase 0, Current Phase (continued)

OTHER

Bars, Pubs and Nightclubs

Bars, pubs, and nightclubs that derive at least 50 percent of sales from alcohol are currently closed.

Restaurants

Currently, all restaurants and food establishments are limited to take-out service only.

Gyms and Fitness Centers

Gyms and fitness centers are closed unless they are:

- Amenities of hotels which have a capacity of 10 persons or less,
- Amenities of a residential building,
- Interior to any fire or police stations, or
- Located inside any single-occupant office building.

Recreation

- **Public Beaches:** Beach access is limited to parties of 10 or less with 6-foot distance required between groups. Beach closures remain a local government decision.
- **Large Venues:** (i.e. movie theaters, concert halls, auditoriums, bowling alleys, arcades, playhouses, casinos) These facilities are not deemed essential activities.

Large Sporting Event and Theme Parks

These facilities are currently operating under restricted business measures or have closed.

Vacation Rentals

Vacation Rentals are currently suspended if:

- Rented for periods of less than 30 days or one calendar month, whichever is less;
- Advertised or held out to the public as a place regularly rented to guests; or
- Otherwise regulated by the Department of Business and Professional Regulation as a vacation rental pursuant to section 509.241, Florida Statutes.
- This prohibition does NOT include:
 - Hotels, motels, inns, resorts, non-transient public lodging establishments, or time share projects;
 - Long-term rentals; or
 - Rentals to persons performing military, emergency, governmental, health or infrastructure response, or travelers engaged in non-vacation commercial activities.

The Plan: Phase 0, Current Phase (continued)

Personal Services Businesses

Currently, personal services businesses such as cosmetology salons, barber shops and nail salons are operating under restricted business measures or have closed.

Retail Businesses

Currently, many retail establishments are operating under restricted business measures or have closed.



The Plan: Phases For Re-Opening PHASE 1

Phase 1 should begin based on the benchmarks provided for in the Roadmap for Re-Opening which includes a downward trajectory of the syndromic and epidemiology criteria while maintaining adequate health care capacity.

The **Safe. Smart. Step-by-Step.** plan sets forth minimum recommended health protocols. Individuals and businesses should adhere to all public guidance by federal, state and local officials, including state regulatory agencies.

INDIVIDUALS

Vulnerable Populations

Individuals older than 65 years of age and individuals with a serious underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immune-compromised status, cancer, diabetes, severe obesity, renal failure and liver disease) should continue to stay at home. When leaving home, these individuals should follow social distancing and other general mitigation guidance. Those living with vulnerable individuals should be aware of the exposure risk that they could carry the virus back home after returning to work or other environments where distancing is not practical. Vulnerable populations should affirmatively inform their employer that they are a member of the vulnerable population so that their employer can plan accordingly.

Social Gatherings

All individuals should continue to maximize physical distance from others in public, particularly in enclosed environments. Individuals should avoid socializing in groups of more than 10 people in circumstances that do not readily allow for appropriate social distancing of at least 6 feet.

Travel

Individuals should avoid all non-essential travel and cruises, including to U.S. states and cities outside of Florida with substantial community spread of COVID-19. Individuals coming to Florida from an area with substantial community spread, such as the New York Tri-State Area, should adhere to CDC guidelines regarding isolation for 14 days upon arrival in Florida.

EMPLOYERS

Telework

All employers should encourage teleworking, where practical. Employers should develop plans for employees to return to work in phases, which should be implemented in subsequent phases of the **Safe. Smart. Step-by-Step.** plan.

Employee Screening

All employers should screen employees before entering the premises for symptoms of COVID-19 or influenza like illness and, where practical, take the temperature of each employee.

The Plan: Phase 1 (continued)

Travel

Employers should avoid non-essential travel and adhere to CDC guidelines regarding isolation following travel.

Local Government Meetings

The in-person quorum for a local government body to meet should remain suspended and the use of technology and video conferencing for local government meetings should be encouraged.

OTHER

Bars, Pubs and Nightclubs

Bars, pubs, and nightclubs that derive at least 50 percent of sales from alcohol should remain closed.

Restaurants

Restaurants and food establishments should operate at no more than 50 percent capacity, with appropriate social distancing and a minimum of 6 feet separating parties, as the virus is most transmissible indoors under close sustained contact.

- Parties should not exceed 10 people. Businesses should limit inside waiting areas for patrons waiting to be seated.
- Businesses should thoroughly clean and disinfect all surfaces after each use.
- Businesses should consider a reservations-only business model or call-ahead seating to manage spacing in restaurant.
- Outdoor dining areas should be prioritized.
- Businesses should consider posting signs to remind staff and patrons of safety and sanitization protocols.
- Businesses should screen employees before work and should consider requiring employees to wear face masks or cloth face coverings while inside or within close proximity to members of the public.
- Bar areas should remain closed.
- Menus, if laminated, should be cleaned after each usage. Paper menus should be designed for single use and then disposed of immediately after use.
- Businesses should avoid cafeteria-style dining arrangements. If salad bars or buffets are permitted efforts to mitigate risk should include barriers to block virus spread from sneezes and coughs and service utensils should be handled by staff and/or washed frequently.

Gyms and Fitness Centers

Gyms and fitness centers may re-open but should at a minimum:

- Operate at no more than 50 percent of building capacity.
- Adhere to strict social distancing and sanitation protocols, including cleaning and disinfecting all surfaces.
- Separate patrons by at least 6 feet.

The Plan: Phase 1 (continued)

- Encourage appointment only or scheduled use of equipment.
- Prohibit indoor group sessions or classes.

Recreation

- **State Parks:** A limited number of state parks should open for daytime use only. During this phase, visitors will not have access to certain amenities, such as pavilions, picnic areas and campsites, due to sections of the park being closed or staff and visitor safety considerations.
- **Public Beaches:** Beach access should be limited to parties of 10 or less with 6-foot distance between groups. Beach closures should remain a local government decision.
- **Large Venues:** (i.e. movie theaters, concert halls, auditoriums, bowling alleys, arcades, playhouses, casinos) These venues should utilize strict social distancing protocols and should operate at no more than 50 percent capacity, with a minimum of 6 feet separating parties. Additional guidance includes:
 - Parties should not exceed 10 people.
 - Operators should clean and disinfect all surfaces after each use.
 - Businesses should consider screening employees before work and require workers to wear face masks or cloth face coverings while inside or within close proximity to members of the public.

Large Sporting Events and Theme Parks

- Large spectator sporting events should use strict social distancing guidelines and limit occupancy of venues to 25 percent of building capacity.
- Theme parks should remain closed.

Vacation Rentals

Vacation rentals should remain suspended.

Personal Services Businesses

Personal Services Businesses, such as cosmetology salons, barber shops and nail salons, should limit occupancy to 50 percent of building capacity and should consider the following mitigation measures:

- Welcome patrons by appointment only and avoid group appointments that increase occupancy during the same time periods.
- Regularly sanitize working stations and equipment between interactions with customers to the greatest frequency feasible.
- Require all employees to wear face masks, cloth face coverings and other PPE while inside or within close proximity of members of the public.
- Encourage customers to wear face masks or cloth face coverings when entering the premises and provide face masks or cloth face coverings upon request, if available.
- Post signage to direct customers against congregating outside of the premises.
- Remove all unnecessary, frequent-touch items such as magazines, newspapers, service menus, any other unnecessary paper products and décor from customer service areas.

The Plan: Phase 1 (continued)

Retail Businesses

These types of businesses should consider the following mitigation measures:

- Operate at no more than 50 percent of building capacity.
- Post signage to direct the flow of customers within the premises to promote social distancing, as the virus is most transmissible indoors under close, sustained contact.
- Regularly sanitize work stations and frequently touched surfaces.
- Develop and implement policies and procedures to train employees on personal hygiene expectations, including increased frequency of hand washing, the use of hand sanitizers with at least 60 percent alcohol and, clear instruction to avoid touching hands to face.
- Consider dedicating a certain time each day for vulnerable populations.

Safe. Smart. Step-by-Step.



PLAN FOR FLORIDA'S RECOVERY

The Plan: Phases For Re-Opening PHASE 2

Phase 2 will begin after the successful conclusion of Phase 1, which includes a downward trajectory of the syndromic and epidemiology criteria while maintaining adequate health care capacity. This will occur when there is no evidence of a rebound or resurgence of COVID-19 cases and satisfies the benchmarks outlined in this **Safe. Smart. Step-by-Step.** plan.

The **Safe. Smart. Step-by-Step.** plan sets forth minimum recommended health protocols. Individuals and businesses should adhere to all public guidance by federal, state and local officials, including state regulatory agencies.

INDIVIDUALS

Vulnerable Populations

Individuals older than 65 years of age and individuals with a serious underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immune-compromised status, cancer, diabetes, severe obesity, renal failure and liver disease) should continue to stay at home. When leaving the home, these individuals should follow social distancing and other general mitigation guidance. Those living with vulnerable individuals should be aware of the exposure risk that they could carry the virus back home after returning to work or other environments where distancing is not practical. Vulnerable populations should affirmatively inform their employer that they are a member of the vulnerable population so that their employer can plan accordingly.

Social Gatherings

All individuals should continue to maximize physical distance from others in public, particularly in enclosed environments.

- Individuals should avoid socializing in groups of more than 50 people in circumstances that do not readily allow for appropriate social distancing of at least 6 feet.

Travel

Individuals may resume non-essential travel.

EMPLOYERS

Telework

All employers should continue to encourage teleworking where practical. Employers should begin implementing plans for employees to return to work in phases.

Employee Screening

All employers should screen employees before entering the premises for symptoms of COVID-19 or influenza like illness and, where practical, take the temperature of each employee.

The Plan: Phase 2 (continued)

Travel

Employers should minimize non-essential travel and adhere to CDC guidelines regarding isolation following travel.

Local Government Meetings

In-person quorum for local government bodies should resume, allowing no more than 50 people in attendance, as long as social distancing guidelines can still be maintained. Continue to allow authorized technology and video conferencing for public participation at local government meetings.

OTHER

Bars, Pubs and Nightclubs

Bars, pubs, and nightclubs that derive more than 50 percent of sales from alcohol should operate at 50 percent of building capacity with an emphasis on diminished standing room capacity and prioritizing outdoor service. Owners should consider:

- Spacing tables at least six feet apart and reducing and spreading the arrangement of seating at the bar to incorporate appropriate social distancing between patrons as well as between patrons and the bar staff.
- Restricting coupling of tables or table groups to 10 or fewer patrons.
- Encouraging beverage orders to be taken at the table by bar or wait staff rather than at the bar counter.
- Incorporating intentional and manageable traffic flows to enable responsible social distancing for patrons waiting on service when accepting orders directly at the bar.
- Cleaning and disinfecting all surfaces after each use.
- Menus, if laminated, should be cleaned after each usage. Paper menus should be designed for single use and then disposed of immediately after use.

Restaurants

Restaurants and food establishments should operate at no more than 75 percent of building capacity, with appropriate social distancing and a minimum of 6 feet separating parties, as the virus is most transmissible indoors under close, sustained contact.

- Parties should not exceed 10 people. Businesses should limit inside waiting areas for patrons waiting to be seated.
- Allow walk-ins but continue to emphasize a reservations-only business model or call-ahead seating to manage spacing effectively in restaurant.
- Outdoor dining areas should continue to be prioritized.
- Operators should clean and disinfect all surfaces after every use.
- Businesses should consider posting signs to remind staff and patrons of safety and sanitization protocols.
- Businesses should continue to screen employees before work and consider requiring employees to wear face masks or face coverings while inside or within close proximity to members of the public.

The Plan: Phase 2 (continued)

- Menus, if laminated, should be cleaned after each usage. Paper menus should be designed for single use and then disposed of immediately after use.
- Businesses should avoid cafeteria-style dining arrangements. If salad bars or buffets are utilized, efforts to mitigate risk should include barriers to block virus spread from sneezes and coughs and service utensils should be handled by staff and/or washed frequently.

Gyms and Fitness Centers

Gyms and fitness centers should:

- Operate at no more than 75 percent of building capacity.
- Adhere to strict social distancing and sanitation protocols, including cleaning and disinfecting all surfaces after each use.
- Separate patrons by at least 6 feet.
- Resume indoor group sessions and classes with restricted capacity to promote social distancing, as the virus is most transmissible indoors under close, sustained contact.

Recreation

- **State Parks:** All state parks should be opened for daytime use. Some facilities within state parks—including overnight accommodations, pavilions, interpretive programs, any large group activities or events—will remain closed.
- **Public Beaches:** Beaches should be fully open.
- **Large Venues:** (i.e. movie theaters, concert halls, auditoriums, bowling alleys, arcades, playhouses, casinos) These venues should utilize strict social distancing protocols and should operate at no more than 75 percent capacity, with a minimum of 6 feet separating parties. Additional guidance includes:
 - Parties should not exceed 10 people.
 - Operators should clean and disinfect all surfaces after each use.
 - Businesses should consider screening employees before work and requiring workers to wear face masks or cloth face coverings while inside or within close proximity to members of the public.

Large Sporting Events and Theme Parks

- Large spectator sporting events should limit occupancy of venues to 50 percent of building capacity and use strict social distancing.
- Theme parks may consider re-opening with capacity limits, strict social distancing and proper measures to clean and disinfect.

Vacation Rentals

Vacation rentals should consider the following:

- Vacation rentals should open and operate for in-state reservations only (i.e. only Florida residents).
- Prohibit rentals to persons traveling internationally or from a state or locality with a substantial community spread of COVID-19.

The Plan: Phase 2 (continued)

- Maintain 72 hours between guest check-ins to allow for effective cleaning and disinfecting of the rental unit.
- Thoroughly clean and disinfect the property between rentals and post signage in all units detailing cleaning and sanitation procedures.

Personal Services Businesses

Personal Services Businesses, such as cosmetology salons, barber shops and nail salons, should limit occupancy to 75 percent of building capacity and should consider the following mitigation measures:

- Allow service for walk-in patrons at the discretion of the business owner, so long as patron waiting areas can accommodate proper social distancing protocols, as the virus is most transmissible indoors under close, sustained contact.
- Regularly clean and disinfect working stations and equipment between interactions with customers to the greatest frequency feasible.
- Suggest all employees wear face masks, cloth face coverings and other PPE while inside or within close proximity to members of the public.
- Encourage customers to wear face masks or cloth face coverings when entering the premises and provide face masks or cloth face coverings upon request, if available.
- Post signage to discourage customers against congregating outside of the premises.
- Remove all unnecessary, frequent-touch items such as magazines, newspapers, service menus, any other unnecessary paper products and décor from customer service areas.

Retail Businesses

Retail businesses should consider the following mitigation measures:

- Operate at no more than 75 percent of building capacity.
- Post signage to direct the flow of customers within the premises to promote social distancing.
- Regularly clean and disinfect working stations and commonly touched surfaces at the greatest frequency feasible.



The Plan: Phases For Re-Opening PHASE 3

Phase 3 will begin after the successful conclusion of Phase 2, which includes a downward trajectory of the syndromic and epidemiology criteria while maintaining adequate health care capacity. This will occur when there is no evidence of a rebound or resurgence of COVID-19 cases and satisfies the benchmarks outlined in this **Safe. Smart. Step-by-Step.** plan.

The **Safe. Smart. Step-by-Step.** plan sets forth minimum recommended health protocols. Individuals and businesses should adhere to all public guidance by federal, state and local officials, including state regulatory agencies.

INDIVIDUALS

Vulnerable Populations

Individuals older than 65 years of age and individuals with a serious underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immune-compromised status, cancer, diabetes, severe obesity, renal failure and liver disease) can resume public interactions, but should practice social distancing, minimizing exposure to social settings where distancing may not be practical, unless precautionary measures are observed. Vulnerable populations should affirmatively inform their employer that they are a member of the vulnerable population so that their employer can plan accordingly.

Social Gatherings

Non-vulnerable populations should consider minimizing time spent in crowded environments.

Travel

Non-essential travel may continue.

EMPLOYERS

Telework

Employees should resume unrestricted staffing of worksites and implement the final phasing in of employees returning to work. For vulnerable populations, teleworking can be considered.

Employee Screening

Employers should take prudent and practical measures to ensure employees do not enter the premises if they believe they are infected with COVID-19 or show symptoms of influenza like illness.

The Plan: Phase 3 (continued)

Travel

Employees should resume non-essential travel and adhere to CDC guidelines regarding isolation following travel.

Local Government Meetings

These meetings should return to in-person quorum and public participation for local government bodies.

OTHER

Bars, Pubs and Nightclubs

Bars, pubs, and nightclubs that derive more than 50 percent of sales from alcohol should operate at full capacity with limited social distancing protocols. Businesses should maintain adequate sanitation practices among employees and patrons during all hours of operation. Menus, if laminated, should be cleaned after each usage. Paper menus should be designed for single use and then disposed of immediately after use.

Restaurants

Restaurants and food service establishments may operate at full capacity with limited social distancing protocols. Businesses should maintain adequate sanitation practices among employees and patrons during all hours of operation. Menus, if laminated, should continue to be cleaned after each usage. Paper menus shall be designed for single use and then disposed of immediately after use.

Gyms and Fitness Centers

Gyms and fitness centers should open to full capacity but should maintain adequate sanitation practices among employees and patrons during all hours of operation.

Recreation

- **State Parks:** State parks should be fully opened, including overnight accommodations.
- **Public Beaches:** Beaches should remain fully opened.
- **Large Venues:** (i.e. movie theaters, concert halls, auditoriums, bowling alleys, arcades, playhouses, casinos) These venues should re-open fully with limited social distancing protocols.

Large Sporting Events and Theme Parks

- Large spectator sporting events should consider reducing capacity with limited social distancing protocols.
- Theme parks may return to normal operations with limited social distancing protocols.

The Plan: Phase 3 (continued)

Vacation Rentals

Vacation Rentals should resume normal operating procedures but should continue to thoroughly clean and disinfect the property between rentals.

Personal Services Businesses

Personal Services Businesses, such as cosmetology salons, barber shops and nail salons, should operate under full capacity but should consider the following mitigation measures:

- Continue to maintain adequate sanitation practices for employees and patrons.
- Regularly clean and disinfect working stations and equipment between interactions with customers to the greatest frequency feasible.
- Remove all unnecessary, frequent-touch items such as magazines, newspapers, service menus, any other unnecessary paper products and décor from customer service areas.

Retail Businesses

Operators of retail businesses should operate at full capacity but should continue to maintain adequate sanitation practices for employees and patrons.

Safe. Smart. Step-by-Step.



PLAN FOR FLORIDA'S RECOVERY

Ongoing Considerations

EDUCATION

The Department of Education and the State University System, in consultation with state health officials, should monitor the re-opening phases as set by this report. However, plans should be developed to resume on-campus learning, full-time, for the 2020-2021 school year.

- The Department of Education should develop a plan to phase-in education, safely, during the summer months to provide supplemental education for closing achievement gaps for early learning through K-12 students who may need additional supports due to COVID-19 school closures.
- Florida's postsecondary institutions should continue to implement distance learning measures to the extent possible and develop a plan for return to on-campus instruction.

SMALL AND RURAL BUSINESSES

Small businesses are the backbone of the Florida economy. Getting them up and working again is critically important for Florida's economic recovery. The guidance contained in Florida's **Safe. Smart. Step-by-Step.** plan is not a condition for a small business to operate, but the deployment of these recommended measures should occur to the greatest extent feasible to promote economic recovery while ensuring the public health and safety of all Floridians.

Businesses that frequently interact with customers should institute mitigation measures outlined in the guidance within specific phases to ensure that they can conduct their operations in a safe manner and prevent the spread of COVID-19. While these measures should be universally deployed, many small businesses will be unable to afford PPE and need assistance to provide PPE or other protective equipment.

As the state moves forward with the **Safe. Smart. Step-by-Step.** plan, resources should be provided to aid small businesses to acquire the protective materials needed to restart operations. These measures can include:

- Direct grant assistance to local governments focused on small business programs to acquire PPE and other protective infrastructure such as sneeze guards, thermometers, and sanitation supplies.
- Coordinated support from the Division of Emergency Management to local governments to provide protective health supplies when deficiencies exist that severely impair small business operations.

Additionally, rural communities have experienced the COVID-19 pandemic differently than urban areas. Florida's agriculture industry has felt significant economic strain through the supply chain from mitigation measures taken by restaurants and retail businesses.

Ongoing Considerations (continued)

Through all stages of economic recovery, Florida's rural communities should be a focus of efforts to restore stability to the state's diverse economic base. Some examples of measures include:

- Policies developed by Florida's social services programs for food assistance should prioritize buying from Florida growers and producers, and state vendors should prioritize Florida businesses as a condition of all procurement.
- Florida economic development planning should develop marketing and branding strategies to further promote rural communities and products and food produced in Florida to Floridians.

The Florida Department of Economic Opportunity, through its emergency operation function, should continue to partner with local governments and small businesses to communicate successful mitigation strategies for businesses.

TOURISM

Tourism is vital to Florida's economic well-being. Tourism marketing by VISIT FLORIDA should be reintroduced in phases that acknowledge the progression the state makes through the **Safe. Smart. Step-by-Step.** plan. Currently, VISIT FLORIDA is engaged in limited marketing. During the initial phases of the **Safe. Smart. Step-by-Step.** plan, VISIT FLORIDA should focus on promoting in-state travel when businesses are ready.

HURRICANE PREPAREDNESS: BUSINESS DISASTER PLANNING

Before a Disaster Strikes

A disaster of any size could have an impact on business. All businesses should build a disaster continuity plan and encourage employees to create a family emergency plan. It is important to consider how a disaster could affect employees, customers and workplaces. Important considerations include: how to manage a business if access to the workplace is limited by road closures, streets are impassable, or communication is limited.

Additionally, businesses should similarly plan for the unique challenges of a hurricane during a pandemic and set aside disaster supplies. This may include warehousing or storage of emergency masks, cloth face coverings or other PPE along with generators and other equipment.

During a Disaster

During a disaster, safety is the main concern. Businesses are encouraged to review their Business Continuity Plan to ensure the information is up to date and employees are aware of the plan and their responsibilities. It is important to monitor relevant emergency management news for weather and safety updates. In case an evacuation is ordered, business owners should secure their businesses and follow instructions by local emergency management on evacuation orders. If local emergency management officials order an evacuation and a business owner makes the decision to remain at their business, emergency responders will not be able to respond during the disaster.

Ongoing Considerations (continued)

Regarding COVID-19, the unique issues of this public health crisis may require emergency management officials to consider stay-at-home orders instead of evacuating people in a storm's path. If evacuations are required, transportation network companies, such as Uber and Lyft, may be considered in addition to buses to assist in evacuations. Further, utilizing additional school locations to add capacity to allow for greater social distancing as well as hotels may be considered in addition to current evacuation centers.

Coronavirus: summary for Leon County

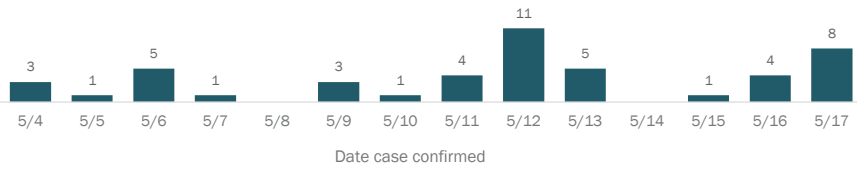
Data for May 18, 2020 (verified at 10 AM)

Data in this report are provisional and subject to change.

Confirmed cases

Total cases	290
Florida residents	272
Non-Florida residents	18
Gender for Florida residents	
Men	124
Women	148
Unknown	0
Age for Florida residents	
Range	2 - 86
Median age	43

Cases confirmed in Florida residents per day



Race, ethnicity	Cases	Hospitalizations	Deaths
White	105 (39%)	16 (48%)	3 (50%)
Hispanic	11 (4%)	1 (3%)	0 (0%)
Non-Hispanic	93 (34%)	15 (45%)	3 (50%)
Unknown ethnicity	1 (0%)	0 (0%)	0 (0%)
Black	138 (51%)	14 (42%)	3 (50%)
Hispanic	4 (1%)	0 (0%)	0 (0%)
Non-Hispanic	133 (49%)	14 (42%)	3 (50%)
Unknown ethnicity	1 (0%)	0 (0%)	0 (0%)
Other	8 (3%)	1 (3%)	0 (0%)
Hispanic	2 (1%)	1 (3%)	0 (0%)
Non-Hispanic	5 (2%)	0 (0%)	0 (0%)
Unknown ethnicity	1 (0%)	0 (0%)	0 (0%)
Unknown race	21 (8%)	2 (6%)	0 (0%)
Hispanic	0 (0%)	0 (0%)	0 (0%)
Non-Hispanic	1 (0%)	0 (0%)	0 (0%)
Unknown ethnicity	20 (7%)	2 (6%)	0 (0%)
Total	272	33	6

Outcomes for Florida residents

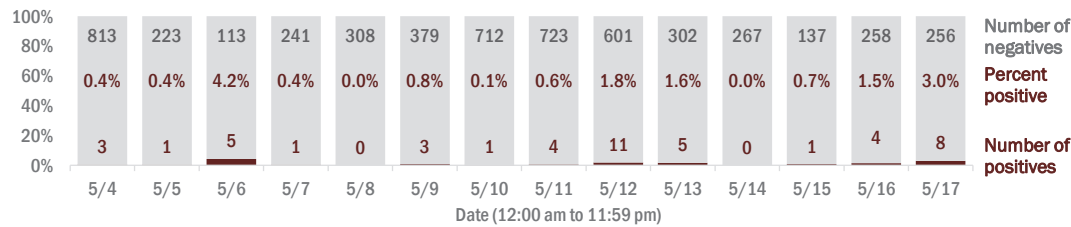
Leon	Statewide
Hospitalizations: 33 (12% of all cases)	Hospitalizations: 8,304 (18% of all cases)
Deaths: 6 (2% of all cases)	Deaths: 1,997 (4% of all cases)

Hospitalization counts include anyone who was hospitalized at some point during their illness. It does not reflect the number of people currently hospitalized.
Other race includes any person with a race of American Indian/Alaskan native, Asian, native Hawaiian/Pacific Islander, or other.

Laboratory testing for Florida residents and non-Florida residents over the past 2 weeks

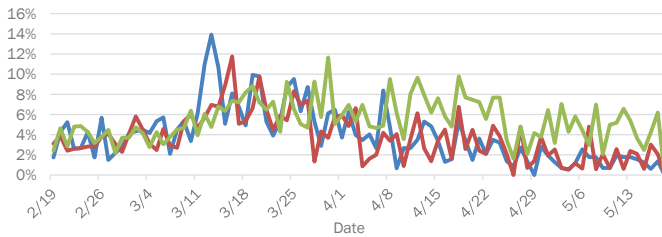
Number and percent of positive labs

These counts include the number of people for whom the department received laboratory results by day. This percent is the number of people who test positive for the first time divided by all the people tested that day, excluding people who have previously tested positive.

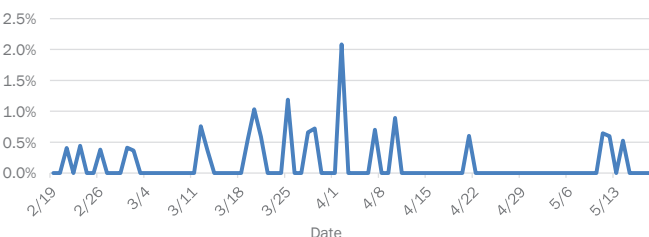


Emergency department (ED) chief complaint and admission data for Leon County

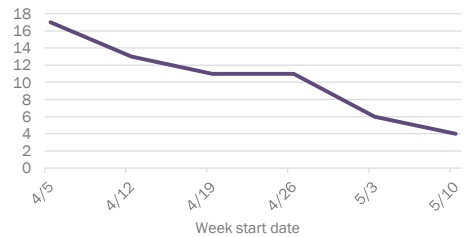
Daily percent of ED visits mentioning cough, fever, or shortness of breath



Daily percent of ED visits resulting in cough-associated admissions



Weekly count of ED visits for influenza-like illness



Weekly count of ED visits for COVID-like illness



The Electronic Surveillance System for the Early Notification of Community-Based Epidemics (ESSENCE-FL) includes chief complaint data from 213 of 214 Florida EDs. Data are transmitted electronically to ESSENCE-FL daily or hourly.

**AMENDED PROCLAMATION DECLARING A CONTINUING
LOCAL STATE OF EMERGENCY IN LEON COUNTY, FLORIDA
PROCLAMATION NO. 2020-3
COVID-19**

WHEREAS, the Board of County Commissioners of Leon County, Florida (the “Board”) has adopted the Emergency Management Ordinance, being codified in Chapter 2, Article VIII of the Code of Laws of Leon County, Florida (the “Ordinance”), providing authorization for the Board or its designee to declare an extension to a previously issued declaration of local State of Emergency; and

WHEREAS, on March 9, 2020, Governor DeSantis issued Executive Order 20-52, declaring a State of Emergency as a result of COVID-19; and

WHEREAS, on March 16, 2020, Leon County declared a local State of Emergency effective March 16, 2020, at 2:00 p.m., for a period of seven days, to authorize continued coordination with state and other local authorities and to take all actions necessary to address the threat of a public health crisis resulting from COVID-19; and

WHEREAS, on March 17, 2020, Governor DeSantis issued Executive Order 20-68, prohibiting the sale of alcoholic beverages at certain establishments and placing certain limitations on gatherings for bars and restaurants; and

WHEREAS, on March 23, 2020, Leon County extended the local State of Emergency effective March 23, 2020, at 2:00 p.m., for a period of seven days; and

WHEREAS, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention (“CDC”) and the Florida State Department of Health recommend implementation of community mitigation strategies to increase containment of the virus, including cancellation of large gatherings and social distancing of at least six feet between persons in smaller gatherings; and

WHEREAS, federal and state health officials have indicated that they expect additional cases of COVID-19 to be identified in the coming days and, based on the highly contagious nature of COVID-19, additional person-to-person transmission is likely; and

WHEREAS, on March 24, 2020, Governor DeSantis issued Executive Order 20-83, directing the Surgeon General and State Health Officer to issue a public health advisory to all persons over 65 years of age and to persons with certain underlying medical conditions that place them high risk of serious illness from COVID-19 to urge them to stay home and take measures to limit their exposure to COVID-19; and

WHEREAS, Executive Order 20-83 further directs the Surgeon General and State Health Officer to issue a public health advisory against all social or recreational gatherings of 10 or more people; and

WHEREAS, multiple local jurisdictions in Florida and Georgia have implemented curfews in an attempt to limit gatherings in compliance with CDC recommendations to limit community spread of COVID-19; and

WHEREAS, pursuant to 2-309 of the Code of Laws of Leon County, Florida, Leon County is authorized to implement curfews in times of Emergency; and

WHEREAS, the continuing operation of essential businesses is required to provide goods and services to the public; and

WHEREAS, should COVID-19 spread in Leon County at a rate close to what some other communities in Florida and Georgia are experiencing it would strain local resources and capabilities; and

WHEREAS, there currently exists in Leon County an Emergency as defined in the Ordinance; and

WHEREAS, a prompt and efficient response and recovery is necessary to safeguard lives and property affected by the Emergency.

NOW, THEREFORE, PURSUANT to the authority conferred by Chapter 252, Florida Statutes, and the Ordinance, as Chairman of the Leon County Board of County Commissioners, and pursuant to Section 2-306 of the Code of Laws of Leon County, after consultation with state and local authorities, I find as follows:

1. State of Emergency. A local State of Emergency continues to exist requiring immediate and expeditious action as a result of the threat of a public health crisis within Leon County and neighboring counties, and will continue to exist for a period of seven days, effective 2:00 p.m. on March 23, 2020, in accordance with Section 2-307 of the Code of Laws of Leon County.

2. Stay at home. Members of the public are encouraged to remain in their homes except for activities related to the provision of essential commodities and services, such as:

- a. For health and safety. To engage in activities or perform tasks essential to their health and safety, or to the health and safety of their family or household members (including, but not limited to, pets), such as, by way of example only and without limitation, seeking emergency services, obtaining medical supplies or medication, or visiting a health care professional.
- b. For necessary supplies and services. To obtain necessary services or supplies for themselves and their family or household members, or to deliver those services or supplies to others, such as, by way of example only and without limitation, groceries and food, household consumer products, supplies they need to work from home, and products necessary to maintain the safety, sanitation, and essential operation of residences.

- c. For outdoor activity. To engage in outdoor activity, provided the individuals comply with social distancing, limiting gatherings to no more than 10 people, and all other measures as advised by the CDC, such as, by way of example and without limitation, walking, hiking, running, or biking. Individuals may go to public parks and open outdoor recreation areas that are open to the public.
 - d. For work. To work, and travel to and from a place of work.
 - e. To take care of others. To care for a family member, friend, or pet in another household.
 - f. For worship. To attend religious services in places of worship, and travel to and from a place of worship.
3. Business operations. All businesses are encouraged to implement and practice CDC recommendations, including maintaining six-foot distancing between employees and members of the public. Persons who frequent business establishments are subject to the provisions of Section 4 below.
4. Gatherings of 10 or more persons. Social or recreational gatherings of 10 or more persons are prohibited in Leon County. Local law enforcement is authorized to disperse gatherings of 10 or more persons and treat violations of this emergency measure as a County ordinance violation, punishable in accordance with Section 1-9 of the Code of Laws of Leon County, Florida. This provision does not prohibit the gathering of a members of a household or residence. A “social or recreational gathering” does not include a group of persons at the following locations:
- a. Office space, child care facilities, residential buildings, or any type of temporary shelter or housing;
 - b. Hospitals, nursing homes, assisted living facilities, and other health care facilities;
 - c. Places of worship;
 - d. Grocery stores and pharmacies;
 - e. Airport;
 - f. Any other location at which persons purchase supplies and services in furtherance of their employment.
5. Curfew.
- a. In order to protect the public health, safety and welfare, and mitigate the spread of the COVID-19 virus, a curfew is hereby established in all of Leon County, Florida, from the hours of 11:00 p.m. until 5:00 a.m., commencing on March 25, 2020.

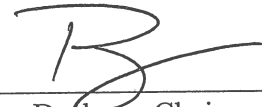
- b. The curfew applies to all pedestrian and vehicular movement, standing and parking, except for: individuals participating in, going to, or returning from employment, including, but not limited to, federal, state, and local government employees, judicial personnel, those providing hospital and other health care services, first responder and correctional personnel, child protection and child welfare personnel, housing and shelter personnel, postal and shipping services personnel, airline and airport personnel, and those performing utility and telecommunications repairs. Medical patients in need of transport, and others seeking medical care, are also excluded from the curfew. The curfew does not prohibit a person from walking a pet animal in the vicinity of the residence at which the animal is being maintained.
- c. Refusal to comply with the curfew shall be punishable in accordance with Section 1-9, of the Code of Laws of Leon County, Florida.

THIS PROCLAMATION authorizes the continued activation of the Leon County Comprehensive Emergency Management Plan and the exercise of all powers provided by Chapter 252, Florida Statutes, and Chapter 2, Article VIII of the Code of Laws of Leon County, Florida.

Dated this 25th day of March, 2020.

LEON COUNTY, FLORIDA

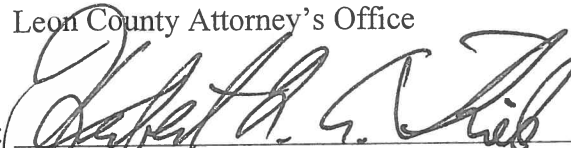


By: 
Bryan Desloge, Chairman
Board of County Commissioners

ATTESTED BY:
Gwendolyn Marshall, Clerk of Court
& Comptroller, Leon County, Florida

By: 

APPROVED AS TO FORM:
Leon County Attorney's Office

By: 
Herbert W.A. Thiele, Esq.
County Attorney

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-91

(Essential Services and Activities During COVID-19 Emergency)

WHEREAS, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention ("CDC") issued the "15 Days to Slow the Spread" guidance advising individuals to adopt far-reaching social distancing measures, such as avoiding gatherings of more than 10 people, and in states with evidence of community spread, recommending restrictions to certain establishments conducive to mass gatherings and congregations; and

WHEREAS, on March 29, 2020, the President extended such guidance to be in effect until April 30, 2020; and

WHEREAS, on March 31, 2020, the President updated the guidance, renaming it "30 Days to Slow the Spread", and along with the White House Coronavirus Task Force urged Americans to continue to adhere to the guidelines and expand community mitigation efforts; and

WHEREAS, the majority of individuals in Florida that have tested positive for COVID-19 have been concentrated in its southeastern counties and other urban cores; and

WHEREAS, positive cases of COVID-19 have continued to rise in other states in close proximity to Florida, resulting in increased risk to counties in northern Florida; and

WHEREAS, many thousands of people fled the New York City region to Florida following New York State issuing a “shelter-in-place” order, thereby jeopardizing the health and safety of Floridians; and

WHEREAS, on March 23, 2020, I issued Executive Order 20-80, requiring all individuals that fly into Florida from states with substantial community spread to self-isolate in Florida for 14 days or the duration of their trip, whichever is shorter; and

WHEREAS, on March 27, 2020, I issued Executive Order 20-86, requiring all individuals that drive into Florida from states with substantial community spread to self-isolate in Florida for 14 days or the duration of their trip, whichever is shorter; and

WHEREAS, persistent interstate travel continues to pose a risk to the entire state of Florida; and

WHEREAS, on March 24, 2020, I issued Executive Order 20-83, directing the State Surgeon General and State Health Officer to issue a public health advisory urging the public to avoid all social or recreational gatherings of 10 or more people and urging those who can work remotely to do so; and

WHEREAS, it is necessary and appropriate to take action to ensure that the spread of COVID-19 is slowed, and that residents and visitors in Florida remain safe and secure.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution Chapter

252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. Safer At Home

A. Senior citizens and individuals with a significant underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immunocompromised status, cancer, diabetes, severe obesity, renal failure and liver disease) shall stay at home and take all measures to limit the risk of exposure to COVID-19.

B. In concert with the efforts of President Trump and the White House Coronavirus Task Force to fight COVID-19, and based on guidance provided by Florida Surgeon General and State Health Officer, Dr. Scott Rivkees, all persons in Florida shall limit their movements and personal interactions outside of their home to only those necessary to obtain or provide essential services or conduct essential activities.

Section 2. Essential Services

A. For purposes of this Order and the conduct it limits, “essential services” means and encompasses the list detailed by the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce, v. 2 (March 28, 2020) (attached) and any subsequent lists published.

B. Essential services also include those businesses and activities designated by Executive Order 20-89 and its attachment which consists of a list propounded by Miami-Dade County in multiple orders.

C. Other essential services may be added under this Order with the approval of the State Coordinating Officer, in close coordination with the State Health Officer. The State Coordinating Officer shall maintain an online list of essential services, as specified in this Order along with any approved additions. The online list shall be available on the Division of

Emergency Management's website at www.floridadisaster.org and the Florida Department of Health's website at www.floridahealth.gov.

D. Nothing in this order prohibits individuals from working from home; indeed, this Order encourages individuals to work from home.

E. All businesses or organizations are encouraged to provide delivery, carry-out or curbside service outside of the business or organization, of orders placed online or via telephone, to the greatest extent practicable.

Section 3. Essential Activities

A. For purposes of this Order and the conduct it limits, "essential activities" means and encompasses the following:

- i. Attending religious services conducted in churches, synagogues and houses of worship; and
- ii. Participating in recreational activities (consistent with social distancing guidelines) such as walking, biking, hiking, fishing, hunting, running, or swimming; and
- iii. Taking care of pets; and
- iv. Caring for or otherwise assisting a loved one or friend.

B. Other essential activities may be added to this list with the approval of the State Coordinating Officer, in close coordination with the State Health Officer. The State Coordinating Officer shall maintain an online list of essential activities, as specified in this Order along with any approved additions.

C. A social gathering in a public space is not an essential activity. Local jurisdictions shall ensure that groups of people greater than ten are not permitted to congregate in any public space.

Section 4. Local Orders in Response to COVID-19

This Order shall supersede any conflicting official action or order issued by local officials in response to COVID-19 but only to the extent that such action or order allows essential services or essential activities prohibited by this Executive Order.

Section 5. Previous Executive Orders

This Executive Order does not supersede any Executive Order related to COVID-19.

Section 6. Effective Date and Expiration Date

This Order is effective 12:01 am on April 3, 2020. This Order shall expire on April 30, 2020 unless extended by subsequent order. Executive Order 20-68 (bars, restaurants) and Executive Order 20-71 (alcohol sales, restaurants) shall remain in effect through the duration of Executive Order 20-52, including any extensions.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 1st day of April, 2020



RON DESANTIS, GOVERNOR

ATTEST:



SECRETARY OF STATE

FILED
2020 APR - 1 PM 1:15
TALLAHASSEE, FLORIDA



March 28, 2020

ADVISORY MEMORANDUM ON IDENTIFICATION OF ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS DURING COVID-19 RESPONSE

FROM: Christopher C. Krebs
Director
Cybersecurity and Infrastructure Security Agency (CISA)

As the Nation comes together to slow the spread of COVID-19, on March 16th the President issued updated Coronavirus Guidance for America that highlighted the importance of the critical infrastructure workforce.

The Cybersecurity and Infrastructure Security Agency (CISA) executes the Secretary of Homeland Security's authorities to secure critical infrastructure. Consistent with these authorities, CISA has developed, in collaboration with other federal agencies, State and local governments, and the private sector, an "Essential Critical Infrastructure Workforce" advisory list. This list is intended to help State, local, tribal and territorial officials as they work to protect their communities, while ensuring continuity of functions critical to public health and safety, as well as economic and national security. Decisions informed by this list should also take into consideration additional public health considerations based on the specific COVID-19-related concerns of particular jurisdictions.

This list is advisory in nature. It is not, nor should it be considered, a federal directive or standard. Additionally, this advisory list is not intended to be the exclusive list of critical infrastructure sectors, workers, and functions that should continue during the COVID-19 response across all jurisdictions. Individual jurisdictions should add or subtract essential workforce categories based on their own requirements and discretion.

The advisory list identifies workers who conduct a range of operations and services that are typically essential to continued critical infrastructure viability, including staffing operations centers, maintaining and repairing critical infrastructure, operating call centers, working construction, and performing operational functions, among others. It also includes workers who support crucial supply chains and enable functions for critical infrastructure. The industries they support represent, but are not limited to, medical and healthcare, telecommunications, information technology systems, defense, food and agriculture, transportation and logistics, energy, water and wastewater, law enforcement,

and public works.

State, local, tribal, and territorial governments are responsible for implementing and executing response activities, including decisions about access and reentry, in their communities, while the Federal Government is in a supporting role. Officials should use their own judgment in issuing implementation directives and guidance. Similarly, while adhering to relevant public health guidance, critical infrastructure owners and operators are expected to use their own judgement on issues of the prioritization of business processes and workforce allocation to best ensure continuity of the essential goods and services they support. All decisions should appropriately balance public safety, the health and safety of the workforce, and the continued delivery of essential critical infrastructure services and functions. While this advisory list is meant to help public officials and employers identify essential work functions, it allows for the reality that some workers engaged in activity determined to be essential may be unable to perform those functions because of health-related concerns.

CISA will continue to work with our partners in the critical infrastructure community to update this advisory list if necessary as the Nation's response to COVID-19 evolves.

Should you have questions about this list, please contact CISA at CISA.CAT@cisa.dhs.gov.

Attachment: "Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response Version 2.0"



CISA
CYBER+INFRASTRUCTURE

DEFEND TODAY, SECURE TOMORROW

Guidance on the Essential Critical Infrastructure Workforce: Ensuring Community and National Resilience in COVID-19 Response

Version 2.0 (March 28, 2020)

THE IMPORTANCE OF ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS

Functioning critical infrastructure is imperative during the response to the COVID-19 emergency for both public health and safety as well as community well-being. Certain critical infrastructure industries have a special responsibility in these times to continue operations.

This advisory guidance and accompanying list are intended to support state, local, tribal, territorial and industry partners in identifying the critical infrastructure sectors and the essential workers needed to maintain the services and functions Americans depend on daily and that need to be able to operate resiliently during the COVID-19 pandemic response.

This document gives advisory guidance on defining essential critical infrastructure workers. Promoting the ability of such workers to continue to work during periods of community restriction, access management, social distancing, or closure orders/directives is crucial to community resilience and continuity of essential functions.

CISA will continually solicit and accept feedback on the list and will evolve the list in response to stakeholder feedback. We will also use our various stakeholder engagement mechanisms to work with partners on how they are using this list and share those lessons learned and best practices broadly. Feedback can be sent to CISA.CAT@CISA.DHS.GOV.

CONSIDERATIONS FOR GOVERNMENT AND BUSINESS

This list was developed in consultation with federal agency partners, industry experts, and State and local officials, and is based on several key principles:

1. Response efforts to the COVID-19 pandemic are locally executed, state managed, and federally supported.
2. Everyone should follow guidance from the CDC, as well as State and local government officials, regarding strategies to limit disease spread.
3. Workers should be encouraged to work remotely when possible and focus on core business activities. In-person, non-mandatory activities should be delayed until the resumption of normal operations.
4. When continuous remote work is not possible, businesses should enlist strategies to reduce the likelihood of spreading the disease. This includes, but is not necessarily limited to, separating staff by off-setting shift hours or days and/or social distancing. These steps can preserve the workforce and allow operations to continue.
5. All organizations should implement their business continuity and pandemic plans or put plans in place if they do not exist. Delaying implementation is not advised and puts at risk the viability of the business and the

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health and safety of the employees.

6. Reliance on technology and just-in-time supply chains means that certain workers must be able to access certain sites, facilities, and assets to ensure continuity of functions.
7. Government employees, such as emergency managers, and the business community need to establish and maintain lines of communication.
8. When government and businesses engage in discussions about essential critical infrastructure workers, they need to consider the implications of business operations beyond the jurisdiction where the asset or facility is located. Businesses can have sizeable economic and societal impacts as well as supply chain dependencies that are geographically distributed.
9. Whenever possible, jurisdictions should align access and movement control policies related to critical infrastructure workers to lower the burden of workers crossing jurisdictional boundaries.

IDENTIFYING ESSENTIAL CRITICAL INFRASTRUCTURE WORKERS

The following list of identified essential critical infrastructure workers is intended to be overly inclusive reflecting the diversity of industries across the United States.



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HEALTHCARE / PUBLIC HEALTH

- Workers who perform critical clinical research, development, and testing needed for COVID-19 response.
- Healthcare providers and Caregivers including physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, social workers, optometrists, speech pathologists, chiropractors, and diagnostic and therapeutic technicians and technologists.
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.).
- Workers in other medical and biomedical facilities (including Ambulatory Health and Surgical, Blood Banks, Clinics, Community Mental Health, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Long Term Care, Nursing Care Facilities, Organ Pharmacies, Procurement Organizations, Psychiatric Residential, Rural Health Clinics and Federally Qualified Health Centers, and retail facilities specializing in medical good and supplies).
- Manufacturer workers for health manufacturing (including biotechnology companies), materials and parts suppliers, logistics and warehouse operators, distributors of medical equipment (including those who test and repair), personal protective equipment (PPE), isolation barriers, medical gases, pharmaceuticals (including materials used in radioactive drugs), dietary supplements, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.
- Public health / community health workers, including those who compile, model, analyze and communicate public health information.
- Blood and plasma donors and the employees of the organizations that operate and manage related activities.
- Workers who manage health plans, billing, and health information, who cannot practically work remotely.
- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely.
- Workers performing information technology and cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely.
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely.
- Pharmacy employees necessary to maintain uninterrupted prescription filling.
- Workers performing mortuary funeral, cremation, burial, cemetery, and related services, including funeral homes, crematoriums, cemetery workers, and coffin makers.
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental/behavioral health services to the family members, responders, and survivors of an incident.

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LAW ENFORCEMENT, PUBLIC SAFETY, AND OTHER FIRST RESPONDERS

- Public, private, and voluntary personnel (front line and management) in emergency management, law enforcement, fire and rescue services, emergency medical services, and private security, to include public and private hazardous material responders, air medical service providers (pilots and supporting technicians), corrections, and search and rescue personnel.
- 911 call center employees and Public Safety Answering Points who can't perform their duties remotely.
- Fusion Center employees.
- Workers – including contracted vendors – who maintain, manufacture, or supply equipment and services supporting law enforcement emergency service and response operations (to include electronic security and life safety security personnel).
- Workers supporting the manufacturing of safety equipment and uniforms for law enforcement, public safety personnel, and first responder.
- Workers supporting the operation of firearm or ammunition product manufacturers, retailers, importers, distributors, and shooting ranges.
- Public agency workers responding to abuse and neglect of children, elders, and dependent adults.
- Workers who support weather disaster / natural hazard mitigation and prevention activities.
- Security staff to maintain building access control and physical security measures.

FOOD AND AGRICULTURE

- Workers supporting groceries, pharmacies, convenience stores, and other retail (including unattended and vending) that sells human food, animal/pet food and pet supply, and beverage products, including retail customer support service and information technology support staff necessary for online orders, pickup and delivery.
- Restaurant carry-out and quick serve food operations, including dark kitchen and food prep centers, and carry-out and delivery food employees.
- Food manufacturer employees and their supplier employees—to include those employed in food ingredient production and processing facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging.
- Farmers, farm workers, and agribusiness support services to include those employed in auction and sales: grain and oilseed handling, processing and distribution; animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically and for export.
- Farmers, farm workers, support service workers, and their supplier employees to include those engaged in producing and harvesting field crops; commodity inspection; fuel ethanol facilities; biodiesel and renewable diesel facilities; storage facilities; and other agricultural inputs.
- Employees and firms supporting the distribution of food, feed, and beverage and ingredients used in these products, including warehouse workers, vendor- managed inventory controllers and blockchain managers.
- Workers supporting the sanitation and pest control of all food manufacturing processes and operations from wholesale to retail.
- Employees in cafeterias used to feed employees, particularly employee populations sheltered against COVID-19.
- Workers in animal diagnostic and food testing laboratories in private industries and in institutions of higher education.

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- Government, private, and non-governmental organizations' workers essential for food assistance programs (including school lunch programs) and government payments.
- Employees of companies engaged in the production, storage, transport, and distribution of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including seeds, pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids.
- Animal agriculture workers to include those employed in veterinary health (including those involved in supporting emergency veterinary or livestock services); raising of animals for food; animal production operations; livestock markets; slaughter and packing plants, manufacturers, renderers, and associated regulatory and government workforce.
- Transportation supporting animal agricultural industries, including movement of animal medical and reproductive supplies and materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, live animals, animal by-products, and deceased animals for disposal.
- Workers who support sawmills and the manufacture and distribution of fiber and forest products, including, but not limited to timber, paper, and other wood and fiber products.
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary for agricultural production and distribution.

ENERGY

- Workers supporting the energy sector, regardless of the energy source (including but not limited to nuclear, fossil, hydroelectric, or renewable), segment of the system, or infrastructure the worker is involved in, or who are needed to monitor, operate, engineer, and maintain the reliability, safety, environmental health, and physical and cyber security of the energy system.
- Energy/commodity trading/scheduling/marketing functions, who can't perform their duties remotely.
- IT and OT technology for essential energy sector operations including support workers, customer service operations; energy management systems, control systems, and Supervisory Control and Data Acquisition SCADA systems, and energy sector entity data centers; cybersecurity engineers; and cybersecurity risk management.
- Workers supporting the energy sector through renewable energy infrastructure (including, but not limited to wind, solar, biomass, hydrogen, ocean, geothermal, and/or hydroelectric), including those supporting construction, manufacturing, transportation, permitting, operation/maintenance, monitoring, and logistics.
- Workers and security staff involved in nuclear re-fueling operations.
- Providing services related to energy sector fuels (including, but not limited, petroleum (crude oil), natural gas, propane, natural gas liquids, other liquid fuels, nuclear, and coal), supporting the mining, processing, manufacturing, construction, logistics, transportation, permitting, operation/maintenance, security, waste disposal and storage, and monitoring of support for resources.
- Environmental remediation/monitoring, limited to immediate critical needs technicians.
- Manufacturing and distribution of equipment, supplies, and parts necessary to maintain production, maintenance, restoration, and service at energy sector facilities (across all energy sector segments).

Electricity industry:

- Workers who maintain, ensure, or restore, or are involved in the development, transportation, fuel procurement, expansion, or operation of the generation, transmission, and distribution of electric power, including call centers, utility workers, engineers, retail electricity, constraint maintenance, and fleet maintenance technicians-who cannot perform their duties remotely.
- Workers at coal mines, production facilities, and those involved in manufacturing, transportation, permitting, operation/maintenance and monitoring at coal sites which is critical to ensuring the reliability of the electrical system.

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- Workers who produce, process, ship and handle coal used for power generation and manufacturing.
- Workers needed for safe and secure operations at nuclear generation to include but not limited to, the broader nuclear supply chain, parts to maintain nuclear equipment, fuel manufacturers and fuel components used in the manufacturing of fuel.
- Workers at renewable energy infrastructure (including, but not limited to wind, solar, biomass, hydrogen, geothermal, and/or hydroelectric), including those supporting construction, manufacturing, transportation, permitting, operation/maintenance, monitoring, and logistics.
- Workers at generation, transmission, and electric black start facilities.
- Workers at Reliability Coordinator, Balancing Authorities, and primary and backup Control Centers, including but not limited to independent system operators, regional transmission organizations, and local distribution control centers.
- Mutual assistance personnel which may include workers from outside of the state or local jurisdiction.
- Vegetation management and traffic control for supporting those crews.
- Environmental remediation/monitoring workers limited to immediate critical need technicians.
- Instrumentation, protection, and control technicians.
- Essential support personnel for electricity operations.
- Generator set support workers such as diesel engineers used in power generation including those providing fuel.

Petroleum industry:

- Workers for onshore and offshore petroleum drilling operations; platform and drilling construction and maintenance; transportation (including helicopter operations), maritime transportation, supply, and dredging operations; maritime navigation; well stimulation, intervention, monitoring, automation and control, extraction, production; processing; waste disposal, and maintenance, construction, and operations.
- Workers for crude oil, petroleum and petroleum product storage and transportation, including pipeline, marine transport, terminals, rail transport, storage facilities and racks and road transport for use as end-use fuels such as gasoline, diesel fuel, jet fuel, and heating fuels or feedstocks for chemical manufacturing.
- Petroleum and petroleum product security operations center employees and workers who support maintenance and emergency response services.
- Petroleum and petroleum product operations control rooms/centers and refinery facilities.
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them.
- Supporting new and existing construction projects, including, but not limited to, pipeline construction.

Natural Gas, Natural Gas Liquids (NGL), Propane, and other liquid fuels

- Workers who support onshore and offshore drilling operations, platform and drilling construction and maintenance; transportation (including helicopter operations); maritime transportation, supply, and dredging operations; maritime navigation; natural gas and natural gas liquid production, processing, extraction, storage and transportation; well intervention, monitoring, automation and control; waste disposal, and maintenance, construction, and operations.
- Transmission and distribution pipeline workers, including compressor stations and any other required, operations maintenance, construction, and support for natural gas, natural gas liquid, propane, and other liquid fuels.
- Natural gas, propane, natural gas liquids, and other liquid fuel processing plants, including construction, maintenance, and support operations.
- Natural gas processing plants workers, and those that deal with natural gas liquids.
- Workers who staff natural gas, propane, natural gas liquids, and other liquid fuel security operations centers, operations dispatch and control rooms/centers, and emergency response and customer emergencies (including leak calls) operations.
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for

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chemical manufacturing, or use in electricity generation.

- Dispatch and control rooms and emergency response and customer emergencies, including propane leak calls.
- Propane gas service maintenance and restoration, including call centers.
- Propane, natural gas liquids, and other liquid fuel distribution centers.
- Propane gas storage, transmission, and distribution centers.
- Supporting new and existing construction projects, including, but not limited to, pipeline construction.
- Ethanol and biofuel production, refining, and distribution.
- Workers in fuel sectors (including, but not limited to nuclear, coal, and gas types and liquid fuels) supporting the mining, manufacturing, logistics, transportation, permitting, operation/maintenance, and monitoring of support for resources.

WATER AND WASTEWATER

Employees needed to operate and maintain drinking water and wastewater/drainage infrastructure, including:

- Operational staff at water authorities.
- Operational staff at community water systems.
- Operational staff at wastewater treatment facilities.
- Workers repairing water and wastewater conveyances and performing required sampling or monitoring, including field staff.
- Operational staff for water distribution and testing.
- Operational staff at wastewater collection facilities.
- Operational staff and technical support for SCADA Control systems.
- Chemical and equipment suppliers to water and wastewater systems and personnel protection.
- Workers who maintain digital systems infrastructure supporting water and wastewater operations.

TRANSPORTATION AND LOGISTICS

- Employees supporting or enabling transportation functions, including truck drivers, bus drivers, dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, Department of Motor Vehicle (DMV) employees, towing/recovery services, roadside assistance workers, intermodal transportation personnel, and workers who maintain and inspect infrastructure (including those that require cross-jurisdiction travel).
- Workers supporting the distribution of food, pharmaceuticals (including materials used in radioactive drugs) and other medical materials, fuels, chemicals needed for water or water treatment and energy Maintenance and operation of essential highway infrastructure, including roads, bridges, and tunnels (e.g., traffic operations centers and moveable bridge operators).
- Employees of firms providing services, supplies, and equipment that enable warehouse and operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use. Includes cold- and frozen-chain logistics for food and critical biologic products.
- Mass transit workers and providing critical transit services and/or performing critical or routine maintenance to mass transit infrastructure or equipment.
- Employees supporting personal and commercial transportation services – including taxis, delivery services, vehicle rental services, bicycle maintenance and car-sharing services, and transportation network providers.
- Workers responsible for operating and dispatching passenger, commuter and freight trains and maintaining rail infrastructure and equipment.
- Maritime transportation workers, including dredgers, port workers, mariners, ship crewmembers, ship pilots and tug boat operators, equipment operators (to include maintenance and repair, and maritime-specific medical

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providers), ship supply, Chandler, and repair companies.

- Workers including truck drivers, railroad employees and contractors, maintenance crew, and cleaners supporting transportation of chemicals, hazardous, medical, and waste materials to support critical infrastructure, capabilities, functions, and services, including specialized carriers, crane and rigging industry workers.
- Bus drivers and workers who provide or support intercity, commuter and charter bus service in support of other essential services or functions.
- Automotive repair, maintenance, and transportation equipment manufacturing and distribution facilities (including those who repair and maintain electric vehicle charging stations).
- Transportation safety inspectors, including hazardous material inspectors and accident investigator inspectors.
- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations.
- Postal, parcel, courier, last-mile delivery, and shipping and related workers, to include private companies.
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, bicycles, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers.
- Air transportation employees, including air traffic controllers and maintenance personnel, ramp workers, aviation and aerospace safety, security, and operations personnel and accident investigations.
- Workers who support the operation, distribution, maintenance, and sanitation, of air transportation for cargo and passengers, including flight crews, maintenance, airport operations, those responsible for cleaning and disinfection, and other on- and off- airport facilities workers.
- Workers supporting transportation via inland waterways such as barge crew, dredging, river port workers for essential goods.
- Workers critical to rental and leasing of vehicles and equipment that facilitate continuity of operations for essential workforces and other essential travel.
- Warehouse operators, including vendors and support personnel critical for business continuity (including HVAC & electrical engineers; security personnel; and janitorial staff) and customer service for essential functions.

PUBLIC WORKS AND INFRASTRUCTURE SUPPORT SERVICES

- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues.
- Workers such as plumbers, electricians, exterminators, builders, contractors, HVAC Technicians, landscapers, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, businesses and buildings such as hospitals, senior living facilities, any temporary construction required to support COVID-19 response.
- Workers who support, such as road and line clearing, to ensure the availability of and access to needed facilities, transportation, energy and communications.
- Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste, including landfill operations.
- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees.
- Workers who support the inspection and maintenance of aids to navigation, and other government provided services that ensure continued maritime commerce.

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COMMUNICATIONS AND INFORMATION TECHNOLOGY

Communications:

- Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call -centers, wireline and wireless providers, cable service providers, satellite operations, Internet Exchange Points, Points of Presence, Network Access Points, back haul and front haul facilities, and manufacturers and distributors of communications equipment.
- Government and private sector employees (including government contractors) with work related to undersea cable infrastructure and support facilities, including cable landing sites, beach manhole vaults and covers, submarine cable depots and submarine cable ship facilities.
- Government and private sector employees (including government contractors) supporting Department of Defense internet and communications facilities.
- Workers who support radio, television, and media service, including, but not limited to front-line news reporters, studio, and technicians for newsgathering, and reporting, and publishing news.
- Network Operations staff, engineers and/or technicians to include IT managers and staff, HVAC & electrical engineers, security personnel, software and hardware engineers, and database administrators that manage the network or operate facilities.
- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables, buried conduit, small cells, other wireless facilities, and other communications sector-related infrastructure. This includes construction of new facilities and deployment of new technology as these are required to address congestion or customer usage due to unprecedented use of remote services.
- Installation, maintenance and repair technicians that establish, support or repair service as needed.
- Central office personnel to maintain and operate central office, data centers, and other network office facilities, critical support personnel assisting front line employees.
- Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, logistics, and troubleshooting.
- Workers providing electronic security, fire, monitoring and life safety services, and to ensure physical security, cleanliness and safety of facilities and personnel, including temporary licensing waivers for security personnel to work in other States of Municipalities.
- Dispatchers involved with service repair and restoration.
- Retail customer service personnel at critical service center locations for onboarding customers, distributing and repairing equipment and addressing customer issues in order to support individuals' remote emergency communications needs, supply chain and logistics personnel to ensure goods and products are on-boarded to provision these front-line employees.
- External Affairs personnel to assist in coordinating with local, state and federal officials to address communications needs supporting COVID-19 response, public safety, and national security.

Information Technology:

- Workers who support command centers, including, but not limited to Network Operations Command Centers, Broadcast Operations Control Centers and Security Operations Command Centers.
- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers and purchasers, data transfer solutions engineers, software and hardware engineers, and database administrators, for all industries (including financial services).

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- Workers who support client service centers, field engineers, and other technicians and workers supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, support services, research and development, and information technology equipment (to include microelectronics and semiconductors), and HVAC and electrical equipment for critical infrastructure, and test labs and certification agencies that qualify such equipment (to include microelectronics, optoelectronics, and semiconductors) for critical infrastructure, including data centers.
- Workers needed to preempt and respond to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, securities/other exchanges, other entities that support the functioning of capital markets, public works, critical manufacturing, food & agricultural production, transportation, and other critical infrastructure categories and personnel, in addition to all cyber defense workers (who can't perform their duties remotely).
- Suppliers, designers, transporters and other workers supporting the manufacture, distribution and provision and construction of essential global, national and local infrastructure for computing services (including cloud computing services and telework capabilities), business infrastructure, financial transactions/services, web-based services, and critical manufacturing.
- Workers supporting communications systems and information technology- and work from home solutions- used by law enforcement, public safety, medical, energy, public works, critical manufacturing, food & agricultural production, financial services, education, and other critical industries and businesses.
- Employees required in person to support Software as a Service businesses that enable remote working, performance of business operations, distance learning, media services, and digital health offerings, or required for technical support crucial for business continuity and connectivity.

OTHER COMMUNITY- OR GOVERNMENT-BASED OPERATIONS AND ESSENTIAL FUNCTIONS

- Workers to ensure continuity of building functions, including but not limited to security and environmental controls (e.g., HVAC), the manufacturing and distribution of the products required for these functions, and the permits and inspections for construction supporting essential infrastructure.
- Elections personnel to include both public and private sector elections support.
- Workers supporting the operations of the judicial system.
- Federal, State, and Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks.
- Trade Officials (FTA negotiators; international data flow administrators).
- Employees necessary to maintain news and media operations across various media.
- Employees supporting Census 2020.
- Weather forecasters.
- Clergy for essential support.
- Workers who maintain digital systems infrastructure supporting other critical government operations.
- Workers who support necessary credentialing, vetting and licensing operations for critical infrastructure workers.
- Customs and immigration workers who are critical to facilitating trade in support of the national emergency response supply chain.
- Educators supporting public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning or performing other essential functions.
- Staff at government offices who perform title search, notary, and recording services in support of mortgage and real estate services and transactions.

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- Residential and commercial real estate services, including settlement services.
- Workers supporting essential maintenance, manufacturing, design, operation, inspection, security, and construction for essential products, services, and supply chain and COVID 19 relief efforts.

CRITICAL MANUFACTURING

- Workers necessary for the manufacturing of metals (including steel and aluminum), industrial minerals, semiconductors, materials and products needed for medical supply chains, and for supply chains associated with transportation, energy, communications, information technology, food and agriculture, chemical manufacturing, nuclear facilities, wood products, commodities used as fuel for power generation facilities, the operation of dams, water and wastewater treatment, processing and reprocessing of solid waste, emergency services, and the defense industrial base. Additionally, workers needed to maintain the continuity of these manufacturing functions and associated supply chains, and workers necessary to maintain a manufacturing operation in warm standby.
- Workers necessary for the manufacturing of materials and products needed to manufacture medical equipment and personal protective equipment (PPE).
- Workers necessary for mining and production of critical minerals, materials and associated essential supply chains, and workers engaged in the manufacture and maintenance of equipment and other infrastructure necessary for mining production and distribution.
- Workers who produce or manufacture parts or equipment that supports continued operations for any essential services and increase in remote workforce (including computing and communication devices, semiconductors, and equipment such as security tools for Security Operations Centers (SOCs) or data centers).

HAZARDOUS MATERIALS

- Workers who manage hazardous materials associated with any other essential activity, including but not limited to healthcare waste (medical, pharmaceuticals, medical material production), testing operations (laboratories processing test kits), and energy (nuclear facilities) Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing tests Workers who support hazardous materials response and cleanup.
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations.

FINANCIAL SERVICES

- Workers who are needed to provide, process and maintain systems for processing, verification, and recording of financial transactions and services, including payment, clearing, and settlement; wholesale funding; insurance services; consumer and commercial lending; and capital markets activities).
- Workers who are needed to maintain orderly market operations to ensure the continuity of financial transactions and services.
- Workers who are needed to provide business, commercial, and consumer access to bank and non-bank financial services and lending services, including ATMs, lending and money transmission, and to move currency, checks, securities, and payments (e.g., armored cash carriers).
- Workers who support financial operations and those staffing call centers, such as those staffing data and security operations centers, managing physical security, or providing accounting services.
- Workers supporting production and distribution of debit and credit cards.
- Workers providing electronic point of sale support personnel for essential businesses and workers.

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CHEMICAL

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, paintings and coatings, textiles, building materials, plumbing, electrical, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items.
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, disinfectants, fragrances, and packaging that prevents the contamination of food, water, medicine, among others essential.
- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and/or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections.
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing.

DEFENSE INDUSTRIAL BASE

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals include, but are not limited to, space and aerospace; mechanical and software engineers (various disciplines), manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers; and sanitary workers who maintain the hygienic viability of necessary facilities.
- Personnel working for companies, and their subcontractors, who perform under contract or sub-contract to the Department of Defense, as well as personnel at government-owned/contractor-operated and government-owned/government-operated facilities, and who provide materials and services to the Department of Defense, including support for weapon systems, software systems and cybersecurity, defense and intelligence communications and surveillance, space systems and other activities in support of our military, intelligence and space forces.

COMMERCIAL FACILITIES

- Workers who support the supply chain of building materials from production through application/installation, including cabinetry, fixtures, doors, cement, hardware, plumbing, electrical, heating/cooling, refrigeration, appliances, paint/coatings, and employees who provide services that enable repair materials and equipment for essential functions.
- Workers supporting ecommerce through distribution, warehouse, call center facilities, and other essential operational support functions.
- Workers in hardware and building materials stores, consumer electronics, technology and appliances retail, and related merchant wholesalers and distributors - with reduced staff to ensure continued operations.
- Workers distributing, servicing, repairing, installing residential and commercial HVAC systems, boilers, furnaces and other heating, cooling, refrigeration, and ventilation equipment.

RESIDENTIAL/SHELTER FACILITIES AND SERVICES

- Workers in dependent care services, in support of workers in other essential products and services.

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- Workers who support food, shelter, and social services, and other necessities of life for needy groups and individuals, including in-need populations and COVID-19 responders (including travelling medical staff).
- Workers in animal shelters.
- Workers responsible for the leasing of residential properties to provide individuals and families with ready access to available housing.
- Workers responsible for handling property management, maintenance, and related service calls who can coordinate the response to emergency “at-home” situations requiring immediate attention, as well as facilitate the reception of deliveries, mail, and other necessary services.
- Workers performing housing construction related activities to ensure additional units can be made available to combat the nation’s existing housing supply shortage.
- Workers performing services in support of the elderly and disabled populations who coordinate a variety of services, including health care appointments and activities of daily living.
- Workers supporting the construction of housing, including those supporting government functions related to the building and development process, such as inspections, permitting and plan review services that can be modified to protect the public health, but fundamentally should continue and serve the construction of housing (e.g., allow qualified private third-party inspections in case of government shutdown).

HYGIENE PRODUCTS AND SERVICES


- Workers who produce hygiene products.
- Workers in laundromats, laundry services, and dry cleaners.
- Workers providing personal and household goods repair and maintenance.
- Workers providing disinfection services, for all essential facilities and modes of transportation, and supporting the sanitation of all food manufacturing processes and operations from wholesale to retail.
- Workers necessary for the installation, maintenance, distribution, and manufacturing of water and space heating equipment and its components.
- Support required for continuity of services, including commercial disinfectant services, janitorial/cleaning personnel, and support personnel functions that need freedom of movement to access facilities in support of front-line employees.

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STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-89

(Emergency Management – COVID-19 – Miami-Dade County, Broward County, Palm Beach County, Monroe County Public Access Restrictions)

WHEREAS, on March 1, 2020, I issued Executive Order 20-51 directing the Florida Department of Health to issue a Public Health Emergency; and

WHEREAS, on March 1, 2020, the State Surgeon General and State Health Officer declared a Public Health Emergency exists in the State of Florida as a result of COVID-19; and

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on March 16, 2020, President Donald J. Trump and the Centers for Disease Control and Prevention (“CDC”) issued the “15 Days to Slow the Spread” guidance advising individuals to adopt far-reaching social distancing measures, such as avoiding gatherings of more than 10 people, and in states with evidence of community spread, recommending restrictions to certain establishments conducive to mass gatherings and congregations; and

WHEREAS, on March 29, 2020, the President extended such guidance to be in effect until April 30, 2020; and

WHEREAS, Miami-Dade County, Broward County, and Palm Beach County have already implemented orders restricting certain public access to non-essential retail and commercial establishments; and

WHEREAS, over sixty (60) percent of Florida’s identified COVID-19 cases are in these neighboring southern counties, which make up a large percentage of Florida’s population; and

WHEREAS, my Administration has consulted with the authorities from Miami-Dade County, Broward County, Palm Beach County and Monroe County who seek to harmonize restricted public access mandates in order to establish uniformity and consistency throughout their counties of close proximity; and

WHEREAS, it is necessary and appropriate to take action to ensure that COVID-19 remains controlled, and that residents and visitors in Florida remain safe and secure.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution, Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:

Section 1. I hereby order Miami-Dade County, Broward County, Palm Beach County and Monroe County to restrict public access to businesses and facilities deemed non-essential pursuant to the guidelines established by Miami-Dade County pursuant to its March 19, 2020 Emergency Order 07-20, and as modified by subsequent amendments and orders prior to the date of this order.

Section 2. At their discretion, such county administrators may determine additional “essential” retail and commercial establishments—or other institutions providing essential services—that shall not be subject to complete closure. No county or local authority may restrict or prohibit any “essential” service from performing a function allowed under this order.

Section 3. Essential service establishments not subject to closure shall continue to determine, adopt and maintain reasonable measures to ensure sanitation and cleanliness of premises and items that may come into contact with employees and the public, and such establishments shall take reasonable action to ensure that people adhere to the CDC’s social distancing guidelines.

Section 4. The above-named counties shall not institute curfews pertaining to transit to or from the essential service establishments.

Section 5. This order shall remain in effect until April 15, 2020 unless renewed or otherwise modified by subsequent order.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 30th day of March, 2020.

A handwritten signature in blue ink, appearing to be 'Ron DeSantis', is written over a horizontal line. Below the line, the text 'RON DESANTIS, GOVERNOR' is printed.

RON DESANTIS, GOVERNOR

ATTEST:

A handwritten signature in black ink, appearing to be 'Laurel M. Lee', is written over a horizontal line. Below the line, the text 'SECRETARY OF STATE' is printed.

SECRETARY OF STATE

2020 MAR 30 PM 5:26



MIAMI-DADE COUNTY EMERGENCY ORDER 07-20

WHEREAS, Section 252.38(3)(a), Florida Statutes, gives political subdivisions the authority to declare and enact a State of Local Emergency for a period of up to seven days, thereby waiving the procedures and formalities otherwise required of the political subdivision by law; and

WHEREAS, on March 1, 2020, the Governor of Florida issued Executive Order Number 20-51, directing the State Health Officer and Surgeon General to declare a Public Health Emergency due to the discovery of COVID-19/novel Coronavirus in Florida; and

WHEREAS, on March 9, 2020, the Governor of Florida issued Executive Order Number 20-52, declaring a State of Emergency for the state of Florida related to COVID-19/novel Coronavirus; and

WHEREAS, on March 12, 2020, the County Mayor declared a State of Emergency for all of Miami-Dade County; and

WHEREAS, COVID-19/novel Coronavirus poses a health risk to Miami-Dade County residents, particularly elderly residents and those who are immunosuppressed or otherwise have high-risk medical conditions; and

WHEREAS, minimization of contact is necessary to avoid risk of COVID-19 infection for the residents of the County; and

WHEREAS, the Centers for Disease Control (CDC) has issued guidance entitled "15 Days to Slow the Spread," encouraging social distancing and maintaining a 6 foot separation between residents to slow the spread of infection and that events with more than ten attendees either be cancelled or held virtually; and

WHEREAS, the CDC guidelines are based upon the amount of community spread within a community and become more stringent where there is minimal to moderate or substantial community spread; and

WHEREAS, section 8B-7(2)(f) of the Code authorizes the County Mayor to order the closure of any commercial establishment; and

Miami-Dade County Declaration of Local State of Emergency

WHEREAS, sections 8B-7(2)(e) and (o) of the Code authorize the County Mayor to limit the movement of persons inside Miami-Dade County in order to safeguard life and health,

THEREFORE, as County Mayor of Miami-Dade County, I hereby order:

1. All non-essential retail and commercial establishments are ordered closed.
2. Essential retail and commercial businesses, which may remain open, are:
 - a. Healthcare providers, including, but not limited to, hospitals, doctors' and dentists' offices, urgent care centers, clinics, rehabilitation facilities, physical therapists, mental health professionals, psychiatrists, therapists, and pharmacies;
 - b. Grocery stores, farmers' markets, farm and produce stands, supermarkets, food banks, convenience stores, and other establishments engaged in the retail sale of canned food, dry goods, fresh fruits and vegetables, pet supply, fresh meats, fish, and poultry, and any other household consumer products (such as cleaning and personal care products). This authorization includes stores that sell groceries and also sell other non-grocery products, and products necessary to maintaining the safety, sanitation, and essential operations of residences;
 - c. Food cultivation, including farming, livestock, and fishing;
 - d. Businesses that provide food, shelter, social services, and other necessities of life for economically disadvantaged or otherwise needy individuals;
 - e. Newspapers, television, radio, and other media services;
 - f. Gas stations and auto-supply, auto-repair, and related facilities;
 - g. Banks and related financial institutions;
 - h. Hardware stores;
 - i. Contractors and other tradesmen, appliance repair personnel, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences and other structures;
 - j. Businesses providing mailing and shipping services, including post office boxes;
 - k. Private colleges, trade schools, and technical colleges, but only as needed to facilitate online or distance learning;
 - l. Laundromats, dry cleaners, and laundry service providers;
 - m. Restaurants and other facilities that prepare and serve food, but subject to the limitations and requirements of Emergency Order 3-20. Schools and other entities that typically

Miami-Dade County Declaration of Local State of Emergency

provide free food services to students or members of the public may continue to do so on the condition that the food is provided to students or members of the public on a pick-up and takeaway basis only. Schools and other entities that provide food services under this exemption shall not permit the food to be eaten at the site where it is provided, or at any other gathering site;

- n. Businesses that supply office products needed for people to work from home;
- o. Businesses that supply other essential businesses with the support or supplies necessary to operate, and which do not interact with the general public;
- p. Businesses that ship or deliver groceries, food, goods, or services directly to residences;
- q. Airlines, taxis, and other private transportation providers providing transportation services via automobile, truck, bus, or train;
- r. Home-based care for seniors, adults, or children;
- s. Assisted living facilities, nursing homes, and adult day care centers, and senior residential facilities;
- t. Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities;
- u. Landscape and pool care businesses, including residential landscape and pool care services;
- v. Childcare facilities providing services that enable employees exempted in this Order to work as permitted. To the extent possible, childcare facilities should operate under the following mandatory conditions:
 - 1. Childcare must be carried out in stable groups of 10 or fewer (inclusive of childcare providers for the group).
 - 2. Children and child care providers shall not change from one group to another.
 - 3. If more than one group of children is cared for at one facility, each group shall be in a separate room. Groups shall not mix or interact with each other.
- w. Businesses operating at any airport, seaport, or other government facility, including parks and government offices;
- x. Pet supply stores;
- y. Logistics providers, including warehouses, trucking, consolidators, fumigators, and handlers;
- z. Telecommunications providers, including sales of computer or telecommunications devices and the provision of home telecommunications;

Miami-Dade County Declaration of Local State of Emergency

- aa. Provision of propane or natural gas;
 - bb. Office space and administrative support necessary to perform any of the above-listed activities;
 - cc. Open construction sites, irrespective of the type of building;
 - dd. Architectural, engineering, or land surveying services;
 - ee. Factories, manufacturing facilities, bottling plants, or other industrial uses;
 - ff. Waste management services, including collection and disposal of waste; and
 - gg. Any business that is interacting with customers solely through electronic or telephonic means, and delivering products via mailing, shipping, or delivery services
3. This order does not affect or limit the operations of Miami-Dade County, any public utility, any municipality, the Miami-Dade County School District, or any State or Federal office or facility, except that such entities shall abide by the restrictions of any County, Municipal, State or Federal emergency order, as applicable.
4. This order does not limit the number of persons who may be physically present performing services at any location where an essential business is being conducted except as expressly set forth herein or otherwise governed by any State or Federal order or regulation. Employers and employees are urged, but are not required, to practice social distancing, such as keeping six feet between persons and limiting group size to less than ten people.
5. This order does not limit the number of persons who may be physically present at any religious service. Persons attending religious services are urged, but are not required, to practice social distancing, such as keeping six feet between persons and limiting group size to less than ten people.
6. The County Mayor may amend the provisions of paragraph 2, 3, and 4 by written notice to the County Clerk.
7. The provisions of this order shall serve as minimum standards. Municipalities may impose more stringent standards within their jurisdictions.
8. This order shall expire upon the expiration of the existing Miami-Dade County State of Local Emergency, except that if such State of Local Emergency is extended, this order shall also be deemed to extend for the duration of such extension. This order may be cancelled earlier by action of the County Mayor.
9. This order shall be effective as of 9:00 p.m., March 19, 2020.

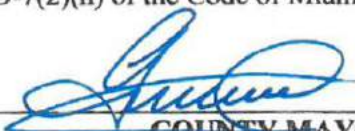
Miami-Dade County Declaration of Local State of Emergency

9. This order shall be effective as of 9:00 p.m., March 19, 2020.

10. This order shall be provided to all appropriate media consistent with the requirements of section 8B-7(2)(n) of the Code of Miami-Dade County.

Enacted:

Signed: _____



COUNTY MAYOR

Date: 3/19/2020

Time: 00:30

Witness: _____

Cancelled:

Signed: _____

COUNTY MAYOR

Date: _____

Time: ____:____

Witness: _____



AMENDMENT NO. 1 TO MIAMI-DADE COUNTY EMERGENCY ORDER 07-20

WHEREAS, on March 19, 2020, the County Mayor issued Emergency Order 07-20; and

WHEREAS, Emergency Order 07-20 directed the closure of all non-essential retail and commercial establishments and included a list of essential businesses that may still operate; and

WHEREAS, Emergency Order 07-20 provided for amendment by filing written notice with the clerk; and

WHEREAS, hotels, motels, other commercial lodging establishments, and temporary vacation rentals provide essential business services during emergencies; and

WHEREAS, marinas and boat launches, docking, fueling, marine supply and other marina services provide essential business services during emergencies, including access to living space, repair services, and other vital needs; and

WHEREAS, additional retail and commercial establishments listed below provide essential business services during emergencies,

THEREFORE, as County Mayor of Miami-Dade County, I hereby order:

1. Paragraph 2 of Emergency Order 07-20 is hereby amended and restated to clarify that additional following essential businesses may remain open:

2. Essential retail and commercial businesses, which may remain open, are:

* * *

f. Gas stations>>; new and used automobile dealerships;<< and auto-supply, auto-repair, and related facilities>>, provided however that such businesses should ensure that customers practice the social distancing as advised by the CDC<<;

* * *

k. Private colleges, trade schools, and technical colleges, but only as needed to facilitate online or distance learning >>and university, college, or technical college residence halls, to the extent needed to accommodate students who cannot return to their homes<<;

Miami-Dade County Declaration of Local State of Emergency

* * *

ff. Waste management services, including collection and disposal of waste; ~~[[and]]~~

gg. Any business that is interacting with customers solely through electronic or telephonic means, and delivering products via mailing, shipping, or delivery services>>:;<<

>>hh. Private and municipal marinas and boat launches, docking, fueling, marine supply and other marina services;

ii. Hotels, motels, other commercial lodging establishments and temporary vacation rentals. Notwithstanding the foregoing, restaurants, bars, and fitness center restrictions within these establishments remain as stated in Emergency Order 03-20;

jj. Veterinarians and pet boarding facilities; and

kk. Mortuaries, funeral homes, and cemeteries.<<

2. The balance of Emergency Order 07-20 remains in full force and effect and is subject to further amendment as set forth in Emergency Order 07-20.

Enacted:

Signed: _____


COUNTY MAYOR

Date: 3/19/2020

Time: 8:45 PM

Witness: _____

Cancelled:

Signed: _____

COUNTY MAYOR

Date: _____

Time: ____:____

Witness: _____



AMENDMENT NO. 2 TO MIAMI-DADE COUNTY EMERGENCY ORDER 07-20

WHEREAS, on March 19, 2020, the County Mayor issued Emergency Order 07-20; and

WHEREAS, Emergency Order 07-20 directed the closure of all non-essential retail and commercial establishments and included a list of essential businesses that may still operate; and

WHEREAS, Emergency Order 07-20 provided for amendment by filing written notice with the clerk; and

WHEREAS, Governor DeSantis issued Executive Order 20-71 which promulgated standards for the sale of alcohol; and

WHEREAS, additional retail and commercial establishments listed below provide essential business services during emergencies,

THEREFORE, as County Mayor of Miami-Dade County, I hereby order:

1. Paragraph 2 of Emergency Order 07-20 is hereby amended and restated to clarify that additional following essential businesses may remain open:

2. Essential retail and commercial businesses, which may remain open, are:

* * *

hh. Private and municipal marinas and boat launches, docking, fueling, marine supply and other marina services;

ii. Hotels, motels, other commercial lodging establishments and temporary vacation rentals. Notwithstanding the foregoing, restaurants, bars, and fitness center restrictions within these establishments remain as stated in Emergency Order 03-20;

jj. Veterinarians and pet boarding facilities; and

kk. Mortuaries, funeral homes, and cemeteries.

>>ll. The sale of alcoholic beverages is authorized consistent with Executive Order 20-71.

mm. Firearm and ammunition supply stores.

Miami-Dade County Declaration of Local State of Emergency

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nn. Businesses providing services to any local, state, or Federal government, including municipalities, pursuant to a contract with such government.<<

2. The balance of Emergency Order 07-20 remains in full force and effect and is subject to further amendment as set forth in Emergency Order 07-20.

Enacted:

Signed: _____



COUNTY MAYOR

Date: 3/31/2020

Time: 09:15

Witness: _____

Cancelled:

Signed: _____

COUNTY MAYOR

Date: _____

Time: ____:____

Witness: _____



AMENDMENT NO. 3 TO MIAMI-DADE COUNTY EMERGENCY ORDER 07-20

WHEREAS, on March 19, 2020, the County Mayor issued Emergency Order 07-20; and

WHEREAS, Emergency Order 07-20 directed the closure of all non-essential retail and commercial establishments and included a list of essential businesses that may still operate; and

WHEREAS, Emergency Order 07-20 provided for amendment by filing written notice with the clerk; and

WHEREAS, Amendment No. 1 to Emergency Order 07-20 stated that marinas and boat launches, docking, fueling, marine supply and other marina services provide essential business services; and

WHEREAS, large numbers of boaters congregated without observing social distancing and promoted large parties, the occurrence of which would have increased the risk of spreading COVID-19 throughout the community; and

WHEREAS, as a result it is necessary to further limit the use of marinas and boat launches, docking, fueling, marine supply and other marina services; and

WHEREAS, Emergency Order 06-20 as amended from time to time contains detailed information on the use of marinas, boat launches, docking, fueling, marine supply and other marina services for the duration of the state of emergency,

THEREFORE, as County Mayor of Miami-Dade County, I hereby order:

1. Paragraph 2 of Emergency Order 07-20 as amended is hereby amended and restated to clarify that additional following essential businesses may remain open:

2. Essential retail and commercial businesses, which may remain open, are:

* * *

~~[[hh. Private and municipal marinas and boat launches, docking, fueling, marine supply and other marina services]]~~

>>hh. Marinas, boat launches, docking, fueling, marine supply and other marina services only as set forth in Emergency Order 06-20 as amended from time to time.<<

Miami-Dade County Declaration of Local State of Emergency

* * *

2. The balance of Emergency Order 07-20 as amended remains in full force and effect and is subject to further amendment as set forth in Emergency Order 07-20.

Enacted:

Signed: _____



COUNTY MAYOR

Date: 3/23/2020

Time: 12:00

Witness: Juanita Lopez

Cancelled:

Signed: _____

COUNTY MAYOR

Date: _____

Time: ____:____

Witness: _____

Governor DeSantis Executive Order 20-91 **ESSENTIAL SERVICES LIST**

HEALTHCARE / PUBLIC HEALTH

- Workers who perform critical clinical research, development, and testing needed for COVID-19 response.
- Healthcare providers and Caregivers including physicians, dentists, psychologists, mid-level practitioners, nurses and assistants, infection control and quality assurance personnel, pharmacists, physical and occupational therapists and assistants, rehabilitation facility workers, social workers, optometrists, speech pathologists, chiropractors, and diagnostic and therapeutic technicians and technologists.
- Hospital and laboratory personnel (including accounting, administrative, admitting and discharge, engineering, epidemiological, source plasma and blood donation, food service, housekeeping, medical records, information technology and operational technology, nutritionists, sanitarians, respiratory therapists, etc.).
- Workers in other medical and biomedical facilities (including Ambulatory Health and Surgical, Blood Banks, Clinics, Community Mental Health, Comprehensive Outpatient rehabilitation, End Stage Renal Disease, Health Departments, Home Health care, Hospices, Hospitals, Long Term Care, Nursing Care Facilities, Organ Pharmacies, Procurement Organizations, Psychiatric Residential, Rural Health Clinics and Federally Qualified Health Centers, and retail facilities specializing in medical good and supplies).
- Manufacturer workers for health manufacturing (including biotechnology companies), materials and parts suppliers, logistics and warehouse operators, distributors of medical equipment (including those who test and repair), personal protective equipment (PPE), isolation barriers, medical gases, pharmaceuticals (including materials used in radioactive drugs), dietary supplements, blood and blood products, vaccines, testing materials, laboratory supplies, cleaning, sanitizing, disinfecting or sterilization supplies, and tissue and paper towel products.
- Public health / community health workers, including those who compile, model, analyze and communicate public health information.
- Blood and plasma donors and the employees of the organizations that operate and manage related activities.
- Workers who manage health plans, billing, and health information, who cannot practically work remotely.

- Workers who conduct community-based public health functions, conducting epidemiologic surveillance, compiling, analyzing and communicating public health information, who cannot practically work remotely.
- Workers performing information technology and cybersecurity functions at healthcare and public health facilities, who cannot practically work remotely.
- Workers performing security, incident management, and emergency operations functions at or on behalf of healthcare entities including healthcare coalitions, who cannot practically work remotely.
- Pharmacy employees necessary to maintain uninterrupted prescription filling.
- Workers performing mortuary funeral, cremation, burial, cemetery, and related services, including funeral homes, crematoriums, cemetery workers, and coffin makers.
- Workers who coordinate with other organizations to ensure the proper recovery, handling, identification, transportation, tracking, storage, and disposal of human remains and personal effects; certify cause of death; and facilitate access to mental/behavioral health services to the family members, responders, and survivors of an incident.

LAW ENFORCEMENT, PUBLIC SAFETY, AND OTHER FIRST RESPONDERS

- Public, private, and voluntary personnel (front line and management) in emergency management, law enforcement, fire and rescue services, emergency medical services, and private security, to include public and private hazardous material responders, air medical service providers (pilots and supporting technicians), corrections, and search and rescue personnel.
- 911 call center employees and Public Safety Answering Points who can't perform their duties remotely.
- Fusion Center employees.
- Workers – including contracted vendors -- who maintain, manufacture, or supply equipment and services supporting law enforcement emergency service and response operations (to include electronic security and life safety security personnel).
- Workers supporting the manufacturing of safety equipment and uniforms for law enforcement, public safety personnel, and first responder.
- Workers supporting the operation of firearm or ammunition product manufacturers, retailers, importers, distributors, and shooting ranges.

- Public agency workers responding to abuse and neglect of children, elders, and dependent adults.
- Workers who support weather disaster / natural hazard mitigation and prevention activities.
- Security staff to maintain building access control and physical security measures.

FOOD AND AGRICULTURE

- Workers supporting groceries, farmers' markets, produce stands, food banks, pharmacies, convenience stores, and other retail (including unattended and vending) that sells human food, animal/pet food and pet supply, and beverage products, including retail customer support service and information technology support staff necessary for online orders, pickup and delivery.
- Restaurant carry-out and quick serve food operations, including dark kitchen and food prep centers, and carryout and delivery food employees.
- Food manufacturer employees and their supplier employees—to include those employed in food ingredient production and processing facilities; livestock, poultry, seafood slaughter facilities; pet and animal feed processing facilities; human food facilities producing by-products for animal food; beverage production facilities; and the production of food packaging.
- Farmers, farm workers, and agribusiness support services to include those employed in auction and sales: grain and oilseed handling, processing and distribution; animal food, feed, and ingredient production, packaging, and distribution; manufacturing, packaging, and distribution of veterinary drugs; truck delivery and transport; farm and fishery labor needed to produce our food supply domestically and for export.
- Farmers, farm workers, support service workers, and their supplier employees to include those engaged in producing and harvesting field crops; commodity inspection; fuel ethanol facilities; biodiesel and renewable diesel facilities; storage facilities; and other agricultural inputs.
- Employees and firms supporting the distribution of food, feed, and beverage and ingredients used in these products, including warehouse workers, vendor- managed inventory controllers and blockchain managers.
- Workers supporting the sanitation and pest control of all food manufacturing processes and operations from wholesale to retail.

- Employees in cafeterias used to feed employees, particularly employee populations sheltered against COVID-19.
- Workers in animal diagnostic and food testing laboratories in private industries and in institutions of higher education.
- Government, private, and non-governmental organizations' workers essential for food assistance programs (including school lunch programs) and government payments.
- Employees of companies engaged in the production, storage, transport, and distribution of chemicals, medicines, vaccines, and other substances used by the food and agriculture industry, including seeds, pesticides, herbicides, fertilizers, minerals, enrichments, and other agricultural production aids.
- Animal agriculture workers to include those employed in veterinary health (including those involved in supporting emergency veterinary or livestock services); raising of animals for food; animal production operations; livestock markets; slaughter and packing plants, manufacturers, renderers, and associated regulatory and government workforce.
- Transportation supporting animal agricultural industries, including movement of animal medical and reproductive supplies and materials, animal vaccines, animal drugs, feed ingredients, feed, and bedding, live animals, animal by-products, and deceased animals for disposal.
- Workers who support sawmills and the manufacture and distribution of fiber and forest products, including, but not limited to timber, paper, and other wood and fiber products.
- Employees engaged in the manufacture and maintenance of equipment and other infrastructure necessary for agricultural production and distribution.

ENERGY

- Workers supporting the energy sector, regardless of the energy source (including but not limited to nuclear, fossil, hydroelectric, or renewable), segment of the system, or infrastructure the worker is involved in, or who are needed to monitor, operate, engineer, and maintain the reliability, safety, environmental health, and physical and cyber security of the energy system.
- Energy/commodity trading/scheduling/marketing functions, who can't perform their duties remotely.

- IT and OT technology for essential energy sector operations including support workers, customer service operations; energy management systems, control systems, and Supervisory Control and Data Acquisition SCADA systems, and energy sector entity data centers; cybersecurity engineers; and cybersecurity risk management.
- Workers supporting the energy sector through renewable energy infrastructure (including, but not limited to wind, solar, biomass, hydrogen, ocean, geothermal, and/or hydroelectric), including those supporting construction, manufacturing, transportation, permitting, operation/maintenance, monitoring, and logistics.
- Workers and security staff involved in nuclear re-fueling operations.
- Providing services related to energy sector fuels (including, but not limited, petroleum (crude oil), natural gas, propane, natural gas liquids, other liquid fuels, nuclear, and coal), supporting the mining, processing, manufacturing, construction, logistics, transportation, permitting, operation/maintenance, security, waste disposal and storage, and monitoring of support for resources.
- Environmental remediation/monitoring, limited to immediate critical needs technicians.
- Manufacturing and distribution of equipment, supplies, and parts necessary to maintain production, maintenance, restoration, and service at energy sector facilities (across all energy sector segments).
- **Electricity industry:**
 - Workers who maintain, ensure, or restore, or are involved in the development, transportation, fuel procurement, expansion, or operation of the generation, transmission, and distribution of electric power, including call centers, utility workers, engineers, retail electricity, constraint maintenance, and fleet maintenance technicians who cannot perform their duties remotely.
 - Workers at coal mines, production facilities, and those involved in manufacturing, transportation, permitting, operation/maintenance and monitoring at coal sites which is critical to ensuring the reliability of the electrical system.
 - Workers who produce, process, ship and handle coal used for power generation and manufacturing.
 - Workers needed for safe and secure operations at nuclear generation to include but not limited to, the broader nuclear supply chain, parts to maintain nuclear equipment, fuel manufacturers and fuel components used in the manufacturing of fuel.

- Workers at renewable energy infrastructure (including, but not limited to wind, solar, biomass, hydrogen, geothermal, and/or hydroelectric), including those supporting construction, manufacturing, transportation, permitting, operation/maintenance, monitoring, and logistics.
- Workers at generation, transmission, and electric black start facilities.
- Workers at Reliability Coordinator, Balancing Authorities, and primary and backup Control Centers, including but not limited to independent system operators, regional transmission organizations, and local distribution control centers.
- Mutual assistance personnel which may include workers from outside of the state or local jurisdiction.
- Vegetation management and traffic control for supporting those crews.
- Environmental remediation/monitoring workers limited to immediate critical needs technicians.
- Instrumentation, protection, and control technicians.
- Essential support personnel for electricity operations.
- Generator set support workers such as diesel engineers used in power generation including those providing fuel.
- **Petroleum industry:**
 - Workers for onshore and offshore petroleum drilling operations; platform and drilling construction and maintenance; transportation (including helicopter operations), maritime transportation, supply, and dredging operations; maritime navigation; well stimulation, intervention, monitoring, automation and control, extraction, production; processing; waste disposal, and maintenance, construction, and operations.
 - Workers for crude oil, petroleum and petroleum product storage and transportation, including pipeline, marine transport, terminals, rail transport, storage facilities and racks and road transport for use as end use fuels such as gasoline, diesel fuel, jet fuel, and heating fuels or feedstocks for chemical manufacturing.

- Petroleum and petroleum product security operations center employees and workers who support maintenance and emergency response services.
- Petroleum and petroleum product operations control rooms/centers and refinery facilities.
- Retail fuel centers such as gas stations and truck stops, and the distribution systems that support them.
- Supporting new and existing construction projects, including, but not limited to, pipeline construction. Natural Gas, Natural Gas Liquids (NGL), Propane, and other liquid fuels
- Workers who support onshore and offshore drilling operations, platform and drilling construction and maintenance; transportation (including helicopter operations); maritime transportation, supply, and dredging operations; maritime navigation; natural gas and natural gas liquid production, processing, extraction, storage and transportation; well intervention, monitoring, automation and control; waste disposal, and maintenance, construction, and operations.
- Transmission and distribution pipeline workers, including compressor stations and any other required, operations maintenance, construction, and support for natural gas, natural gas liquid, propane, and other liquid fuels.
- Natural gas, propane, natural gas liquids, and other liquid fuel processing plants, including construction, maintenance, and support operations.
- Natural gas processing plants workers, and those that deal with natural gas liquids.
- Workers who staff natural gas, propane, natural gas liquids, and other liquid fuel security operations centers, operations dispatch and control rooms/centers, and emergency response and customer emergencies (including leak calls) operations.
- Drilling, production, processing, refining, and transporting natural gas for use as end-use fuels, feedstocks for chemical manufacturing, or use in electricity generation.
- Dispatch and control rooms and emergency response and customer emergencies, including propane leak calls.
- Propane gas service maintenance and restoration, including call centers.
- Propane, natural gas liquids, and other liquid fuel distribution centers.

- Propane gas storage, transmission, and distribution centers.
- Supporting new and existing construction projects, including, but not limited to, pipeline construction.
- Ethanol and biofuel production, refining, and distribution.
- Workers in fuel sectors (including, but not limited to nuclear, coal, and gas types and liquid fuels) supporting the mining, manufacturing, logistics, transportation, permitting, operation/maintenance, and monitoring of support for resources.

WATER AND WASTEWATER

- Employees needed to operate and maintain drinking water and wastewater/drainage infrastructure, including:
 - Operational staff at water authorities.
 - Operational staff at community water systems.
 - Operational staff at wastewater treatment facilities.
 - Workers repairing water and wastewater conveyances and performing required sampling or monitoring, including field staff.
 - Operational staff for water distribution and testing.
 - Operational staff at wastewater collection facilities.
 - Operational staff and technical support for SCADA Control systems.
 - Chemical and equipment suppliers to water and wastewater systems and personnel protection.
 - Workers who maintain digital systems infrastructure supporting water and wastewater operations.

TRANSPORTATION AND LOGISTICS

- Employees supporting or enabling transportation functions, including truck drivers, bus drivers, dispatchers, maintenance and repair technicians, warehouse workers, truck stop and rest area workers, Department of Motor Vehicle (DMV) employees, towing/recovery services, roadside assistance workers, intermodal transportation

personnel, and workers who maintain and inspect infrastructure (including those that require cross-jurisdiction travel).

- Workers supporting the distribution of food, pharmaceuticals (including materials used in radioactive drugs) and other medical materials, fuels, chemicals needed for water or water treatment and energy Maintenance and operation of essential highway infrastructure, including roads, bridges, and tunnels (e.g., traffic operations centers and moveable bridge operators).
- Employees of firms providing services, supplies, and equipment that enable warehouse and operations, including cooling, storing, packaging, and distributing products for wholesale or retail sale or use. Includes cold- and frozen-chain logistics for food and critical biologic products.
- Mass transit workers and providing critical transit services and/or performing critical or routine maintenance to mass transit infrastructure or equipment.
- Employees supporting personal and commercial transportation services – including taxis, delivery services, vehicle rental services, bicycle maintenance and car-sharing services, and transportation network providers.
- Workers responsible for operating and dispatching passenger, commuter and freight trains and maintaining rail infrastructure and equipment.
- Maritime transportation workers, including dredgers, port workers, mariners, ship crewmembers, ship pilots and tug boat operators, equipment operators (to include maintenance and repair, and maritime-specific medical, ship supply, Chandler, and repair companies).
- Workers including truck drivers, railroad employees and contractors, maintenance crew, and cleaners supporting transportation of chemicals, hazardous, medical, and waste materials to support critical infrastructure, capabilities, functions, and services, including specialized carriers, crane and rigging industry workers.
- Bus drivers and workers who provide or support intercity, commuter and charter bus service in support of other essential services or functions.
- Automotive repair, maintenance, and transportation equipment manufacturing and distribution facilities (including those who repair and maintain electric vehicle charging stations).
- Transportation safety inspectors, including hazardous material inspectors and accident investigator inspectors.

- Manufacturers and distributors (to include service centers and related operations) of packaging materials, pallets, crates, containers, and other supplies needed to support manufacturing, packaging staging and distribution operations.
- Postal, parcel, courier, last-mile delivery, and shipping and related workers, to include private companies.
- Employees who repair and maintain vehicles, aircraft, rail equipment, marine vessels, bicycles, and the equipment and infrastructure that enables operations that encompass movement of cargo and passengers.
- Air transportation employees, including air traffic controllers and maintenance personnel, ramp workers, aviation and aerospace safety, security, and operations personnel and accident investigations.
- Workers who support the operation, distribution, maintenance, and sanitation, of air transportation for cargo and passengers, including flight crews, maintenance, airport operations, those responsible for cleaning and disinfection, and other on- and off-airport facilities workers.
- Workers supporting transportation via inland waterways such as barge crew, dredging, river port workers for essential goods.
- Workers critical to rental and leasing of vehicles and equipment that facilitate continuity of operations for essential workforces and other essential travel.
- Warehouse operators, including vendors and support personnel critical for business continuity (including HVAC & electrical engineers; security personnel; and janitorial staff) and customer service for essential functions.
- Marinas, boat launches, docking, fueling, marine supply and other marina services only as set forth in Miami-Dade County Emergency Order 06-20, as amended prior to April 3, 2020.

PUBLIC WORKS AND INFRASTRUCTURE SUPPORT SERVICES

- Workers who support the operation, inspection, and maintenance of essential public works facilities and operations, including bridges, water and sewer main breaks, fleet maintenance personnel, construction of critical or strategic infrastructure, traffic signal maintenance, emergency location services for buried utilities, maintenance of digital systems infrastructure supporting public works operations, and other emergent issues.
- Workers such as plumbers, electricians, exterminators, builders, contractors, HVAC Technicians, landscapers, pool care service providers, and other service providers who

provide services that are necessary to maintaining the safety, sanitation, and essential operation of residences, businesses and buildings such as hospitals, senior living facilities, any temporary construction required to support COVID-19 response.

- Workers who support, such as road and line clearing, to ensure the availability of and access to needed facilities, transportation, energy and communications.
- Support to ensure the effective removal, storage, and disposal of residential and commercial solid waste and hazardous waste, including landfill operations.
- Workers who support the operation, inspection, and maintenance of essential dams, locks and levees.
- Workers who support the inspection and maintenance of aids to navigation, and other government provided services that ensure continued maritime commerce.

COMMUNICATIONS AND INFORMATION TECHNOLOGY

- **Communications:**
 - Maintenance of communications infrastructure- including privately owned and maintained communication systems- supported by technicians, operators, call - centers, wireline and wireless providers, cable service providers, satellite operations, Internet Exchange Points, Points of Presence, Network Access Points, back haul and front haul facilities, and manufacturers and distributors of communications equipment.
 - Government and private sector employees (including government contractors) with work related to undersea cable infrastructure and support facilities, including cable landing sites, beach manhole vaults and covers, submarine cable depots and submarine cable ship facilities.
 - Government and private sector employees (including government contractors) supporting Department of Defense internet and communications facilities.
 - Workers who support radio, television, and media service, including, but not limited to front-line news reporters, studio, and technicians for newsgathering, and reporting, and publishing news.
 - Network Operations staff, engineers and/or technicians to include IT managers and staff, HVAC & electrical engineers, security personnel, software and hardware engineers, and database administrators that manage the network or operate facilities.

- Engineers, technicians and associated personnel responsible for infrastructure construction and restoration, including contractors for construction and engineering of fiber optic cables, buried conduit, small cells, other wireless facilities, and other communications sector-related infrastructure. This includes construction of new facilities and deployment of new technology as these are required to address congestion or customer usage due to unprecedented use of remote services.
 - Installation, maintenance and repair technicians that establish, support or repair service as needed.
 - Central office personnel to maintain and operate central office, data centers, and other network office facilities, critical support personnel assisting front line employees.
 - Customer service and support staff, including managed and professional services as well as remote providers of support to transitioning employees to set up and maintain home offices, who interface with customers to manage or support service environments and security issues, including payroll, billing, fraud, logistics, and troubleshooting.
 - Workers providing electronic security, fire, monitoring and life safety services, and to ensure physical security, cleanliness and safety of facilities and personnel, including temporary licensing waivers for security personnel to work in other States of Municipalities.
 - Dispatchers involved with service repair and restoration.
 - Retail customer service personnel at critical service center locations for onboarding customers, distributing and repairing equipment and addressing customer issues in order to support individuals' remote emergency communications needs, supply chain and logistics personnel to ensure goods and products are on-boarded to provision these front-line employees.
 - External Affairs personnel to assist in coordinating with local, state and federal officials to address communications needs supporting COVID-19 response, public safety, and national security.
- **Information Technology:**
 - Workers who support command centers, including, but not limited to Network Operations Command Centers, Broadcast Operations Control Centers and Security Operations Command Centers.

- Data center operators, including system administrators, HVAC & electrical engineers, security personnel, IT managers and purchasers, data transfer solutions engineers, software and hardware engineers, and database administrators, for all industries (including financial services).
- Workers who support client service centers, field engineers, and other technicians and workers supporting critical infrastructure, as well as manufacturers and supply chain vendors that provide hardware and software, support services, research and development, and information technology equipment (to include microelectronics and semiconductors), and HVAC and electrical equipment for critical infrastructure, and test labs and certification agencies that qualify such equipment (to include microelectronics, optoelectronics, and semiconductors) for critical infrastructure, including data centers.
- Workers needed to preempt and respond to cyber incidents involving critical infrastructure, including medical facilities, SLTT governments and federal facilities, energy and utilities, and banks and financial institutions, securities/other exchanges, other entities that support the functioning of capital markets, public works, critical manufacturing, food & agricultural production, transportation, and other critical infrastructure categories and personnel, in addition to all cyber defense workers (who can't perform their duties remotely).
- Suppliers, designers, transporters and other workers supporting the manufacture, distribution and provision and construction of essential global, national and local infrastructure for computing services (including cloud computing services and telework capabilities), business infrastructure, financial transactions/services, web-based services, and critical manufacturing.
- Workers supporting communications systems and information technology- and work from home solutions- used by law enforcement, public safety, medical, energy, public works, critical manufacturing, food & agricultural production, financial services, education, and other critical industries and businesses.
- Employees required in person to support Software as a Service businesses that enable remote working, performance of business operations, distance learning, media services, and digital health offerings, or required for technical support crucial for business continuity and connectivity.

OTHER COMMUNITY- OR GOVERNMENT-BASED OPERATIONS AND ESSENTIAL FUNCTIONS

- Workers to ensure continuity of building functions, including but not limited to security and environmental controls (e.g., HVAC), the manufacturing and distribution of the

products required for these functions, and the permits and inspections for construction supporting essential infrastructure.

- Workers providing architectural, engineering or land surveying services.
- Elections personnel to include both public and private sector elections support.
- Workers supporting the operations of the judicial system.
- State of Florida employees (State of Florida employees should follow guidance regarding telework, leave, and office closures as provided by their Human Resources Office and the Department of Management Services)
- Federal, Local, Tribal, and Territorial employees who support Mission Essential Functions and communications networks.
- Trade Officials (FTA negotiators; international data flow administrators).
- Employees necessary to maintain news and media operations across various media.
- Employees supporting Census 2020.
- Weather forecasters.
- Clergy for essential support.
- Workers who maintain digital systems infrastructure supporting other critical government operations.
- Workers who support necessary credentialing, vetting and licensing operations for critical infrastructure workers.
- Customs and immigration workers who are critical to facilitating trade in support of the national emergency response supply chain.
- Educators supporting public and private K-12 schools, colleges, and universities for purposes of facilitating distance learning or performing other essential functions.
- Staff at government offices who perform title search, notary, and recording services in support of mortgage and real estate services and transactions.
- Residential and commercial real estate services, including settlement services.

- Workers supporting essential maintenance, manufacturing, design, operation, inspection, security, and construction for essential products, services, and supply chain and COVID 19 relief efforts.
- Professional services, such as legal or accounting services, when necessary to assist in compliance with legally mandated activities.
- Childcare providers that enable employees exempted to work as permitted. To the extent possible, childcare facilities should operate under the following mandatory conditions:
 - Childcare must be carried out in stable groups of 10 or fewer (inclusive of childcare providers for the group)
 - Children and childcare providers shall not change from one group to another
 - If more than one group of children is cared for at on facility, each group shall be in separate rooms. Groups shall not mix or interact with each other.
- Any employees whose business is interacting with customers solely through electronic or telephonic means and delivering products via mailing, shipping, or delivery services.
- Hotel, motel, other commercial lodging establishment workers.

CRITICAL MANUFACTURING

- Workers necessary for the manufacturing of metals (including steel and aluminum), industrial minerals, semiconductors, materials and products needed for medical supply chains, and for supply chains associated with transportation, energy, communications, information technology, food and agriculture, chemical manufacturing, nuclear facilities, wood products, commodities used as fuel for power generation facilities, the operation of dams, water and wastewater treatment, processing and reprocessing of solid waste, emergency services, and the defense industrial base. Additionally, workers needed to maintain the continuity of these manufacturing functions and associated supply chains, and workers necessary to maintain a manufacturing operation in warm standby.
- Workers necessary for the manufacturing of materials and products needed to manufacture medical equipment and personal protective equipment (PPE).
- Workers necessary for mining and production of critical minerals, materials and associated essential supply chains, and workers engaged in the manufacture and maintenance of equipment and other infrastructure necessary for mining production and distribution.

- Workers who produce or manufacture parts or equipment that supports continued operations for any essential services and increase in remote workforce (including computing and communication devices, semiconductors, and equipment such as security tools for Security Operations Centers (SOCs) or data centers).

HAZARDOUS MATERIALS

- Workers who manage hazardous materials associated with any other essential activity, including but not limited to healthcare waste (medical, pharmaceuticals, medical material production), testing operations (laboratories processing test kits), and energy (nuclear facilities) Workers at nuclear facilities, workers managing medical waste, workers managing waste from pharmaceuticals and medical material production, and workers at laboratories processing tests Workers who support hazardous materials response and cleanup.
- Workers who maintain digital systems infrastructure supporting hazardous materials management operations.

FINANCIAL SERVICES

- Workers who are needed to provide, process and maintain systems for processing, verification, and recording of financial transactions and services, including payment, clearing, and settlement; wholesale funding; insurance services; consumer and commercial lending; and capital markets activities).
- Workers who are needed to maintain orderly market operations to ensure the continuity of financial transactions and services.
- Workers who are needed to provide business, commercial, and consumer access to bank and non-bank financial services and lending services, including ATMs, lending and money transmission, and to move currency, checks, securities, and payments (e.g., armored cash carriers).
- Workers who support financial operations and those staffing call centers, such as those staffing data and security operations centers, managing physical security, or providing accounting services.
- Workers supporting production and distribution of debit and credit cards.
- Workers providing electronic point of sale support personnel for essential businesses and workers.

CHEMICAL

- Workers supporting the chemical and industrial gas supply chains, including workers at chemical manufacturing plants, workers in laboratories, workers at distribution facilities, workers who transport basic raw chemical materials to the producers of industrial and consumer goods, including hand sanitizers, food and food additives, pharmaceuticals, paintings and coatings, textiles, building materials, plumbing, electrical, and paper products.
- Workers supporting the safe transportation of chemicals, including those supporting tank truck cleaning facilities and workers who manufacture packaging items.
- Workers supporting the production of protective cleaning and medical solutions, personal protective equipment, disinfectants, fragrances, and packaging that prevents the contamination of food, water, medicine, among others essential.
- Workers supporting the operation and maintenance of facilities (particularly those with high risk chemicals and/ or sites that cannot be shut down) whose work cannot be done remotely and requires the presence of highly trained personnel to ensure safe operations, including plant contract workers who provide inspections.
- Workers who support the production and transportation of chlorine and alkali manufacturing, single-use plastics, and packaging that prevents the contamination or supports the continued manufacture of food, water, medicine, and other essential products, including glass container manufacturing.

DEFENSE INDUSTRIAL BASE

- Workers who support the essential services required to meet national security commitments to the federal government and U.S. Military. These individuals include, but are not limited to, space and aerospace; mechanical and software engineers (various disciplines), manufacturing/production workers; IT support; security staff; security personnel; intelligence support, aircraft and weapon system mechanics and maintainers; and sanitary workers who maintain the hygienic viability of necessary facilities.
- Personnel working for companies, and their subcontractors, who perform under contract or sub-contract to the Department of Defense, as well as personnel at government-owned/contractor- operated and government owned/government-operated facilities, and who provide materials and services to the Department of Defense, including support for weapon systems, software systems and cybersecurity, defense and intelligence communications and surveillance, space systems and other activities in support of our military, intelligence and space forces.

COMMERCIAL FACILITIES

- Workers who support the supply chain of building materials from production through application/installation, including cabinetry, fixtures, doors, cement, hardware, plumbing, electrical, heating/cooling, refrigeration, appliances, paint/coatings, and employees who provide services that enable repair materials and equipment for essential functions.
- Workers supporting ecommerce through distribution, warehouse, call center facilities, and other essential operational support functions.
- Workers in hardware and building materials stores, consumer electronics, technology and appliances retail, and related merchant wholesalers and distributors - with reduced staff to ensure continued operations.
- Workers distributing, servicing, repairing, installing residential and commercial HVAC systems, boilers, furnaces and other heating, cooling, refrigeration, and ventilation equipment.

RESIDENTIAL/SHELTER FACILITIES AND SERVICES

- Workers in dependent care services, in support of workers in other essential products and services.
- Workers who support food, shelter, and social services, and other necessities of life for needy groups and individuals, including in-need populations and COVID-19 responders (including travelling medical staff).
- Workers in animal shelters.
- Workers responsible for the leasing of residential properties to provide individuals and families with ready access to available housing.
- Workers responsible for handling property management, maintenance, and related service calls who can coordinate the response to emergency “at-home” situations requiring immediate attention, as well as facilitate the reception of deliveries, mail, and other necessary services.
- Workers performing housing construction related activities to ensure additional units can be made available to combat the nation’s existing housing supply shortage.
- Workers performing services in support of the elderly and disabled populations who coordinate a variety of services, including health care appointments and activities of daily living.

- Workers supporting the construction of housing, including those supporting government functions related to the building and development process, such as inspections, permitting and plan review services that can be modified to protect the public health, but fundamentally should continue and serve the construction of housing (e.g., allow qualified private third-party inspections in case of government shutdown).

HYGIENE PRODUCTS AND SERVICES

- Workers who produce hygiene products.
- Workers in laundromats, laundry services, and dry cleaners.
- Workers providing personal and household goods repair and maintenance.
- Workers providing disinfection services, for all essential facilities and modes of transportation, and supporting the sanitation of all food manufacturing processes and operations from wholesale to retail.
- Workers necessary for the installation, maintenance, distribution, and manufacturing of water and space heating equipment and its components.
- Support required for continuity of services, including commercial disinfectant services, janitorial/cleaning personnel, and support personnel functions that need freedom of movement to access facilities in support of front-line employees.

ESSENTIAL ACTIVITIES

- Attending religious services conducted in churches, synagogues and houses of worship
- Participating in recreational activities (consistent with social distancing guidelines) such as walking, biking, hiking, fishing, hunting, running, or swimming
- Taking care of pets
- Caring for or otherwise assisting a loved one or friend

STATE OF FLORIDA

OFFICE OF THE GOVERNOR EXECUTIVE ORDER NUMBER 20-92

(Amending Executive Order 20-91)

WHEREAS, on April 1, 2020, I issued Executive Order 20-91 directing a statewide essential services and activities order; and

WHEREAS, Section 4 of Executive Order 20-91 requires amendment to provide clarity as to the effect of my order;

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order to take immediate effect:


Section 1.

Section 4 of Executive Order 20-91 should read, as follows: This Order shall supersede any conflicting official action or order issued by local officials in response to COVID-19.

Section 2. Except as amended herein, Executive Order 20-91 is ratified and reaffirmed.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 1st day of April, 2020



RON DESANTIS, GOVERNOR

ATTEST:


SECRETARY OF STATE

FILED
2020 APR -1 PM 6:36
HALLAM/SS/ST/10/12



The purpose of this tool is to assist employers in making (re)opening decisions during the COVID-19 pandemic, especially to protect vulnerable workers. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at higher risk for severe illness?

ANY
NO



ALL
YES



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation
- ✓ Encourage social distancing and enhance spacing between employees, including through physical barriers, changing layout of workspaces, encouraging telework, closing or limiting access to communal spaces, staggering shifts and breaks, and limiting large events, when and where feasible
- ✓ Consider modifying travel and commuting practices. Promote telework for employees who do not live in the local area, if feasible.
- ✓ Train all employees on health and safety protocols

ANY
NO



ALL
YES



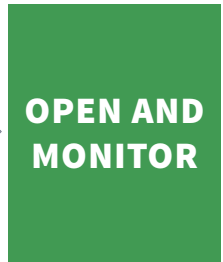
Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY
NO



ALL
YES





The purpose of this tool is to assist businesses in the food service industry, such as restaurants and bars, in making (re)opening decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at higher risk for severe illness?

ALL YES



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, sanitization, disinfection, and ventilation
- ✓ Encourage social distancing and enhance spacing at establishments including by encouraging drive-through, delivery, curbside pick up, spacing of tables/stools, limiting party sizes and occupancy, avoiding self-serve stations, restricting employee shared spaces, rotating or staggering shifts, if feasible
- ✓ Train all employees on health and safety protocols

ALL YES



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities and employees
- ✓ Monitor employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ALL YES



OPEN AND MONITOR

ANY NO



DO NOT OPEN

ANY NO



MEET SAFEGUARDS FIRST

ANY NO



MEET SAFEGUARDS FIRST





The purpose of this tool is to assist administrators in making (re)opening decisions regarding K-12 schools during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Is the school ready to protect children and employees at [higher risk](#) for severe illness?
- ✓ Are you able to screen students and employees upon arrival for symptoms and history of exposure?

ANY NO



ALL YES



Are recommended health and safety actions in place?

- ✓ Promote [healthy hygiene practices](#) such as [hand washing](#) and [employees wearing a cloth face covering](#), as feasible
- ✓ Intensify [cleaning, disinfection](#), and ventilation
- ✓ Encourage [social distancing](#) through increased spacing, small groups and limited mixing between groups, if feasible
- ✓ Train all employees on health and safety protocols

ANY NO



ALL YES



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for [signs and symptoms](#) of students and employees daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to [stay home](#)
- ✓ Plan for if students or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor student and employee absences and have flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO



ALL YES





The purpose of this tool is to assist directors and administrators in making (re)opening decisions regarding child care programs during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect children and employees at higher risk for severe illness?
- ✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

ANY
NO



Are recommended health and safety actions in place?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, sanitization, disinfection, and ventilation
- ✓ Encourage social distancing through increased spacing, small groups and limited mixing between groups, if feasible. For family child care, monitor distance between children not playing together and maintain distance between children during nap time
- ✓ Adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all employees on health and safety protocols

ANY
NO



ALL
YES



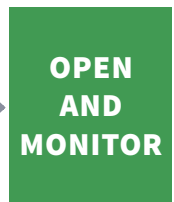
Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for signs and symptoms of children and employees daily upon arrival, as feasible
- ✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if children or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures.
- ✓ Monitor child and employee absences and have a pool of trained substitutes and flexible leave policies and practices. For family child care, if feasible, have a plan for a substitute caregiver if provider or a family member in the home gets sick
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY
NO



ALL
YES





The purpose of this tool is to assist directors or administrators in making (re)opening decisions regarding youth programs and camps during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Should you consider opening?

- ✓ Will reopening be consistent with applicable state and local orders?
- ✓ Are you ready to protect children and employees at **higher risk** for severe illness?
- ✓ Are you able to screen children and employees upon arrival for symptoms and history of exposure?

ANY NO



ALL YES



Are recommended health and safety actions in place?

- ✓ Promote [healthy hygiene practices](#) such as [hand washing](#) and [employees wearing a cloth face covering](#), as feasible
- ✓ Intensify [cleaning, disinfection](#), and ventilation of facilities and transport vehicles/buses
- ✓ Encourage [social distancing](#) through increased spacing, small groups, and limited mixing between groups, and staggered scheduling, arrival, and drop off, if feasible
- ✓ Where feasible, adjust activities and procedures to limit sharing of items such as toys, belongings, supplies, and equipment
- ✓ Train all employees on health and safety protocols

ANY NO



ALL YES



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check for [signs and symptoms](#) in children and employees daily upon arrival, as feasible
- ✓ If feasible, implement enhanced screening for children and employees who have recently been present in areas of high transmission, including temperature checks and symptom monitoring
- ✓ Encourage anyone who is sick to [stay home](#)
- ✓ Plan for if children or employees get sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
- ✓ Monitor child and employee absences and have a pool of trained substitutes, and flexible leave policies and practices
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase in cases in the local area

ANY NO



ALL YES





The purpose of this tool is to assist mass transit administrators in making (re)opening decisions during the COVID-19 pandemic. It is important to check with state and local health officials and other partners to determine the most appropriate actions while adjusting to meet the unique needs and circumstances of the local community.

Mass transit is critical for many Americans to commute to/from work and to access essential goods and services. Mass transit may need to remain open and certain routes prioritized. Follow these guidelines for [bus transit operators](#), [rail transit operators](#), [transit maintenance workers](#), and [transit station workers](#).

Should you consider increasing full service?

- ✓ Will increasing service be consistent with applicable state and local orders?
- ✓ Are you ready to protect employees at higher risk for severe illness?

ANY NO



ALL YES



Are recommended health and safety actions in place to the extent locally possible?

- ✓ Promote healthy hygiene practices such as hand washing and employees wearing a cloth face covering, as feasible
- ✓ Intensify cleaning, disinfection, and ventilation of facilities and transport vehicles/buses
- ✓ Encourage social distancing by increasing spacing of passengers and employees, closing every other row of seats and using bus rear door entry/exit, if feasible
- ✓ Limit routes to and from high transmission areas.
- ✓ Train all employees on health and safety protocols

ANY NO



ALL YES



Is ongoing monitoring in place?

- ✓ Develop and implement procedures to check employees for signs and symptoms daily upon arrival, as feasible
- ✓ Encourage anyone who is sick to stay home
- ✓ Plan for if an employee gets sick
- ✓ Regularly communicate and monitor developments with local authorities, employees, and the public
- ✓ Monitor employee absences and have flexible leave policies and practices, as feasible
- ✓ Be ready to consult with the local health authorities if there are cases in the facility or an increase of cases in the local area

ANY NO



ALL YES



STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-112

(Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on April 3, 2020, I issued Executive Order 20-91 and Executive Order 20-92 directing all persons in Florida to limit their movements and personal interactions outside of their home only to those necessary to obtain or provide essential services or conduct essential activities; and

WHEREAS, my administration has implemented a data-driven strategy devoted to high-volume testing and aggressive contact tracing, as well as strict screening protocols in long-term care facilities to protect vulnerable residents; and

WHEREAS, data collected by the Florida Department of Health indicates the State has achieved several critical benchmarks in flattening the curve, including a downward trajectory of hospital visits for influenza-like illness and COVID-19-like syndromic cases, a decrease in percent positive test results, and a significant increase in hospital capacity since March 1, 2020; and

WHEREAS, during the week of April 20, 2020, I convened the Task Force to Re-Open Florida to evaluate how to safely and strategically re-open the State; and

WHEREAS, the path to re-opening Florida must promote business operation and economic recovery while maintaining focus on core safety principles.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Section 1. Phase 1 Recovery

In concert with the efforts of President Donald J. Trump and the White House Coronavirus Task Force, and based on guidance provided by the White House and the Centers for Disease Control and Prevention (CDC), the Occupational Safety and Health Administration (OSHA), and the Florida Surgeon General and State Health Officer, Dr. Scott Rivkees, I hereby adopt the following in response to the recommendations in Phase 1 of the plan published by the Task Force to Re-Open Florida.

Section 2. Responsible Individual Activity

A. All persons in Florida shall continue to limit their personal interactions outside the home; however, as of the effective date of this order, persons in Florida may provide or obtain:

1. All services and activities currently allowed, *i.e.*, those described in Executive Order 20-91 and its attachments, which include activities detailed in Section 3 of Executive Order 20-91, the U.S. Department of Homeland Security in its Guidance on the Essential Critical Infrastructure Workforce and a list propounded by Miami-Dade County in multiple orders (as of April 1, 2020), as well as other services and activities approved by the State Coordinating Officer. Such services should continue to follow safety

guidelines issued by the CDC and OSHA. If necessary, employee screening or use of personal protective equipment should continue.

2. Additional services responsibly provided in accordance with Sections 3 and 4 of this order in counties other than Miami-Dade, Broward and Palm Beach. In Miami-Dade, Broward and Palm Beach counties, allowances for services and activities from Sections 3 and 4 of this order will be considered in consultation with local leadership.

B. Except as provided in Section 2(A)(1) of this order, senior citizens and individuals with a significant underlying medical condition (such as chronic lung disease, moderate-to-severe asthma, serious heart conditions, immunocompromised status, cancer, diabetes, severe obesity, renal failure and liver disease) are strongly encouraged to stay at home and take all measures to limit the risk of exposure to COVID-19.

C. For the duration of this order, all persons in Florida should:

1. Avoid congregating in large groups. Local jurisdictions shall ensure that groups of people greater than ten are not permitted to congregate in any public space that does not readily allow for appropriate physical distancing.
2. Avoid nonessential travel, including to U.S. states and cities outside of Florida with a significant presence of COVID-19.
3. Adhere to guidelines from the CDC regarding isolation for 14 days following travel on a cruise or from any international destination and any area with a significant presence of COVID-19.

D. This order extends Executive Order 20-80 (Airport Screening and Isolation) and Executive Order 20-82 (Isolation of Individuals Traveling to Florida), with exceptions for persons involved in military, emergency, health or infrastructure response or involved in commercial activity. This order extends Sections 1(C) and 1(D) of Executive Order 20-86 (Additional Requirements of Certain Individuals Traveling to Florida), which authorize the Department of Transportation, with assistance from the Florida Highway Patrol and county sheriffs, to continue to implement checkpoints on roadways as necessary.

Section 3. Businesses Restricted by Previous Executive Orders

Unless I direct otherwise, for the duration of this order, the following applies to businesses directly addressed by my previous Executive Orders:

- A. Bars, pubs and nightclubs that derive more than 50 percent of gross revenue from the sale of alcoholic beverages shall continue to suspend the sale of alcoholic beverages for on-premises consumption. This provision extends Executive Order 20-68, Section 1 as modified by Executive Order 20-71, Sections 1 and 2.
- B. Restaurants and food establishments licensed under Chapters 500 or 509, Florida Statutes, may allow on-premises consumption of food and beverage, so long as they adopt appropriate social distancing measures and limit their indoor occupancy to no more than 25 percent of their building occupancy. In addition, outdoor seating is permissible with appropriate social distancing. Appropriate social distancing requires maintaining a minimum of 6 feet between parties, only seating parties of 10 or fewer people and keeping bar counters closed to seating. This provision

extends Executive Order 20-68, Section 3 and supersedes the conflicting provisions of Executive Order 20-71, Section 2 regarding on-premises food consumption.

- C. Gyms and fitness centers closed by Executive Order 20-71 shall remain closed.
- D. The prohibition on vacation rentals in Executive Order 20-87 remains in effect for the duration of this order.
- E. The Department of Business and Professional Regulation shall utilize its authorities under Florida law to implement and enforce the provisions of this order as appropriate.

Section 4. Other Affected Business Services

Unless I direct otherwise, for the duration of this order, the following applies to other business services affected by my previous Executive Orders:

- A. In-store retail sales establishments may open storefronts if they operate at no more than 25 percent of their building occupancy and abide by the safety guidelines issued by the CDC and OSHA.
- B. Museums and libraries may open at no more than 25 percent of their building occupancy, provided, however, that (a) local public museums and local public libraries may operate only if permitted by local government, and (b) any components of museums or libraries that have interactive functions or exhibits, including child play areas, remain closed.

Section 5. Medical Procedures

Subject to the conditions outlined below, elective procedures prohibited by Executive Order 20-72 may resume when this order goes into effect. A hospital ambulatory surgical center, office surgery center, dental office, orthodontic office, endodontic office or other health care

practitioners' office in the State of Florida may perform procedures prohibited by Executive Order 20-72 only if:

- A. The facility has the capacity to immediately convert additional facility-identified surgical and intensive care beds for treatment of COVID-19 patients in a surge capacity situation;
- B. The facility has adequate personal protective equipment (PPE) to complete all medical procedures and respond to COVID-19 treatment needs, without the facility seeking any additional federal or state assistance regarding PPE supplies;
- C. The facility has not sought any additional federal, state, or local government assistance regarding PPE supplies since resuming elective procedures; and
- D. The facility has not refused to provide support to and proactively engage with skilled nursing facilities, assisted living facilities and other long-term care residential providers.

The Agency for Health Care Administration and the Department of Health shall utilize their authority under Florida law to further implement and enforce these requirements. This order supersedes the conflicting provisions of Executive Order 20-72.

Section 6. Previous Executive Orders Extended

The Executive Order 20-69 (Local Government Public Meetings) is extended for the duration of this order.

Section 7. Enforcement

This order shall be enforced under section 252.47, Florida Statutes. Violation of this order is a second-degree misdemeanor pursuant to section 252.50, Florida Statutes, and is punishable by imprisonment not to exceed 60 days, a fine not to exceed \$500, or both.

Section 8. Effective Date

This order is effective at 12:01 a.m. on May 4, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 29th day of April, 2020.



RON DESANTIS, GOVERNOR

ATTEST:



SECRETARY OF STATE

FILED
2020 APR 29 PM 4:52
TALLAHASSEE, FLORIDA

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-120

(Expanding Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on April 29, 2020, based on data showing a downward trajectory of hospital visits for influenza-like illness and COVID-19-like syndromic cases, a decrease in percent positive test results, and a significant increase in hospital capacity, I issued Executive Order 20-112 initiating Phase 1 of the Safe. Smart. Step-by-Step. Plan for Florida's Recovery; and

WHEREAS, data collected by the Florida Department of Health indicates the State continues to flatten the curve; and

WHEREAS, local leadership in Palm Beach County, citing data showing a downward trajectory of influenza-like illness and COVID-like illness and a low percent of new individuals testing positive, has requested that the County proceed to Phase 1.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Section 1. Palm Beach County to Phase 1

Executive Order 20-112 is extended, with the following modification:

As of the effective date of this order, the restriction in Section 2(A)(2) of Executive Order 20-112 no longer applies to Palm Beach County.

Section 2. Barbershops, Cosmetology Salons, and Cosmetology Specialty Salons

In addition to the Phase 1 services authorized under Sections 2, 3 and 4 of Executive Order 20-112, persons in Florida may provide or obtain services at the following establishments in counties I have authorized to proceed to Phase 1:

Barbershops, cosmetology salons, and cosmetology specialty salons that adopt appropriate social distancing and precautionary measures as outlined by the Department of Business and Professional Regulation at the following link:
www.myfloridalicense.com/emergency.

Section 3. Effective Date

This order is effective at 12:01 a.m. on May 11, 2020.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 9th day of May, 2020.

RON DESANTIS, GOVERNOR

ATTEST:

SECRETARY OF STATE

FILED
2020 MAY -9 PM 12:27
DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA

STATE OF FLORIDA

OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NUMBER 20-123

(Full Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery)

WHEREAS, on March 9, 2020, I issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, on April 29, 2020, I issued Executive Order 20-112 initiating Phase 1 of the Safe. Smart. Step-by-Step. Plan for Florida's Recovery; and

WHEREAS, Executive Order 20-112 did not exhaust the recommendations of the proposed Phase 1 included in the White House's Guidelines for Re-Opening America Again.

NOW, THEREFORE, I, RON DESANTIS, as Governor of Florida, by virtue of the authority vested in me by Article IV, Section (1)(a) of the Florida Constitution and Chapter 252, Florida Statutes, and all other applicable laws, promulgate the following Executive Order:

Executive Order 20-112, as modified by Executive Order 20-120, is extended as further modified by this order below, bringing all Florida counties into Full Phase 1.

Section 1. Restaurants, Retail, Museums and Gyms

- A. Restaurants and food establishments licensed under Chapters 500 or 509, Florida Statutes, may serve patrons at indoor seating so long as they limit indoor occupancy up to fifty (50) percent of their seating capacity, excluding employees. The requirement for a minimum of 6 feet between parties is superseded to the extent appropriate partitioning is in place. Bar counters are to remain closed to seating, and

outdoor seating remains available with social distancing. The Department of Business and Professional Regulation (DBPR) will post and update appropriate safety measures on its website.

- B. In-store retail sales establishments may operate up to fifty (50) percent of their building occupancy and abide by the safety guidelines issued by the CDC and OSHA.
- C. Museums and libraries may operate up to fifty (50) percent of their building occupancy, provided, however, that local public museums and local public libraries may operate only if permitted by local government.
- D. Gyms and fitness centers may operate up to fifty (50) percent of their building occupancy so long as they adopt safety measures including appropriate social distancing for classes and sufficient cleaning supplies to ensure, at a minimum, patrons' individual self-cleaning of surfaces and machines using sanitation wipes following each use. DBPR will post and update best practices on its website.

Section 2. Professional Sports Venues

Professional sports may operate in the State of Florida and venues may host training, competitions, events and games. This provision shall preempt any local rule prohibiting a professional sports team conducting, or the operations of the venue from hosting, those sports activities at facilities in the State.

Section 3. Amusement Parks

Amusement parks may submit a re-opening plan to the State of Florida that includes a proposed date for resumption of operations and proposed guidelines to ensure guest and staff safety. Requests to re-open must include an endorsement letter from the County Mayor or in absence of a county mayor from the City Mayor and County Administrator. This request shall

identify a future date certain for re-opening and verify that the official has approved a re-open plan to ensure patron and staff safety.

Section 4. Vacation Rentals

Counties may seek approval to operate vacation rentals with a written request from the County Administrator and the county's safety plan for vacation rental operations submitted to the DBPR Secretary. DBPR will post and update guidance on its website.

Section 5. Local Government Public Meetings Order Extended

The Executive Order 20-69 is extended for the duration of this order.

Section 6. Enforcement

This order shall be enforced under section 252.47, Florida Statutes. Violation of this order is a second-degree misdemeanor pursuant to section 252.50, Florida Statutes, and is punishable by imprisonment not to exceed 60 days, a fine not to exceed \$500, or both.

Section 7. Effective Date

This order is effective at 12:01 a.m. on Monday, May 18, 2020.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Florida to be affixed, at Tallahassee, this 14th day of May 2020.



RON DESANTIS, GOVERNOR

ATTEST:

SECRETARY OF STATE

DEPARTMENT OF STATE
TALLAHASSEE, FLORIDA
2020 MAY 15 AM 10:56
FILED



FULL PHASE 1

Effective Monday, May 18, 2020

State of Florida

RESTAURANTS & FOOD ESTABLISHMENTS

- ✓ May increase indoor capacity to 50% with proper social distancing
- ✓ Outdoor seating encouraged

RETAIL

- ✓ May operate up to 50% capacity indoors

MUSEUMS & LIBRARIES

- ✓ May operate up to 50% capacity if permitted by local governments

GYMS & FITNESS CENTERS

- ✓ May operate up to 50% capacity
- ✓ Self-sanitize machines and surfaces after use

AMUSEMENT PARKS

- ✓ May submit re-opening plan to the State

PROFESSIONAL SPORTS VENUES

- ✓ Professional sports teams are welcome in Florida
- ✓ Professional sports venues may open and operate for games, events and training

VACATION RENTALS

- ✓ Counties may seek approval to operate vacation rentals by submitting a written request and county vacation rental safety plan to the Florida Department of Business and Professional Regulation

ELECTIVE SURGERIES

- ✓ Elective surgeries may continue if a facility has adequate PPE, hospital bed surge capacity and works with the local community to prevent and/or contain outbreaks in long-term care facilities

BARBER SHOPS & SALONS

- ✓ Barber shops, hair salons and nail salons may operate while adhering to safety protocols effective May 11

SCHOOLS

- ✓ Students continue with distance learning

LONG-TERM CARE FACILITIES

- ✓ Visitation in long-term facilities prohibited for COVID-19
- ✓ Hospitals required to test all individuals before discharge to long-term care facilities
- ✓ Long-term care facilities required to transfer COVID-19 positive residents if the facility is not equipped for appropriate care

Safe. Smart. Step-by-Step.



PLAN FOR FLORIDA'S RECOVERY

Halsey Beshears, Secretary

Ron DeSantis, Governor

INFORMATION FOR VACATION RENTALS

PURSUANT TO EXECUTIVE ORDER 20-123 AS ISSUED MAY 15, 2020

RECOMMENDED SAFETY MEASURES

Effective May 18, 2020, the following measures are recommended as minimum standards for vacation rentals that are accepting reservations and guests for any length of stay:

- Maintain adequate time between the conclusion of a guest stay and the check-in of the next guest stay for appropriate cleaning and sanitation.
- Clean and disinfect all frequently-touched surfaces in the property between each guest stay.
- Wash all linens, dishware, and other service items available for use by guests between each guest rental.
- Provide sufficient soap and surface sanitation supplies for guests to utilize in the vacation rental property during the guest's rental period.
- Ensure adequate safety protocols are in place and publicly displayed, in line with CDC guidance, regarding shared or multi-residence amenities such as pools, gyms, and other communal spaces.

OTHER BEST PRACTICES

Effective May 18, 2020, the following best practices are also recommended for vacation rentals that are accepting reservations and guests for any length of stay:

- Use mobile platforms for customer service and communication with guests, including the acceptance of payments by mobile or electronic methods.
- Minimize direct guest contact with property owners or managers through remote check-in and check-out procedures.
- Post signage or other notices regarding the cleaning practices that are completed prior to each guest stay.
- Display signage or notices to guests in the rental property to frequently remind guests to take steps to prevent the spread of COVID-19, including the wiping and sanitation of touched surfaces.

###

**Leon County
Board of County Commissioners**

Notes for Agenda Item #8

Leon County Board of County Commissioners

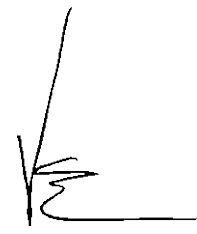
Agenda Item #8

May 21, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Status Report on the Office of Economic Vitality's Activities Related to COVID-19 and Ongoing Coordination Efforts with the Business Community



Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, Planning, Land Management & Community Enhancement
Lead Staff/ Project Team:	Cristina Paredes, Director, Tallahassee-Leon County Office of Economic Vitality Drew Dietrich, Deputy Director, Tallahassee-Leon County Office of Economic Vitality

Statement of Issue:

This item provides a status report on the Office of Economic Vitality's activities related to COVID-19 and ongoing coordination efforts with local economic stakeholders and business representatives.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on the Office of Economic Vitality's activities related to COVID-19 and ongoing coordination efforts with local economic stakeholders and business representatives.

Report and Discussion

Background:

This item provides a status report on the Office of Economic Vitality's activities related to COVID-19 and ongoing coordination efforts with local economic stakeholders and business representatives.

The Office of Economic Vitality (OEV) presented updates on the response efforts related to COVID-19 at the March 25 and April 15 Blueprint Intergovernmental Agency (IA) Board meetings, which are included as Attachments #1 and #2. At the May 12, 2020 meeting, the County Commission requested a report on engagement efforts with local economic stakeholders and business leaders taken by OEV in order to stimulate resilient and sustainable economic activity in the Tallahassee-Leon County community as we seek to emerge from the current recession into economic recovery.

A separate May 21st agenda item describes in great detail the federal and state guidance for reopening the economy in phases and how that is being implemented in our community. This status report highlights the COVID-19 response efforts of OEV, at the direction of the County and City, and the ongoing engagement with the local business community to ensure that reopenings occur in a responsible and safe manner for a healthy economy and healthy community.

Analysis:

The COVID-19 pandemic and the sustained global economic disruption surrounding the public health emergency has impacted governments, businesses, and individuals across the world. COVID-19 has dramatically changed the local economy and will significantly reduce sales tax revenues for Tallahassee-Leon County. The national, state, and local recommendations for social distancing, cancellation of public events, and closure of public venues evolved over the course of March and April 2020 but the economic turning point can be traced back to the full activation of the Emergency Operations Center (EOC) on March 10. The local EOC was activated at the request of the Florida Department of Health, to assist with providing coordination in response to COVID-19 following guidance by state health experts and Governor DeSantis recommending a number of initiatives designed to limit public gathering, physical contact, and other possible methods of transmission. As a result of these unprecedented measures, there has been a rapid and significant effect upon local businesses and their sales.

OEV Response and Readiness:

OEV has been an industry leading organization in the COVID-19 response. Leon County businesses received more in Emergency Bridge Loan funding per capita than some of the largest communities in Florida, including both Tampa and Miami, as direct result of requiring businesses to apply for state and federal support in order to be eligible for the CEDR grant. The success of the CEDR program has been further demonstrated by the outreach from other communities seeking insight and technical assistance to develop their own programs. OEV was recognized by Camoin Associates as one of three communities around the nation that was 'Rising to the Challenge' as a result of the 'detailed and tactical approach' to COVID-19 relief. OEV's COVID-19 response

efforts have been further highlighted with interviews with Consultants Connect, a national site selection firm, and presence on a panel with Synapse, a Florida innovation hub. OEV maintains a leading role in showing how rapid, effective relief can be developed, managed, and implemented to support the local business community, and serves as a model statewide, and nationally, for COVID-19 response.

OEV has remained active in working with the local business community during the COVID-19 pandemic, helping local businesses navigate the changing regulatory landscape, but also helping them identify resources and support for their business during this challenging time. OEV has become a primary conduit for business related information, and has assisted thousands of businesses, employers, and citizens with questions relating to business support, application assistance, marketing and awareness, as well as providing information on all the resources available to them.

OEV coordinates with Leon County Emergency Management to stay apprised of the latest developments and updates as they relate to disaster response. OEV has been active in marketing, communication, and promotion efforts, providing up-to-date information, news and programs on the OEV website, newsletters, earned media channels and social media platforms. During these times, OEV has provided vital business information, engaged with local businesses, and supported the preservation of our community enterprises. A full update on all OEV activities will be provided at the May 26, 2020 Blueprint Intergovernmental Agency Board of Directors meeting and more information can be found in Attachment #3. In summary, the actions taken to date include the development and activation of the following:

- Business Resource Guide – Comprehensive guide on all local, state, and federal resources available as a result of COVID-19
- COVID-19 Economic Disaster Relief (CEDR) – Grant programs for local small businesses with less than 50 employees.
- Local Economic Assistance for Nonprofits (LEAN) Grant program for Local Nonprofits within the human services, art, culture and historic organizations
- Restaurant & Retail Stakeholder Group – Calls with local restauranteurs and retailers to gauge economic impact of COVID-19.
- Open for Takeout Map and collaboration with 223 Agency for the TLH2Go.com website to promote local restaurants.
- Poems To Go - Partnership with COCA that provides poems a la carte with takeout, curbside pickup or delivery orders from local restaurants.
- Pay It Forward - A site where customers can purchase a gift card from local businesses which they can then donate to a local nonprofit.
- Business Impact Surveys – Conducted two surveys to assess the impact of COVID-19 upon our local business community.
- [OEVforBusiness.org/PPE](https://oevforbusiness.org/PPE) – Resource for finding Personal Protective Equipment

- Local Economic Stakeholder Group – Weekly calls with local leaders and business representatives from both the public and private sector to discuss and recommend actions towards reopening the economy.

Reopening the Economy

The Leon County COVID-19 Response and Reopening Plan, presented in a separate agenda item, follows the Governor’s COVID-19 Executive Orders, federal guidance included in the Opening Up America Again guidelines published by the White House Coronavirus Task Force and the Centers for Disease Control and Prevention (CDC), and the Re-Open Florida Task Force Plan for Florida’s Recovery. Federal guidelines explicitly call for a phased approach to reopening using the health-related gating criteria developed by the CDC, to be implemented on a statewide or county-by-county basis at the Governor’s discretion. By Executive Order, Governor DeSantis used his discretion to develop a statewide reopening plan utilizing the CDC gating criteria and directed that the “initial Phase 1” of Florida’s reopening begin on May 4, 2020. On May 15, 2020, the Governor initiated the next steps under “full Phase 1”.

It is anticipated the Governor will continue with the phased reopening of additional sectors of the Florida economy based on the data-driven decisions such as maintaining the health benchmarks recommended by the CDC, maintaining hospital bed capacity, and monitoring COVID-19 test positivity rate. OEV is monitoring closely the State’s actions and will work with the County, City and key stakeholders to continue to identify and inform the best procedures and practices as conditions evolve throughout the reopening phases. To facilitate these efforts, OEV assembled a stakeholder group focused on the needs of the local business community and released a second business impact survey to help guide the stakeholder discussions on both current and future economic issues as summarized in the following sections.

Tallahassee-Leon County COVID-19 Economic Recovery Stakeholder Meetings:

In response to these unprecedented times, OEV assembled a COVID-19 Economic Recovery Stakeholder Group to discuss the current economic challenges related to the pandemic and proactively identify solutions to stimulate future economic activity in the Tallahassee-Leon County community as the community emerges from the crisis. The purpose of this group is to work with both private and public stakeholder partners to communicate clearly and effectively the parameters for economic activity in Tallahassee-Leon County during the reopening phases and to ensure our long-term economic resilience.

The Stakeholder Group is comprised of the members of the Tallahassee-Leon County Economic Vitality Leadership Council (includes representatives from FSU and TCC), our three Chambers of Commerce, Leon County Division of Tourism, Leon County Schools, Leon County Health Department and the leadership of local hospitals, FAMU, and the FAMU Small Business Development Center (SBDC). Topics from the meetings include discussions on; the State of Florida’s reopening plan, workforce issues, higher education, real estate, results of the business impact survey, reports from area Chambers of Commerce on the impact of the business closures on their membership and other key issues that impact local businesses. A full list of the attendees and agendas can be found in Attachment #4.

The first meeting was held on April 27th providing the group with key information on public health, the state and local economy, and an update on federal and state guidance for reopening businesses. This included a presentation on the White House and CDC guidelines for *Opening Up America Again* as well as an overview of the Governor's Re-Open Florida Task Force. These discussions have highlighted a strong need to adapt to an economic landscape which includes precautions against COVID-19 for the foreseeable future and provided the foundation for subsequent meetings and focus areas.

The local business community has been very candid about the impact of COVID-19 upon their business operations, staffing, and long-term viability. This concern was largely due to the restrictions placed upon their business operations during the Safer-At-Home-Order, and the subsequent loss of revenue. They have expressed concerns about how long the impact will last, and the new changes to business operations, safety protocols, and social activities as a result of the pandemic. This further reinforces the importance of these stakeholder meetings, especially with respect to developing avenues of support for our local businesses that provide tools and resources in a timely and effective manner.

The real estate industry has expressed concern regarding long-term viability, particularly the leasing of retail and some restaurants. While landlords are offering as much discretion as they can to their tenants, there is still some concern that we will see additional vacancies as we move forward. Workforce development has continually been highlighted as a critical need emerging from the pandemic, and OEV is focusing heavily on that sector, working closely with partner organizations, such as CareerSource, TCC, FAMU, and FSU, as well the local Chambers to identify solutions and support for employees and employers alike. Additionally, OEV will be utilizing the data gathered from the Business Impact Survey to inform future programs and scope of work as our community moves towards the new-normal of the local economic landscape.

Additional takeaways from these meetings include some key considerations regarding the re-employment of the local workforce, particularly as it pertains to retraining those who have recently become unemployed. TCC and Lively Technical College are leading the way towards helping match employees who have been laid off as a result of COVID-19 with in-demand skills and trades around which training programs can be developed, in order to effectively transition those who are seeking new career paths.

In addition to the Stakeholder Group, OEV regularly holds meetings with local restaurateurs and retailers. Key takeaways from these meetings include the major emphasis on employee safety, and that restaurants are taking proactive steps to ensure a clean and safe environment. Participants agreed that there was concern over liability for any transmission of COVID-19 as a result of business operations, from both the customer and employee perspective. Additionally, most restaurants believe that the effects of the pandemic will linger for at least a year and until the universities and their related events recommence, such as graduation and football season. Until such time, they do not anticipate a return to normal business levels.

Both private and public sector partners agree that many organizations will be changing the way in which they conduct business. New safety protocols, more remote work, and virtual learning will all be part of the new normal. Informed by public and private sector feedback, OEV and the stakeholder group will continue to identify new and innovative solutions to sustain the vitality of the local economy. As described in the next section, it is anticipated that the COVID-19 Economic Recovery Stakeholder Group will provide additional insight and engagement during the remainder of this pandemic and, with its broad representative membership, will be utilized to inform the OEV's technical assistance and business development efforts.

Business Impact Survey and Engagement with Private Sector Impact:

OEV has conducted two business impact surveys to obtain feedback and data from local businesses about the effect of COVID-19 upon their operations, employment, and most pressing needs. These surveys help inform OEV programs, so that OEV can adapt programs to meet the most critical needs of our local businesses, particularly those affected most acutely by the social distancing guidelines and state mandates. OEV anticipates conducting a third survey this summer to further measure the impact of the pandemic and align staff and resources accordingly. The business impact survey is an important tool for gauging the level of impact to our local businesses as a result of COVID-19 and identifying the pressing needs within our local economy. The second business impact survey this month, which as of the writing of this item, has 519 responses to date and represents an 80% increase in response from the first survey in mid-March. Responses from a cross section of local industry sectors indicate the following (Attachment #5):

- 43.8% have experienced a reduced customer demand has been associated with a revenue drop of 50% or more.
- 54.5% have limited hours or closures while 27.1% of respondents have normal business hours.
- 48% have cancelled events and 44.8% have increased customer safety and provided employees with personal protection equipment in response to the pandemic.
- 26% have furloughed employees and 13.9% have laid off employees, and of these businesses 75% are laying off 1-5 employees.
- 12% of businesses have pivoted to solely remote working and 26% have allowed employees the option to work remotely; however, 65% reported not having a of telework policy that has been implemented.
- 39.8% of businesses do not have continuity of operations / resilience plans to survive the downturn and 30% are currently developing a plan.
- Businesses continue to rely on social media (63.9%), television (58.6%), email (64.1%), and radio (26.2%) for updates, all of which OEV has shared information through.

OEV is actively responding to the concerns of local businesses through social media and its weekly calls with local businesses. OEV is utilizing the information collected from the surveys to identify the best tools, resources, and programs that best match the needs of local businesses. The most prevalent concerns for reopening business operations are as follows:

1. Lack of available funding to restart.
 - OEV has launched two grant programs, CEDR and LEAN, and works closely with the SBDC, SBA, and EDA to find additional funding resources.
2. Access to personal protection equipment.
 - OEV launched a site connecting businesses and people with local vendors and manufacturers of personal protective equipment (PPE). The companies listed on OEV's webpage source, manufacture, or distribute PPE including face masks, hand sanitizer, sneeze guards, clear partitions, gloves and other items. A complete list of organizations located in Tallahassee-Leon County that source, manufacture, or distribute PPE can be found at [OEVforBusiness.org/PPE](https://oevforbusiness.org/PPE).
3. Access to safety protocols and best practices and impacts to business supply chains.
 - OEV is working with Florida Makes to communicate industry best practices for local businesses.
4. Human Resource guidance (i.e. what to do if an employee gets sick).
 - OEV is sharing CDC and other public guidance on appropriate protocols.
5. Information about childcare resources.
 - On May 12th, the County Commission received an update on the status of childcare in the community. OEV has shared that information with the local business community.

Several responses also indicated that businesses are very concerned about regaining consumer confidence and the public trust as they reopen their doors. It should be noted that the data from the survey is crucial to our stakeholder meetings, as it helps to inform the OEV team and the stakeholder group as to the most important issues facing our local economy. Furthermore, the survey data directs the subsequent discussion at these meetings to help focus the conversation around identifying timely and effective solutions for our local employees and employers. In addition, results from the survey indicate that a majority of respondents either did not have, or know they should have, a continuity plan for their business. To that end, OEV is working with Leon County Emergency Management to offer a workshop on developing business continuity plans to encourage greater resiliency in future emergencies.

Next Steps:

COVID-19 presents new challenges for individuals, businesses, and communities with so much uncertainty. The full impact of the pandemic on the local universities, schools, and events, all of which have significant impact upon our local economy is not yet known. OEV is working hand-in-hand with key leaders and businesses in our community while closely following all state, federal, and local guidance, with a focus on health and safety remaining paramount. Maintaining

important safety and health considerations will be a critical component for fully reopening and sustaining our local economy.

OEV will continue to serve as the primary local source for business related information and has assisted hundreds of businesses and nonprofits with questions relating to support, application assistance, marketing and awareness, as well as providing information on all the resources available to them. Moreover, OEV will continue to utilize local data analysis, close engagement with the Tallahassee-Leon County COVID-19 Economic Recovery Stakeholder Group, the Economic Vitality Leadership Council, Minority Women and Small Business Advisory Community, Magnetic Taskforce and other industry leaders to proactively support and help navigate the economic reopening and recovery at the local level in the months ahead.

OEV keeps in close communication with local, state, and federal data providers, and continually reviews and analyzes this information to provide the most up-to-date and pertinent economic data available. In light of the changed economic landscape, the Quarterly Economic Dashboards will include additional contextual narrative to better explain the relevance of particular economic indicators. For the July 9, 2020 IA Board meeting, OEV will be developing a special data report that analyzes key economic indicators for our community since the Governor's emergency declaration on March 18, 2020 related to COVID-19.

At the time of this writing, the Governor has authorized the reopening of most businesses at limited capacity under Phase 1 of the State plan. OEV will closely monitor the timing and limitations for each phase of reopening as the community works towards a full restoration of the local economy. OEV will continue to lead efforts in providing rapid and effective support to local businesses, identify best practices and procedures for conducting business in a safe and sustainable manner, with comprehensive data analysis and close communication with the local business community in response to COVID-19.

Options:

1. Accept the status report on the Office of Economic Vitality's activities related to COVID-19 and ongoing coordination efforts with local economic stakeholders and business representatives.
2. Do not accept the status report on the Office of Economic Vitality's activities related to COVID-19 and ongoing coordination efforts with local economic stakeholders and business representatives.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. March 25, 2020 Blueprint Intergovernmental Agency Board of Directors Agenda Item on Consideration of COVID-19 Economic Disaster Relief Grant
2. April 15, 2020 Blueprint Intergovernmental Agency Board of Directors Agenda Item on Status Report on the Federal, State, and Local COVID-19 Response and Relief Efforts and Consideration of Additional Support for Local Small Businesses, including the Restaurant and Service Industry
3. OEV Action and Communications Report
4. OEV Stakeholder Members, Attendees, and Agendas
5. OEV Business Impact Survey

Blueprint Intergovernmental Agency Board of Directors Agenda Item #1

March 25, 2020

Title: Consideration of COVID-19 Economic Disaster Relief Assistance Grant Program for Small Business

Category: General Business

Intergovernmental Management Committee: Vincent S. Long, Leon County Administrator
Reese Goad, City of Tallahassee Manager

Lead Staff / Project Team: Benjamin H. Pingree, Director, Department of PLACE
Cristina Paredes, Director, Office of Economic Vitality
Drew Dietrich, Deputy Director, Office of Economic Vitality
Richard Fetchick, Business Intelligence Manager
T.J. Lewis, Business Development Manager



STATEMENT OF ISSUE

This agenda presents an overview of the initial economic impacts being experienced due to the COVID-19 pandemic, and the actions taken by the Federal and State governments, thus far, to immediately address the issue. This item presents extensive details regarding Tallahassee-Leon County's initial, quick response actions to mitigate negative local economic impacts and to support our economic resilience. Finally, this item presents policy options to the joint city/county IA Board for a new, rapid response grant program: the Covid-19 Economic Disaster Relief (CEDR). The CEDR Program will be administered by the Office of Economic Vitality to bridge the gap between federal and state programs and quicken economic recovery to sustain local businesses most in need.

The rapidly evolving economic impacts of the COVID-19 Coronavirus on the US and Tallahassee-Leon County economy, as tracked by OEV staff through a survey and ongoing business interaction, indicate that a variety of sectors have experienced revenue decline and are responding by diminishing employee hours, furloughing or laying off staff, reducing inventory volumes, and in some cases temporarily closing.

Future issues remain to be seen and will continue to evolve; as of this meeting, the objective of this response program is to provide a rapid bridge to local small businesses, to sustain their operations in the midst of this crisis, and as they await Federal and State relief program funds, detailed further below, while also maintaining capacity by OEV for future needs as they arise. The CEDR Program, if funded at \$1,000,000 and disbursed at \$2,500 per eligible applicant, will assist up to 400 viable small businesses that have already applied for emergency funding to insure their continuity of operations. Moreover, CEDR aligns with existing federal and state

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programs and has the potential to leverage up to \$820,000,000 in State (Florida Small Business Emergency Bridge Loan – up to \$50,000 per applicant) and Federal (SBA Economic Injury Disaster Loan Program – up to \$2,000,000 per applicant) relief funding to small businesses in Tallahassee-Leon County. Finally, the proposed CEDR is an effective tool to provide a rapid and effective local grant to those businesses to cover key costs such as rent, utilities and operating costs as they await the arrival of those state and federal funds.

FISCAL IMPACT

This item is anticipated to have a fiscal impact of \$1 million, which could be funded through the reallocation of the pay back to the City and the County (included in the approved FY 2020 budget). The City and County contributed approximately \$2 million each to fund the operations of the Office of Economic Vitality. Per the IA Board direction, the City and County will be repaid the amounts that were advanced over the first five years of the Blueprint 2020 sales tax. The repayment amount programmed for FY 2020 is \$1,000,000. Future repayments in the amount of \$500,000 will be made annually through FY 2024.

In coordination with the City and County, very preliminary revised sales tax projections estimate that for FY 2020 collection may be approximately 13% (\$524,339) below the original projected revenue of \$4,033,377. FY 2020 Revised estimates will be prepared once actual collection data is reported, which will be several months in the future.

Preliminary analysis suggests there are insufficient funds within the economic development portion of the sales tax program to pay for a broad grant program. Should the IA Board choose to seek additional dollars, funds would need to be borrowed (\$5 to \$10 million) to pay for larger programs in support of local businesses. Any borrowing would be repaid with future economic development sales tax funds, and would affect the viability of other OEV programs.

STRATEGIC PLAN

The OEV Strategic Plan does not explicitly address resilience or disaster response. However, the formation statement can be interpreted to include measures taken to ensure continuity and growth during contractionary periods:

“To guide the Tallahassee-Leon County’s economic development efforts in coordination with the private sector and community stakeholders by fostering fair and open competition, conducting extensive outreach to assist businesses in navigating and competing in today’s marketplace, and leveraging existing resources to maximize the infusion of financial capital to the local economy.”

RECOMMENDED ACTION

- Option #1 Approve the COVID-19 Economic Disaster Relief (CEDR) Assistance Grant Program for Small Business in the amount of \$1 million and approve the allocation of funds from the City/County payback to the CEDR grant program.

SUPPLEMENTAL INFORMATION

BACKGROUND

COVID-19 has led to a disruption in the global, national, and local economy, leading to significant impacts on businesses and their employees. OEV is responding to the needs of local businesses by implementing promotional campaigns, information sharing, and an ongoing survey of local businesses. OEV will continue to monitor impacts and programs from around the United States, and adapt its ongoing response to the changing needs of local businesses.

Current results indicate that the majority of businesses have experienced impacts, with over 50% reporting a revenue drop of half or greater. Layoffs, furloughs, and reduced operations have begun. Attachment #1 describes current survey results in greater detail. Due to the high volume of affected businesses, the Federal government is the only entity through which a proportionate response can be delivered, wherein resources and financial support are distributed to all businesses.

KEY ASSUMPTIONS – RESPONDING TO COVID-19 ECONOMIC IMPACTS

- **Federal Government is the only entity with resources sufficient to implement comprehensive financial assistance.** Whether a sudden stop in the economy creates a temporary financial crisis or prompts a longer term recession, it creates an economic emergency for those hardest hit with small businesses and hourly employees facing the most urgent needs. Only the Federal Government can bring to bear the resources required to significantly mitigate this scale of potential small business closures and the substantial resulting unemployment. Working in support of federal and state incentives and programs to stabilize and stimulate the economy, and fill gaps at the local level for small businesses, presents an opportunity for local governments.
- **A historic federal economic stimulus package is expected this week.** The federal economic stimulus package is expected to provide significant resources in direct payments to individuals and loans to businesses, with \$500 billion earmarked for lending to businesses, local governments, and states, and \$350 billion to help small businesses meet payroll costs. Economic stimulus will not stop a longer term recession, but it will be a factor in the severity of the decline and the rate of the recovery. Further information is presented below regarding the federal response to date, the anticipated next federal stimulus packages, and there will be presentation at the meeting from federal lobbyists to discuss emerging developments in Washington, D.C.

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- **Low interest, long term loans available – and more are coming.** Low interest, long term business loans are widely considered the best tool to save small businesses. Most small businesses live “pay check to pay check” with less than one month of savings and will not survive unless they have cash flow to pay overhead and employees. Further information is presented below regarding each key program being implemented by the state and/or federal government.
- **Unemployment benefits are critical in a temporary economic crisis.** For those who become unemployed due to COVID-19, the Florida Department of Economic Opportunity currently has three programs available to address unemployment issues; Reemployment Assistance, Temporary Layoff Program, and Short Time Compensation Program. It is anticipated that more resources could become available based on US Congressional action. Note, additional information on unemployment benefits are included in the section below and Attachment #2.
- **Speed is imperative.** The speed at which small businesses receive financial assistance will in many cases determine if they can survive this shock and continue to employ people in the short and long term.
- **Future Resource Gaps.** The local response program (CEDR) is intended to offer immediate and meaningful support to bridge small business operational expenses not covered by State or Federal programs. As it is tough to predict the ongoing State and Federal funding priorities as it pertains to disaster relief, preserving future capacity to respond to local needs is achieved through this proposal, and is maintained by the City and County.

This agenda item recommends an initial rapid response grant by which immediate financial assistance to local businesses is provided. The COVID-19 Economic Disaster Relief Program (CEDR) would provide \$2,500 per qualified applicant to sustain business operations. This would cover fixed operational costs such as utilities and rent for approximately one month. This initial program proposal is built on the following objectives:

- **Protect existing small businesses.** According to the Tallahassee-Leon County COVID-19 Business Survey, 62.5% of respondents report a weekly revenue impact of greater than 50%. Their preferred resources include assistance paying overhead and cash grants to cover operating expenses, such as rent, utilities, and other operational needs. Protection in these instances would also include operating capital.

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- **Avoid additional unemployed. As of 3/7/2020 (most recent week on US DOL)** Claims for unemployment in Florida rose from 4,853 to 5,325 (9.7%), and the trend appears to be continuing upward. Thus, business operating expense assistance is intended to prevent layoffs and further acceleration of local unemployment claims.
- **Do not duplicate federal or state incentives, programs. Bolstering the SBA Disaster Loan and Florida Small Business Emergency Bridge Loan**, the proposed response would constitute a non-duplicative small grant that avoids adding future debt liability to local businesses.
- **Fill the gaps to accelerate our local economic recovery targeting the maximum leveraging of limited local resources.** Small grants are able to touch many small businesses – At \$2,500 per grant, this can assist approximately 400 businesses. This grant cannot solve pre-existing financial limitations that pre-date COVID-19; rather, it is a buoy during uncertain times that helps alleviate typical monthly expenses originating from public sector services. Of note, it is anticipated that this program will address immediate needs of the local business community during the initial responses efforts to the COVID-19 pandemic.
- **Future Resource Gaps.** The local response program (CEDR) is intended to offer initial immediate and meaningful support to bridge small business operational expenses not covered by State or Federal programs. As it is tough to predict the ongoing State and Federal funding priorities as it pertains to disaster relief, preserving future capacity to respond to local needs is achieved through this proposal, maintained by the City and County.

In addition, this agenda item provides an overview of the Federal and State responses to date related to COVID-19 as well as preliminary estimates on the impact to the collection of sales tax revenue, which funds Blueprint Intergovernmental Agency. Please note that County and/or City Federal Lobbyists will be available at the meeting for information sharing and to convey the latest federal actions to approve a new stimulus package.

FEDERAL RESPONSE AND PROGRAM OVERVIEW

As noted above, the federal government has taken initial prompt action to address the economic impact of the COVID-19. These actions are included as Attachment #3. The following is summary of the actions taken to date:

Congress initially reacted to community spread of the virus by passing H.R. 6074, the Coronavirus Preparedness and Response Supplemental Appropriations Act, enacted on March 6. This “Phase 1” legislation provides \$8.3 billion in emergency supplemental appropriations to prepare for and mitigate the spread of the virus. It also includes funds for federal agencies working on diagnostic tests to identify the virus, therapeutic interventions to reduce its impact and a vaccine to stop coronavirus spread. The bulk of the funding in the Phase 1 legislation was allocated to the U.S. Department of Health and Human Services (\$6.5 billion) for public health preparedness and response. With regard to small business assistance, H.R. 6074 provided \$20 million to the U.S. Small Business Administration for administrative expenses related to increased loan volume to help businesses affected by the outbreak.

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Following the passage of H.R. 6074, Congress immediately transitioned to working on a second bill to ease the economic impacts of the coronavirus. H.R. 6201, the Families First Coronavirus Response Act, was enacted on March 18. This “Phase 2” bill includes food safety support needed in the wake of school and business closures, enhanced unemployment insurance benefits, new federal emergency paid leave benefits and refundable tax credits for small businesses to defray the cost of the paid leave, an increase in Medicaid matching funds to support healthcare providers, and policies to ensure that COVID-19 testing is significantly expanded and free to everyone in the U.S.

Highlights of H.R. 6074 (the “Phase 2” legislation) include the following:

- \$250 million for U.S. Department of Health and Human Services nutrition programs that aid elderly Americans
- \$1 billion for nutrition assistance to children and families
- Up to \$1 billion for emergency transfers to states to process and pay unemployment benefits

As of the publication of this agenda item, Congress is working on a third (“Phase 3”) bill which would provide as much as \$2 trillion of economic stimulus in response to the financial fallout related to the coronavirus pandemic. This package is expected to provide direct economic assistance to families and sectors of the economy impacted by the public health emergency. The U.S. Senate convened bipartisan negotiations on the Phase 3 bill on Friday, March 20. As of Monday, March 23, Senate and White House negotiators continue working to reach an agreement on the provisions of the legislation. Senate Majority Leader Mitch McConnell has indicated that the Senate will not adjourn until it passes a broad stimulus bill, which will also need to be approved by the U.S. House of Representatives.

At this time, the Phase 3 legislation is reported to include direct financial assistance to individuals; a \$500 billion lending program for businesses, local governments, and states; and another \$350 billion to help small businesses meet payroll costs. While the Phase 3 legislation will have components to assist both businesses and individuals, the overall strategy is to provide income replacement for those directly affected by the coronavirus outbreak. Broadly, this strategy seeks to get federal dollars to affected businesses quickly and to keep employees whole and on the books, which will help people get back to work quickly once the crisis subsides. This will provide income for affected people, keep them employed, and creating economic activity to buffet the downturn, and avoid a prolonged re-hiring period which will greatly reduce the duration and severity of the decline.

A key driver in the federal economic response is keeping local businesses staffed with their workers remaining employed, and compensated as supported by federal stimulus, during the present medical response phase of the COVID-19 pandemic. This federal objective, if approved by Congress, aligns with state and local objectives of 1) mitigating and/or avoiding the time cost of engaging in unemployment, re-training, and re-employment activities for both impacted workers and businesses and 2) maintaining economic activities generated by American households.

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As noted above, the federal government has taken initial prompt action to address the economic impact of the COVID-19. The following provides information regarding the federal SBA disaster loan program. More details can be found in the OEV Business Resource Guide:

- **Activated the U.S. Small Business Administration's Economic Injury Disaster Loan Program:** Currently, this program provides businesses, regardless of size, and nonprofits including charitable organizations (such as churches and private universities) with working capital loans of up to \$2 million that can provide vital economic support to help overcome the temporary loss of revenue they are experiencing. These loans may be used to pay fixed debts, payroll, accounts payable and other bills that can't be paid because of the disaster's impact. The interest rate is 3.75% for small businesses. The interest rate for non-profits is 2.75%. SBA offers loans with long-term repayments in order to keep payments affordable, up to a maximum of 30 years. Terms are determined on a case-by-case basis, based upon each borrower's ability to repay. SBA's Economic Injury Disaster Loans are just one piece of the expanded focus of the federal government's coordinated response, and the SBA is strongly committed to providing the most effective and customer-focused response possible. Information on the number of applications being processed at this time is not yet known.

Please note that County and/or City Federal Lobbyists will be available at the meeting for information sharing and to convey the latest federal actions to approve a new stimulus package.

STATE RESPONSE AND PROGRAM OVERVIEW

The State of Florida has been swift in its response to changing conditions around the state as more Positive COVID-19 cases are confirmed. As of March 22, 2020, Governor's Ron DeSantis has issued seven (7) executive orders aimed at reducing the spread of the virus within the State and preparing local governments and medical professionals to ready appropriate responses to the outbreak in Florida's 67 counties. These actions are further detailed in Attachment #3.

The Governor's Executive Orders include establishing the Florida Department of Health as the lead agency to inform the public and manage Public Health issues for the duration of the declared state of emergency. The Governor also authorized state facilities to close in Cities/Counties directly impact by the COVID-19 outbreak. Additionally, the Governor has issued subsequent order to close Bars, Restaurants and Beaches, as well as Public Gyms, with a separate order closing a more expansive range of businesses in Broward and Palm Beach Counties. In those Counties, the County Administrator was given authority to modify the Governor's order under select circumstances. The Governor has also moved to issue an order relaxing rules for local governments to hold public meetings (providing telephone and video conferencing as options) as well as flexibility of meeting venues. This order, however, maintains all current Sunshine Law Requirements. Finally, Florida has also moved to prohibit all non-essential, elective medical procedures for the duration of the emergency in a move to ready medical professionals and health care equipment for response to positive COVID-19 cases where those resources may otherwise been required. DBPR is currently working with the state's licensed businesses to communicate the Governor's Executive Orders.

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Florida has also established state-wide drive-through COVID-19 test sites and has issued an order to identify other facilities that can be used to augment available hospital capacity if needed in addition to providing for telemedicine options. The Florida Division of Emergency Management is currently working to deliver a rolling supply of mobile intensive care units, ventilators, hospital beds, hand sanitizer, coveralls, gloves, gowns, collection kits, and other protective equipment to medical treatment centers. The Florida Department of Corrections has suspended all visitation at all of the state's Correctional Facilities and non-critical inmate transfers. The Florida Department of Economic Opportunity (DEO) has approved two loan programs to businesses impacted by the COVID-19 outbreak and is actively working to waive fees related to employer-provided benefits. Additionally, the Department of Education has suspended student instruction through April 15 (K-12) and the State University System has directed all Universities to continue remote instruction through the end of the Spring 2020 semester.

The following sections provide an overview of the top programs to support small businesses that are managed by the DEO in partnership with the Florida SBDC network. Detailed information on this program is included in the Business Resource Guide (Attachment #4) developed by the Office of Economic Vitality:

- **Florida Small Business Emergency Bridge Loan Program:** The Florida Small Business Emergency Bridge Loan Program is currently available to small business owners located in all Florida counties statewide that experienced economic damage as a result of COVID-19. These short-term, interest-free working capital loans are intended to “bridge the gap” between the time a major catastrophe hits and when a business has secured longer term recovery resources, such as sufficient profits from a revived business, receipt of payments on insurance claims or federal disaster assistance. The Florida Small Business Emergency Bridge Loan Program is not designed to be the primary source of assistance to affected small businesses, which is why eligibility is linked pursuant to other financial sources. Qualified small business applicants must be a for-profit employer business with 2 to 100 employees. A business can receive up to \$50,000 per eligible small business. Loans of up to \$100,000 may be made in special cases as warranted by the need of the eligible small business. Loans made under this program are short-term debt loans made by the state of Florida using public funds – they are not grants. Florida Small Business Emergency Bridge Loans require repayment by the approved applicant from longer term financial resources. Loan application process in the Capital Region is managed by the FAMU SBDC. These applications are then reviewed for approval by the Emergency Bridge Loan Committee. At the time of writing this item, the committee reviewed 14 applications and announced the award of two loans, the first in the state given to two Tallahassee-Leon County businesses.
- **Unemployment Programs:** In an email to the CareerSource Capital Regional Board last week, the local workforce board stated that based on projections by the U.S. Treasury Secretary, “about 30,000 people will be unemployed in our three-county area in the next few weeks.” The Florida Department of Economic Opportunity currently has three

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programs available to address unemployment issues. It is anticipated that more resources could become available based on US Congressional action. Of note, DEO has not yet activated the Disaster Unemployment Assistance program at the time of writing this item.

- **Reemployment Assistance:** The Reemployment Assistance (RA) program provides temporary, partial wage replacement benefits to qualified workers who are unemployed through no fault of their own. It is funded solely by employers who pay federal and state payroll taxes and is provided at no cost to the workers who receive the benefits. The 2020 Claim Maximum is for 12 weeks with a weekly benefit amount of up to \$275, and a maximum benefit amount of \$3300, for each recipient.
- **Temporary Layoff Program:** This program is for employees that are temporarily laid off from work may be eligible for Reemployment Assistance benefits. A temporary layoff occurs when the employee is separated from their job due to lack of work, and the employee has a return-to-work date within eight weeks of the separation. The same benefit amounts and assessment rules as Reemployment Assistance apply to this program, per recipient.
- **Short Time Compensation Program:** This program helps employers retain their workforce in times of temporary slowdown by encouraging work sharing as an alternative to layoff. The program permits prorated reemployment assistance benefits to employees whose work hours and earnings are reduced as part of a Short Time Compensation plan to avoid total layoff of some employees. The goals of this program is to:
 - Retain employees during a temporary slowdown can resume high production levels when business conditions improve and are spared the hardships of full unemployment.
 - Help employers avoid the expense of recruiting, hiring, and training new workers when business conditions improve.
 - Provide employers who must permanently reduce their workforce a way to transition to layoff. Affected employees may continue to work at reduced levels with an opportunity to find other employment before the expected layoff.
 - The benefits from this program tie directly to the employee's hourly wages and number of hours, per week, that will be missed, and are capped at 26 weeks, per employee, per year.

Staff is closely monitoring the implementation of new state programs to assist employers and employees during the COVID-19 response and recovery. The Florida Legislature passed its FY 2020-21 budget on Thursday, March 19. As of the publication of this agenda item, the budget bill (HB 5001) awaits the Governor's signature. The budget provides \$27.3 million in federal funds (allocated by Congress in H.R. 6074, the Coronavirus Preparedness and Response Supplemental Appropriations Act – discussed in greater detail below) and another \$25.1 million from the state's general revenue to the Florida Department of Health (FDOH) to combat the coronavirus. The state budget also allocates \$300 million in additional reserves to support state government

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operations in anticipation of an economic slowdown. While the state budget takes effect on July 1, 2020, the funds appropriated to FDOH will be available for the remainder of the current fiscal year.

To that end, OEV will act as the local nexus, providing initial, and immediate relief for small businesses, and provide resources that fill the gaps in the State and Federal programs, while also supporting and enhancing those existing programs. OEV will be the local resource to analyze economic impacts, while initiating and activating the proposals presented within this item to support Tallahassee-Leon County businesses.

TALLAHASSEE/LEON COUNTY RESPONSE

Blueprint has proven to be a transformative economic asset for our community with capital projects and economic development programs which stimulate investment and promote economic opportunity for the long term economic vitality of our community. During the Great Recession which began in 2008, Blueprint's capital projects, and the private sector investment that followed, proving invaluable in lessening the overall economic decline, mitigating job loss and accelerating our local recovery. When the sales tax was extended by the voters in 2014, Leon County and Tallahassee became only the second community to include a locally optional economic development component. This led to the creation of the Office of Economic Vitality (OEV) to provide structure and alignment of resources and decision –making to support and sustain our strategic long term economic growth and to also position our community to best respond to opportunities and challenges that arise. As we face the local impacts of the unprecedented global COVID-19 pandemic, the Office of Economic Vitality (OEV) has responded. Attachment #5 includes a detailed account of OEV efforts to date regarding COVID-19 response and recovery:

- Developed a Business Resource Guide that is updated daily to reflect the most accurate resources available.
- Conducted an initial Business assessment survey and direct outreach to local business.
- Analyze what other communities across the state are doing to support small businesses in response to Covid-19.
- Launched the Open for Takeout initiative to respond to the executive orders by the gov. This resulted in other collaboration effort such as the March 21 Rally for Tally and donation of the Open for Takeout signs donated by Target Print and Mail.
- Increased communications via newsletters, social media, media
- Monitoring state and federal legislation concerning new programs and funding available to local businesses
- Working in collaboration with our partners to communicate resources available for business assistance. These efforts include possibly cross-training PLACE/OEV staff with partner resource providers.

In addition to these efforts, the County Administrator and City Manager, who serve as the Intergovernmental Management Committee (IMC), tasked OEV to immediately explore and provide recommendations for Intergovernmental Agency consideration on the question of:

“What can we do at the local government level, through Blueprint and the Office of Economic Vitality (OEV), to lessen the impact of the pandemic on our local small businesses and the people of our community they employ?”

As stated previously in this item, the objectives in developing a new program proposal were composed of the following:

- **Protect existing small businesses.** According to the Tallahassee-Leon County COVID-19 Business Survey, 62.5% of respondents report a weekly revenue impact of greater than 50%. Their preferred resources include assistance paying overhead and cash grants to cover operating expenses, such as rent, utilities, and other operational needs. Protection in this instances would also include operating capital.
- **Avoid additional unemployed. As of 3/7/2020 (most recent week on US DOL)** Claims for unemployment in Florida rose from 4,853 to 5,325 (9.7%), and the trend appears to be continuing upward. Thus, business operating expense assistance is intended to prevent layoffs and further acceleration of local unemployment claims.
- **Do not duplicate federal or state incentives, programs. Bolstering the SBA Disaster Loan and Florida Small Business Emergency Bridge Loan,** the proposed response would constitute a non-duplicative small grant that avoids adding future debt liability to local businesses.
- **Fill the gaps to accelerate our local economic recovery targeting the maximum leveraging of limited local resources.** Small grants are able to touch many small businesses – At \$2,500 per grant, this can assist approximately 400 businesses within 30 days. This grant cannot solve pre-existing financial limitations that pre-date COVID-19; rather, it is a buoy during uncertain times that helps alleviate typical monthly expenses originating from public sector services. Of note, it is anticipated that this program will address immediate needs of the local business community during the initial responses efforts to the COVID-19 pandemic.
- **Future Resource Gaps.** The local response program (CEDR) is intended to offer initial immediate and meaningful support to bridge small business operational expenses not covered by State or Federal programs. As it is tough to predict the ongoing State and Federal funding priorities as it pertains to disaster relief, preserving future capacity to respond to local needs is achieved through this proposal, maintained by the City and County.

COVID-19 ECONOMIC DISASTER RELIEF PROGRAM (CEDR)

The COVID-19 Economic Disaster Relief Program (CEDR) is designed to offer a lifeline to local small businesses, which will result in greater continuity of operations, and sustain their viability during the application period for State and Federal relief programs and incentives. It will provide a rapid and effective local grant benefit to businesses, to bridge their limited cash reserves as they are pro-actively taking steps to amass financing and capital from other sources (e.g. SBA, State, private). Eligible businesses include the following:

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- Be a for-profit corporation/business in Leon County (corporate, regional, division, registered office or franchise) and registered with the Florida Division of Corporations
- Must have at least 1 employee, but fewer than 50 employees
- Demonstrate a minimum reduction of 50% in revenue as a result of COVID-19
- Have an active utility account with the City of Tallahassee Utilities, Talquin Electric Cooperative, or Progress Energy Florida in good standing or current status of the date of COVID-19 Emergency Declaration, March 18, 2020.
- Provide a proof of application for either the Florida Small Business Emergency Bridge Loan or the U.S. SBA Disaster Loan Assistance program.
 - This component is a critical piece of the application. It will demonstrate that the business is taking best-practice efforts to expand liquidity during a disaster, similarly to hurricane events.
- Pledge in good-faith to remain in business for at least 45 days following the receipt of CEDR funding and provide estimated average monthly operating expenses.
 - This includes an affidavit form for financial information provided as part of the Florida Small Business Emergency Bridge Loan or U.S. SBA Disaster Loan Assistance Program.
 - A clawback clause will exist as part of grant disbursements, written by Blueprint Attorneys, as a control to insure applicant performance.

If funded at \$1 million, CEDR is anticipated to assist approximately 400 local businesses. OEV staff have prepared a grant logistics and management plan that envisions an online application and dedicated email address for simple, remote procedures. Other County and City offices with available staff can commit staff to processing applications. According to staff research, a \$2,500 grant would cover the average commercial utility bill in Tallahassee (Attachment #7) and roughly \$1,000 of additional expenses. The program is proposed to run for 30 days and have a response time, from application to OEV through approval to grant delivery of 3-5 business days.

In summary, this program (CEDR) would provide rapid, and meaningful assistance to the most vulnerable members of our local small business community, namely those who have less than 50 employees. Moreover, the recommended \$1 million dollar investment could provide a bridge for up to 20,000 employees as their employer seeks Federal and State assistance. In order to manage application volume and provide a timeline for assessment, it is recommended that the application period become effective on Thursday, March 26, 2020 and run for a period of 30 days. After which a full performance report shall be generated regarding grant program impact.

Although greater than 400 businesses exist in Leon County with 50 or fewer employees, current statistics on Florida Small Business Emergency Bridge Loans indicate a rate of approximately 15 applicants per day and at the time of writing this item, 41 applications have been received. It is estimated that by May 8 (current application deadline), the SBDC could process 500 applications. Historically the majority of the emergency bridge loan applications have less than

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50 employees. . However, we anticipate some will be above the 50 employee threshold. At the time of application, these businesses must provide the following documentation:

- Government issued personal identification of all individual applicants (driver's license, state or federal ID, or passport).
- Federal Business tax returns for the last two completed years for all individual applicants, if available.
- Employer tax documentation.
- Personal tax returns for the last 2 completed years with attached Schedule C for all individual applicants, if available and where appropriate.
- Additional information that the applicant believes would assist the Loan Review Committee in making its decision (such as a loan summary).

Acknowledging, that 80% of those who apply for an emergency bridge loan program, also are captured in the application for the of the U.S. SBA Disaster loan, staff believes that the 400 capacity of the proposed CEDR grant program could meet the demand in our market place for initial rapid relief.

Finally, the business survey administered by OEV, indicates that small businesses have universally experienced loss of business and revenue, however, many of them have not yet determined impacts to staff. Therefore, CEDR offers rapid support to help with employee retention during these first critical weeks.

BUDGETARY AND BONDING CONSIDERATIONS

It is important to note that staff will be coming back to the IA Board with a full budget review of the impacts of COVID-19 on the current FY 2020 for both the Office of Economic Vitality and the Blueprint Infrastructure program of work once additional revenue information is analyzed in the weeks ahead. This includes for the Blueprint Capital program.

Staff has presented an option to fund a proposed \$1 million COVID-19 Economic Disaster Relief Program reallocating current year pay back to the City and the County. Based on early and preliminary analysis, there are currently insufficient funds within the economic development portion of the sales tax program to pay for a broad grant program. Should the IA Board choose to seek additional dollars, funds would need to be borrowed (\$5 to \$10 million) to pay for larger loan/grant programs in support of local businesses. Any borrowing would be repaid with future economic development sales tax funds, and would affect the viability of current capital programs. Attachment #9 provides additional detail on budgetary considerations.

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An expedited time-line for borrowing could take three weeks. The Agency has the option to secure a bank loan as opposed to a bond issuance. Typically, bonds issued by a government pay for infrastructure projects and are tax-exempt. However, the issuing of bonds to provide grants to businesses would be considered taxable debt. Interest rates are currently just below 4%, but this could change in the near term. In addition, while the bond proceeds can pay for grants to businesses, bonds cannot be issued to provide loans to businesses.

As stated in the assumptions at the start of this item, the current situation is evolving and future actions of both the State and Federal government are unknown at this time. By moving forward with CEDR, this preserves revenues and possible bonding capacity to address local economic issues that may still arise in the future.

The data and responses presented herein represent the best available effort to respond initially and rapidly to continually evolving conditions, rather than a single final response. Once the passage of Federal and State relief programs are completed, the IA Board may, at its discretion, direct staff to provide additional programs to fill the gaps identified in the Federal and State programs.

CONCLUSION:

This agenda item provides the IA Board with an opportunity to assess information available regarding local business impacts and responses to the COVID-19 pandemic. While small business impacts are evident, the extent, duration, and needs will continue to evolve during weeks to come. Nonetheless, other major metropolitan areas are rolling out assistance that attempts to fill federal and state gaps, such as through grants, loans, and deferred costs.

Tallahassee-Leon County may create a tailored response that bolsters business operation for smaller establishments that entered the pandemic with an already healthy balance sheet. These initial \$2,500 grants provide immediate capital and relief as businesses assemble their larger continuity capital stack. Through a \$1 million allotment, approximately 400 grants can be made to small local employers over the coming 30-60 days. The goal will be to aid business operation, keep local employers open for business, and prevent layoffs and closures.

The available effort to respond initially and rapidly to continually evolving conditions, rather than a single final response. Once the passage of Federal and State relief programs are completed, the IA Board may, at its discretion, direct staff to provide additional programs to fill the gaps identified in the Federal and State programs.

OPTIONS:

- Option #1: Approve the COVID-19 Economic Disaster Relief (CEDR) Assistance Grant Program for Small Business in the amount of \$1 million and approve the allocation of funds from the City/County payback to the CEDR grant program.
- Option #2: Do not approve the COVID-19 Economic Disaster Relief Assistance Grant Program for Small Business in the amount of \$1 million.
- Option #3: IA Board Direction.

RECOMMENDED ACTION:

- Option #1: Approve the COVID-19 Economic Disaster Relief (CEDR) Assistance Grant Program for Small Business in the amount of \$1 million and approve the allocation of funds from the City/County payback to the CEDR grant program.

Attachments

1. OEV Business Survey and U.S. Local Government Responses Update
2. State of Florida Response and Executive Orders
3. State and Federal Legislative Responses
4. Business Resource Guide
5. Local OEV Responses to COVID-19
6. Tallahassee-Leon County CEDR Application
7. Average Commercial Utility Bill (Non-Demand Users)
8. CEDR Grant Logistics for Internal Management
9. Budget: OEV Unallocated Funds and Disaster Response

Blueprint Intergovernmental Agency Board of Directors Agenda Item #2

April 15, 2020

Title:	Status Report on the Federal, State, and Local COVID-19 Response and Relief Efforts and Consideration of Additional Support for Local Small Businesses, including the Restaurant and Service Industry
Category:	General Business
Intergovernmental Management Committee:	Vincent S. Long, Leon County Administrator Reese Goad, City of Tallahassee Manager
Lead Staff / Project Team	Benjamin H. Pingree, Director, Department of PLACE Cristina Paredes, Director, Office of Economic Vitality Drew Dietrich, Deputy Director, Office of Economic Vitality

STATEMENT OF ISSUE

This item provides the Blueprint Intergovernmental Agency Board of Directors (IA Board) with a high-level overview of the economy during this state of COVID-19, and a status report on the latest Federal State, and Local COVID-19 Response and Relief efforts. OEV has remained active in business support, not only deploying much needed financial assistance, but building broader collaboration and awareness of the impact COVID-19 has had upon our local business community, while also looking to future initiatives, including a targeted marketing and promotion campaign for the service industry. Additionally, an analysis on the restaurant/service industry, as directed by the IA Board, and additional information about the non-profit sector, as requested by the City Commission, is included in this agenda item. Finally, this item provides policy and funding options to the joint city/county IA Board for consideration of second round of funding support to local, small businesses, COVID-19 Economic Disaster Relief (CEDR) Phase II, as well as a detailed analysis of the Blueprint Infrastructure and OEV budgets.

FISCAL IMPACT

Should the IA Board wish to consider reallocate funding to approve a second round of the CEDR grant funding, a fiscal impact would exist at that dedicated funding level.

Anticipated Sales Tax Revenue Shortfall

Any discussion of allocating, or reallocating, sales tax revenue, the primary revenue source for Blueprint Infrastructure and OEV budgets, must be prefaced with the observation that much is unknown due to the current COVID-19 pandemic and accompanying federal, state, and local government guidance for individuals to maintain social distancing behavior to limit the

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contagion. Simply stated, this tax will be impacted negatively by the COVID-19 emergency, and the duration or size of that impact is still being analyzed. While a full presentation on this matter is prepared for the IA Board's Budget Workshop on May 21, 2020, Attachment #1 presents the five-year projection of revenues and changes to initial forecasts for FY 2020.

On determining that the COVID-19 pandemic would have significant effects on the local economy, Agency staff contacted the City's and County's financial management staff. Leon County financial management staff prepared an initial estimate of reduced sales tax revenue collections that includes a sharp drop in revenue for the remainder of FY 2020 with a gradual return to FY2019 level revenues over several years based on an initial preliminary analysis.

Due to the extremely unusual nature of this recession and the immediate onset of 10 million nation-wide claims of unemployment within the span of two weeks, these revenue estimates will require adjustment as Agency, County, and City staff receive additional data on which to base our analysis of the impacts on sales tax revenue. Nationally, some economists are forecasting second calendar-year quarterly declines in GDP of up to 30% over the same period in 2019. The current model presented in this item includes an immediate decline of over 13% for fiscal year 2020, with gradual improvement over the next five years. This percentage estimate factors initial receipts within FY 20 near initial projections, a sharp decline presently, followed by a slow resurgence toward the end of the fiscal year.

Currently, Florida State University, Florida A&M University, Tallahassee Community College, and most other educational institutions in our community are closed. Most government agencies and private employers are closed unless the services are deemed essential. The Governor has issued a shelter in place order and has authorized residency checks at the primary vehicular entry points for the state. There is currently little to no tourism or hospitality revenue, student-related revenue, and limited restaurant and retail revenue, with drastically reduced spending on durable goods. Social distancing protocols will remain in effect at least through the month of April and possibly through May or June.

In summary, the analysis below, presents policy and funding options for possible expansion to the CEDR Grant. This fiscal impact section presents information related to the immediate duration and volatility of the sales tax revenue so that conservative policy options may be considered by the IA Board.

STRATEGIC PLAN

The OEV Strategic Plan does not explicitly address resilience or disaster response. However, OEV leads the ESF-18 desk in the Emergency Operations Center with Leon County Tourism supporting these coordination efforts. In addition, OEV's formation statement can be interpreted to include measures taken to ensure continuity and growth during contractionary periods:

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“To guide the Tallahassee-Leon County’s economic development efforts in coordination with the private sector and community stakeholders by fostering fair and open competition, conducting extensive outreach to assist businesses in navigating and competing in today’s marketplace, and leveraging existing resources to maximize the infusion of financial capital to the local economy.”

RECOMMENDED ACTION

- Option 1: Authorize staff to reallocate \$105,000 from the Business Recruitment Incentive Fund (BRIF) to award the remaining 58 eligible business who applied for the COVID-19 Economic Disaster Relief grants.
- Option 2: Accept the Status Report on the Federal, State, and Local COVID-19 Response and Relief Efforts.

SUPPLEMENTAL INFORMATION

BACKGROUND

At the March 25th, 2020 meeting, the IA Board authorized the COVID-19 Economic Disaster Relief Grant Program (CEDR) in order to provide initial, rapid, and meaningful assistance to the most vulnerable members of our local small business community; namely those who have less than 50 employees. In addition, the IA Board directed that an analysis on the restaurant/service industry be brought back at the next IA meeting. At the same IA meeting, a request was also made, later also directed by the City Commission at their meeting on April 8th, to provide information about the non-profit sector within Tallahassee-Leon County. Accordingly, this additional information is included in this agenda item.

COVID-19 has led to a significant disruption in the global, national, and local economy, leading to significant impacts on businesses and their employees. OEV responded to the needs of local businesses by implementing a bridge to the bridge relief program – CEDR. This grant program provided rapid disbursement of financial resources to local small businesses, while they awaited support from the State and Federal programs. State and Federal programs are now largely activated, with the most notable being the activation of the Paycheck Protection Program (PPP) which became available on April 3, 2020. The CEDR Program provided critical resources to Tallahassee-Leon County businesses, distributing \$1,018,500 to 489 local small businesses. The success of program entailed more demand than available resources, and the CEDR program was shut down as of Monday April 6, 2020.

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OEV has continued to monitor impacts and programs from around the United States, and adapt its ongoing response to the changing needs of local businesses. An overview of the State, Federal, and Local responses to date are detailed further in this item. Current feedback from this restaurant/hospitality sector indicate that the majority of these businesses have experienced impacts, with many reporting a revenue drop of half or greater. Layoffs, furloughs, and reduced operations have begun. Attachment #2 describes current business assessment survey conducted by staff and presents these results in detail. The majority of survey respondents indicated a revenue loss of greater than 50%, and most have experienced layoffs or furloughs as well. Due to the high volume of affected businesses, the Federal government is the only entity through which a proportionate response can be delivered, wherein resources and financial support are distributed to all businesses.

This agenda item provides the IA Board with the following:

- Report on Status of the Economy as part of the COVID-19 emergency Page 4
- Report on the latest Federal and Non-Profit COVID-19 Response and Relief Page 5
- Report on the latest State COVID-19 Response and Relief Page 12
- Report on the latest Local COVID-19 Response and Relief Page 16
- Report on CEDR Program and Additional Service Industry Analysis Page 17
- Restaurant/Service & Nonprofit Industry Analysis Report Page 19
- Borrowing Considerations and Legal Opinion Page 22
- Budgetary Considerations: OEV and Blueprint Infrastructure Budgets Page 23
- Conclusion Page 27

STATUS OF THE ECONOMY

The economy is experiencing the full effect of the COVID-19 pandemic, with significant impacts felt across all industry sectors. As the Federal, State, and local governments continue to react to this evolving crisis, OEV has compiled an initial high-level look at the economy, showing the major economic indicators and providing context on the effect COVID-19 is having on our economy at the time of writing this agenda item. As in the prior four years, OEV staff will continue to monitor and report on these key economic indicators as part of our monthly and quarterly reporting system.

Unemployment

In March 2020, initial claims for unemployment insurance totaled 2,541 in Leon County, a ten-fold increase from February. The Q1 2020 MSA total for initial unemployment claims was 3,751, up 2,573 (218%) from Q1 2019. The State total of initial claims in March 2020 was 311,535, a 16-fold increase from February.

As of week ending March ,2020, according to BLS there were 228,484 initial claims for unemployment insurance in Florida, triple the 74,313 initial claims made the prior week,

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whereas two weeks before there had been only 6,463, resulting in a 35-fold increase over a two-week period.

The relevant statistic to be watching in weeks ahead to credibly determine severity and duration of adverse effects will be Continued Claims rather than Initial Claims.

- *Initial claims* measure emerging unemployment. These represent the number of new jobless claims filed by individuals seeking to receive unemployment benefits.
- *Continuing claims* are those unemployed workers that qualify for benefits under unemployment insurance. This measures ongoing unemployment, and those workers receiving unemployment benefits.

Initial claims show the emerging impact of COVID-19 on unemployment, but continued claims show the duration and severity of COVID-19 on the economy and employment rates.

So far this year (2020), Continued Claims have averaged 34,083 per week from January 1 to March 28. For context, in 2009, Continued Claims averaged 275,797 per week during from January 4 to March 28. If the weekly Initial Claims for week ending April 1, 2020 are higher than or almost as high as week ending March 21, 2020, then it will show upward effect on Continued Claims. The analysis within the Federal and State Response includes information on the unemployment programs and funding available to individuals and associated timelines.

Tax Revenues

At this time, it is too early to say how much Florida's tax revenues will be impacted by the COVID-19 pandemic due to the time lag between local economic activity and the availability of statewide tax collections data. Consequently, as of right now the State of Florida Revenue Estimating Conference has made no revisions to FY 2019-20 county and municipal revenue estimates. Staff anticipates that these revisions will occur. When future revisions to FY 2019-20 revenue estimates are made, those updates will be posted to the Office of Economic and Demographic Research (EDR) website. Under normal circumstances, the release of FY 2020-21 estimates would be expected during the June-July 2020 timeframe; however, it is possible that the release of those estimates may be delayed.

GDP

The Bureau of Economic Analysis (BEA) releases GDP data by MSA but only annual data. There is quarterly data available but only at State and Federal levels. The next scheduled data release is December 9, 2020 to cover calendar year 2019.

Notes on Data Releases

Accuracy and clarity are critical components to any economic analysis. The advent of the COVID-19 pandemic is still relatively new, and its full impact has yet to be seen on the economy. Given the release schedules from state and federal data sources, it should be noted that not all

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information is as yet available to measure the impact of COVID-19. Labor market information data are typically released by DEO on the third Friday of the month, with preliminary data for prior month and revised data for two months ago. The preliminary March 2020 Local Area Unemployment Statistics (LAUS) are scheduled to be released by DEO on April 17, 2020 at 10 AM. This data release includes local employed, unemployed, and labor force numbers. LAUS data measures employed people by place of residence and does not have any detail about the type of employment or people. DEO indicates that their data is queried at the local level would not yield a continued claims statistic with adequate confidence in the numbers.

OEV staff will continue to monitor the major economic indicators at the local, state, and national levels, and update the corresponding economic analysis as information is released by partner agencies.

FEDERAL RESPONSE FOR INDIVIDUALS, SMALL BUSINESSES AND NONPROFITS

There have been more than 10 federal programs or tax modifications established that could benefit individuals and nonprofit organizations. The following provides a summary of the programs and provisions that have been adopted by Congress and signed by the President, including the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and previous legislations to respond to the impact of COVID-19 on individuals as well as nonprofit organizations.

Recovery Rebate (Stimulus Checks)

Under the CARES Act, individuals with a Social Security Number will receive rebates also known as stimulus checks. Individuals will receive up to \$1,200 for individuals (up to \$2,400 for couples) and \$500 for each child under 17. The rebate phases out at \$75,000 for singles, \$112,500 for heads of household, and \$150,000 for joint taxpayers at 5 percent per dollar of qualified income, or \$50 per \$1,000 earned. It phases out entirely at \$99,000 for single taxpayers with no children and \$198,000 for joint taxpayers with no children. Either the more recent of 2019 or 2018 tax returns will be used to calculate the rebate advanced to taxpayers, but taxpayers eligible for a larger rebate based on 2020 income will receive it in 2021.

Individuals receiving Social Security or Supplemental Security Income (SSI) are eligible. Rebates will not be counted as income for income-related programs like Medicaid, SSI or SNAP. Rebates will not be subject to garnishment, except when back child support is owed. In a recent interview U.S. Secretary of Treasury Steven Mnuchin stated that citizens who have their bank accounts linked to their federal tax refund will begin having funds directly deposited by April 9, 2020. According to Secretary Mnuchin, eight in 10 taxpayers have signed up for direct deposit for past tax refunds.

Those without direct deposit will receive physical checks in the mail over the next several months on a tiered schedule based income level. The IRS plans to distribute paper checks to the lowest-income Americans first, prioritizing payments for individual taxpayers with incomes of \$10,000

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or less on April 24, 2020. Individuals earning \$20,000 or less would receive checks in the mail by May 1st, followed by those with incomes of \$30,000 by May 8th, \$40,000 by May 15th, and continuing in income increments of \$10,000 each week. Stimulus checks would be issued by September 4th to joint taxpayers earning \$198,000, the maximum allowed under the stimulus. All others would be sent by September 11, 2020, in most cases because the IRS did not have prior tax information for them and they need to apply for the checks The IRS plans to issue about 5 million checks each week.

Paid Sick Leave and Family Leave Payroll Tax Credits

The Paid Sick Leave and Family Leave Payroll Tax Credits allows The law enables employers (includes nonprofit organizations) with fewer than 500 employees to keep their workers on their payrolls, while at the same time ensuring that workers are not forced to choose between their paychecks and the public health measures needed to combat the virus. The U.S. Department of Labor Wage and Hour Division administers the paid leave portions of the FFCRA. Organizations receive credits against payroll taxes for sick leave and family leave wages through the end of the calendar year. Nonprofit organizations can receive up to 100% credits against payroll taxes for their employee's sick and/or family leave taken April 1, 2020 through December 31, 2020, that is related to COVID-19.

Paycheck Protection Loan Program

The Small Business Administration's (SBA) Paycheck Protection Loan Program offers businesses as well as certain nonprofit organizations with 500 or less employees, forgivable loans to fund salaries, rent, mortgage interest, or utilities. All non-profits that are 501(c)(3) organizations or 501(c)(19) veteran's organizations are eligible for the program. All human services agencies funded through the joint County-City Community Human Services Partnership (CHSP) are required to be designated as 501(c)(3) organizations. However, the Program rules state that nonprofit organizations that receive Medicaid reimbursement such as Bond Community Health Center and Neighborhood Medical Center are not eligible. Eligible non-profits can receive up to \$10 million in loans that are 100% forgivable if they do not layoff any employees through June 30, 2020, or rehire any employee that has been laid off by June 30, 2020. The loan covers the period of February 15, 2020 through June 30, 2020. Organization can apply utilizing a form developed by SBA that can be submitted to any bank or lender recognized by SBA or federally insured depository institution (FDIC-insured). The application window opened on Friday, April 3, 2020, and closes Monday, June 30, 2020. Congress allocated \$349 billion to the Paycheck Protection Loan Program (PPP).

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In Leon County, there are currently nine banks that are officially listed by the SBA as participating lenders. These include:

- American Commerce Bank
- American Momentum Bank
- BB&T
- Envision Credit Union
- First Commerce Credit Union
- Hancock Bank
- Prime Meridian Bank
- TC Federal Bank
- Tallahassee State Bank

These institutions are all active and ready to assist small businesses in Tallahassee-Leon County with implementing the Paycheck Protection Program.

On April 7, 2020, the Federal Reserve announced that it plans to establish a facility to provide term financing backed by PPP loans to “facilitate lending to small businesses” via the program. At the time of writing this agenda item, staff anticipates to learn more details about this facility later in the week. Note, as the Federal Reserve continues taking steps to ensure liquidity, we also continue awaiting guidance from the Treasury Department related to the \$454 billion in financial assistance for businesses that have been negatively impacted by COVID-19.

Economic Injury Disaster Loan Program

The SBA’s Economic Injury Disaster Loan Program was expanded under the CARES Act to provide up to \$10,000 as an advance to any small business, private non-profit organization, or 501(c)(19) veteran organization with 500 or less employees that is experiencing a temporary loss of revenue. Funds can be used for payroll costs, materials, rent, mortgage or other debt payments. This may benefit many human service organizations in Leon County that operate furniture/clothing stores, spring break camps, and other revenue generating programs that have been adversely impact by COVID-19. The EIDL Program typically provides loans to small businesses or private non-profit organizations that experience economic losses due to a declared disaster; however, the advance established under the CARES Act is a grant and does not require repayment or mandate that organizations retain employees. Currently, eligible organizations can apply directly to the SBA through its website during the calendar year.

Guidance from SBA on EIDL and PPP Programs

Additional guidance from the SBA notes that some banks are still working through processing the PPP requests, and asked for patience from businesses while they sort out these issues. Additionally, the SBA noted that churches are now eligible for the EIDL & PPP Loans, and another rule change is being able to have both the EIDL & PPP as outlined below:

- Difference with and whether or not to go with the Economic Injury Disaster Loan (EIDL) or Payroll Protection Program (PPP) Loan:
 - An individual can apply for the EIDL Loan and use it “only” for Working Capital (Fixed debt, accounts payable, payroll, etc.), whereas the client can also apply for the Paycheck Protection Program (PPP) as long as it is used only for payroll costs, interest on mortgages, rent, and utilities. Formula: Divide payroll plus utilities

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using January 1, 2019-December 31, 2019. Multiply X 2, then multiply that number by 2.5 to find out your max loan amount.

Individuals can request PPP loan forgiveness after showing payment of payroll & utility expenses for eight weeks after receiving loan proceeds. In addition, businesses/non-profits can have both, but only if used for the purposes outlined. Otherwise, they would have to refinance the EIDL into the PPP Loan minus the EIDL Advance they received (Advance is a grant). Can apply for both, but leave Payroll costs out of the EIDL if you do.

The SBA also issued guidance for the SBA Disaster Assistance's "Economic Injury Disaster Loans- ADVANCE":

- If the business has already applied for an Economic Injury Disaster Loan (EIDL) and they are interested in getting the ADVANCE, they need to submit another application. This new application is very relatively easy. They will check a box to indicate they want to apply for the ADVANCE. The ADVANCE is up to \$10,000, (\$1,000 for each employee up to a maximum of \$10,000). The amount of the ADVANCE will be forgiven.
- If the business is currently applying, they will answer a question at the end of the application to indicate if they are interested in applying for the ADVANCE and should simply check the box. The business will be considered for the Economic Injury Disaster Loan (EIDL) and the ADVANCE which is up to \$10,000, (\$1,000 for each employee up to a maximum of \$10,000). The amount for the ADVANCE will be forgiven.

If individuals apply for the EIDL Program and are approved, then apply for the PPP, they will have to add the amount of the EIDL into the PPP Loan and subtract the amount of the Advance (which will be a grant).

Treasury Industry Stabilization Loan Program

The Treasury Industry Stabilization Loan Program is administered by the U.S. Department of Treasury and offers financial assistance in the form of loans to businesses and non-profit organizations with 500 to 10,000 employees. Eligible nonprofit organization must certify that they will use the funds to retain at least 90 percent of its workforce at full compensation and benefits until September 30, 2020 and certify that, within four months of the end of the COVID-19 emergency, it intends to restore at least 90 percent of the workforce that it had as of Feb. 1, 2020. In addition, the nonprofit must agree to certain limitations on compensation paid to highly compensated employees. The Treasury Department is continuing to develop rules and guidance for this program. Congress allocated \$454 billion to the program.

Emergency Unemployment Relief for Governmental Entities and Nonprofit Organizations

This provision of the CARES Act authorizes the U.S. Department of Labor to issue guidance allowing states to interpret their state unemployment compensation laws to provide maximum flexibility in reimbursing employers. It also provides a mechanism in which states are paid by the federal government to reimburse self-funded nonprofits, government agencies, and Indian

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tribes for half of the costs they incur to pay for all unemployment benefits from March 13, 2020 through December 31, 2020. Only non-profit organizations that self-insure rather than pay state unemployment taxes are eligible under this provision.

Federally Qualified Health Centers

On March 24, 2020, the U.S. Department of Health and Human Services awarded \$100 million to federally qualified health centers (FQHCs) as part of the Coronavirus Preparedness and Response Supplemental Appropriations Act (CPRSAA). FQHCs receive annual funding from HHS to provide medical and healthcare services to low income residents and medically underserved areas. There are three FQHCs in Leon County and each have received a portion of the funds provided through CPRSAA: Bond Community Health Center (\$65,532), Neighborhood Medical Center (\$75,656), and North Florida Medical Center (\$77,459). The funds are to be utilized by the FQHCs to conduct more COVID-19 testing, telehealth and the acquisition of PPEs. Additionally, the CARES Act includes \$1.32 billion in emergency funding to FQHCs and expands the authority of FQHCs to utilize telehealth which will provide them greater access to Medicare coverage and funding. The emergency funding provisioned in the CARES Act have not yet been distributed.

Emergency Food Assistance Program (TEFAP)

The CARES Act provides \$450 million to the Emergency Food Assistance Program (TEFAP) for food banks to address increased needs due to the economic downturn and other impacts caused by COVID-19. The program will provide both food and funding for state governments to distribute to food banks such as the Second Harvest of the Big Bend.

Emergency Solution Grants (ESG)

The CARES Act includes \$4 billion in Emergency Solutions Grants (ESG). The fund can be used for temporary emergency shelters, rapid rehousing, housing counseling, and rental deposit assistance programs utilized in response to COVID-19. The first \$2 billion will go to previous Emergency ESG grantees such as the City of Tallahassee (City) and allocated within 30 days of enactment of the CARES Act (March 27, 2020). The City contracts with human service providers like the Big Bend Homeless Coalition, Kearney Center, and Catholic Charities to assist residents in Leon County. The funds can also be utilized for hazard pay for staff, and staff salaries with regard to preparedness for COVID-19 and will not be considered administrative costs, which are subject to a standard 10 percent cap. The state matching component of the ESG grants has been waived for purposes of this emergency funding. The remaining \$2 billion will be released based on community needs which will be assessed by the U.S. Department of Housing and Urban Development (HUD).

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Community Development Block Grant

The CARES Act provides \$5 billion for the Community Development Block Grant (CDBG), including \$2 billion for previous grantees in Fiscal Year 2020 such as the City, to be allocated within 30 days of enactment of the CARES Act (March 27, 2020). The City utilizes CDBG funds for its housing assistance programs as well as CHSP. CDBG is allocated to localities and states with 70% allocated to cities of over 50,000 and counties of over 200,000. The remaining 30% is allocated to states. In Florida, such funds are distributed through the Florida Department of Economic Opportunity (DEO) Small Cities Community Development Grant Program for which Leon County could be eligible. In previous years, the County has received funding through the program for housing and economic development.

Housing

The CARES Act provides \$3 billion for housing providers to help more than 4.5 million low-income households made up of more than 9.6 million individuals currently assisted by HUD. The purpose of this funding is to encourage low-income household members to safely remain in their homes and provide them with access to temporary housing assistance in response to economic and housing disruptions caused by COVID-19. This funding will help low-income and working class Americans avoid evictions and minimize any impacts caused by loss of employment, and child care, or other unforeseen circumstances related to COVID-19. This includes:

- \$1.935 billion to allow public housing agencies (PHAs) such as the Tallahassee Housing Authority to keep over 3.2 million Section 8 voucher and public housing households stably housed.
- \$1 billion to allow the continuation of housing assistance contracts with private landlords for over 1.2 million Project-Based Section 8 households.
- \$685 million for the Public Housing Operating Fund, distributed to PHAs
- \$65 million for Housing Opportunities for Persons with AIDS in order to maintain rental assistance and expand operational and administrative flexibilities for housing and supportive service providers to assist nearly 61,000 households. Given that this population is particularly vulnerable, the bill includes temporary relocation services to contain and prevent the spread of COVID-19 for these at-risk households.
- \$50 million for housing for the elderly.
- \$2.5 million for fair housing activities and \$5 million for the HUD Office of Inspector General.

As of the publication of this agenda item, U.S. House and Senate leaders have begun to discuss additional parameters of future legislation related to the COVID-19 crisis. On April 8, Speaker Pelosi and Senate Minority Leader Charles Schumer issued a joint statement calling for a "Phase 3.5" bill to provide additional relief for small businesses and families. Their statement called for \$250 billion in additional assistance to small businesses; \$100 billion for hospitals, community health centers and health systems; \$150 billion in additional

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funding for state and local governments to manage the crisis and mitigate lost revenue; and a 15% increase to the maximum available SNAP benefit. At this time, Senate Majority Leader Mitch McConnell has indicated support for quick passage of a bill to provide additional assistance to small businesses.

Speaker Pelosi has indicated the House may also take up a “Phase 4” bill toward the end of April, which would serve functionally as a second CARES Act by further assisting small businesses, extending and strengthening unemployment benefits, providing additional direct stimulus payments to individuals and families, and additional assistance to health care providers. U.S. Senate Minority Leader Charles Schumer and other Senate Democrats are proposing to include a “Heroes Fund” in the Phase 4 legislation designed to reward, retain and recruit essential workers such as health care professionals, first responders, personal care and home health workers, truck drivers, grocery store workers and others. The proposed “Heroes Fund” would consist of two major components: a \$25,000 premium pay increase for essential workers, equivalent to a raise of \$13 per hour from the start of the public health emergency until December 31, 2020, and a \$15,000 essential worker recruitment incentive to attract and secure the workforce needed to fight the public health crisis.

Beyond any Phase 4 legislation, Speaker Pelosi and Senate Majority Leader Mitch McConnell have also publicly commented on legislation that could make new investments in the nation’s infrastructure. This future funding could assist in funding local capital projects that maybe delayed because of reduced local revenue collections. At this time, the Phase 4 legislation is expected to focus on continued response efforts and economic relief while infrastructure would be addressed in a future phase of legislation focused on recovery.

As of the publishing this item the Federal Reserve just announced a move to supply up to \$2.3 trillion in loans to support the economy. An initial overview of this announcement is provided below:

- *Bolster the effectiveness of the Small Business Administration's Paycheck Protection Program (PPP) by supplying liquidity to participating financial institutions through term financing backed by PPP loans to small businesses. The PPP provides loans to small businesses so that they can keep their workers on the payroll. The Paycheck Protection Program Liquidity Facility (PPPLF) will extend credit to eligible financial institutions that originate PPP loans, taking the loans as collateral at face value;*
- *Ensure credit flows to small and mid-sized businesses with the purchase of up to \$600 billion in loans through the Main Street Lending Program. The Department of the Treasury, using funding from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) will provide \$75 billion in equity to the facility;*
- *Increase the flow of credit to households and businesses through capital markets, by expanding the size and scope of the Primary and Secondary Market Corporate Credit Facilities (PMCCF and SMCCF) as well as the Term Asset-Backed Securities Loan Facility (TALF). These three programs will now support up to \$850 billion in credit backed by \$85 billion in credit protection provided by the Treasury; and*

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- *Help state and local governments manage cash flow stresses caused by the coronavirus pandemic by establishing a Municipal Liquidity Facility that will offer up to \$500 billion in lending to states and municipalities. The Treasury will provide \$35 billion of credit protection to the Federal Reserve for the Municipal Liquidity Facility using funds appropriated by the CARES Act.*

Staff will continue to analyze this and any additional Federal responses and their application to Tallahassee-Leon County.

STATE RESPONSE AND PROGRAM OVERVIEW

The State of Florida has been swift in its response to changing conditions around the state as more Positive COVID-19 cases are confirmed. Governor Ron DeSantis has issued fourteen (14) executive orders aimed at reducing the spread of the virus within the State and preparing local governments and medical professionals to ready appropriate responses to the outbreak in Florida's 67 counties.

On March 1, 2020, Governor Ron DeSantis issued an executive order that outlined the state's response to COVID-19, designated the Florida Department of Health as the lead state agency to coordinate emergency response activities, and directed the state's surgeon general to issue a public health emergency which provides authority for the State Health Officer to take actions necessary to protect the public health. The Governor declared a state of emergency for COVID-19 on March 9, 2020.

On April 1, 2020, Governor DeSantis issued a statewide "Safer at Home" order, effective from April 3 through April 30, 2020. The order requires all Floridians to limit movements and interactions outside their home to only those necessary to obtain or provide essential services or conduct essential activities. Additionally, the order requires senior citizens and those with a significant underlying medical condition to stay at home and take all measures to limit the risk of exposure to COVID-19.

During March and early April, the state and its agencies have taken various steps to contain and mitigate the spread of the virus while seeking to limit its impact on the state's economy. At this time, Governor DeSantis has issued 21 executive orders aimed at reducing the spread of the novel coronavirus within the State and preparing local governments and medical professionals to ready appropriate responses to the outbreak.

Regarding the State's public health response, the Governor's statewide "safer at home" order requires all persons over 65 or at-risk with underlying medical conditions to stay home to limit their exposure to the virus. The state has prohibited all visitation to nursing homes, assisted living facilities and other long-term care facilities. The Governor has also prohibited all non-essential, elective medical procedures for the duration of the emergency to allow medical professionals and health care equipment to be available for response to positive COVID-19 cases where those resources may otherwise be required. Florida has also established state-wide drive-

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through COVID-19 test sites and has issued an order to identify other facilities that can be used to augment available hospital capacity if needed in addition to providing for telemedicine options.

While FDOH has been designated the lead agency coordinating state response activities for the COVID-19 pandemic, the Florida Division of Emergency Management has been tasked with procuring and distributing medical supplies and protective equipment to medical treatment centers throughout the state. The Florida Department of Corrections has suspended all visitation at all of the state's Correctional Facilities and non-critical inmate transfers. The Department of Education has suspended K-12 student instruction through May 1 and the State University System has directed all universities to provide remote instruction through the end of the Spring 2020, and is being carried forward through the summer months for most sessions. The Florida Department of Economic Opportunity has authorized two loan programs to businesses impacted by the COVID-19 outbreak.

Finally, on March 19, the Florida Legislature passed its FY 2020-21 budget which as of the publication of this agenda item awaits the Governor's signature. The budget includes \$27.3 million in federal funds allocated by Congress to combat the coronavirus and an allocation of \$300 million in additional reserves to support state government operations in anticipation of an economic slowdown. The Legislature is expected to reconvene at some point in the coming months to budget for additional federal assistance authorized by the CARES Act, discussed above.

The following sections provide an overview of the top programs to support small businesses that are managed by the DEO in partnership with the Florida SBDC network. Detailed information on this program is included in the Business Resource Guide developed by the Office of Economic Vitality:

- **Florida Small Business Emergency Bridge Loan Program:** The Florida Small Business Emergency Bridge Loan Program is currently available to small business owners located in all Florida counties statewide that experienced economic damage as a result of COVID-19. These short-term, interest-free working capital loans are intended to "bridge the gap" between the time a major catastrophe hits and when a business has secured longer term recovery resources, such as sufficient profits from a revived business, receipt of payments on insurance claims or federal disaster assistance. The Florida Small Business Emergency Bridge Loan Program is not designed to be the primary source of assistance to affected small businesses, which is why eligibility is linked pursuant to other financial sources. Qualified small business applicants must be a for-profit employer business with 2 to 100 employees. A business can receive up to \$50,000 per eligible small business. Loans of up to \$100,000 may be made in special cases as warranted by the need of the eligible small business. Loans made under this program are short-term debt loans made by the state of Florida using public funds – they are not grants. Florida Small Business Emergency Bridge Loans require repayment by the approved applicant from longer term financial resources. Loan application process in the Capital Region is

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managed by the FAMU SBDC. These applications are then reviewed for approval by the Emergency Bridge Loan Committee. At the time of writing this item, the local bridge loan committee approved 84 loans for business across Big Bend area, for a total of \$5,334,500 in awarded funds.

- **Microfinance Guarantee Program:** Enterprise Florida (EFI) manages the Microfinance Guarantee Program to stimulate access to credit for entrepreneurs and small businesses by providing targeted loan guarantees to lenders made to such entrepreneurs and small businesses. This program provides guarantees up to 50% on loans of \$250,000 or less. The Microfinance Guarantee Program has the following requirements:
 - Entrepreneur or small business located in Florida;
 - Employs 25 or fewer people;
 - Generates average annual gross revenues of \$1.5 million or less per year for the last 2 years.

- **Unemployment Programs:** The Florida Department of Economic Opportunity (DEO) has received several million calls regarding unemployment, and is receiving a large volume of claims. As a result, their staff and website have been overwhelmed. In response, DEO is hiring additional staff to assist with unemployment claims, including 2,000 state employees who have been redirected to support DOE efforts. The Governor has issued an executive order directing DEO to use third-party providers to improve their online and digital framework for applications, including 72 new internet servers. In addition, CareerSource Florida offices will be assisting DEO in processing applications for unemployment. DEO currently has three programs available to address unemployment issues. Recent Federal legislation provides additional support for unemployment claims, by augmenting the State benefit. Recently, FedEx Corp make paper unemployment compensation applications available at over 100 FedEx locations in Florida, to help alleviate the demand caused by increased jobless claims as a result of the coronavirus. The paper applications are intended to relieve the demand on the website as large volumes of online applications have deluged the servers. It is anticipated that more resources could become available based on US Congressional action.
 - **Reemployment Assistance:** The Reemployment Assistance (RA) program provides temporary, partial wage replacement benefits to qualified workers who are unemployed through no fault of their own. It is funded solely by employers who pay federal and state payroll taxes and is provided at no cost to the workers who receive the benefits. The 2020 Claim Maximum is for 12 weeks with a weekly benefit amount of up to \$275, and a maximum benefit amount of \$3300, for each recipient.

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- **Temporary Layoff Program:** This program is for employees that are temporarily laid off from work may be eligible for Reemployment Assistance benefits. A temporary layoff occurs when the employee is separated from their job due to lack of work, and the employee has a return-to-work date within eight weeks of the separation. The same benefit amounts and assessment rules as Reemployment Assistance apply to this program, per recipient.
- **Short Time Compensation Program:** This program helps employers retain their workforce in times of temporary slowdown by encouraging work sharing as an alternative to layoff. The program permits prorated reemployment assistance benefits to employees whose work hours and earnings are reduced as part of a Short Time Compensation plan to avoid total layoff of some employees. The goals of this program is to:
 - Retain employees during a temporary slowdown can resume high production levels when business conditions improve and are spared the hardships of full unemployment.
 - Help employers avoid the expense of recruiting, hiring, and training new workers when business conditions improve.
 - Provide employers who must permanently reduce their workforce a way to transition to layoff. Affected employees may continue to work at reduced levels with an opportunity to find other employment before the expected layoff.
 - The benefits from this program tie directly to the employee's hourly wages and number of hours, per week, that will be missed, and are capped at 26 weeks, per employee, per year.

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The following table summarizes those Federal and State programs available to local, small businesses:

Program	Funding Amount	Eligible Entities	Website
Federal Programs			
EIDL	\$10k advance; up to \$ 2 million total	Small Businesses & non-profits	SBA.gov - EIDL
PPP	Up to \$10 million	Small Businesses & non-profits	SBA.gov - PPP
Recovery Rebate	Up to \$1,200 pp	US Citizens	IRS.gov - RR
SBA Debt Relief	Pays Interest of SBA Loans	Current SBA Borrowers	SBA.gov - DR
SBA Express Loan	Up to \$25k advance	Current SBA Borrowers	SBA.gov - EXP
State Programs			
FL SB Emergency Bridge Loan	Up to \$50,000	For-Profit Business	Floridasbdc.org - EBL
Microfinance Guarantee Program	Up to \$250,000	Small Business or Entrepreneur	Enterpriseflorida.com - MGP
Re-Employment Assistance	\$275 a week	Laid-Off Workers	Floridajobs.org - RA
Disaster Re-Employment Assistance	\$275 a week	Workers who Exhausted Re-Employment	Floridajobs.org - DUA
Short-Term Compensation	\$275 a week (Reduced by hours worked)	Workers with Reduced Hours	Floridajobs.org - STC
Temporary Layoff Program	\$275 a week	Temporarily Laid Off Workers	Floridajobs.org - TL

Detailed information on these State and Federal programs is also included in the Business Resource Guide developed and updated regularly by staff. Businesses and citizens can use this guide, or call upon the OEV staff for assistance for any of these programs at 850-219-1060 or info@oevforbusiness.org.

OEV PROGRAMS AND ACTIONS

OEV has remained active in working with the local business community during the COVID-19 pandemic, helping local businesses navigate the changing regulatory landscape, but also helping them identify resources and support for their business during this challenging time. OEV has become a primary conduit for business related information, and has assisted hundreds of businesses with questions relating to business support, application assistance, marketing and awareness, as well as providing information on all the resources available to them.

To that effect, OEV is continually updating their Business Resource Guide to reflect the most accurate and current resources available to local businesses. Guide, which includes information on Local, State, and Federal resources available to businesses in Tallahassee-Leon County.

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OEV coordinates with Leon County Emergency Management to stay apprised of the latest developments and updates as they relate to disaster response. As the novel coronavirus (COVID-19) continues to spread globally, Leon County Emergency Management is committed to actively monitoring the disease and coordinating preparedness efforts with local health officials, healthcare providers, first responders, and other critical emergency response functions. OEV maintain close communication with Leon County Emergency Management, sharing information and resources as they become available for the community.

OEV conducted a Business assessment survey, which as of the writing of this item, currently has 278 responses to date. Results from the survey indicate that 64% of respondents report a weekly revenue impact of greater than 50%, only 31% have a business continuity plan, and over 32% have instituted layoffs or furloughs. The survey respondents have requested a variety of resources to assist them, including: cash grants, business loans, payroll assistance, utility waivers, tax relief, advertising, and childcare. The full survey results are included as Attachment #3.

OEV has been active in the digital space as well, providing up to date information, news, and programs on the OEV website, newsletters, earned media channels, and social media platforms. OEV helped support such initiatives as the “#Sausagestimulus,” an effort by area restaurants, led by TallyMacShack to build community support for local restaurants. A detailed report of this activities are included in Attachment #4.

OEV, in partnership with TLC-GIS, developed the Open for Takeout map, an initiative to respond to the executive orders by the governor. This resulted in other collaboration efforts such as the March 21 Rally for Tally and donation of the Open for Takeout signs donated by Target Print and Mail. As of the writing of this item, there have been 32,500+ visits to ‘Open for Takeout’ site. OEV has assisted over 145+ restaurants that reached out, and staff is actively updating the site. In addition, the Council On Culture & Arts (COCA) worked with local restaurants to launch a "Poems to Go" initiative, featuring 20 poems from local artists which were included with takeout orders to help brighten up people’s days during this difficult time. The Open for Takeout initiative has been met with tremendously positive feedback, and helped promote safe but impactful support for local restauranteurs to drive increased visitation and sales, as they work through this tough period.

Working with VisionFirst Advisors and Zimmerman Agency, OEV put together a strategic marketing campaign that builds off the path laid by the Open for Takeout initiative. Building off this effort, OEV has begun engaging with the service sector, hosting roundtable discussions, promoting local events, and implementing a dedicated promotional and marketing plan to support the local service industry. The Marketing Plan incorporates the use of existing assets, such as the Open for Take Out map and includes the marketing schedule, branded logos, social media graphics and posts, and Public Service Announcements, among other strategies, as well as earned media opportunities. The campaign is tentatively scheduled for five months and is budgeted for approximately \$15,000 (included in Line 14 of the OEV budget on page 24). Staff will bring back a full report on this marketing initiative at the next IA Board meeting.

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Lastly, OEV has been a major organizer for local support efforts. This includes working with QuarryBio at Innovation Park to help promote their program to sell bulk hand sanitizer, at cost, to fellow local businesses, to an effort by Florida State professors working with local tailors to design face masks for purchase by local businesses and residents. OEV sponsored the “For the Love of Tallahassee” initiative put on by Swellcoin founder and local business advocate Barbara Wescott. OEV staff have also been made weekly outreach to local manufacturers, to monitor their status, share information, and identify any impacts they might be feeling as a result of COVID-19. OEV has stood ready to assist any business owner, employees, or residents who have felt the effect of COVID-19, bringing staff and resources to bear on all critical needs for the economy and community of Tallahassee-Leon County.

Report on CEDR Program and Additional Service Industry Analysis

Approved by the IA Board on March 25, 2020, the \$1 million CEDR grant represented the first targeted OEV grant effort to respond rapidly to continually evolving COVID-19 emergency conditions. The program filled a major need locally, and was successfully developed, administered and deployed for local business support in a rapid and effective manner. OEV established a Grant Review Committee to expedite the approval and disbursement schedule to get businesses assistance performed faster. OEV and the CEDR Grant Review Committee processed over 717 applications, of which 489 grants were awarded. The breakdown by employee count is listed below:

- 1 to 10 = 343 awards total \$514,500 (at \$1,500 each)
- 11 to 24 = 90 awards total \$225,000 (at \$2,500 each)
- 25 to 50 = 56 awards total \$280,000 (at \$5,000 each)

The CEDR Program Awards by Industry:

Industries	# of businesses	% of businesses	# of employees	% of employees	\$ Awarded	Average
Childcare/Education	18	3.7%	240	5.4%	46,500	\$2,583
Construction	26	5.3%	284	6.3%	54,500	\$2,096
Entertainment	19	3.9%	235	5.2%	44,500	\$ 2,342
Health	35	7.2%	337	7.5%	70,000	\$2,000
Hotel	8	1.6%	76	1.7%	22,000	\$2,750
Personal Services	69	14.1%	633	14.1%	142,000	\$2,058
Professional Services	192	39.3%	1034	23.1%	328,500	\$1,711
Restaurant/Bars	79	16.2%	1,385	30.9%	235,500	\$2,981
Retail	43	8.8%	259	5.8%	75,000	\$1,744
Total	489	100%	4,483	100%	\$1,018,500	\$2,252

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The Grants Review Team also continued to review and analyze grant applications that were received prior to the April 6, 2020 5 p.m. closure of the CEDR grant application process but after the \$1 million budget was reached. Staff determined that 58 eligible applications which total \$105,000 were received and processed during this period. Staff recommends that the IA Board consider realigning funds from the Business Recruitment Incentive Fund (BRIF) to allocate funds to these eligible businesses. Staff recommends that IA Board award \$105,000 to the 58 eligible applications, who applied after the \$1 million grant goal was reached but prior to the close of the application process. Also, staff recommends authorizing the reallocation of funds from Business Recruitment Incentive Fund (BRIF) as stated in Option #1. This would help build the bridge to the bridge for 58 additional businesses, providing immediate and much needed relief for local businesses.

The CEDR program proposal was built on five primary objectives:

- **Protect existing small businesses.**
 - According to the Tallahassee-Leon County COVID-19 Business Survey, 63.8% of respondents report a weekly revenue impact of greater than 50%. Their preferred resources include assistance paying overhead and cash grants to cover operating expenses, such as rent, utilities, and other operational needs.
- **Avoid additional unemployed.**
 - The Q1 2020 MSA total for initial unemployment claims was 3,751, up 2,573 (218%) from Q1 2019. The State total of initial claims in March 2020 was 311,535, a 16-fold increase from February and the trend appears to be continuing upward.
- **Do not duplicate federal or state incentives, programs. Bolstering the SBA Disaster Loan and Florida Small Business Emergency Bridge Loan.**
 - The CEDR program successfully bridged the bridge, while not duplicating any State or Federal programs.
- **Fill the gaps to accelerate our local economic recovery targeting the maximum leveraging of limited local resources.**
 - The CEDR program successfully showed that small grants are able to touch many small businesses, and maximize the leveraging capability of local resources.
- **Future Resource Gaps.**
 - The local response program (CEDR) offered initial immediate and meaningful support to bridge small business operational expenses not covered by State or Federal programs.

The results from the CEDR grant program indicate that many of these objectives were accomplished, but that some issues, such as unemployment, are still a clear and present danger to the local economy, and warrant attention.

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Tallahassee-Leon County was the first community in Florida to create a grant program of this type (CEDR) to support local businesses. Other communities throughout the state have reached out to OEV for a template of how to develop a similar grant program for their communities. This program successfully built a bridge to the bridge, providing immediate, but limited, financial assistance to local small businesses in an expedited manner, providing much needed relief to these businesses before any State or Federal programs released funds. This grant was developed and deployed with the full knowledge that the Federal and State programs constituted the full economic stimulus businesses could need to bridge over to the end of the emergency.

RESTAURANT/SERVICE INDUSTRY & NON-PROFITS ANALYSIS

The IA Board directed staff to provide a summary of the economic impacts to local restaurants in the hospitality industry with fewer than 25 employees and possible funding opportunities to assist them through the current challenges. As directed by the IA Board, OEV looked at the local service industry, and possible avenues to support these businesses. The local service industry is an integral part of Tallahassee-Leon County's economy. These industries are approximated by the following NAICS categories:

- 7139 Other Amusement and Recreation Industries
- 7211 Traveler Accommodation
- 7213 Rooming and Boarding Houses
- 7223 Special Food Services
- 7224 Drinking Places (Alcoholic Beverages)
- 7225 Restaurants and Other Eating Places
- 8121 Personal Care Services

These industries include those whose transactions are largely conducted in person or social environments, where commerce occurs in common areas over longer duration (e.g., restaurant, fitness center, hotel), or conversely businesses that involve personal services delivered in close physical proximity (e.g., beauty salon).

The service industry consists of over 830 businesses locally, where the average employment for businesses in this sector is 21 employees. Most significantly, this sector of the economy represents almost 20,000 jobs, or 12% of total employment in Tallahassee-Leon County. The service industry sector in particular has been adversely affected by quarantine and social distancing protocols, and most if not all of these sector businesses are considered non-essential. Bearing in mind the vulnerability of this sector, and its contribution to the local economy and labor force, warrants the provision of addition assistance. Based on the breakdown by industry in the CEDR program shown that over 175 service industry businesses were awarded grants, indicating a strong need from this sector for support.

OEV recently convened numerous stakeholder listening sessions with the owners of a number of local bars and restaurants, to not only assess their health and wellbeing during this crisis, but to learn what their needs are at this moment, and how best OEV can leverage staff and resources for their support. Initial feedback from these businesses indicates a major need to weather the

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slower summer months, with an aim to rebuilding revenues in Fall of 2020, and particularly Spring of 2021. The businesses stated the following:

- Express their appreciation for the CEDR program and OEV's other efforts, stating that the response was not only timely, but the easiest to navigate when compared to those of the State and Federal programs.
- Consensus that additional support was needed, particularly given the uncertainty over the status of returning college students, football season, graduation, and other academic related economic drivers.

As noted in the background section, this agenda item also presents an overview of the non-profit sector in Tallahassee-Leon County. Leon County had an average of 8,484 private businesses in 2018, of which 929 were goods-producing and 7,555 were service-producing. OEV's database, utilizing IRS-based data, lists over 2,400 non-profits in Tallahassee-Leon County at present.

Most non-profits are typically 501(c)(3) charities, but Tallahassee-Leon County contains a number of (c)(5) labor associations, (c)(6) business associations, (c)(9) employee associations, and (c)(14) credit unions, as well as other types of non-profits required to file a Form 990 pursuant to Internal Revenue Code. It should be noted that churches are not required to file Form 990 with IRS, which makes it difficult to determine their exact number. However, current public listings indicate approximately 560 churches currently exist in Tallahassee-Leon County. Based on IRS data available to OEV, the local non-profit sector employs over 12,000 people in Tallahassee-Leon County. This includes religious organizations (but not churches), grant making services, social advocacy organizations, and civic, social, professional, labor union, and political non-profit organizations.

As noted earlier, the CEDR grant was created to provide a quick economic stimulus (for broad purposes including but not limited to rent, utilities, salaries, etc.) targeted specifically for private, for-profit small businesses experiencing negative impacts from COVID-19. However, should the IA Board wish to consider an additional grant, the IA Board could target additional qualifying industries, such as those detailed in this section, and for purposes directed by the IA Board.

Should the IA Board wish to consider additional support for local businesses, via a second round of support, to provide further relief to the small businesses of our local economy, the Board may choose to implement CEDR Phase II. A second phase would offer an additional round of funding for businesses that did not receive funding during the initial Phase I of CEDR. Moreover, the IA Board could target further the qualifying industries as desired.

In keeping with the original structure of the CEDR Grant, the eligibility requirements include the following, which could be amended by the IA Board as desired:

- Be a for-profit corporation/business in Leon County (corporate, regional, division, registered office or franchise) and registered with the Florida Division of Corporations
- Must have at least 1 employee but fewer than 50 employees
- Demonstrate a minimum reduction of 50% in revenue as a result of COVID-19

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- Have an active utility account with the City of Tallahassee Utilities, Talquin Electric Cooperative, or Progress Energy Florida in good standing or current status of the date of COVID-19 Emergency Declaration, March 18, 2020, or provide documentation that utilities are provided in their rent or through another arrangement.
- Provide a proof of application (which could include a screenshot, email confirmation, or confirmation number) for the Florida Small Business Emergency Bridge Loan, the U.S. SBA Economic Disaster Loan Assistance program, or U.S. Paycheck Protection Program (PPP).
- Pledge in good-faith to remain in business for at least 45 days following the receipt of CEDR funding and provide estimated average monthly operating expenses.
 - This includes an affidavit form for financial information provided as part of the Florida Small Business Emergency Bridge Loan, U.S. SBA Disaster Loan Assistance Program, or U.S. Paycheck Protection Program (PPP).
 - A clawback clause will exist as part of grant disbursements, written by Blueprint Attorneys, as a control to insure applicant performance.
- Businesses who applied for CEDR Phase I, deemed eligible, but did not receive funding as well a review of the businesses whose applications may still be pending due to missing documentation.

Note: Unless otherwise directed by the IA Board, businesses who received funding in CEDR Phase I would not be eligible for funding in Phase II. Furthermore, any applicant deemed ineligible in Phase I would also be ineligible for Phase II.

If funded, CEDR Phase II is anticipated to assist additional local businesses to further serve as a bridge to Federal/State resources. OEV staff will utilize the existing grant logistics and management plan with an online application and dedicated email address for simple, remote procedures. The Grant Review Committee is in place and equipped to handle a supplemental round of applications. Similar to Phase I, any Phase II of the grant would be proposed to run for 30 days and have a response time, from application to OEV through approval to grant delivery of 5 to 10 business days.

In summary, CEDR Phase I filled a major need locally, and was successfully developed, administered and deployed for local business support in a rapid and effective manner. OEV established a Grant Review Committee to expedite the approval and disbursement schedule to get businesses assistance performed faster. OEV and the CEDR Grant Review Committee processed over 717 applications, of which 489 grants were awarded. Option #1, recommended by staff, would award \$105,000 to the 58 eligible applications, who applied after the \$1 million grant goal was reached but prior to the close of the application process. Phase II of the grant could provide a critical second round of “bridge” assistance to the most to the local small business community, specifically those with less than 50 employees. Should the IA Board wish to move forward with a Phase II grant process, the Board may choose to begin the application period effective on Monday, April 20, 2020 in order to finalize the disbursement, assessment and management of CEDR Phase I.

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LEGAL OPINION AND CONSIDERATIONS

At the March 25, 2020, special meeting of the Intergovernmental Agency Board of Directors (IA Board), staff provided the opinion that Florida laws, ordinances, and the requirements of the Second Amended and Restated Interlocal Agreement do not allow the option to commingle surtax proceeds dedicated for economic development and infrastructure without a substantial amendment to the Interlocal Agreement. While this opinion is correct, the Blueprint Attorney has provided a Memorandum (Attachment #5) considering the issue in light of the recent executive orders issued by Governor Ron DeSantis concerning the public health emergency presented by the COVID-19 pandemic.

The Blueprint Intergovernmental Agency was formed by interlocal agreement by the City of Tallahassee and Leon County, pursuant to Ch. 163, Florida Statutes. Pursuant to section 163.01(9)(c), Florida Statutes, all of the exemptions from laws, ordinances, and rules which apply to municipalities and counties apply to the same degree and extent to any separate legal entity created pursuant to section 163.01, Florida Statutes. In following this authority under Ch. 163, the Interlocal Agreement, Part III, Section 1, Q, states that the IA Board may exercise the powers which “the Parties may exercise in their individual capacities”. Thus Executive Order 20-52, section 4, subparagraph D, applies to the IA Board as it does to the City and County individually.

Specifically Executive Order 20-52 allows the IA Board to waive procedures and formalities pertaining to “appropriation and expenditure of public funds.” The legal memorandum in your materials considers the application of Executive Order 20-52 to both the use of proceeds from a) the Extended 2020 Surtax as well as from b) the Extended 2000 Surtax, to pay for necessary economic development programs in support of local businesses during this emergency, and only for the duration of the emergency.

Based on the statutory requirements of section 212.055, Florida Statutes, the Second Amended and Restated Interlocal Agreement (Interlocal Agreement), Leon County Ordinances 00-35, 2014-07, and Florida Attorney General Opinions interpreting section 212.055(2), Florida Statutes, the legal opinion rendered provides that there is no legal authority to use any portion of the share of the Extended 2000 Surtax proceeds dedicated for Blueprint infrastructure projects, for economic development, even pursuant to Executive Order 20-52.

However, the Blueprint Attorney has also opined that the Extended 2020 Surtax proceeds dedicated for Blueprint infrastructure projects, may be expended pursuant to Executive Order 20-52, for economic development expenditures necessary to respond to the emergency and ensure the economic stability and welfare of the local community. Importantly, this provision is only valid during the time period of the effective timeframe of the emergency and the Executive Order.

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BUDGETARY CONSIDERATIONS

It is important to note that staff will be coming back to the IA Board with a full budget review of the impacts of COVID-19 on the current FY 2020 for both the OEV and the Blueprint Infrastructure program of work once additional revenue information is analyzed in the weeks ahead. This includes for the Blueprint Infrastructure Capital program. However, should the IA Board desire to enact a Phase II, the following sections presents an analysis of possible funding sources for consideration.

Blueprint finance staff met with City of Tallahassee Resource Management and Leon County Office of Management and Budget staff to establish a preliminary estimate of the impact on sales tax receipts due to measures implemented to slow the spread of COVID-19. Leon County staff developed an initial model that provides for reduced revenues of 16.46% for OEV, 10.30% for Blueprint Infrastructure and 11.01% overall for the agency. The revenue projection is preliminary and actual sales tax collections could fall well below the initial projection. As more data becomes available over the coming weeks, this forecast will be updated and presented at future IA Board meetings.

OEV Budget

Based on the projected decrease in Blueprint 2020 sales tax funding, the Office of Economic Vitality is currently expected to receive \$671,974 less in FY 2020 sales tax revenue. Additionally, the state grant and FSU Partnership for Research programs were not award, therefore \$510,000 in grant revenue will not be received for these programs during FY 2020. The total estimated revenue shortfall for FY 2020 is (\$1,181,974). Based on the revenue shortfall, OEV staff has currently suspended capital project/program funding outside of encumbered expenses. Additional considerations regarding mid-year FY 2020 budget adjustment will be brought to the IA Board as part of the May 21, 2020 budget workshop.

The OEV Budget chart (page 23) assumes that the allocation of funding from the Business Recruitment and Incentive Fund (\$105,000 – see line 33) for the eligible grants that were not funded as recommended in Option #1 of this agenda item as well as the allocating funding from the Urban Vitality Job Creation program (\$18,500 – see line 34) to account for the CEDR grant overages as recommended in Agenda Item #3.

The total remaining project balance for FY 2020 is \$228,431 (line 35). As stated previously, additional considerations regarding mid-year FY 2020 budget adjustment will be brought to the IA Board as part of the May 21, 2020 budget workshop.

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Revenue		FY 2020 Budget As Adopted	FY 2020 Budget As Amended	Revenue Shortfall	
1	Sales Tax Funds	\$ 4,083,574	\$ 3,411,600	\$	(671,974)
2	Miscellaneous Revenue	510,000	-		(510,000)
3	County OEV Funding	426,464	426,464		-
4	City OEV Funding	426,464	426,464		-
5	Total Revenue	5,446,502	4,264,528		(1,181,974)
6	Operating Expenses	2,045,047	2,045,047		-
7	Available for Projects	3,401,455	2,219,481		(1,181,974)
8	2020 Projects Funded	FY 2020 Adopted	FY 2020 Amended	FY 2020 Expended	Available Budget
9	Qualified Target Industry Tax Refund	14,000	14,000	14,000	-
10	Target Business Program	194,705	194,705	194,705	-
11	Urban Vitality Job Creating Pilot Program	25,000	25,000	-	25,000
12	ARPC EDA Revolving Loan Fund for Small Business	225,000	225,000	-	225,000
13	Magnetic Technologies Recruitment	121,000	121,000	116,000	5,000
14	Business Development: Attraction/Expansion	48,000	48,000	22,800	25,200
15	FSU Partnership for Business Intelligence	10,000	10,000	-	10,000
16	Tallahassee International Airport	528,750	528,750	528,750	-
17	Workforce Development	100,000	100,000	75,000	25,000
18	Business and Workforce Engagement Events	40,000	40,000	-	40,000
19	MWSBE Industry Academies and B2B Outreach	10,000	10,000	1,550	8,450
20	Economic Vitality Sponsorships	35,000	35,000	32,750	2,250
21	Repayment of Advance Funding	1,000,000	-	-	-
22	COVID-19 Economic Disaster Relief Grant	-	1,000,000	1,000,000	-
23	Unallocated to Projects	1,050,000	550,000	-	550,000
24	Convention Center Study	-	500,000	-	500,000
25	<i>*Additional expenditures in the amount of \$50,000 to complete OEV office renovations due to asbestos, IT wiring, equipment expenditures will be discussed at the IA Board budget workshop on</i>				
26	Total, Projects Funded	\$ 3,401,455	\$ 3,401,455	\$ 1,985,555	\$ 1,415,900
27	Total Available Project Funding less Revenue Shortfall				233,926
28	Prior Year Projects	Prior Years Balance		Expended	Available Balance
29	Business Recruitment & Incentive Fund (BRIF)	453,872		342,368	111,504
30	Target Industry Study	17,280		11,280	6,001
31	Strategic Marketing & Communication	112,163		112,163	-
32	Total, Prior Project Balances				117,505
33	<i>Agenda Item #2, Option 1: CEDR Grant Funding for Eligible projects received prior to the close of application process to be reallocated from Business Recruitment & Incentive Fund (Line 29) as recommended in Option 1 of Agenda Item 2.</i>				
34	<i>Agenda Item #3, Option 1: CEDR Grant Overages Funding to be reallocated from Urban Vitality Job Creation Program (Line 11) as recommended in Option 1 of Agenda Item 3.</i>				
35	TOTAL AVAILABLE PROJECT BALANCE				\$ 228,431

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Blueprint 2020 Infrastructure Capital Improvement Program

The legal opinion of the Blueprint Attorney presents the IA Board with the option, should it choose to make further economic grants during this COVID-19 emergency period, to reallocate funding from the adopted FY 2020 Blueprint 2020 Capital Improvement Program. Accordingly, this section of the analysis achieves the following objectives:

- Summary information on the adopted FY 2020 budget related to Blueprint Infrastructure Capital Projects
- Information, in advance of the May 21st Workshop on the Budget, related to anticipated budget shortfalls within FY 20 related to the COVID-19 emergency
- Identifies projects within the adopted FY 20 Blueprint Infrastructure Capital Projects budget that have not yet been initiated. Note: these projects may be best suited to either a) reduce in FY 20 to accommodate revenue shortfalls (at the IA's May 21st Budget Workshop) and/or b) reallocate for economic development purposes.

Importantly, and for IA Board consideration and direction, the May 21, 2020 FY 2021 Budget Workshop materials will provide further detail on the proposed FY 2020 budget amendment to accommodate the revenue reduction, a multi-year projection of revenues, and corresponding implementation schedules. In addition, should the IA Board desire to fund an OEV grant from Blueprint 2020 funds, further reductions to Blueprint 2020 projects will be necessary beyond what is provided in the following analysis. This section is intended to inform any such IA Board action on this OEV matter.

Overview of FY 20 Blueprint Infrastructure Capital Improvement Plan

Sales tax revenues collected in FY 2020 span two Blueprint programs; collection for the Blueprint 2000 program ended on December 31, 2019 and began for Blueprint 2020 on January 1, 2020. The FY 2020 capital projects budget for the Blueprint 2020 program allocated \$21,126,875 to 16 Blueprint 2020 projects. The adopted FY 2020-2024 Blueprint 2020 Infrastructure Capital Improvement Program from September 2019 included as Attachment #6 and summarized in the following table.

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Table 1. FY 2020 Blueprint 2020 Infrastructure Capital Project Allocations

Blueprint 2020 Infrastructure	FY 2020, As Adopted
Annual Allocations	
Blueprint: Greenways Master Plan	592,500
Blueprint: Bike Route System	562,500
City of Tallahassee: StarMetro Enhancements	459,375
City of Tallahassee: Water Quality and Stormwater Improvements	1,593,750
City of Tallahassee: Sidewalks Improvements	937,500
City of Tallahassee: Operating Costs of Blueprint Funded Parks	375,000
Leon County: Water Quality and Stormwater Improvements	1,593,750
Leon County: Sidewalks Improvements	937,500
Leon County: Operating Costs of Blueprint Funded Parks	375,000
Regional Mobility and Gateway Projects	
Southside Gateway: Woodville Highway	-
Capital Circle Southwest Orange to Crawfordville (W-1)	-
Orange Avenue: Adams to Springhill	-
Westside Student Gateway: Pensacola Street	-
Airport Gateway*	3,500,000
Northwest Connector: Tharpe Street	-
Northeast Corridor Connector: Bannerman Road	3,300,000
Northeast Gateway: Welaunee Boulevard	2,400,000
North Monroe Gateway	-
CCQ Projects	
Orange Avenue/Meridian Placemaking	1,500,000
Market District Placemaking	1,500,000
Lake Lafayette and St. Marks Regional Park*	500,000
Monroe-Adams Corridor Placemaking*	1,000,000
Midtown Placemaking	-
Fairgrounds Beautification and Improvement	-
Northeast Park	-
College Avenue Placemaking	-
Florida A&M Entry Points	-
Alternative Sewer Solutions	-
Tallahassee-Leon County Animal Service Center	-
DeSoto Winter Encampment	-
Reserve Fund, Blueprint 2020 Infrastructure	-
Total, Blueprint 2020 Capital Allocations	21,126,875

*Blueprint 2020 projects that have not yet been initiated.

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COVID-19 Sales Tax Revenue Impacts to the Blueprint 2020 Program

Due to the COVID-19 impacts to local spending, the projected FY 2020 sales tax revenues for the Blueprint 2020 Infrastructure program have been reduced by a total of \$3,765,950, or 16.5%. To account for this shortfall, the Blueprint 2020 Infrastructure program FY 2020 capital budget allocation of \$21,126,875 must be reduced by \$3,765,950.

Blueprint 2020 Capital Project Analysis

Accommodation of the projected \$3,765,950 revenue shortfall requires a delay to the funding and implementation of some Blueprint 2020 infrastructure projects. To determine which projects from the adopted FY 2020 budget could be delayed with the least amount of impact to the community and project progress, staff assessed the current status of each project. All but three of the Blueprint 2020 projects with funding in FY 2020 have been initiated. Two of the Community Enhancement, Connectivity, and Quality of Life (CCQ) projects with approved funding allocations have not yet been initiated – Lake Lafayette & St. Marks Regional Park and Monroe-Adams Corridor Placemaking. Together their FY 2020 allocation is \$1,500,000. All or a portion of these two projects could be defunded in FY 2020, excepting \$84,325 in the Monroe-Adams Placemaking project previously authorized by the IA Board at their December 12, 2019 meeting to fund crosswalk improvements, and a leveraging opportunity with FDOT. In addition, the FY 2020 allocation to Airport Gateway is \$3,500,000, and phase one of the Airport Gateway project has not yet been initiated, advertisement for planning and design services is anticipated for late April 2020. The remaining shortfall could come from the Airport Gateway project.

Again, all of this information will return for IA Board action at the May 21, 2020, Budget Workshop. Should the IA Board desire to fund an OEV grant from Blueprint 2020 funds, further reductions to Blueprint 2020 projects will be necessary beyond the projected \$3,765,950 shortfall.

CONCLUSION:

This agenda item provides the IA Board with an overview of the current Local, State, and Federal responses to COVID-19, as well as an overview of non-profits and the economy. While small business impacts are evident, the extent, duration, and needs will continue to evolve during the weeks to come. It is important to remember that Federal Government is the only entity with resources sufficient to implement comprehensive financial assistance. Whether a sudden stop in the economy creates a temporary financial crisis or prompts a longer term recession, it creates an economic emergency for those hardest hit with small businesses and hourly employees facing the most urgent needs. Only the Federal Government can bring to bear the resources required to significantly mitigate this scale of potential small business closures and the substantial resulting unemployment. Working in support of federal and state incentives and programs to stabilize and stimulate the economy, and fill gaps at the local level for small businesses, presents an opportunity for local governments.

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April 15, 2020
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OEV quickly and initially responded to filling these gaps through the implementation of the CEDR grant program, which disbursed \$1,018,500 to assist 489 businesses. OEV has remained active in business support, maintaining a Business Resource Guide and Open 4 Takeout map to assist the local business community, while also looking to future initiatives, including a targeted marketing and promotion campaign for the service industry. Lastly, this item presents additional policy options to support the local service industry in response to the COVID-19 pandemic.

Tallahassee-Leon County was the first community in Florida to create a grant program of this type (CEDR) to support local businesses. Other communities throughout the state have reached out to OEV for a template of how to develop a similar grant program for their communities. CEDR Grant program filled a major need locally, and was successfully developed, administered and deployed for local business support in a rapid and effective manner. OEV established a Grant Review Committee to expedite the approval and disbursement schedule to get businesses assistance performed faster. OEV and the CEDR Grant Review Committee processed over 717 applications, of which 489 grants were awarded which disbursed \$1,018,500. Staff recommends that the IA Board reallocate \$105,000 from the Business Recruitment Incentive Fund to award the remaining 58 eligible business, who applied prior to the close of the application process on April 6, for the COVID-19 Economic Disaster Relief grants (Option #1).

This program successfully built a bridge to the bridge, providing immediate, but limited, financial assistance to local small businesses in an expedited manner, providing much needed relief to these businesses before any State or Federal programs released funds. This grant was developed and deployed with the full knowledge that the Federal and State programs constituted the full economic stimulus businesses could need to bridge over to the end of the emergency. Since the implementation of the CEDR Grant over a trillion dollars has become available through new Federal and State program for small businesses and non-profits. In addition, the City and County are working with the Community Human Services Partnership agencies to provide greater flexibility to deliver programs and services and allow these agencies with flexibility to expend programmatic funding for operational needs. This would allow funding to be utilized for other programming within the agency to address impacts to operations impacted by COVID-19. Agencies would still be required to complete expenditure reports through the CHSP Portal itemizing the use of the funding.

As stated previously, based on the revenue shortfall, OEV has suspended funding capital projects/programs funding outside of encumbered expenses. The total remaining project balance for FY 2020 is \$228,431. Additional considerations regarding mid-year FY 2020 budget adjustment will be brought to the IA Board as part of the May 21, 2020, budget workshop.

However, should the IA Board wish to move forward with an additional Phase II of the COVID-19 Economic Disaster Relief Program (CEDR), including for any potentially refined purpose or business segment, then additional funding would need to be identified and allocated, as detailed in the prior analysis. Such a grant could be for the purposes, like CEDR Phase I, of providing flexible funds for operating costs such as rent and utilities. Additionally, any Phase II could target a specific industry sector such as restaurants/service industry, non-profits, or any other IA Board priorities, as may be directed by the Board. As is also presented in this agenda item, any new IA Board direction (Option #3, below) to create a new economic grant program should also include

Blueprint Intergovernmental Agency Board of Directors Meeting
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direction regarding where to reallocate funding from for any such future grant program and for what fiscal amount.

The local, state, and national economies are all adjusting to the ever-evolving conditions that have resulted from the COVID-19 pandemic, and the procedures and ways of doing business that have become the new normal. OEV continues to respond to these changing circumstances, and stands ready to implement support programs for local business to sustain their viability and the overall economic vitality of Tallahassee-Leon County.

OPTIONS:

Option #1: Authorize staff to reallocate \$105,000 from the Business Recruitment Incentive Fund (BRIF) to award the remaining 58 eligible business who applied for the COVID-19 Economic Disaster Relief grants.

Option #2: Accept the Status Report on the Federal, State, and Local COVID-19 Response and Relief Efforts.

Option #3: IA Board Direction.

RECOMMENDED ACTION:

Option #1 and Option #2

Attachments

1. Initial Five Year Sales Tax Revenue Projections
2. Business Resource Guide
3. COVID-19 Business Survey conducted by OEV
4. Marketing and Communications Report
5. April 9, 2020 Blueprint Attorney Memorandum Legal Opinion
6. Blueprint Infrastructure FY 2020 Capital Improvement Budget



MEMORANDUM

TO: Ben Pingree, PLACE Director
FROM: Cristina Paredes, Director
SUBJECT: COVID-19 Response and Recovery Efforts
DATE: May 12, 2020

This memo highlights the Office of Economic Vitality's marketing and communications through COVID-19 response and recovery efforts. During these times, our team has provided vital business information, engaged with local businesses, and supported the preservation of our community enterprises.

Strategic Communication Report:

Strategic Plan, 3.A.3, Six Cornerstones

Frequent and sustained staff activities throughout the community, the ongoing success of programs and community-wide initiatives, along with efforts to support local businesses and attract new businesses to the community are often recorded via earned media. These include activities on the following channels:

Social Media:

Facebook (April 14, 2020 – May 11, 2020)

- Increased page likes from 1,121 to 1,186 (net gain of 65 likes)
- 69 total Facebook posts.
- Cumulative reach of 49,180
- During this time period, our highest performing post was the Local Emergency Assistance for Non-profits (LEAN) grant announcement post that featured a link to the application. This post garnered 1,696 engagements, including 1,498 post clicks, and 198 reactions. This post had a reach of 20,312.

Twitter (March 23, 2020 – April 6, 2020)

- Increased number of page followers from 451 to 459 (an increase of 8)
- 50 total Tweets

- Over 46.8k total impressions
- Our top-5 tweets in this time period generated over 16k impressions

Earned Media: During this reporting period (April 14, 2020 – May 11, 2020 – April 6, 2020) the following stories were published by local media partners:

- Coronavirus: OEV launches website on source for personal protective equipment (PPE)
 - Tallahassee Democrat
 - Date: May 11, 2020
- Leon County Nonprofits Eligible for Grants Under Million Dollar Program
 - WFSU
 - Date: April 16, 2020
- Deadline still open to apply for nonprofit grant funding | Notes on Nonprofits
 - Tallahassee Democrat
 - Date: May 9, 2020
- Blueprint taps \$1M to help ailing nonprofits
 - Tallahassee Democrat
 - Date: April 16, 2020
- Tallahassee, Leon County launch new online ordering website for local restaurants
 - WTXL
 - Date: April 23, 2020
- Pay It Forward initiative allows customers to purchase gift cards from local businesses and donate to non-profits
 - WCTV
 - Date: April 17, 2020
- Blueprint Agency planning for uncertainty in local economy
 - Tallahassee Democrat
 - Date: April 14, 2020
- Blueprint Approves Another \$1M in Local Aid, This Time For Nonprofits
 - WFSU
 - Date: April 14, 2020
- Leon County provides online resources to residents
 - Tallahassee Democrat
 - Date: April 13, 2020
- Communities Rising to the Challenge
 - Camoin Associates
 - Date: April 6, 2020
- Leon County, 'I Shop Tally' join forces to encourage support for Pay It Forward Day
 - WTXL
 - Date: April 22, 2020
- Get a side of poetry with your takeout order
 - Tallahassee Democrat
 - Date: April 25, 2020

- Enhanced Online Connection For Tallahassee Restaurants Wooing Customers Amid Coronavirus Closures
 - WFSU
 - Date: April 22, 2020
- Tallahassee sees uptick in hotel development
 - Tallahassee Democrat
 - Date: April 27, 2020
- Blueprint votes for another \$1 million grant package to local nonprofits
 - WCTV
 - Date: April 16, 2020
- Poems to Go a 'brilliant pairing' for restaurants
 - Tallahassee Democrat
 - Date: April 25, 2020
- Blueprint Intergovernmental Agency Board activates \$1M grant for non-profits
 - WTXL
 - Date: April 17, 2020
- Tallahassee's Refuge House, other non-profits can continue service thanks to Blueprint funds
 - WTXL
 - Date: April 16, 2020

Radio:

- Area Non-Profits Face the Coronavirus Challenge
 - WFSU
 - Date: April 29, 2020

Webinars:

- Libate & Learn Episode 4: Exploring Government Leadership Response To COVID-19
 - Synapse Florida
 - Date: April 14, 2020
- Non-profits \$2500 (LEAN) Grant Information
 - United Partners for Human Services, Institute for Non-profits Innovation and Excellence, Capital City Chamber of Commerce
 - Date: April 22, 2020
- Funding for Local Arts, Culture and History
 - Council on Culture and Arts
 - Date: April 29, 2020
- MWSBE's Securing City, County and Blueprint Contracts in the New Economy
 - Big Bend Minority Chamber of Commerce
 - Date: April 29, 2020
- Understanding the LEAN Grant and Other Funding Resources
 - Institute for Non-profits Innovation and Excellence
 - Date: April 30, 2020

- Securing Contracts in the New Economy
 - Capital City Chamber
 - Date: April 30, 2020
- Local LEAN Grant Q&A
 - United Partners for Human Services
 - Date: May 1, 2020
- MWBEs: Learn to Secure Contracts in the New Economy
 - Greater Tallahassee Chamber of Commerce
 - Date: May 1, 2020

Newsletters:

- COVID-19 Business Resource Update 4.14
 - Date: April 14, 2020
- Blueprint Intergovernmental Agency Activates \$1M Grant for Non-profits Impacted By COVID-19, Awards 71 Additional Businesses
 - Date: April 17, 2020
- #ICYMI: Blueprint Intergovernmental Agency Activates \$1M Grant for Non-profits Impacted By COVID-19, Awards 71 Additional Businesses
 - Date: April 20, 2020
- COVID-19 Business Resources and Updates
 - Date: April 24, 2020
- COVID-19 Business Impact Survey
 - Date: April 28, 2020
- Resources for Your Business and Non-profit
 - Date: April 29, 2020
- Economic Insider: May 2020
 - Date: May 5, 2020
- OEV Updates Eligibility Requirements on the Local Emergency Assistance for Non-profits (LEAN) Grant
 - Date: May 6, 2020
- COVID-19 Business Impact Survey
 - Date: May 8, 2020
- Safety First: OEV Launches PPE Site
 - Date May 11, 2020

Website:

- Sessions: 7,861
- Page views: 30,575
- Average Duration: 1m 41s

OEV Stakeholder Meeting Members, Attendees, and Agendas

- **Members**

- Economic Vitality Leadership Council Members
 - Steve Evans
 - Kathleen Daly, Florida State University
 - Jake Kiker, Williams, Gautier, Gwynn, DeLoach & Kiker, P.A.
 - Ricardo Schneider – Danfoss Turbocor
 - Kim Moore, Tallahassee Community College
 - Bill Smith, Capital City Bank
- Healthcare Representatives
 - Claudia Blackburn – Leon County Health Department
 - Mark O’Bryant – Tallahassee Memorial Healthcare
 - Alan Keesee – Capital Regional Medical Center
- Leon County Tourism, Kerri Post
- Local Area Chamber of Commerces
 - Antonio Jefferson, Big Bend Minority Chamber of Commerce
 - Katrina Tuggerson – Capital City Chamber of Commerce
 - Sue Dick – Greater Tallahassee Chamber of Commerce
- FAMU Small Business Development Center, Keith Bowers
- Leon County Schools, Rocky Hanna

- **Other Attendees:**

- Dr. Alan Robertson - FAMU
- Beth Corum, Capital City Bank
- Jay Smith, AJaxs
- Ed Murray – NAI Talcor
- Chip Hartung, Coldwell Banker Hartung and Noblin, Inc.
- Sammie Dixon – Prime Meridian Bank
- Dana Noles – Greater Tallahassee Chamber
- Dee Dee Rasmussen – Leon County Schools
- Melode Smelko – Altrua
- Jim McShane – CareerSource
- Shelly Bell – Lively Technical College
- Gray Swoope, VisionFirst Advisors
- Nancy Blum-Heintz, VisionFirst Advisors
- OEV Staff



Covid-19 Recovery Efforts Tallahassee-Leon County Stakeholder Meeting

Purpose: To work with both private and public stakeholder partners to communicate clearly and effectively the parameters for stimulating new economic activity in Tallahassee-Leon County during a recovery period, as those criteria are established at the federal, state, and local levels, in response to COVID-19.

Agenda

- Welcome and Introduction, Ben Pingree
- Covid-19 Update for Tallahassee-Leon County, Claudia Blackburn Leon County Health Department
- Review Florida Chamber's Presentation on the Status of the Economy, Cristina Paredes
- Review of the Tallahassee-Leon County Quarterly and Recent Economic Indicators, Drew Dietrich
- Business Resources and Assessment Survey – to be released on Tuesday, April 28, Cristina Paredes
- [Overview of the White House and CDC Plan for Reopening America](#), Cristina Paredes
- Governor DeSantis Taskforce to Re-Open Florida, Cristina Paredes
[Re-Open Florida Public Comment Submission](#)

NEXT MEETING:

Friday, May 1, 2020, at 11:00 A.M.

Key Next Steps:

- Private Sector Industry Engagement
 - Updated Business Assessment Survey to be released on April 28
 - Business Resource Guide
- Monitoring the Federal and State Initiatives to Re-open the Economy
 - Statewide Task Force to Re-open Florida:
 - Governor DeSantis Announces Statewide Taskforce membership and overview of the Florida economy by Dr. Jerry Parrish
 - The first round of recommendations anticipated to be released the week of April 27
 - International Economic Development Council: Analyze Proposed Strategies and Data for Recovery
 - Enterprise Florida: Attending Regional and Statewide meetings
 - Florida Department of Economic Opportunity: Weekly calls with ESF-18 on Private Industry engagement
- Monitor and communicate key economic indicators as new data is released



Covid-19 Recovery Efforts Tallahassee-Leon County Stakeholder Meeting

Purpose: To work with both private and public stakeholder partners to communicate clearly and effectively the parameters for stimulating new economic activity in Tallahassee-Leon County during a recovery period, as those criteria are established at the federal, state, and local levels, in response to COVID-19.

Agenda

- Welcome and Introduction, Ben Pingree and Cristina Paredes
- Safe. Smart. Step by Step. Plan for Florida’s Recovery: Phase 1, Cristina Paredes
 - [Report to Governor by the Re-open Florida Taskforce](#)
 - [April 29, 2020, Governor DeSantis’ Presentation](#)
 - [Executive Order 20-112](#) and [FAQs Regarding the Order](#)
 - [CDC and White House: Guidelines for Re-Opening America](#)
- Covid-19 Update for Tallahassee-Leon County
 - Alan Keese, Capital Regional Medical Center
 - Mark O’Byrant, Tallahassee Memorial Hospital
- Status of Higher Education in Tallahassee-Leon County
 - Kathleen Daly, Vice President, Florida State University
 - Alan Roberston, Vice President, Florida A&M University
 - Kim Moore, Vice President, Tallahassee Community College
- Initial Results Business Resources and Assessment Survey
- Importance of ongoing engagement with local business community during “Florida’s Recovery.”

NEXT MEETING:

Wednesday, May 6, 2020, at 11:00 A.M.

Key Next Steps:

- Private Sector Industry Engagement
 - Business Assessment Survey through Tuesday, May 5
 - Business Resource Guide
 - Feedback channels through this Taskforce from the leadership of members
- Monitoring the Federal and State Initiatives to Re-open the Economy
 - White and CDC Plan for Re-opening America
 - Safe. Smart. Step by Step. Plan for Florida’s Recovery
 - International Economic Development Council: Analyze Strategies and Data for Recovery
 - Enterprise Florida: Attending Regional and Statewide meetings
 - Florida Department of Economic Opportunity: Weekly calls with ESF-18 Private Industry
- Monitor and communicate key economic indicators as new data is released



Covid-19 Recovery Efforts Tallahassee-Leon County Stakeholder Meeting

Purpose: To work with both private and public stakeholder partners to communicate clearly and effectively the parameters for stimulating new economic activity in Tallahassee-Leon County during a recovery period, as those criteria are established at the federal, state, and local levels, in response to COVID-19.

May 6, 2020 Agenda

- Welcome and Introduction, Ben Pingree and Cristina Paredes
- Covid-19 Update for Tallahassee-Leon County
 - Claudia Blackburn, Leon County Health Department
 - Mark O'Bryant, Tallahassee Memorial Hospital
 - Alan Keese, Capital Regional Medical Center
- Adjusting to the New Not Normal in Economic Development
 - Gray Swoope and Nancy Blum-Heintz, VisionFirst Advisors
- Status of the Real Estate Industry Tallahassee-Leon County
 - Ed Murray, NAI Talcor
 - Lewis Bufford, TLG Estate
 - Chip Hartung, Coldwell Banker Hartung and Noblin, Inc.
- Chamber of Commerce Updates on the New Economic Activity in Tallahassee-Leon County
- Business Resources and Assessment Survey Update, Cristina Paredes

NEXT MEETING:

Wednesday, May 13, 2020, at 11:00 A.M.

Resources on Re-Opening:

- [CDC and White House: Guidelines for Re-Opening America](#)
- [Report to Governor by the Re-open Florida Taskforce](#)
- [April 29, 2020, Governor DeSantis' Presentation](#)
- [Executive Order 20-112](#) and [FAQs Regarding the Order](#)

Key Next Steps:

- Private Sector Industry Engagement
 - Business Assessment Survey
 - Feedback channels through this Taskforce from the leadership of members
- Monitoring the Federal and State Initiatives to Re-open the Economy
 - International Economic Development Council: Analyze Strategies and Data for Recovery
 - Florida Department of Economic Opportunity: Weekly calls with ESF-18 Private Industry
- Monitor and communicate key economic indicators as new data is released



Covid-19 Recovery Efforts Tallahassee-Leon County Stakeholder Meeting

Purpose: To work with both private and public stakeholder partners to communicate clearly and effectively the parameters for stimulating new economic activity in Tallahassee-Leon County during a recovery period, as those criteria are established at the federal, state, and local levels, in response to COVID-19.

May 13, 2020 Agenda

- Welcome and Introduction, Ben Pingree and Cristina Paredes
- Covid-19 Update for Tallahassee-Leon County
 - Leon County Health Department, Claudia Blackburn
 - Local Hospital Updates: Mark O’Byrant, TMH and Alan Keese, CRMC
- Status of the Workforce in Tallahassee-Leon County
 - Jim McShane, CareerSource Capital Region
 - Sue Dick, Tallahassee Chamber of Commerce
 - Kim Moore, Vice President for Workforce Development and Innovation
 - Melode Smelko, CEO, Altrua Global Solutions, Inc.
- Update on Restaurant and Retail Industry, One Week after Phase 1 Implementation
- Update on Business Assistance and Development
 - Business Development Activity
 - Business Assessment Survey
 - [List of local businesses providing Personal Protective Equipment](#)
- Update on Paycheck Protection Program
- Chamber of Commerce Updates on the New Economic Activity in Tallahassee-Leon County

NEXT MEETING:

Wednesday, May 20, 2020, at 11:00 A.M.

Resources on Re-Opening:

- Federal Re-opening Resources
 - [CDC and White House: Guidelines for Re-Opening America](#)
 - [CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces](#)
 - [FDA: Best Practices for Retail Food Stores, Restaurants, and Food Pick-up](#)
 - [OSHA Guidelines for Preparing Workplaces](#)
- State of Florida Re-opening Resources
 - [Report to Governor by the Re-open Florida Taskforce](#)
 - [April 29, 2020, Governor DeSantis’ Presentation](#)
 - [Executive Order 20-112](#) and [FAQs Regarding the Order](#)
 - [Executive Order 20-120](#) and [FAQs Regarding Barbershops and Cosmetology Salons](#)

Key Next Steps:

- Private Sector Industry Engagement
 - Business Assessment Survey
 - Feedback channels through this Taskforce from the leadership of members
- Monitoring the Federal and State Initiatives to Re-open the Economy
 - White and CDC Plan for Re-opening America
 - Safe. Smart. Step by Step. Plan for Florida's Recovery
 - International Economic Development Council: Analyze Strategies and Data for Recovery
 - Florida Department of Economic Opportunity: Weekly calls with ESF-18 Private Industry
- Monitor and communicate key economic indicators as new data is released

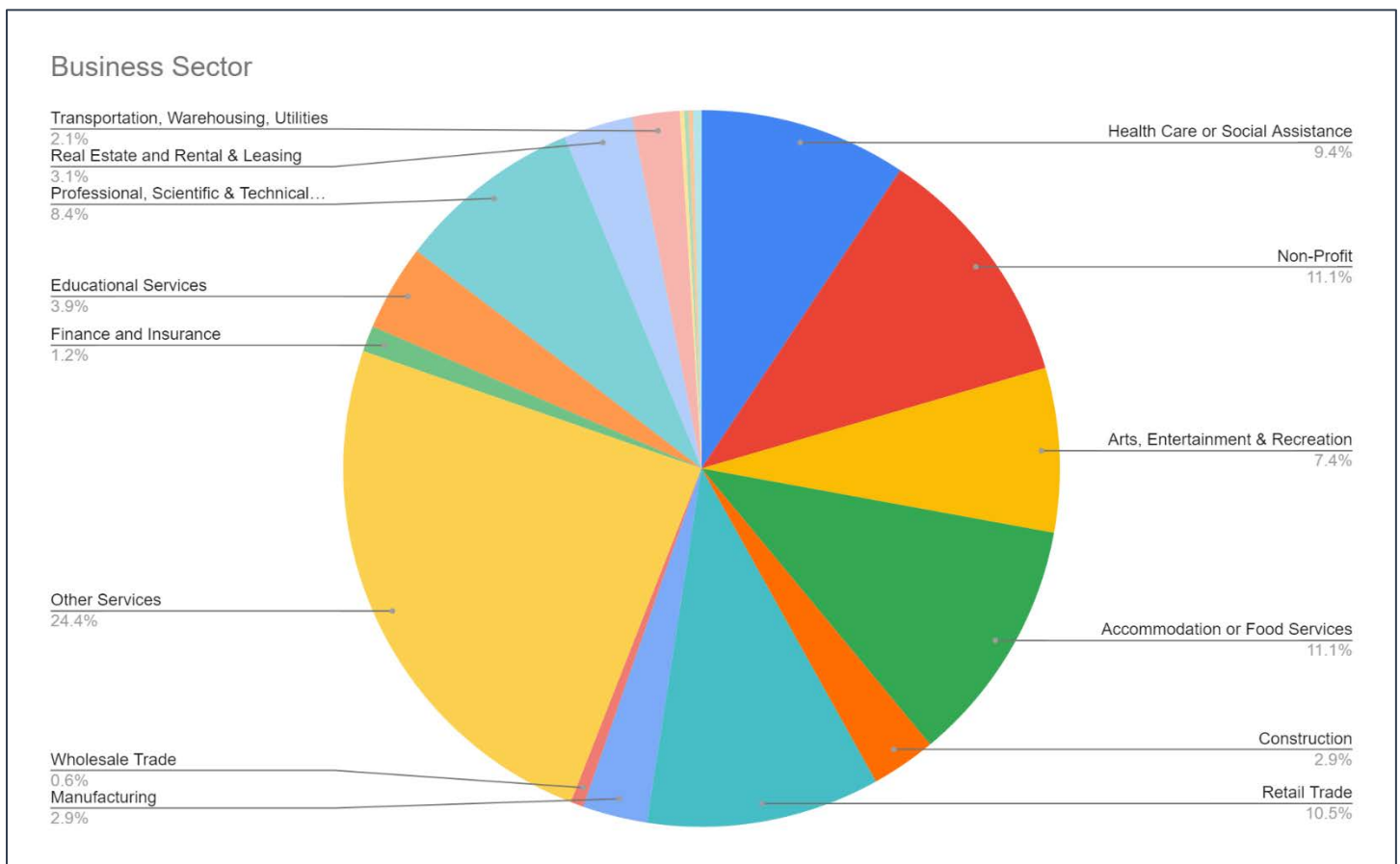
COVID-19 OEV Business Survey #2: April – May 2020

Selected Answer Analysis

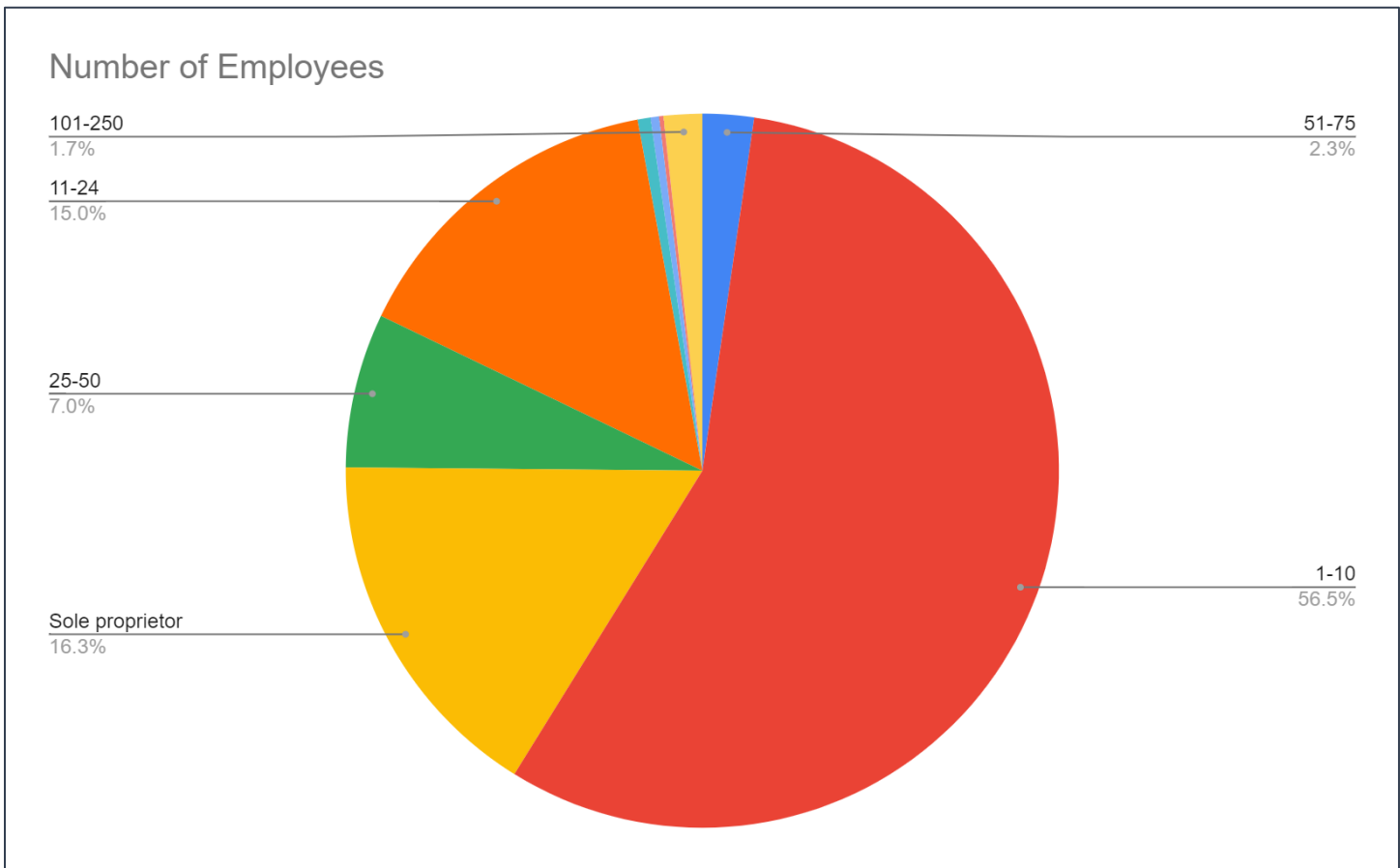
From a good cross section of local industry sectors, responses indicate that reduced customer demand has been associated with a revenue drop of 50% or more for 43.8% of businesses. This has resulted in limited hours or closures for 54.5% of respondents, and furloughs (16.1%) and layoffs (13.9%). Still, a number of businesses have pivoted to remote working (12%) and are implementing remote work policies (35%). 60.2% of businesses have or are developing their continuity of operations / resilience plans to survive the downturn. Finally, businesses continue to rely on social media (63.9%), television (58.6%), email (64.1%), and radio (26.2%) for updates, all of which OEV has shared information through. Graphs are presented below.

Number of Respondents: **519**

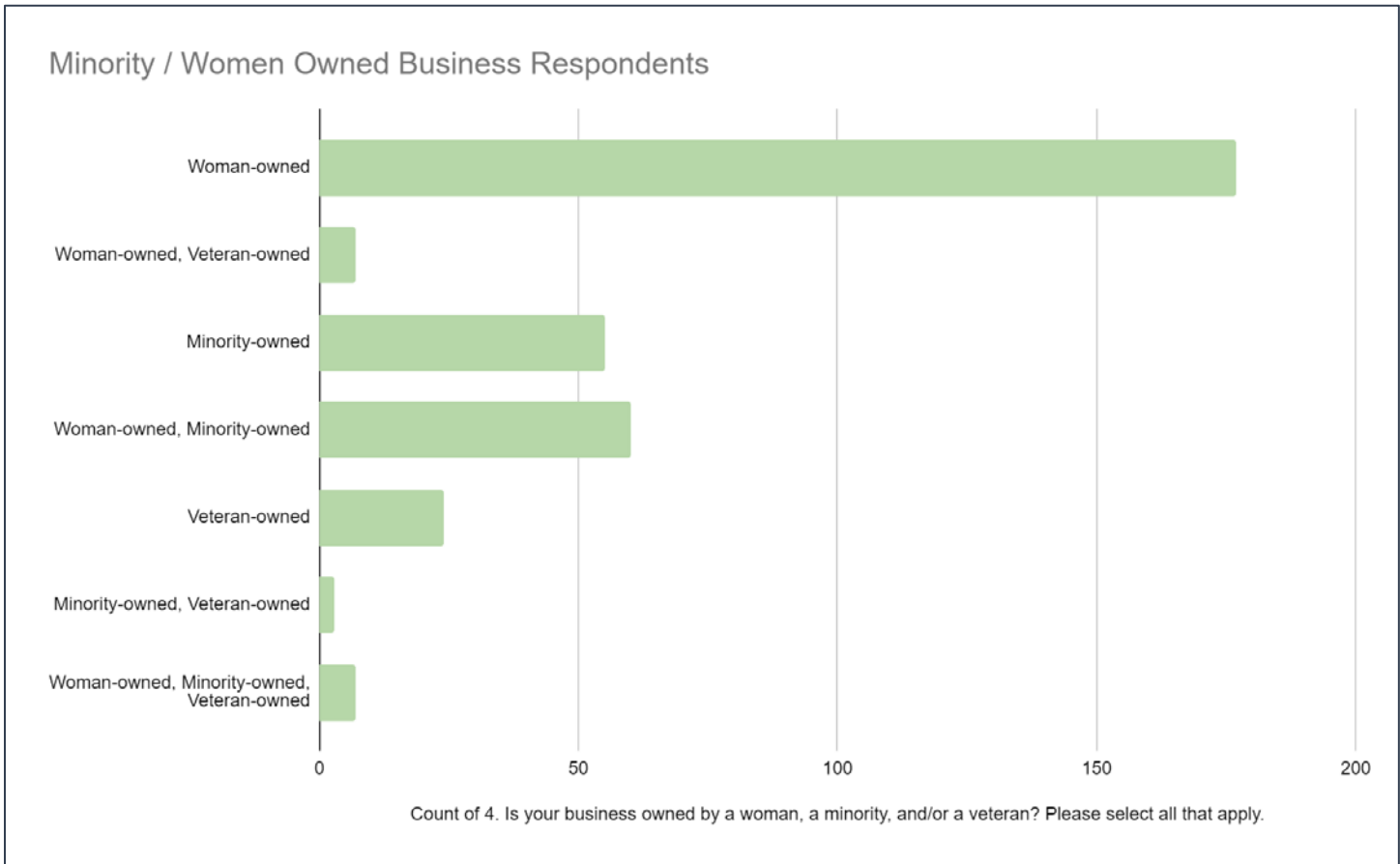
Business Sector



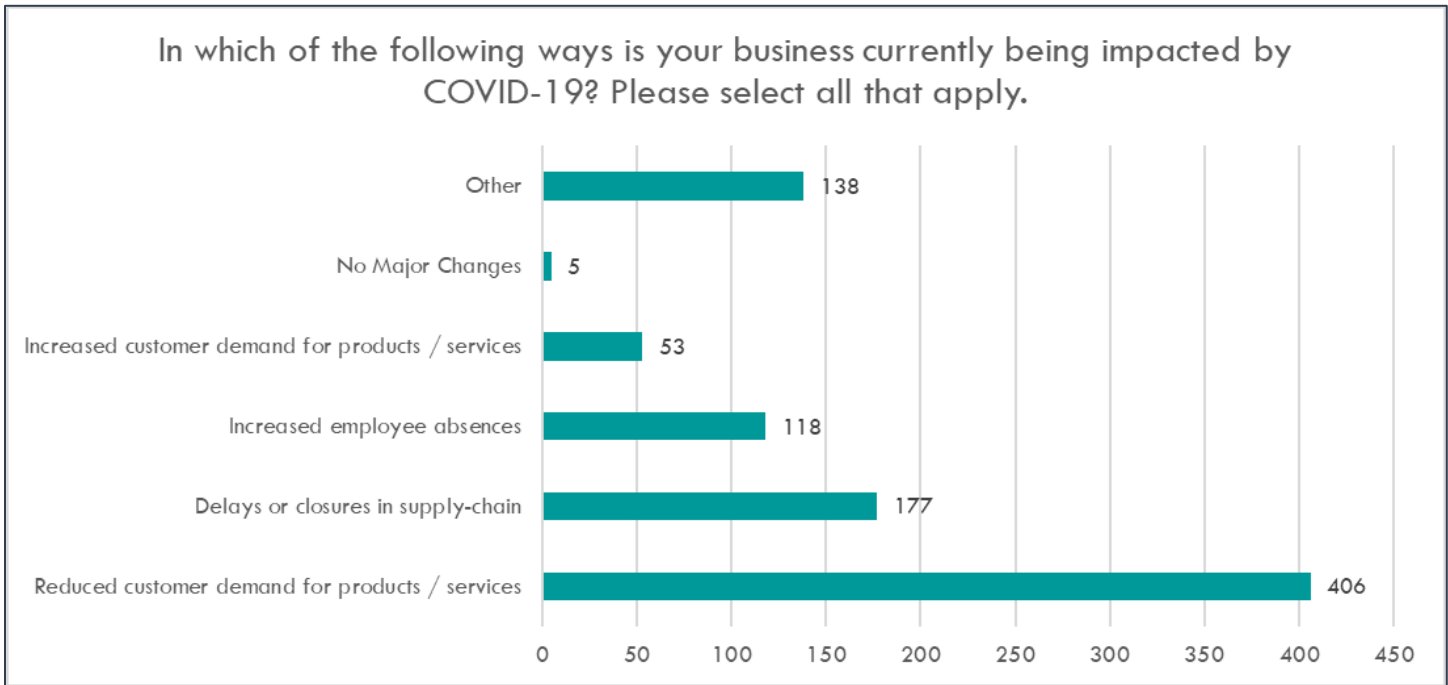
Number of Employees



Minority, Women, and Veteran-owned Status

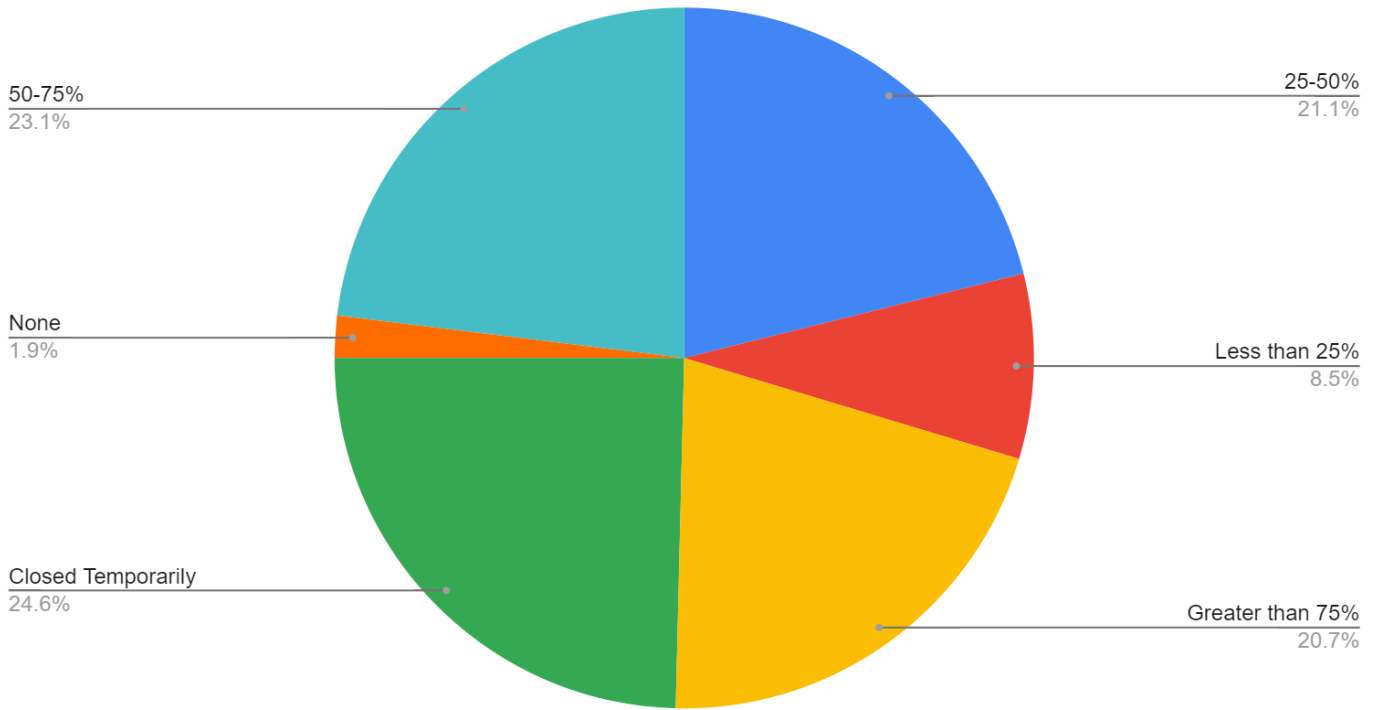


Current Impacts to Business



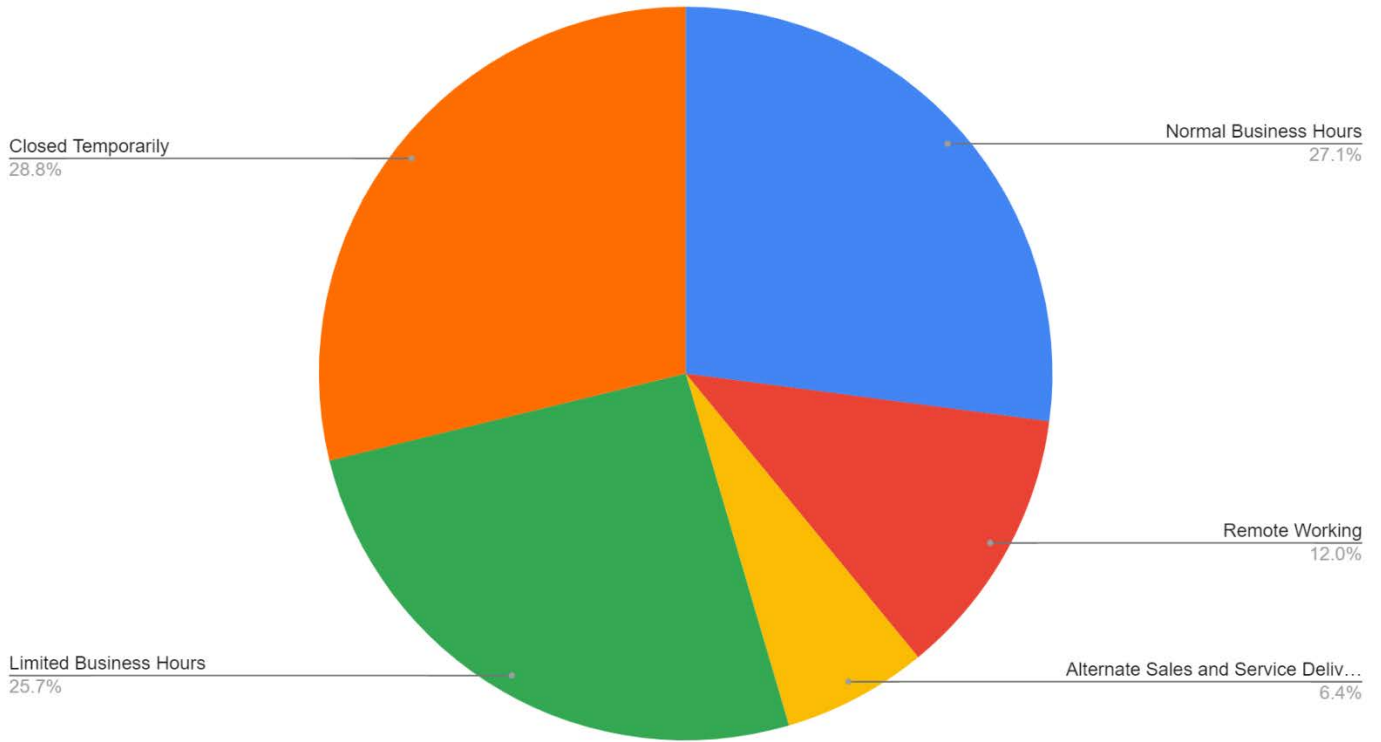
Current Estimated Loss of Revenue

Estimated loss of revenue since March 13th (national disaster declaration date) as a result of COVID-19

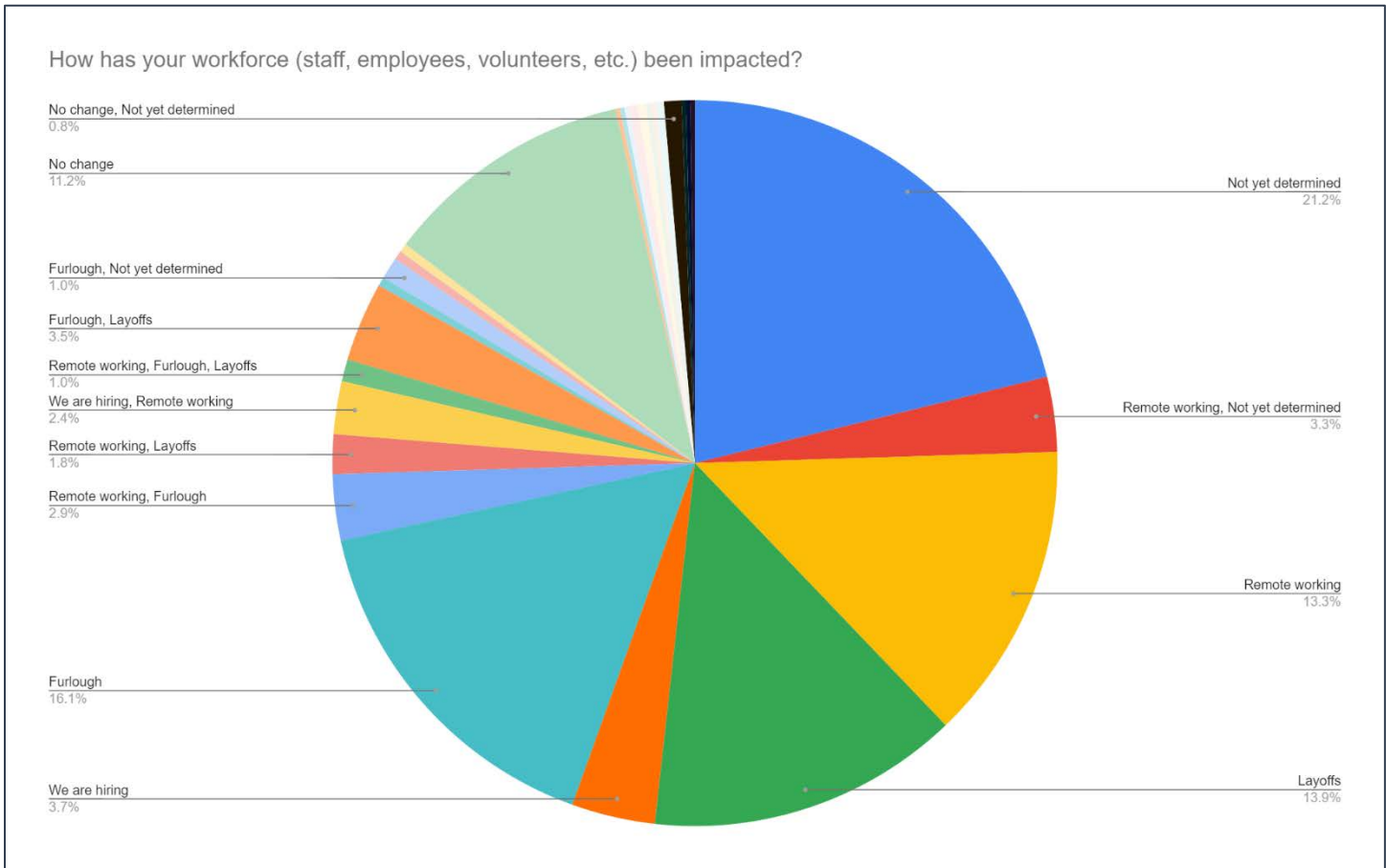


Current Business Hours

What are your current business hours?

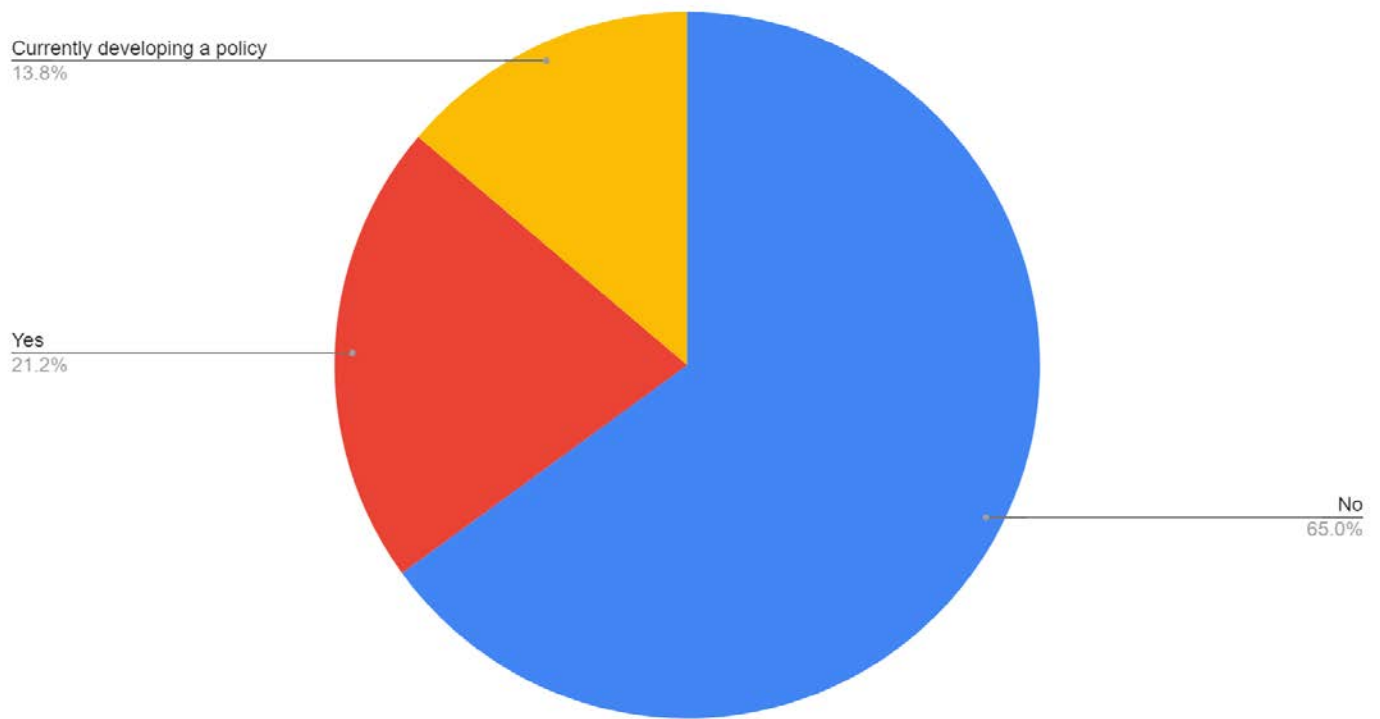


How Has Workforce been Impacted



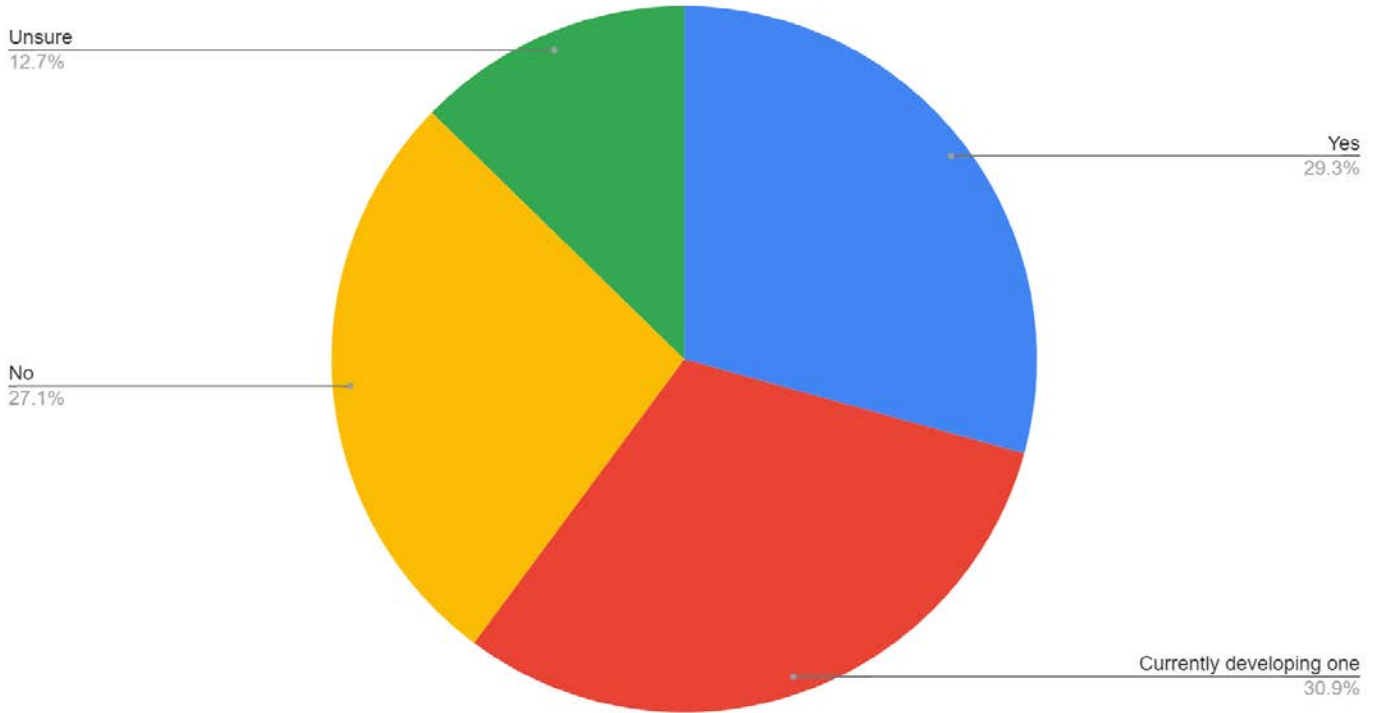
Remote or Teleworking Policy

Does your company have a remote or teleworking policy that has been implemented regarding COVID-19?



Business Continuity / Resilience Plan

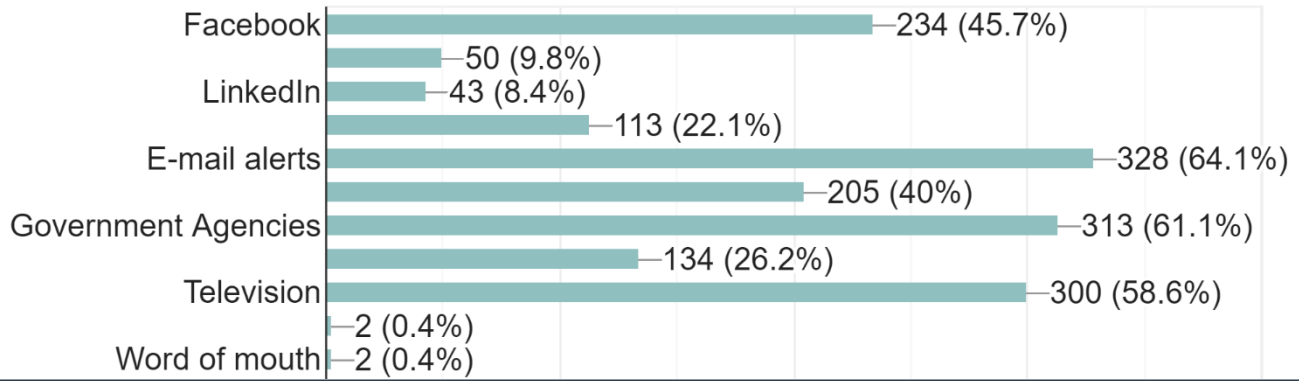
Does your business have a continuity (or resiliency) plan to provide guidance and direction during a pandemic, natural and/or man-made disaster ?



Business Information Sources

16. How are you receiving information that will help inform your decisions regarding COVID-19?
Please select all that apply.

512 responses



**Leon County
Board of County Commissioners**

Notes for Agenda Item #9

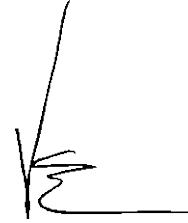
Leon County Board of County Commissioners

Agenda Item #9

May 21, 2020

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator



Title: Status Report on Leon County Employee Benefits and Health/Safety Protocols Related to COVID-19

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Heather Peeples, Special Projects Coordinator Candice Wilson, Human Resources Director

Statement of Issue:

As requested during the Board's May 12, 2020 meeting, this agenda item provides a status report on the policies and procedures related to Leon County employees during the COVID-19 pandemic.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Accept the status report on Leon County employee benefits and health/safety protocols related to COVID-19.

Report and Discussion

Background:

In order to ensure the health, safety, and well-being of Leon County employees, a “COVID-19 Organizational Preparedness Team” was established in February to undertake a review of organizational protocols, practices and policies and to identify and coordinate necessary changes to protect against the evolving threat of COVID-19. The standing committee is led by Wanda Hunter, the Assistant County Administrator, and includes representatives from each of Leon County’s Constitutional Offices, Court Administration, the Public Defender the State Attorney’s Office, and other internal County stakeholders.

Through the work of this committee and coordination across all departments, the County continues to review organizational protocols and service delivery methods. These reviews have facilitated deliberate changes to comply with Florida Department of Health (FDOH) and U.S. Center for Disease Control (CDC) guidelines and ensure the continued provision of services while protecting the health and safety of employees.

As detailed later in this item, the County has fully implemented the “Families First Coronavirus Response Act” (FFCRA) which was adopted by Congress on March 14 to provide up to 12 weeks of leave for qualifying employees impacted by COVID-19. In addition, to the new federal sick and family leave provisions, the County has also implemented procedures for staff to qualify for additional Administrative Leave, if needed. Information regarding available leave and how to qualify for these benefits has been provided to all County employees, and Human Resources staff have remained available by phone and email to answer questions.

The following analysis is a detailed summary of all Leon County employee benefits and health/safety protocols related to COVID-19.

Analysis:

Over the last several months, Leon County has implemented several modifications to County operations, service delivery, and community offerings in an effort to further limit the transmission of COVID-19. The following is an overview of previously implemented strategies and ongoing as well as new procedures implemented as part of the County’s Phase 1 reopening plan, which went into effect on May 4, 2020 per the Governor’s Executive Order No. 20-112 and subsequently amended by Executive Orders 20-120 and 20-123. Additional details about the County’s Standard Operating Procedures & Guidelines during Phase 1 can be found in Attachment #1.

Health & Safety Protocols

Leon County Government’s first priority is to keep a healthy workplace for all employees. The following is a summary of all health and safety protocols implemented as a result of the COVID-19 Organizational Preparedness Team and other departmental efforts.

Promote Social Distancing in County Facilities

The earliest actions taken by the County to protect both staff and members of the public were to promote social distancing. On March 14, prior to issuing a declaration of a local state of emergency, Leon County closed gathering spaces including libraries, community centers, and active park spaces to the public. Work areas that remained open to the public were directed to arrange and/or limit furniture and seating in gathering spaces (breakrooms, lobbies, conference rooms, etc.) in accordance with social distancing guidelines. At this time, the County also took steps to limit face-to-face interactions and gatherings by suspending or cancelling the following activities:

- Citizen committee and advisory board meetings. (Meetings were moved to a virtual format following the Governor's Executive Order removing the requirement for a physical quorum).
- In-person staff meetings and gatherings.
- Non-essential work travel, work-sponsored trainings, and workshops.
- Work shifts for all volunteers and interns.
- Use of court-ordered community service workers in all County departments.

On March 23, subsequent to implementing these protocols, all County facilities were closed to the public consistent with the national, state, and local efforts to stem the transmission of COVID-19.

During Phase 1, all of the previously mentioned social distancing measures remain in place. For those work areas that have begun to provide limited onsite services again, public notices as well as onsite signage have been utilized to ensure both staff and customers are aware of and adhere to social distancing.

In those instances where employees cannot remain six feet away from each other or customers, County staff are required to wear a face mask. Additional information about required personal protective equipment during Phase 1 is provide later in this item.

Telecommuting & Staffing Schedules

In early March, as recommended by the CDC, County departments began encouraging staff to telework when feasible, particularly individuals at increased risk of severe disease. Leon County Human Resources and County Administration established a process for staff to request approval for telecommuting and be assigned the necessary computer equipment. Leon County's Office of Information and Technology (OIT) has supported the implementation of telecommuting by acquiring, repurposing, and deploying resources to provide remote connectivity to the County's network, improved telephone forwarding options, conferencing options for virtual meetings, enhanced internal security of the network, and a sterilized equipment drop-off/pickup process. Teleconferencing solutions have also been established for hosting and broadcasting Commission meetings as well as citizen committee and advisory board meetings.

As the County continues to provide services to the public, it has been incumbent upon Department Directors and Supervisors to ensure adequate staffing in the office and workplace to maintain operations. Several County worksites where staff continue to report for work, have implemented alternate team approaches for work schedules. This strategy of staggering shifts and lunch breaks, in conjunction with telecommuting, reduces congregation and ensures a limited number of staff are occupying a facility at any given time.

During Phase 1 of the County's plan for reopening, departments will maintain telecommuting where possible and continue to utilize alternate staffing schedules.

Modified Service Provision

During the period of time that County offices and facilities are closed to the public, all Leon County work areas continue to be appropriately staffed to provide essential services through online- and phone-based systems during normal business hours. Multiple County offices have also made alterations to the delivery of certain services in order to best serve the public safely, including:

- Conducting building inspections remotely through video technology or photographs;
- Providing marked drop boxes and arranging deliveries for secure documents and other paper submittals; and
- Suspending all Mosquito Control day-time hand-fogging operations which require the same types of personal protective equipment (PPE) that is being prioritized for health care agencies (night-time truck spraying, which does not require the same protective equipment, has continued).
- Suspending Household Hazardous Waste operations which require the same types of personal protective equipment (PPE) that is being prioritized for health care agencies.
- Closing all book return drops and suspending patron late fees to avoid the need to handle returned Library materials.
- Conducting Intervention & Detention Alternatives case management by telephone and temporarily suspending drug and alcohol testing.

During Phase 1 of reopening, the County will maintain online services and services by phone. Additionally, as PPE has become more readily available and new safety measures have been put in place, several departments have begun to provide services. For example, Household Hazardous Waste drop off sites reopened on April 30. The following week, the Main Library and all branches began offering curbside pickup of print and media materials that patrons checked out online or over the phone. The Department of Development Support and Environmental Management (DSEM) has also begun to offer in-office appointments.

Personal Protective Equipment

As noted previously, Leon County temporarily suspended nonessential services that require the use of the same PPE needed for Emergency Medical Services (EMS) and other health care personnel. For nonmedical staff, the County continues to provide adequate supplies of wipes, hand sanitizer, and other cleaning items at each facility. This includes purchasing and installing

additional wall-mounted hand sanitizer dispensers throughout County facilities. Prior to the COVID-19 pandemic, many of these items were purchased separately by each department from a variety of vendors. By consolidating these purchases early on, the County was able to ensure that the items purchased met CDC guidelines and could be distributed to all facilities as needed.

During this time, employees received email communications regarding the CDC recommendation to wear face coverings when in public, as well as educational resources on the proper use of masks and gloves. Staff that continued to report to work at a County facility were also notified that they could wear their own PPE to work.

As part of the County's Phase 1 plan, the following mask/face covering protocols are now in place:

- Masks/face coverings shall be worn when riding with multiple employees in County vehicles.
- Masks/face coverings shall be worn by employees and the public in County buildings and in the field when social distancing measures cannot be maintained.
- Masks/face coverings may be worn by employees in all settings.
- EMS shall follow CDC guidance for health care workers.

To ensure adherence to these protocols, disposable masks and gloves have been purchased and educational videos on proper use have been provided to staff. Following a review of each departments' operations, disposable masks were distributed to work areas whose staff regularly interact with the public or cannot social distance due to the nature of their job. A small number of masks are also available to provide to members of the public who do not have one and must be in close proximity with County staff. Additionally, disposable gloves were distributed to work areas that must handle materials or tools that are touched by multiple people. For example, Library staff are currently utilizing gloves when handling returned materials.

As an additional precaution, 31 temporary and one permanent Germ "Sneeze" shields have been installed at reception or service desks at the following locations: the Public Safety Complex, Development Support & Environmental Management (DSEM), the Main Library and branches, Human Services & Community Partnerships (HSCP), Office of Resource Stewardship, UF/IFAS Planning, Land Management & Community Enhancement, Clerk of the Court, County Attorney's Office and County Administration.

To ensure shields and PPE were available to the County in time for Phase 1 of reopening, the Purchasing Division began working to secure these items in advance of the Governor's announcement of Phase 1 of reopening.

Increased Cleaning & Promoting Hygiene

Throughout the local emergency, the County has continued to reinforce health expert guidance that the best way to mitigate the spread of any disease like COVID-19 is through regular handwashing, covering coughs and sneezes and using hand sanitizer with 60 percent alcohol content or greater. This message has been reiterated to staff through email communications, as

well as signage located in all restrooms. Furthermore, the County has increased sanitation efforts at our County facilities with staff and vendors continuing to follow the latest CDC guidance regarding cleaning shared spaces.

Enhanced cleaning efforts have including wiping down commonly touched surfaces such as elevators, railings, and door handles throughout the day. Nighttime cleaning crews have increased their sanitizing efforts, as well. Facilities that typically have a high volume of foot traffic, such as the Library and Courthouse, have also been deep cleaned in preparation for the return of staff and later members the public.

In addition to these practices, County staff have been provided with the following guidance regarding cleaning and hygiene during Phase 1 of reopening:

- Departmental staff shall be responsible for:
 - Cleaning areas after serving each customer (wipes, hand sanitizer, etc.)
 - Enhanced cleaning of public spaces in facilities and shared work stations and equipment
- Minimize use of shared items (e.g. writing instruments, paper documents, etc.)
- No handshakes, high fives, or other forms of physical contact
- Sanitize fleet vehicles: Drivers wipe down every touched surface when entering the vehicle and when they return it.

Screening & Monitoring for Symptoms

In early March, guidelines for supervisors and managers in addressing COVID-19 were developed and distributed to all departments. The guidelines provide instructions for what to do in a variety of scenarios including:

- If an employee reports to work and appears to have acute respiratory illness symptoms (e.g. cough, shortness of breath).
- If an employee reports he or she has COVID-19.
- If an employee is not sick, but is required, per the Health Department or the health care provider, to self-isolate due to concerns related to COVID-19.
- If an employee reports he or she lives in the same household as someone with active symptoms of COVID-19 or providing care for someone that has COVID-19.
- If a symptomatic citizen attends a County event or enters a County facility.
- If health officials confirm a case of COVID-19 with a citizen who entered a County facility and/or interacted with a County employee while at work.

To further protect County paramedics and EMTs who are at an increased risk of exposure to the virus, EMS has also been monitoring the health of these employees. At the beginning of each shift all paramedics and EMTs check their temperature and verify that they do not have a fever, shortness of breath, a new or changing cough or an unexplained sore throat. EMS members that

become sick and present with symptoms of COVID-19 are tested for infection of the virus through the FDOH in Leon County.

As part of Phase 1, beginning on May 18, County work areas will conduct daily temperature checks and health screening questions for all employees prior to the start of the workday. Employees will take their own temperature using a touchless thermometer and record their answers to the screening questions on an Employee Screening Tool Form. An employee monitor from each division will be available to assist and answer questions. Employee monitors have been provided with training on how to use and sanitize the thermometers as well as how to properly conduct screenings.

An employee who has a temperature of 100.4 degrees or higher will be sent home and directed to not return to work until a physician has provided medical clearance. An employee will also be sent home if the employee answers “yes” to any of the following questions:

1. Since your last day of work, have you developed any symptoms of a respiratory infection that do not have a known cause? As defined by the CDC, symptoms include one of the following: cough, shortness of breath, difficulty breathing OR two of the following: chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste, loss of smell.
2. Since your last day of work, have you had direct exposure to someone with an active confirmed case of COVID-19?
3. Since your last day of work, other than traveling between your work location and your home “local area”, have you traveled or been with others that have traveled: internationally, on a cruise ship or river cruise, or to Connecticut, New York or New Jersey?

Employees that are sent home and are eligible will use leave under the Families First Coronavirus Response Act or County Administrative Leave for emergency responders otherwise employees will use their own accrued leave. Should an employee exhaust all their leave due to contracting or caring for someone who has contracted COVID-19, supplemental Administrative Leave will be provided in accordance with the protocols detailed in the following section.

Employee Benefits

At all levels of government, several actions have been taken to ensure employees can take necessary leave and continue to receive pay during the declared public health emergency. At the local level, the County Administrator has committed to providing Administrative Leave to Leon County Government employees at their regular rate of pay should they meet one of the following criteria:

- Any employee whose work site has been closed and who is not able to telecommute or assist at another work area.
- Any employee who were to exhaust all their leave due to contracting COVID-19 or being required to isolate.
- Any employee who were to exhaust all their leave in order to provide care for someone with COVID-19,

It is the County Administrator's intent to continue providing this leave throughout the duration of the declared local state of emergency.

Additional sick and family leave is provided to County staff affected by COVID-19 through the "Families First Coronavirus Response Act" (FFCRA), which was passed by Congress on March 14. The FFCRA requires certain employers, including Leon County, to provide paid emergency sick leave and emergency family leave for employees who are unable to work or telework for the following specific reasons related to COVID-19:

- If the employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- If the employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- If the employee is experiencing symptoms of COVID-19 and is seeking a medical diagnosis.
- If the employee is caring for an individual who is subject to an isolation order or is a quarantined employee.
- If the employee is caring for a child whose school or place of care has been closed, or whose childcare provider is unavailable, due to COVID-19 precautions.
- If the employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

Qualifying employees are provided up to 80 hours of Emergency Sick Leave based upon their status as full-time or part-time staff as well as paid Emergency Family and Medical Leave Act (FMLA) leave for up to an additional 10 weeks. The FFCRA is effective from April 1, 2020 through December 31, 2020.

In order to ensure that employers such as local governments have the workforce needed to respond to the COVID-19 emergency, FFCRA provides that a government entity may opt to exempt emergency responders from the sick and family leave provisions of the bill. The FFCRA defines emergency responders as employees who are necessary for the provision of transport, care, health care, comfort and nutrition of such patients, or others needed for the response to COVID-19. With regard to Leon County Government employees, the defined term includes, but is not limited to, emergency medical technicians, paramedics, emergency management personnel, 911 operators, public works personnel, and others with skills needed to provide aid in a declared emergency. Leon County has exempted personnel who meet the definition of emergency responder from coverage under the FFCRA to ensure the County has the workforce necessary to respond to COVID-19.

However, the County has also ensured emergency responders have access to the necessary leave should they, or someone they care for, exhibit symptoms or test positive for COVID-19. On April 14, the Board ratified the actions of the County Administrator to authorize Administrative Leave for the approximately 400 emergency responder County personnel who are exempt from coverage

under the FFCRA. Through December 31, 2020, these employees will be granted up to 100 hours of Administrative Leave paid at the employee's regular rate of pay if they meet one or more of the following criteria:

- The employee has been tested for COVID-19 and is awaiting the test results;
- The employee has tested positive for COVID-19 and is required by the Florida Department of Health to isolate or is otherwise recovering from COVID-19 based upon the medical advice of the employee's treating physician; or
- The employee is a caregiver for a family member who has been tested for COVID-19 and is awaiting the test results or has tested positive for COVID-19 and is required by the Florida Department of Health to isolate.

Alternatively, EMS personnel may be eligible for Workers' Compensation upon testing positive for COVID-19, retroactive to being tested for COVID-19 and on leave, based upon guidance recently issued by Florida's Chief Financial Officer. In this case, the employee would receive 66% of their regular rate of pay from Worker's Compensation with the remaining 34% supplemented by Administrative Leave.

Leon County has similarly made adjustments to employee leave provisions in accordance with guidance provided by the State. On April 1, the Governor issued Executive Order 20-91, which directed senior citizens (65 or older) and individuals with significant underlying medical conditions to stay at home through April 30, unless they need to conduct essential activities or if they elect to work if they are deemed essential employees. In response, a process was developed for employees to submit, and for Human Resources to consider, leave requests for the reasons outlined in the Governor's order.

All employees that met these criteria and who were unable to telework were provide with one week of Administrative Leave at 100% pay. After that week, beginning April 13, these employees could use their accumulated sick or annual leave balances in order to stay home. If such employees choose to work, supervisors are directed to:

- Continue to ensure social distancing occurs at the workplace on the job site.
- If these employees share a work vehicle, permit the employee to drive separately to the job site.
- Ensure appropriate PPE is provided by the County.

During Phase 1, these outlined employee benefits and related protocols remain in place. As noted previously, the FFCRA is effective through December 31, 2020 and the County Administrator intends to continue providing supplemental Administrative Leave for the duration of the local state of emergency. As Florida and Leon County enter into the next phases of reopening, these practices will be continuously assessed to ensure the welfare of staff and the continued provision of essential services to Leon County residents.

Wellness Activities & Other Resources

Recognizing the that this local emergency can have a negative impact on employees' mental and physical health, several initiatives were implemented continue to promote well-being and ensure County staff received accurate and up-to-date information about COVID-19.

To support supervisors and managers, the County Administrator has focused his monthly Leadership Learning messages around promoting mental wellness, staff morale, and how to successfully manage employees remotely. Human Resource's has also moved all their wellness programs online including offering virtual exercise classes and hosting a "Lunch & Learn" webinar on recognizing when someone is having a mental health crisis.

As noted previously, County Administration, Human Resources, and Community & Media Relations (CMR) have worked together throughout this event to ensure constant communication to employees regarding changes to County operations as well as CDC guidelines for ensuring a safe and healthy workplace. In addition to ongoing email communication and sharing the Leon County COVID-19 Information Portal with staff, the internal Leon Learns Training Portal has been updated with links to the following resources:

- Telecommuting Tips
- First Responders Self Care during Coronavirus
- Working Remotely During COVID-19
- How to Stop Overthinking Everything
- Staying Resilient During COVID-19
- Guide to Donning and Doffing Gloves
- Donning and Doffing Facial Protection
- Safely Remove Your Disposable Gloves
- Taking and Accurately Recording Employee Temperatures

Utilizing the County's social media platforms, CMR has worked to recognize and express appreciation for essential workers in the community, including those that work for Leon County Government. Individual staff members have also been recognized through the County's #WOWWednesday and #HealthcareHereos campaigns. Efforts to recognize and share stories of County employees during the pandemic are ongoing.

Options:

1. Accept the status report on Leon County employee benefits and health/safety protocols related to COVID-19.
2. Do not accept the status report on Leon County employee benefits and health/safety protocols related to COVID-19.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Leon County Standard Operating Procedures & Guidelines Phase 1

Leon County Plan for Reopening

Standard Operating Procedures and Guidelines for Phase 1

(Consistent with Safe. Smart. Step-by-Step. Plan for Florida's Recovery,
Exec. Order 20-112 and CDC Guidance for COVID-19)



Standard Operating Procedures

- Arrange and/or limit furniture and seating in gathering spaces per social distancing guidelines (breakrooms, lobbies, conference rooms, etc.)
- Daily temperature checks and screenings for employees upon reporting for work
- Departmental staff shall be responsible for:
 - Cleaning areas after serving each customer (wipes, hand sanitizer, etc.)
 - Enhanced cleaning of public spaces in facilities and shared work stations and equipment
- Follow CDC guidance regarding symptomatic employees
- Incorporate engineering controls such as physical barriers where possible
- Informational and directional signage
- Maintain social distancing
- Masks/face coverings Protocols
 - Masks/face coverings shall be worn when riding with multiple employees in County vehicles.
 - Masks/face coverings shall be worn by employees and the public in County buildings and in the field when social distancing measures cannot be maintained.
 - Masks/face coverings may be worn by employees in all settings.
 - EMS shall follow CDC guidance for healthcare workers.
- Minimize use of shared items (e.g. writing instruments, paper documents, etc.)
- No handshakes, high fives, or other forms of physical contact
- Sanitize fleet vehicles: Drivers wipe down every touch surface when entering the vehicle and when they return it. ([CDC Disinfection Protocols](#) & [Fleet Policy](#))

Phase 1

All Departments and Divisions:

- Maintain **telecommuting** where possible
- **Stagger shifts** and **lunch breaks**, when feasible, to minimize congregating
- Maintain **online services** and **services by phone**
- Provide services by **appointment** in lieu of walk-in
- Use **Zoom** or **phone conferences** for staff, work group, and advisory committee meetings
- **No non-essential in-person** demonstrations, events, programs, or trainings
- **No non-essential training** and **travel**
- **No volunteers** and **interns** during this phase

Libraries

- Continue to offer **telephone** and **online services** and offer **curbside service** for print and media materials at **all branches** on **normal business days** between 9 a.m. – 6 p.m. and at the **main library** Sunday 1 p.m. – 6 p.m.

DSEM

- Online Services and **by Appointment** – No Walk-ins

Parks and Recreation

- **Greenways and trails** remain open
- **Active recreation programming** remains closed

Solid Waste

- **Hazardous waste**, tires and yard debris drop off and free mulch pick-up re-open

Florida's Next Steps (for future phases)

Key metrics to consider for moving to next steps

- The state maintains the health benchmarks pursuant to the Governor's Safe. Smart. Step-by-Step Plan
- Maintaining hospital bed capacity
- Monitoring COVID-19 test positivity rate