

Agenda Item #18 for October 23, 2018

GENERAL BUSINESS

18. Status Report on Leon County's Preparation, Response, and Recovery Efforts Related to Hurricane Michael
(County Administrator/ County Administration)

**Leon County
Board of County Commissioners**

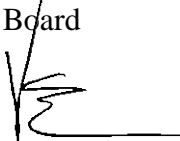
Notes for Agenda Item #18

Leon County Board of County Commissioners

Agenda Item #18

October 23, 2018

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Status Report on Leon County's Preparation, Response, and Recovery Efforts Related to Hurricane Michael

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Andy Johnson, Assistant to the County Administrator for Legislative and Strategic Initiatives Nicki Paden, Management Analyst

Statement of Issue:

This agenda item provides the Board with a status report regarding Leon County's preparation, response, and recovery efforts related to Hurricane Michael. At this time, the recovery process is still ongoing; accordingly, this agenda item should not be considered an After Action Report. Rather, this status report is intended to serve as a summary of activities taken to date by Leon County's emergency operations associated with Hurricane Michael. Pursuant to Leon County's Comprehensive Emergency Management Plan, staff is in the process of preparing a full After-Action Report from Hurricane Michael to be presented separately to the Board within 90 days. In addition, this item provides updates on the financial impacts of the storm and Federal Emergency Management Agency (FEMA) assistance as well as additional housing assistance through the State Housing Initiative Partnership (SHIP) Disaster Program.

Fiscal Impact:

Pursuant to Policy 07-2, Leon County annually establishes a Catastrophe Reserve Fund at 2% of the general/fine & forfeiture fund budget to ensure access to emergency funds in case of a declared local state of emergency in order to pay for expenses such as debris removal, until such time as FEMA reimbursements become available. Based on preliminary storm related cost estimates, the Catastrophe Fund was increased through the carryforward agenda item to 3.7% or \$5.5 million. However, if additional funding is needed to pay for debris cleanup and other storm related expenses, a future agenda item will be provided to the Board to increase the Catastrophe Reserve Fund from existing fund balances. Once the entire FEMA reimbursement process is complete, Leon County will be responsible for 12.5% of the actual expenditures, with the balance being paid 12.5% by the State and 75% by FEMA.

Staff Recommendation:

- Option #1: Accept the status report on Leon County's preparation, response, and recovery efforts related to Hurricane Michael.
- Option #2: Approve the amendment to the Leon County State Housing Initiative Partnerships Local Housing Assistance Plan (Attachment #1) for the Disaster Mitigation Strategy and adopt the associated Resolution (Attachment #2) for submittal to the Florida Housing Finance Corporation.
- Option #3: Authorize the Chairman to extend the Declared Local State of Emergency in 7-day increments as needed until such time as the County's Hurricane Michael recovery operations are complete.
- Option #4: Authorize the County Administrator to provide up to 16 additional hours of annual leave to County employees who were activated for Hurricane Michael response and recovery efforts.

Report and Discussion

Background:

Hurricane Michael was an unprecedented, catastrophic storm which made landfall as a high-end Category 4 hurricane near Mexico Beach, Florida on October 10. As the third-most intense hurricane ever to make landfall in the continental United States and the single-most intense to impact the Florida Panhandle in recorded history, Michael inflicted widespread damage throughout the Panhandle and Big Bend area. Michael was the greatest test to date of Leon County's enhanced emergency preparedness, response, and recovery capabilities resulting from the County's Hurricane Hermine and Hurricane Irma After-Action Reports in back to back years. These reports included comprehensive analyses of Leon County's emergency efforts, leading to a collective total of 205 findings and 145 specific recommendations to further strengthen the County's emergency plans, overall strategies for emergency management, and our community's ability to respond to and recover from future disasters – all of which were fully implemented prior to Hurricane Michael. As described in detail in the remainder of this status report, Leon County incurred extensive storm damage from Hurricane Michael, but emerged with no loss of life.

Significant Enhancements since Hermine and Irma Relative to Hurricane Michael:

Among the recommendations presented in the Hurricane Hermine and Irma After-Action Reports, several stand out as particularly critical to the success of Leon County's preparedness, response, and recovery efforts relative to Hurricane Michael. First, the Hurricane Hermine After-Action Report included a recommendation to return Leon County Emergency Management (LCEM) under the County organization on a year-round basis. Returning LCEM to the County organization has facilitated a much closer alignment of the County's emergency management function with other county operations and has enabled LCEM to streamline year-round coordination with County departments and external agencies, including staffing, training, and field operations. The alignment of LCEM with Leon County Community and Media Relations ensures the highest level of coordination with other departments and divisions of Leon County government throughout the year, enhanced coordination of emergency management training opportunities for County staff, and facilitated even greater sharing of information and resources during emergency events. Today, the Leon County community is better informed and prepared for natural disasters as a direct result of lessons learned from Hurricanes Hermine and Irma, which have led to greater attendance at the County's hurricane-related public events, enhancement and broader distribution of the annual Disaster Preparedness Guide, vastly increased use of the enhanced Citizens Connect mobile app, participation in training events and exercises, and much more.

Additionally, the Hurricane Irma After-Action Report included a recommendation to coordinate with Leon County Schools, the American Red Cross, the Salvation Army, and the Big Bend Disaster Animal Rescue Team to identify specific opportunities to enhance shelter operations and the management of shelter staff, facilities, and supplies. At the May 8, 2018 meeting, the Board approved a tri-party agreement among Leon County, Leon County Schools, and the American Red Cross to make improvements to the County's plan for risk sheltering operations.

These improvements leveraged the assets and resources of each agency to ensure the best coordination of facilities, staffing, supplies, and communication during risk sheltering operations. The close coordination among all agencies effectuated as a result of the Hermine and Irma After-Action Reports has significantly enhanced the operation of emergency shelters, including special needs and pet accessible shelters, to ensure citizens' safety during the height of a disaster.

Overview of Hurricane Michael and Impacts to Leon County:

Hurricane Michael made landfall as a high-end Category 4 hurricane near Mexico Beach with maximum sustained wind speed of 155 mph and a minimum pressure of 919 mb. The storm caused widespread catastrophic damage which spread well inland as Michael remained at hurricane strength into southwest Georgia and presented tropical storm-force gusts as far north as Atlanta. Extensive damage was reported along the storm's path including severe storm surge which flooded coastal communities. In addition, devastating winds caused many thousands downed trees and power lines along the storm's path, resulting in tremendous damage to homes, businesses, and infrastructure. The storm caused widespread power outages which still exist in many of the affected areas in the Florida Panhandle and will take weeks to fully restore.

LCEM began tracking Hurricane Michael on October 2, 2018 as a broad low-pressure area that formed in the southwestern Caribbean Sea. Michael became a tropical depression on October 7 and strengthened quickly, intensifying into a hurricane on October 8 and a major hurricane on October 9. Leon County experienced tropical storm-force wind gusts for a prolonged period of approximately 12 hours that knocked down thousands of trees, blocking over 1,000 roads and causing widespread power outages throughout our community. By comparison, Leon County experienced tropical storm-force winds for approximately 4 hours, with a peak gust of 64 miles per hour during Hurricane Hermine in 2016. Due to the intensity of the storm, many of the weather gauges in Leon County and throughout the affected area were knocked out. The gauge at the Tallahassee International Airport recorded a maximum of 47 mph sustained winds with a peak gust of 71 mph; however, areas further west in Leon County likely received significantly higher winds. Average rainfall throughout Leon County from Hurricane Michael totaled approximately 2.5" to 3".

Immediate response and recovery efforts began well in advance of Michael's landfall and continued around the clock for several days prior to and after the storm. The Leon County Emergency Operations Center (EOC) was activated from October 8 to October 15 for a total of 194 hours during the incident, including a stretch of 182 consecutive hours during the peak of the incident. "Full activation," with all partner agencies represented in the EOC on day and night shifts around the clock, was in place from October 8 through October 13. By comparison, the EOC was activated for 160 hours during Hurricane Irma and 130 hours during Hurricane Hermine. During Michael, approximately 120 personnel per day were stationed at the EOC, with hundreds more Leon County and partner agency staff and volunteers working in the field.

Throughout the Hurricane Michael incident, over 530 Leon County staff participated by coordinating efforts to keep citizens prepared and informed, establishing and staffing shelters to

ensure the safety of Leon County citizens and evacuees from other areas, clearing roadways and restoring critical infrastructure following the storm, providing relief to citizens without power and air conditioning, assisting citizens with navigating the recovery process, collecting and managing storm debris, and much more. These and other specific actions taken by Leon County staff to prepare for, respond to, and recover from Hurricane Michael are included in the following section of this agenda item.

Analysis:

Following is a summary, organized by work area, of the County's preparedness activities related to Hurricane Michael, response and recovery efforts, and current status and outlook for each work area following the storm.

Emergency Operations/ Leon County Emergency Management

Preparation:

- Tracked Hurricane Michael's path for 8 days beginning on October 2 as a broad low-pressure area that formed in the southwestern Caribbean Sea.
- Distributed flash flood, tornado, and hurricane watches and warnings as they occurred, beginning with the initial hurricane watch on October 8.
- Conducted 12 conference calls with more than 50 local and State partners beginning on October 7 to share information related to the storm and to coordinate a planned response. From October 8 to October 12, conference calls were held twice daily at 10:30 AM and 4:00 PM.
- Activated the Emergency Operations Center (EOC) on Sunday, October 7 to coordinate the preparedness, response, and recovery efforts of our local emergency management partner agencies.
- Coordinated efforts to call more than 1,000 citizens on the special needs registry list to ensure they were safe and prepared for Hurricane Michael.
- Reached out to all skilled nursing homes and assisted living facilities in Leon County to ensure that they were aware of the potential storm track and to verify that they had reviewed their emergency plan and were ready to implement it. Also verified the availability and capacity of backup power generation at each facility, as well as emergency evacuation plans in the event of a long-term power outage.

Operations:

- Operated the EOC for 194 hours (182 consecutive hours) starting on October 7 with an average of 120 personnel working per day during full EOC activation.
- Served as the lead entity responsible for the operation of the EOC throughout the event.
- Served as the lead entity for coordinating and requesting assistance and resources from the State of Florida for all local emergency management partners.
- Continued to make contact with each skilled nursing home and assisted living facility throughout the event at least daily and called after the storm passed to assess each facility's situation.

- Coordinated the acquisition of supplies for point of distribution sites at 10 locations throughout the County. These sites operated for 3 days and distributed over 500,000 bottles of water, 265,000 meals ready to eat (MREs), and 7,000 bags of ice to Leon County citizens.

Current Status and Outlook:

- Returned to monitoring-level EOC activation on Tuesday, October 16.
- Coordinating the submittal data and information to FEMA for further recovery assistance and cost reimbursement.
- Coordinating with Leon County Facilities and FEMA to establish a Disaster Recovery Center at the Main Library, which will provide citizens with information about FEMA programs or other disaster assistance needs or questions related to their circumstance.
- Coordinating with Tallahassee-Leon County GIS and FEMA in preparation for the deployment of FEMA Disaster Survivor Assistance Teams, which will assist citizens with doorstep registration for disaster recovery assistance.
- Continuing to coordinate information to connect agencies involved with continuing response operations in other affected counties with resources at the state's emergency responder base camp at the Tallahassee National Airport.
- County and City staff completed preliminary damage assessments on Monday, October 15 to support the County's request for federal recovery assistance, which was granted on Tuesday, October 16 after close coordination with FEMA representatives in the field.
- Continuing to coordinate ongoing recovery efforts with community partner agencies.
- The State EOC has requested local assistance to support ongoing operations in other affected counties. LCEM coordinated the deployment of our Emergency Management Coordinator and equipment to assist ongoing operations in Liberty County.
- Scheduling "hot wash" meetings in the coming weeks to debrief with other Leon County departments and partner agencies to inform the upcoming After-Action Report.
- Coordinating awareness in partnership with Leon County Community & Media Relations regarding Operation Blue Roof, a program offered by the State of Florida, the Federal Emergency Management Agency, and the U.S. Army Corps of Engineers that provides temporary roof repairs for homes affected by the storm.

County Administration

Preparation:

- Planned, developed, and implemented a full-scale shelter activation exercise to provide Leon County Schools and the American Red Cross an opportunity to test improvements to the County's risk shelter operations plan and put into practice recent training and protocols.
- Coordinated with Leon County Schools, the Capital Area Chapter of the American Red Cross, and other partners to open 6 emergency shelters which housed over 1,500 people and approximately 200 pets during the incident.
- Coordinated the preparedness activities of all Leon County staff and resources.
- Assigned personnel to support both EOC and field operations before and throughout the event.

- Coordinated with the County Attorney's office to prepare a declaration of a local state of emergency for the Chairman's execution.
- Coordinated with the Chairman on October 8 to issue a voluntary evacuation order for citizens living in manufactured or mobile homes in order to give citizens adequate time to leave the area, if they chose to do so.

Operations:

- The County Administrator provided 15 e-mail updates to the Board in order to provide Commissioners with timely, accurate, and consistent information regarding preparation, response, and recovery efforts.
- Designated staff to serve as a Board Liaison to respond to citizen inquiries and concerns. All citizen concerns forwarded to the Board Liaison were timely resolved.
- Served as liaison to constitutional officers by providing regular status updates on the hurricane and County response efforts.
- Shared "Hurricane Michael Daily Briefs" (described in Community & Media Relations section below) with each member of Leon County's state and federal legislative delegation to keep delegation members informed and leverage their ability to reach citizens through social media.
- During and after the storm, representatives from County Administration staffed the EOC during the entirety of the activation. Staff provided critical guidance regarding the deployment of County resources during response and recovery efforts.

Current Status and Outlook:

- Coordinating efforts to seek FEMA reimbursement for costs associated with Hurricane Michael with support from LCEM. Staff is currently documenting expenses related to eligible Public Assistance cost recovery expenses.
- Coordinating with emergency management partner agencies to host Community Listening Sessions in order to collect citizen feedback regarding preparedness, response, and recovery efforts, as provided in the County's Comprehensive Emergency Management Plan.
- Coordinating the development of a comprehensive After-Action Report in collaboration with LCEM.
- In light of the ongoing regional recovery needs for skilled trade workers to restore electricity, remove debris, and repair/rebuild homes and businesses throughout the affected area, coordinated with Leon County Schools, the Tallahassee Builders Association, Donald L. Tucker Civic Center, and other stakeholders to reschedule the Leon Works Expo and Training Our Talent lecture series to Spring 2019.

Community & Media Relations

Preparation:

- Promoted the Citizens Connect App and Emergency Information Portal (EIP) through radio, digital media, social media and other platforms. As a result, more than 1,400 people have downloaded the app since October 9, bringing the total to nearly 17,500

users receiving push notifications with critical updates and more than 116,000 page views.

- Revised and refocused www.HaveAHurricanePlan.com to be more intuitive, more informative, and to feature additional resources and assistance available from community partners.
- Printed and distributed the 2018 Disaster Survival Guide throughout the community and online. More than 80,000 copies were distributed by the Tallahassee Democrat, Capital Outlook, faith-based partners and in County and City facilities. Disaster Survival Guide was also added to the Tallahassee Democrat's online "Hurricane Hub" section as a resource at the beginning of hurricane season.
- Hosted the Build Your Bucket disaster preparedness event in partnership with the American Red Cross and the City of Tallahassee. Over 2,500 citizens attended and received supplies critical during a disaster such as flashlight, tarps, batteries, and more.
- Hosted Citizen Engagement Series event: *When Disaster Strikes It's Too Late to Plan*, inviting national, state, and local partners to encourage community resilience and preparedness.
- Communicated to citizens through social media, press releases, GovDelivery, and the Leon County Emergency Information Portal (EIP) prior to the storm regarding disaster preparedness, sandbag locations, and preliminary office and facility closures.

Operations:

- Coordinated three press conferences with consistent information that involved local, state, and national media partners.
- Coordinated County Administrator interviews with the Weather Channel, NPR, and PBS, reaching a national audience.
- Updated the EIP throughout the event. This information included information on preparedness, road closures, school/office closings, sandbag locations, open shelters, damage assessment reports, and more.
- Provided a "Hurricane Michael Daily Brief" to the public for six days starting on October 8, beginning with morning and evening updates on October 11. Daily briefs were distributed to more than 32,000 email subscribers (each day) and posted on social media. The daily briefs were also distributed to all media outlets and asked to share with their audiences.
- Coordinated with WFSU to embed two reporters at the EOC on October 10 and 11 in order to provide hourly radio interviews with updates on weather, safety tips, and other important information.
- Coordinated with iHeartRadio group to provide live interviews and updates to have a regional impact.
- Issued 13 news advisories and releases.
- Provided 100 Facebook updates before, during, and after the event which received 1,867 likes, comments or shares. The County's Facebook posts reached 330,510 people and increased likes by more than 500 since the storm. Issued 118 tweets reaching over 446,100 people, which were shared over 1,100 times. Instagram reached more 14,000

people with 19 posts. And an additional 1,000 businesses were reached through posts on LinkedIn.

- Provided immediate response to citizen inquiries via social media, responding to each inquiry in less than 20 minutes.
- Ran 300 radio spots on Adams Radio Group, Cumulus, and WFSU stations to promote preparedness and Leon County's "Stay Informed. Stay Connected." message.

Current Status and Outlook:

- All public information efforts related to Hurricane Michael have resulted in Leon County's message being seen, heard, and read nearly 3 million times.
- Continuing to promote information regarding the recovery process through press release, social media and push notifications through the Citizens Connect app.
- Promoting information regarding the damage assessment process on social media and the EIP.
- Promoting available state and federal disaster loan programs to businesses and FEMA assistance for individuals impacted by Hurricane Michael on social media and the EIP.
- Issued a press release and promoting on social media and the EIP information about yard debris removal and free drop-off of storm debris at all Rural Waste Service Centers and the Solid Waste Management Waste Facility.

Public Works

Preparation:

- Inspected vehicles and equipment, checked potential flooding areas to clean blockage, tested pumps, conducted an inventory of barricades, and loaded trucks to activate sandbag locations on Monday, October 8.
- Contacted City of Tallahassee Utilities and Talquin Electric to coordinate "road clearing task forces" comprised of public works and utility crews pre-deployed together at locations throughout the County prior to the storm in order to expedite road clearing efforts.
- Scheduled Fleet and Purchasing staff for equipment repairs and warehouse needs.
- Coordinated with the County's fuel supplier to ensure availability during and after the storm to continue operations.
- Activated debris removal contractors for support with "cut and toss" operations to facilitate faster openings of blocked roads, and to remove debris from public and private roads.
- Identified staff to assist shelter operations, comfort stations, Points of Distribution Stations, and the Citizen Information Line.
- Deployed variable message boards and signs to Red Cross Shelter locations.
- Distributed over 70,000 sandbags at the Solid Waste Management Facility, Ranchero Road at Oakridge Road, J. Lee Vause Park, and Tekesta Park in Killbuck Lakes.
- Activated Alpha/Bravo shifts on Tuesday, October 9 consisting of seven crews working 12 to 24 hour shifts to expedite road clearing efforts and to provide additional administrative support.

- Pre-deployed crews to six previously selected hardened school locations (Fort Braden, Oak Ridge, Montford, Chaires, Canopy Oaks and Chiles) due to their strategic locations as well as one location at the Public Works Operations Center.

Operations:

- Began responding to downed trees and other calls for service on Wednesday, October 10 prior to the storm's peak weather impacts. Resumed clearing operations as soon as winds fell below tropical storm force.
- Overall, cleared over 1,000 roads with downed trees blocking roadways. Approximately 45% of all County-maintained and private roads in the County were blocked following the storm. All roads were passable and reopened by 5:00 PM on Sunday, October 14.
- Coordinated road clearing task forces with the City of Tallahassee and Talquin Electric to remove electrical lines entangled in trees.
- Coordinated with Leon County Schools to clear school entrances and exits and bus stops in the unincorporated area in anticipation of schools reopening on Monday, October 15.
- Contacted the Florida Department of Environmental Protection to activate eight disaster debris management sites within Leon County to stage debris.
- Began debris pickup on the County's main corridors, schools, and school bus stops in the unincorporated areas on Saturday, October 13.
- Mosquito Control provided support to the state's emergency responder base camp at the Tallahassee National Airport.

Current Status and Outlook:

- Began neighborhood debris removal on Monday, October 15. As of the publication of this agenda item, 32 debris removal trucks are currently operating in the five identified collection zones.
- Returned to normal operating hours on Tuesday, October 16, with the exception of some staff who will continue to work outside of normal operating hours to help coordinate debris removal and debris monitoring activities.

Office of Resource Stewardship

Preparation:

- Confirmed, updated and distributed all staff rosters and family plans. Prepared post-storm communications plan for staff response.
- Assigned Office of Sustainability, Parks and Facilities staff to serve in the EOC to support the call center, Operations, and Logistics.
- **Facilities Management:**
 - Prepared all County buildings prior to the storm, including inspecting generators, topping off fuel tanks, checking rain gutters and drains, placing sandbags as needed, removing wind-borne hazards, and adjusting security settings.

- Configured the Public Safety Complex (PSC) for full EOC activation prior to the storm. The PSC is designed to be able to operate on generator power for up to 14 days.
 - Arranged for additional security and custodial services at the PSC and key support sites such as Public Works and Main Library.
 - Planned for staffing and logistical needs the day following the storm, identified vacant office space for use as needed following the storm, and prepped, fueled and pre-staged key equipment to provide for rapid response.
 - Prepared Logistics Staging Area (LSA) at Lake Jackson Town Center (LJTC), pre-staged key equipment and received 8 pallets of water and 4 pallets of snacks from Second Harvest. In preparation to activate the Comfort Station post-storm, the water and food were positioned to Main Library.
 - Pre-storm, received 150 pallets of water at the LAS and pre-staged pallets at two distribution sites (Miccosukee Concord School and Fred George Park).
 - Prepared to activate post-storm Comfort Station at the Main Library and rural distribution centers (Fred George Park and Miccosukee Concord School) including custodial services, key personnel, signage, and potential assignments.
 - Ensured private tenants of County owned office space were informed of preparations and closures.
- **Parks & Recreation:**
 - Prepared all County parks prior to the storm, including canceling existing programming and reservations for community centers and campgrounds, and removing wind-borne hazards.
 - Assisted with staffing the County sandbag locations.
 - Prepped and fueled all Parks equipment and pre-positioned one (1) vehicle at the PSC/EOC for use by the post-event Damage Assessment teams.
 - **Solid Waste:**
 - Identified alternative sources of fuel for the subcontractor long-haul trailers which deliver waste to the regional landfill.
 - Prepared the Solid Waste Management Facility Transfer Station and Rural Waste Service Centers prior to the storm, including inspecting generators and topping off fuel tanks, as well as expediting operations at the Transfer Station to allow hauling trailers to be staged safely indoors.
 - Led coordination to ensure solid waste agencies and partners collaborated on tentative post-storm operations plan for collection, transfer, hauling and burial.

Operations:

- **Facilities Management:**
 - Coordinated with the Supervisor of Elections for vehicle support.
 - Provided logistical support for mobilizing food and other resources to the comfort station.
 - Deployed sleeping cots at the PSC and re-configured designated sleeping areas.

- Hosted PSC operations, including uninterrupted service of power, cooling, custodial, security with around-the-clock on-site staff support.
 - Provided heightened food service support to the PSC occupants throughout activation, preparing over 3,500 meals.
 - Prepared vacant space (former YMCA space) in the Huntington Oaks complex to serve as a possible host shelter.
 - Assessed County properties for any reports of damage. No major damage was reported at any County property.
 - Provided logistical management of the Logistics Staging area at LJTC, receiving an additional 8 semis of water containing 150 pallets, plus 20 pallets from private sector. Received 24 pallets of tarps and 12 pallets of MREs. Majority of these supplies were distributed to the locally operated distribution centers. Others were provided to partner agencies for distribution.
 - Established water distribution sites at three locations complemented by Florida National Guard personnel: Ft. Braden, Woodville, Apalachee Regional Park. These sites were staffed by Facilities, Parks and other Leon County staff. Sites supplemented upon arrival of National Guard assets.
 - Coordinated and managed the County-operated points of distribution at Fred George Park and Miccosukee Concord School.
 - In total, facilitated the distribution of over 500,000 bottles of water, 265,000 meals ready to eat (MREs), and 7,000 bags of ice at 10 points of distribution throughout the County over a 3-day period immediately following the storm.
- **Parks & Recreation**
 - Assigned staff to serve during the EOC activation in support of Operations.
 - Contributed to community water distribution sites through logistical support and labor (Concord School and Fred George Park).
 - Provided support for management of the National Guard distribution sites at Apalachee Regional and Woodville, and oversaw the County-operated POD at Ft. Braden.
- **Solid Waste**
 - Suspended curbside Solid Waste services on October 10 and 11 due to high winds and storm debris scattered on roadways. Resumed service of garbage and recycling on Friday, October 12th serving through Sunday to catch route service up to routine schedule.
 - Waived all fees for citizens to bring yard debris to the Solid Waste facility from Friday, October 12 through Sunday, October 21, receiving an estimated 181 tons of citizens' yard debris.
 - Transfer Station operated extended hours from October 12 through October 19 to accommodate key users. Also coordinated reciprocal hours with the waste hauler and landfill disposal.
 - Supported receipt of City yard debris providing scaling and processing of approximately 2,600 tons.

- Waived all fees for the Rural Waste Service Centers through October 21, resuming normal operations beginning Monday, October 22.

Current Status and Outlook:

- **Facilities Management**

- In partnership with Goodwill of the Big Bend, facilitated the donation of approximately 4,000 tarps for redistribution to storm impacted individuals.
- Coordinated with the State, Second Harvest and others for the redistribution of remaining water supplies.

- **Parks & Recreation**

- Assessed County parks for any reports of damage. Significant damage was reported at J. Lee Vause Park resulting in temporary closure for removal of debris and dangerous trees.
- All active parks were deemed safe and reopened by close of business on Monday, October 15, but on-going cleanup and repairs continued. Only minor damage such as scoreboards, pavilions, dugout roofs, and fencing.
- All community centers reopened the morning of October 17 to host regular programming.
- All campgrounds were reopened by close of business on October 17 in time to support high camping demand related to the FSU Homecoming festivities.
- Greenway staff continue to clear trails. J. R. Alford, Miccosukee, and NE Park trails were all passable by close of business on Wednesday, October 17. Work continued on Fred George Greenway and Park, St. Marks Headwaters Greenway, and Orchard Pond Trail.

- **Solid Waste**

- Resumed service for household garbage and recycling on Friday October 12, with a three-day delay. All routes returned to normal Monday, October 15th.
- Immediately following the storm, modified operational hours for the Solid Waste Management Facility and Transfer Station including Sunday, normally a non-operational day.
- Added staff capacity to assist the high volume of waste-related calls to ensure the County's responsiveness to all citizens.
- In regards to debris removal, staff served as quality control and provided key field based insight.

Emergency Medical Services

Preparation:

- Reviewed the EMS Division's Emergency Operations Plan and notified all staff via memorandum and training at the beginning of Hurricane Season of their designation as emergency critical.
- Participated in emergency management conference calls beginning Sunday, October 7.

- Conducted multiple EMS Command Staff meetings between Monday, October 9 and Wednesday, October 10 to establish staffing plans, prepare equipment and finalize preparedness activities.
- Compiled information from the U.S. Department of Health & Human Services regarding the number and status of Medicare beneficiaries in the county to support the Florida Department of Health in Leon County and other EOC agencies.
- Initiated EMS' Emergency Operations Plan for tropical system impacts on Sunday, October 7 and issued an internal situational report reminding staff to take protective measures at home and to be prepared for possible full staff recall and the likelihood of extra shift assignments.
- Assisted in contacting every individual on the Special Needs Registry on Monday, October 8 and Tuesday, October 9 to identify those that may require additional assistance with transportation to the Special Needs Shelter.
- Coordinated with LCEM, Department of Health, Leon County Schools, and StarMetro to plan for transportation needs to the Special Needs Shelter.
- Checked and ordered additional equipment and supplies to ensure operational readiness. This included facilitating ambulance repairs with Fleet Management.
- Identified strategic ambulance staging locations and areas of last refuge throughout the County for members deployed in the field which included county facilities, schools, fire stations and hospitals.
- Conducted planning and logistical support for staff recalled to work extra assignments. Due to the forecasted severity and timing of the storm impacts, EMS had all scheduled day shift members report for duty at 6 PM on Tuesday, October 9 and all scheduled night shift members report for duty at 6 AM on Wednesday, October 10.

Operations:

- Responded to 496 requests for service from October 10 through October 12. The evening of Wednesday, October 10 through the morning of Thursday, October 11 was the peak operational period for EMS where requests for service were 72% higher than typical call volumes.
- Provided staff at the EOC from 9 AM on Monday, October 8 through 6 PM on Sunday, October 14.
- Coordinated the setup of equipment at the Special Needs Shelter; assisted with transportation of individuals that required transportation to and from the Special Needs Shelter; and, provided paramedics at the shelter from Tuesday, October 9 through Saturday, October 13.
- Assisted in contacting all skilled nursing home facilities and assisted living facilities in Leon County regularly from Monday, October 8 through Friday, October 12 and provided a dedicated liaison for these facilities in the EOC. Post impact, in instances where the status of the facility was unclear, EMS members went to the facility to verify the status and determine if there were any unmet needs.
- Deployed additional ambulances and EMS dispatchers; specialty equipment such as golf-cart ambulances; and personnel from Tuesday, October 9 through Friday, October 11.

- Remained in close contact with hospital partners and deployed an EMS liaison to the TMH Emergency Operations Center at their request. EMS also participated in Capital Regional Medical Center's situational conference calls. All emergency medical agencies and facilities remained operational and capable of accepting patients throughout the event.
- Coordinated community medical needs with the Florida Department of Health in Leon County and the Big Bend Regional Healthcare Coalition.
- Provided assistance via telephone for individuals calling from severely impacted areas with medical concerns.
- Provided support and ambulance transportation to individuals being evacuated from severely impacted areas into facilities located within the county.
- Provided support to citizens with medical equipment concerns, needs at medical facilities, as well as medical equipment and supply issues at citizens' homes.
- Assisted citizens in moving mobility-challenged individuals to assist with evacuation and/or transport to shelter locations.
- Assisted citizens that are dependent on oxygen with setting up portable oxygen cylinders and coordinating services with medical supply providers.

Current Status and Outlook:

- On Friday, October 12, EMS began to experience a decline in the number of requests for service. On Saturday, October 13, the number of requests for service returned to pre-storm levels.
- EMS returned to normal operating conditions and staffing on Saturday, October 13.

Animal Control

Preparation:

- Animal Control participated in a full scale sheltering exercise prior to start of the 2018 Hurricane season to test operational improvements made following the response to Hurricane Irma in 2017.
- Animal Control conducted several volunteer animal sheltering training courses in cooperation with the Big Bend Disaster Animal Response Team (DART).
- Checked equipment and supplies and ensured the Emergency Mobile Animal Shelter was ready to deploy on Monday, October 8.
- Reached out to the Tallahassee-Leon County Animal Service Center to secure additional supplies and equipment if needed.
- Coordinated with Big Bend DART on Sunday, October 7 to prepare emergency animal sheltering services at designated shelters.
- Placed a request for the Mobile Animal Response Equipment (MARE) unit from the State Agricultural Response Team, which was received by Animal Control on Monday, October 8.

Operations:

- Hosted pet accessible shelters at Chiles High School and the Special Needs Shelter at Florida High School throughout the incident.
- Deployed kennels and other resources to all other risk shelter locations in order to accommodate anyone seeking shelter with a pet.
- Monitored shelter populations and delivered additional resources throughout the event to shelters receiving a large number of animals. Approximately 150 pets were sheltered at Chiles High School, the designated pet friendly shelter and over 40 animals were sheltered at the other shelter locations throughout the event.
- Coordinated with Big Bend DART volunteers to ensure enough people were on hand to assist with animals in the shelter environment.
- Staffed Animal Control Officers at shelters with the largest animal populations during the height of the storm.
- Transported pets and pet shelter supplies and provisions from Chiles to Sail High School on Thursday, October 11.
- Transported pets in coordination with COT to relocate residents without transportation back to their homes on Friday, October 12.
- Moved pet shelter supplies and provisions from emergency shelters to host shelters on Sunday, October 14.
- Remained on standby to check and receive animals at risk shelters through Sunday, October 14.
- Continued to care for animals at the special needs shelter through Monday, October 15.
- Responded to a request from the Humane Society of the United States and the State Agricultural Response Team on Saturday, October 13 to gather and transport water and pet supplies from our local community partners to neighboring counties who had requested immediate assistance.

Current Status and Outlook:

- Resumed normal operations on Monday, October 15 with no noticeable call increases.
- Planning a debriefing and review of the division's emergency operations plan and response to Hurricane Michael with community partners.

Human Services & Community Partnerships

Preparation:

- Volunteer Services recruited volunteers and activated the Citizen Information Line (CIL) at the EOC on Tuesday, September 5.
- Established a schedule for Alpha/Bravo shifts for HSCP managers at the EOC.
- Contacted housing contractors to ensure that materials at housing rehabilitation sites were safely secured.
- Provided to Community & Media Relations contact information for CHSP agencies in order to share all updates regarding Hurricane Michael.
- Assisted in the coordination and opening of risk shelters and participated in volunteer shelter training in order to be ready to assist with shelter staffing if necessary.

- Participated in the planning and preparation of Comfort Station and Rural Distribution Center operations.

Operations:

- Maintained operation of the Citizens Information Line (CIL) throughout the event and received over 3,400 citizen calls. 52 volunteers donated over 800 hours of volunteer time to support CIL operations.
- Assigned staff to support operations at risk shelters during the event.
- Recruited volunteers for the Comfort Station at the Main Library and coordinated with non-profit partner agencies to set up information tables to assist citizens with questions regarding the recovery process.
- Staffed the Comfort Station at the Main Library. Approximately 6,000 citizens visited the Main Library from October 12 through 14, including over 1,800 who visited the Comfort Station.
- Distributed over 4,000 bottled waters and sports drinks as well as nearly 14,000 snacks to citizens who visited the Comfort Station.
- Staffed the Community Resource Center at the Main Library.
- Assisted in staffing damage assessment teams and points of distribution.
- Reviewed the County's Emergency Housing Repair Strategy in the Local Housing Assistance Plan.
- Coordinated the arrangement of Comcast/Xfinity hotspot at the Main Library.
- Secured a partnership with Publix to provide bags at the Comfort Station.

Current Status and Outlook:

- The CIL remains partially activated to provide disaster recovery information to residents of Leon County and the Big Bend region.
- Coordinating with CMR to inform residents that Emergency Housing Repair Funding is available for qualified residents whose homes may have been impacted by Hurricane Michael.
- Monitoring for any state or federal funding made available for disaster recovery.
- Continually informing citizens of the County's disaster recovery resources
- Referring citizens to 2-1-1 Big Bend for general disaster recovery information
- Reaching out to Community Human Services Partnership (CHSP) agencies to determine programs, services, and resources that are available to disaster victims
- Coordinating the distribution of resources with local partners (i.e. free tarps through Goodwill, Inc., assistance with food stamp replacement application submittal through Legal Services of North Florida, promotion of assistance with filing insurance claim through the Florida Department of Financial Services, etc.)
- Identifying additional local agencies with programs and services that provide housing assistance for Leon County residents and Hurricane Michael evacuees
- Determining whether any veteran service organization experience structural damage and offering emergency assistance through the County's Veteran Services Organization Grant Assistance Program.

Development Support & Environmental Management

Preparation:

- Ensured that County vehicles were topped off with fuel on a daily basis.
- Ensured field staff had appropriate rain gear, a working phone and mobile desk computer charger in their County vehicle, and reviewed County vehicles to ensure they were equipped with all necessary storm-related emergency supplies including bottled water and flashlights with extra batteries.
- Conducted site visits to all active development sites before the storm to ensure that all permitted and applicable sediment and erosion control measures were being appropriately implemented, and onsite building materials were adequately secured.

Operations:

- Assisted in staffing the EOC and Citizens Information Line.
- Received Red Cross Shelter training and assisted in staffing emergency shelters.
- Assisted with staffing community damage assessment teams.
- Coordinated with the City of Tallahassee Growth Management Department to notify electrical contractors outlining the procedures for electrical reconnections after the storm event to ensure procedural consistency between jurisdictions.

Current Status and Outlook:

- Staff is completing damage assessment-related activities. DSEM resumed normal operations with full staffing on Monday October 15.
- Once damage assessment is completed, staff will be able to determine the impact of storm-related permitting activity. Permit fees associated with work required to mitigate storm-related damage will be waived if the work is completed by the homeowner or a licensed contractor.

Tourism Development

Preparation:

- Hosted a meeting with tourism industry partners on August 1 and addressed emergency response and communications; also recruited additional hotel and restaurant partners on the GroupMe app as it is a primary communications tool with tourism industry partners during emergencies.
- Canceled the Oct. 12-13 FSU Invitational/Pre-State Cross Country meet at ARP and notified more than 400 Junior High & High School Cross Country Teams statewide via email, social media and the website that the Cross Country event was canceled. This event had a record number of teams participating this year.
- Began removing all signage and course flagging for FSU Invitational/Pre-State Cross Country meet at ARP on the 3K, 5K, 6K, 8K and 10K courses, and gather/relocate all rental equipment (light towers, utility carts, port-a-lets and temporary signage) to a secure location.
- Prepared and launched the Travel & Weather Alert page on VisitTallahassee.com.

- Finalized social media strategy, stopped all advertising, and began sharing County posts and information and other government updates while responding to tourism-specific media inquiries from Reuters and also Meetings Today.
- Coordinated daily staff meetings to provide updates and review protocols, began communication with industry partners surveying hotel availability and providing updates/monitoring communication or requests on GroupMe; Emailed the TDC and the industry about advance hurricane preparations, activation of EOC and Weather/Alert page and the cancellation of the FSU Invitational/Pre-State Cross Country meet at ARP.
- Polled local restaurants willing to provide meal service for the EOC during activation and provided the list to the EOC Logistics Team. Also coordinated with the Florida Restaurant & Lodging Association seeking food service for the EOC.

Operations:

- Surveyed 61 hotels, restaurants and attractions via calls, texts, and GroupMe daily throughout the storm event.
- Began staffing schedule at EOC and participated in twice-daily emergency management conference calls, updated staff with key information.
- Activated the Travel & Weather Alert page on VisitTallahassee.com on Tuesday, October 9. The page provided links including lodging options, GasBuddy.com-a fuel availability website, and the Leon County EIP and Citizens Connect mobile app, while modifying the message accordingly as recovery efforts continued.
- Shifted all active marketing efforts and social media activity to advisories for travelers/evacuees and communicated with local restaurants to actively report their open/closed status on the OEV/BusinessStatus website.
- Tourism Staff worked six shifts among the PODs: Fort Braden, Fred George, and Concord distributing supplies to residents in need.
- Communicated local information to VISIT FLORIDA and VISIT FLORIDA Welcome Centers.
- Assisted the City of Tallahassee Utilities in locating alternative accommodations for more than 500 utility recovery linemen, utilizing FAMU's Lawson Center and numerous area churches.

Current Status and Outlook:

- Continuing to provide marketing messages that support current tourism industry events and partners. This coordination is essential in ensuring the traveling public that Leon County continues to host visitors and that all attractions and activities are functioning without interruption.
- Continuing to monitor availability and coordinate with hotels and industry partners for the upcoming FSU Homecoming game against Wake Forest on October 20.
- Begin processing all of the requests for refunds or credits to the more than 400 Junior High & High School Cross Country Teams due to the cancellation of the Oct. 12-13 FSU Invitational/Pre-State Cross Country meet at ARP.

Office of Information & Technology

Preparation:

- Reviewed the department's Continuity of Operations (COOP) Plan on Monday, October 8 and updated the staffing plan to include MIS/GIS staff at the EOC, the Jail Data Center to support the Jail Management System, the Courthouse Data Center, and the Public Works complex to support the work order management system as well as expanded the on call support of the Technical Services Center for desktop and Systems/Network team for technical support for the Emergency Operations Center while activated.
- Obtained a full set of backups of County data and monitored the backup routines closely to assure 100% successful completion before the storm.
- Prepared paper copies of warrants and First Appearance Packets for law enforcement and courts as a precaution in case power, network or computers became unavailable.
- Prepared paper rosters for EMS in case its automated system became unavailable.
- Updated the County's emergency alert/notification system with current contact information for MIS/GIS staff.
- Prepared the EOC computers, GIS equipment, and audio/visual equipment for full activation.
- Tested 80 EOC computers and applied any patches or needed software.
- Shared the online Citizen Service Request notifications to key people at the EOC's Citizens Information Line (CIL) to ensure continued response to emergency citizen needs.
- Coordinated with CMR to maintain updates to the EIP.
- Updated the after-hours phone messages and made adjustments for office hours for the County and the Constitutional Offices.

Operations:

- Provided and updated 14 smartphones to County Public Works staff configured with an app to capture photos with date stamping and GPS locations in order to document County expenses for potential FEMA reimbursement. Crews were able to take before and after photos of work which were automatically loaded to Dropbox for administration to access and review.
- GIS developed a damage assessment application and workflow for designated staff to collect information with a smart phone, and provided training on the use of the application and ongoing support while damage assessment teams were in the field. Provided 20 smartphones for use by the damage assessment teams and configured a GIS application on the phones.
- The MIS Network team set up phones and a three station call center for 2-1-1 Big Bend to relocate their operations in the Emergency Operations Center. Centurylink ported the 2-1-1 phone system to the County exchange.
- Supported the enhanced on-hold message and music for the Citizens Information Line. Assisted with the recording messages on demand to provide up-to-date information while citizens were on hold.
- Reactivated the Storm Recovery Hotline and email address.

- Added six more phone extensions from the EOC area to the Citizens Information Line as overflow.
- Provided technical support for ambulance technology during the event.
- Supported the Main Library Comfort Station after the event and setting up 114 charging stations at the Main Library.
- Coordinated with Leon County Human Resources and the Clerk's Office to run payroll and prepare the tracking of storm-related work.
- Provided user support for tracking EOC activities through the WebEOC incident management system. Over 4,200 activities were tracked in WebEOC during the event.
- Provided mapping support for roadway obstructions, special needs individuals, shelter locations, Comfort Stations, food/water distribution points, and debris collection zones.
- Developed a mapping application to view, edit, and analyze various data sets such as roadway obstructions, shelters, traffic signal status, and traffic signals requiring generator power. This application was used throughout the EOC and affiliated agencies.
- Developed WebEOC dashboards for presentation of data for traffic signals, damage assessment, shelter occupancy, road obstructions.
- Prepared and printed several maps of the damage assessment zones for the assessors to use in the field.
- MIS/GIS staff rotated shifts for Alpha/Bravo shifts at the EOC, at Public Works, the Courthouse, and the Jail. Other shifts included staff on remote on-call support for mission critical applications.
- Logged nearly 200 IT support calls in the EOC over the six day activation.
- MIS provided six staff members to support other operations at shelters, comfort stations, and points of distribution.

Current Status and Outlook:

- All County applications are operational. Most facilities have network and Internet connectivity. Ft. Braden's Branch Library, Gadsden County and Liberty County court complexes and jails do not have connectivity due to power outages. Some Roll-Off sites and parks are still offline and require site visits that will be conducted shortly.
- Continuing to provide damage assessment field work with FEMA and mapping support.
- Received over 115,000 views to critical County websites during October 9 through October 14 by 44,708 individual users. 87% of those views for the Emergency Information Portal were accessed by mobile devices. Nearly 60% of the views for other County sites were accessed by mobile devices.
- Received 138 requests through the Citizen Connect App and/or website.
- Supporting Facilities in providing hosting offices with phones and technology for displaced State Attorney staff from Gadsden and Liberty Counties.

Office of Intervention & Detention Alternatives

Preparation:

- Coordinated with Court Administration to ensure staff availability for jail intake screenings, supervised pretrial releases, and First Appearance preparation and hearings in accordance with the Administrative Order.
- Participated in emergency management conference calls beginning Sunday, October 7.
- Informed offenders to contact the Intervention and Detention Alternatives (IDA) automated messaging line for notifications and/or instructions to maintain compliance with court-ordered conditions.
- Prepared and secured documents to ensure staff's ability to continue community supervision of offenders assigned to the Supervised Pretrial Release and Probation Divisions in the event of prolonged power or computer system outages.
- Contacted all offenders assigned to electronic monitoring in the 24 hours preceding the hurricane with instructions to charge devices leading up to anticipated power outages; identified evacuation plans; and coordinate sheltering options to ensure continued compliance with court-ordered conditions.
- Contacted alleged victims of offenders monitored by global positioning satellite (GPS) devices to confirm up-to-date contact information and evacuation plans to ensure prompt notifications regarding any matters of non-compliance throughout and following the severe weather.
- Collaborated with the Leon County Sheriff's Office, Tallahassee Police Department, and law enforcement agencies in the evacuation areas to provide GPS device charging locations for offenders impacted by power outages due to the storm.
- Collaborated with the Leon County Sheriff's Office and community partners to provide sheltering for sex offenders with community contact restrictions.

Operations:

- Scheduled key personnel for continued 24/7 supervision of electronic monitoring offenders and coverage at the Leon County Detention Facility for Supervised Pretrial Release responsibilities.
- Scheduled all emergency support personnel to assist with sheltering, points of distribution, and comfort station operations.
- IDA administration was available for immediate response to Court Administration related to court functions.
- Continued regular monitoring of all offenders assigned to global positioning satellite (GPS) monitors.
- Assisted Animal Control by identifying offenders ordered community service hours to assist with shelter operations and the demobilization of shelter equipment and supplies.
- Distributed information about the Disaster Recovery Jobs Portal to community partners including DISC Village L.I.F.T. Program, Bethel Ready4Work Program, and Career Source Capital Region to connect individuals seeking employment with employers providing disaster recovery services.

Current Status and Outlook:

- Returned to normal operations on Monday, October 15.
- Activated protocols to ensure defendants unable to meet required weekly drug and/or alcohol testing during the 2 days of inactivity were placed back in the seven-day rotation when normal testing operations resumed on Friday, October 12.
- Discuss and evaluate OIDA emergency preparations and protocols during a specially scheduled staff meeting.

Library Services

Preparation:

- Prepared all libraries for possible early closing (libraries closed at 12 PM on October 9).
- Closed bookdrops and prepared all Library facilities for possible comfort station openings.
- Assigned Library staff members to other hurricane effort support duties. Supervisors made tentative plans for comfort station openings including some staff scheduling for the Main Library.
- Power cords gathered and received from MIS in preparation.
- Deputy Sheriff scheduled for each day.
- Ensured that visitors would be able to apply for library cards and check out materials, and that all materials checked in for the next week would be checked in fine-free.
- Contacted Main Library supervisors to schedule staff for Main Library Comfort Station Friday-Sunday, Oct 12-14, 9 AM to 7 PM, at a level to accommodate a large number of visitors.
- Water and snacks delivered to the Main Library Thursday afternoon 4:30 PM; library program rooms set up for assistance and distribution of water and snacks.

Operations:

- Two library managers acted as Supervisors for the two shifts of Comfort Station staffing.
- Staff preparations before opening included shifting tables to allow maximum use of power strips throughout the buildings. Checkout stations were prepared for opening.
- Staff provided assistance in charging devices, finding information, printing, using public internet computers, checkout of materials, and other assistance and help as needed. HHS staff in program rooms supplied assistance, water and snacks throughout the three days.
- Use of power was at a such a premium that MIS purchased 30+ additional power strips and the program room tables were set up as charging stations, offering power from approximately 100 more plugs. Leon County obtained the services of an Xfinity mobile hotspot booster to assist with band width demand on Saturday and Sunday.
- Served over 6,000 visitors to the Main Library between October 12-14.

Current Status and Outlook:

- Main Library resumed normal operations on Monday, October 15.
- Branches resumed normal operations on Tuesday, October 16. The Jane G. Sauls Ft. Braden Branch did not have power at the 11 AM opening, but staff remained and offered

checkout and information services. Power was restored just before 5 PM, and from 5 to closing at 8 PM, internet PCs were available.

Planning, Land Use, and Community Enhancement (PLACE)

Preparation:

- Participated in the hurricane tabletop exercise in June 2017 to learn how to become better prepared for disasters.
- Coordinated with the Small Business Development Center (SBDC) at Florida A&M University (FAMU) during the 2016 hurricane season to implement and communicate the Florida Small Business Emergency Bridge Loan Program.
- Mobilized staff to support communications, damage assessment, and call center services for the EOC. Other staff were mobilized to support the American Red Cross and/or were on call to assist with recovery efforts.

Operations:

- Coordinated with area commercial real estate partners to locate and secure the host site for Operation Barbeque Relief, a disaster response organization which provides hot meals in communities where natural disasters have occurred.
- Coordinated with agents for the closed Kohl's Department Store located on north Thomasville Road to secure use of the parking lot to stage mutual aid trucks deployed to the area.
- Worked with local beer and soft drink distributors to locate, purchase and have delivered a truckload of bottled water for same-day distribution at the North Monroe Street distribution point.
- Initiated contact with state-level communications partners and began the process for cell tower owners to set up temporary cell towers around the community.
- Engaged a network of more than 1,400 newsletter subscribers to promote hurricane preparedness and disaster recovery assistance, including financial assistance programs offered by the State of Florida and the Federal government.
- Utilized social media platforms to provide real-time hurricane updates provided by EOC staff, store openings, and power restoration updates provided by City of Tallahassee and Talquin Electric, and other important news.
- Coordinated with GIS to develop a mapping application to allow residents to see what businesses were open regarding essential needs such as groceries, gas, hardware, and pharmacy stores. Also with Tourism to have restaurants self-report when they were open for business. This map also had a self-report application to allow residents to report store openings.
- Participated in the State's Emergency Support Functions (ESF) Business, Industry and Economic Stability conference calls to ensure critical services, updates, and opportunities for assistance were provided to Leon County residents.
- Coordinated with Domi to provide temporary office space and light refreshments to businesses experiencing power outages or facility damage post-Michael.

- Supported EOC's Planning section by logging entries into the database of damages which occurred during the storm, and conducting preliminary damage assessments after the storm.
- Coordinated with GIS to develop a mapping application to view and edit roadway obstructions. The application was utilized by law enforcement agencies to assist in road clearing.
- Supported the EOC's Call Center to ensure all requests for assistance and all offers to provide assistance were entered into a central database for mobilization post-Michael.
- Coordinated with City and County leadership to provide information to citizens about the availability of gas, and to communicate which businesses were open post-Michael.
- Delivered food to shelters and the EOC pre-Michael.
- Primarily staffed the Planning section of the EOC for Alpha and Bravo shifts throughout the event. The Planning section is responsible for collecting, evaluating, and disseminating operational information pertaining to the incident, and maintains information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning section prepares and documents Incident Action Plans, Situation Reports and incident maps, and gathers and disseminates information and intelligence critical to the incident.
- Other Planning staff worked the Alpha and Bravo shifts of the Logistics Section of the EOC, which provides for all the support needs for the incident, such as ordering resources and providing facilities, transportation, supplies, equipment maintenance and fuel, food service, communications, and medical services for incident personnel.
- Staff not assigned to the EOC worked at call centers and comfort stations during and after the event.
- Held the Ready Business Workshop in April 2018 to provide local area businesses to develop or review their emergency management and continuity of operations plans.

Current Status and Outlook:

- Continuing to work with the FAMU Small Business Development Center, Florida Department of Economic Opportunity, and the U.S. Small Business Administration to assist with disaster recovery and to communicate the availability of disaster-related financial assistance programs to local businesses.
- Planning staff continues to provide disaster housing assistance to the State EOC, at their request.

Financial Impacts and Federal Emergency Management Assistance:

At this time, Leon County is pursuing two types of federal disaster assistance: public assistance for government/eligible non-profits and assistance for private individuals.

Public Assistance:

Due to the extent of anticipated storm-related impacts, at the request of the Governor, on October 11, fourteen counties including Leon were included in a federal disaster declaration for public assistance prior to landfall. This declaration provides for 75% federal cost reimbursement for

eligible emergency protective measures for the first 30 days of the storm event, and a minimum of 75% reimbursement for debris removal costs. To be reimbursed for any other storm-related expenses (e.g., utility infrastructure restoration, permanent road work and/or culvert repair, etc.), Leon County must meet a minimum aggregate dollar threshold of \$1,041,341 including all eligible entities within the County. In addition, the entire state must exceed \$28,201,965 in damage assessments. Based upon preliminary indications from our local and state emergency management partners, staff expects that both thresholds will be met.

Staff is currently compiling costs associated with emergency protective measures. To facilitate the debris removal process, Leon County has mobilized its debris removal contractor who will provide preliminary cost estimates for debris removal by October 26, 2018. For other storm-related efforts, staff is awaiting guidance from the State of Florida regarding communication and interaction with FEMA. Due to the extensive damage associated with Hurricane Hermine in 2016, and to ensure the maximum reimbursement possible was received from FEMA for storm related damage, the County contracted with an Emergency Management Consultant to assist with the application and reimbursement process. Based on an evaluation of the final storm damage, staff is engaging the County's contracted Emergency Management Consultant to assist with the Hurricane Michael FEMA reimbursement process.

In response to the after-effects of Tropical Storm Fay in 2008, the Board approved the creation of the Catastrophe Reserve Fund (Policy No. 07-2 included as Attachment #3). The fund was created to ensure access to emergency funds needed in case of a declared local state of emergency. The fund allows cash flow for expenses related to the disaster. In a separate agenda item on the Board's October 23, 2018 meeting agenda (Item #3 – "FY 2018 Carry Forward Appropriations, FY 2018 Year-End Adjustments and Acceptance of the State Homeland Security Grant"), staff is recommending Board action that would appropriate additional funding in catastrophe reserves to the FY 2019 budget above the level typically budgeted. This appropriation will allow immediate access to reserves to assist with restoring the community to pre-catastrophe levels, prior to assistance and reimbursements being available from the FEMA. Additional detail regarding this recommendation is provided in Agenda Item #3 on the October 23, 2018 Board meeting agenda.

Individual Assistance

In order for FEMA to provide disaster-related assistance to individual property owners, a separate "Individual Assistance" federal disaster declaration is required. On October 16, Leon County was designated eligible for FEMA Individual Assistance. To ensure that all properties damaged by Michael in Leon County were identified, 21 joint County-City damage assessment teams were sent into the field over the course of four days immediately following the storm. On the final two days, three FEMA teams also participated in the effort to inspect and verify damage reports compiled by our internal damage assessment teams. These teams identified 1,172 homes in Leon County impacted by the storm, 25 of which were destroyed, 248 that were categorized with major damage, 660 with minor damage and 239 others at which a non-living area such as a screened porch or gutter was affected.

In the major disaster declaration, Leon County was also designated as eligible for federal assistance through the U.S. Small Business Administration (SBA). The SBA offers disaster assistance in the form of low-interest loans to businesses, renters, and homeowners located in regions affected by declared disasters. Also, Governor Rick Scott activated the Florida Small Business Emergency Bridge Loan Program, which provides short-term, interest-free working capital loans to “bridge the gap” between the time a major catastrophe hits and when a business has secured longer term recovery resources. Under the program, eligible small businesses in affected counties with 2 to 100 employees may apply for short-term, interest-free loans for \$1,000 to \$50,000 for up to one year. To be eligible, a business must have been established prior to October 7, 2018 and demonstrate economic injury or physical damage as a result of Hurricane Michael.

Housing Assistance:

Each year the Florida Housing Finance Corporation (FHFC) withholds \$5 million from the Local Housing Trust Fund to respond to disasters. On Monday, October 15, 2018, FHFC notified local governments impacted by Hurricane Michael that additional funding may be provided through the State Housing Initiative Partnership (SHIP) Disaster Program to counties and cities, based on the amount of damage sustained within each jurisdiction, to assist residents that experienced storm damage to their homes. To support local governments’ requests for funding, FHFC directed that impacted local governments collect information regarding the extent of damage caused by Hurricane Michael and related housing needs. As indicated earlier in this item, County/City damage assessment teams began collecting this data immediately following the storm. In preparation for the potential of additional funding availability, staff reviewed the current Disaster Mitigation strategy in the County’s SHIP Local Housing Assistance Plan (LHAP) and is recommending technical revisions to the LHAP (Attachment #1 as proposed; associated Resolution included as Attachment #2). The proposed revisions are intended to maximize Leon County’s flexibility to utilize any funds received, maximize the County’s potential award amount, and clarify language regarding insurance requirements in order to serve as many affected Leon County residents as possible. Should the SHIP Disaster Funds be made available, an agenda item will be presented to the Board to accept the additional funds.

Local State of Emergency:

On Monday, October 8 the Chairman executed a declaration of a Local State of Emergency in Leon County (Attachment #4) in anticipation of storm-related impacts from Hurricane Michael. This authority is provided in Section 2-306 of the Leon County Code of Ordinances as well as Leon County’s Comprehensive Emergency Management Plan, and is pursuant to Chapter 252, Florida Statutes, which authorizes the waiver of procedures and formalities otherwise required of political subdivisions to take whatever prudent action is necessary to ensure the health, safety and welfare of the community in the event of an emergency. Due to the extent of storm-related impacts and associated long-term recovery needs, the Local State of Emergency was extended on October 15 (Attachment #5). Staff has recommended the Chairman execute another 7-day extension on Monday, October 22.

Under the County's ordinance and pursuant to Chapter 252, the Chairman is designated and fully empowered to declare a local state of emergency when a quorum of the Board of County Commissioners is unable to meet. As the Board has duly scheduled its October 23, 2018 meeting, and because scheduling weekly Board meetings during a local state of emergency would be impractical, staff recommends that the Board authorize the Chairman to extend the Declared Local State of Emergency in 7-day increments as needed until such time as the County's Hurricane Michael recovery operations are complete.

Recommendation to Provide Additional Leave:

As described earlier in this item, throughout the Hurricane Michael incident, over 530 Leon County staff participated by coordinating efforts to keep citizens prepared and informed, establishing shelters to ensure the safety of Leon County citizens and evacuees from other areas, quickly clearing roadways and restoring critical infrastructure and facilities following the storm, ensuring the availability of hotel rooms for evacuees and mutual aid responders, providing relief to citizens without power and air conditioning, assisting citizens with navigating the recovery process, collecting and managing storm debris, and much more. In addition to these functions, scores of Leon County employees worked tirelessly behind the scenes to provide critical support to personnel in the field by maintaining technology systems, supporting logistical needs in the EOC, ensuring that staff time was properly recorded for federal reimbursement, and other vital services. These examples illustrate how every Leon County employee is absolutely essential to preparing our community and responding to and recovering from disasters.

To demonstrate Leon County's sincere appreciation to these employees who made tremendous personal sacrifices to ensure that every citizen received the highest standard of service from Leon County Government, staff recommends that the Board authorize the County Administrator to provide up to two additional annual leave days (16 hours) for those employees who were activated during the disaster. This recommendation supports and exemplifies the Board's Strategic Priority to retain and attract a highly skilled, diverse and innovative County workforce which consistently demonstrates the County's Core Practices. Should the Board approve this recommendation, staff expects that the additional leave can be accommodated within existing departmental personnel budgets.

Options:

1. Accept the status report on Leon County's preparation, response, and recovery efforts related to Hurricane Michael.
2. Approve the amendment to the Leon County State Housing Initiative Partnerships Local Housing Assistance Plan (Attachment #1) for the Disaster Mitigation Strategy and adopt the associated Resolution (Attachment #2) for submittal to the Florida Housing Finance Corporation.
3. Authorize the Chairman to extend the Declared Local State of Emergency in 7-day increments as needed until such time as the County's Hurricane Michael recovery operations are complete.
4. Authorize the County Administrator to provide up to 16 additional hours of annual leave to County employees who were activated for Hurricane Michael response and recovery efforts.
5. Board direction.

Recommendation:

Options #1, #2, #3, and #4

Attachments:

1. Leon County Local Housing Assistance Plan (with proposed revisions)
2. Resolution Authorizing Amendments to the Local Housing Assistance Plan
3. Leon County Policy No. 07-2, "Reserves"
4. Local State of Emergency Declaration – October 8, 2018
5. Extension of Local State of Emergency – October 15, 2018

LEON COUNTY, FLORIDA

**STATE HOUSING INITIATIVE PARTNERSHIP (SHIP)
LOCAL HOUSING ASSISTANCE PLAN (LHAP)**

2017-2018, 2018-2019 and 2019-2020

As Revised by the Leon County Board of County Commissioners on July 10, 2018

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SECTION I. PROGRAM DETAILS:

A. Name of the participating local government: Leon County

Is there an Interlocal Agreement: Yes _____ No: X

B. Purpose of the program:

1. To meet the housing needs of the extremely low, very low, low and moderate income households;
2. To expand production of and preserve affordable housing; and
3. To further the housing element of the local government comprehensive plan specific to affordable housing.

C. Fiscal years covered by the Plan: 2017-2018, 2018-2019 and 2019-2020

D. Governance: The State Housing Initiatives Partnership (SHIP) Program is established in accordance with Section 420.907-9079, Florida Statutes and Chapter 67-37, Florida Administrative Code. Cities and Counties must be in compliance with these applicable statutes, rules and any additional requirements as established through the Legislative process.

E. Local Housing Partnership: The SHIP Program encourages building active partnerships between government, lenders, builders and developers, real estate professionals, advocates for low-income persons and community groups.

F. Leveraging: The Plan is intended to increase the availability of affordable residential units by combining local resources and cost saving measures into a local housing partnership and using public and private funds to reduce the cost of housing. SHIP funds may be leveraged with or used to supplement other Florida Housing Finance Corporation (FHFC) programs and to provide local match to obtain federal housing grants or programs.

G. Public Input: Public input was solicited through face to face meetings with housing providers, social service providers, local lenders, neighborhood associations, and convening Leon County's citizen Affordable Housing Advisory Committee. Public input was solicited through the local newspaper in the advertising of the Local Housing Assistance Plan and the Notice of Funding Availability, when applicable.

H. Advertising and Outreach: SHIP funding availability shall be advertised in a newspaper of general circulation and periodicals serving ethnic and diverse neighborhoods, at least 30 days before the beginning of the application period. If no funding is available due to a waiting list, no notice of funding availability is required.

I. Waiting List/Priorities: A waiting list will be established when there are eligible applicants for strategies that no longer have funding available. Those households on the waiting list will be notified of their status annually. Applicants will be maintained in an order that is consistent with the time applications were submitted as well as any established funding priorities as described in this plan.

The following priorities for funding described/listed here apply to all strategies except Disaster Mitigation:

The County will accept applications during the advertised “Application Period” which will be 30 days. From the end of the application period, applicants will have 30 days to submit all required documentation in order to be deemed eligible. Applications will be placed in order of receipt and separated based on strategy applied for. When funds are available for a particular strategy, the applicants from the waiting list will be contacted to complete/update the application for SHIP assistance. Applicants will be placed in the queue for assistance once they have provided all required documentation and been deemed SHIP eligible.

Once there is a list of eligible applicants, they will be ranked giving first priority to households qualifying as Special Needs households. These applicants will further be ranked with priority given to very-low income, then low, then moderate. The second priority will be to serve Essential Services Personnel (ESP). These applicants will further be ranked with priority given to very-low income, then low, then moderate. After serving enough Special Needs households to meet set-asides and any qualified ESP for the funding year, all applicants deemed eligible will be considered equally with priority given to very-low, then low, then moderate income groups.

Ranking Priority:

1. Special Needs Households
 - a. Very low
 - b. Low
 - c. Moderate
2. Essential Services Personnel
 - a. Very low
 - b. Low
 - c. Moderate
3. After Special Needs Set-asides and ESP goals are met
 - a. Very Low
 - b. Low
 - c. Moderate

- J. Discrimination : In accordance with the provisions of ss.760.20-760.37, it is unlawful to discriminate on the basis of race, color, religion, sex, national origin, age, handicap, or marital status in the award application process for eligible housing.
- K. Support Services and Counseling: Support services are available from various sources. The County will provide Homeownership Counseling (Pre and Post), Credit Counseling, Tenant Counseling, and Foreclosure Counseling through qualified HUD approved agencies.
- L. Purchase Price Limits: The sales price or value of new or existing eligible housing may not exceed 90% of the average area purchase price in the statistical area in which the eligible housing is located. Such average area purchase price may be that calculated for any 12-month period beginning not earlier than the fourth calendar year prior to the year in which the award occurs. The sales price of new and existing units, which can be

lower but may not exceed 90% of the median area purchase price established by the U.S. Treasury Department or as described above.

The methodology used is:

- U.S. Treasury Department
 Local HFA Numbers

- M. Income Limits, Rent Limits and Affordability: The Income and Rent Limits used in the SHIP Program are updated annually by the Department of Housing and Urban Development and posted at www.floridahousing.org.

“Affordable” means that monthly rents or mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071, F.S. However, it is not the intent to limit an individual household’s ability to devote more than 30% of its income for housing, and housing for which a household devotes more than 30% of its income shall be deemed Affordable if the first institutional mortgage lender is satisfied that the household can afford mortgage payments in excess of the 30% benchmark and in the case of rental housing does not exceed those rental limits adjusted for bedroom size.

- N. Welfare Transition Program: Should an eligible sponsor be used, a qualification system and selection criteria for applications for Awards to eligible sponsors shall be developed, which includes a description that demonstrates how eligible sponsors that employ personnel from the Welfare Transition Program will be given preference in the selection process.
- O. Monitoring and First Right of Refusal: In the case of rental housing, the staff and any entity that has administrative authority for implementing the local housing assistance plan assisting rental developments shall annually monitor and determine tenant eligibility or, to the extent another governmental entity provides periodic monitoring and determination, a municipality, county or local housing financing authority may rely on such monitoring and determination of tenant eligibility. However, any loan or grant in the original amount of \$10,000 or less shall not be subject to these annual monitoring and determination of tenant eligibility requirements. Tenant eligibility will be monitored annually for no less than 15 years or the term of assistance, whichever is longer unless as specified above.

Eligible sponsors that offer rental housing for sale before 15 years or that have remaining mortgages funded under this program must give a first right of refusal to eligible nonprofit organizations for purchase at the current market value for continued occupancy by eligible persons.

- P. Administrative Budget: A line-item budget of proposed Administrative Expenditures is attached as Exhibit A. Leon County finds that the moneys deposited in the local housing assistance trust fund shall be used to administer and implement the local housing assistance plan.

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, states: *“A county or an eligible municipality may not exceed the 5 percent limitation on administrative costs, unless its governing body finds, by resolution, that 5 percent of the local housing distribution plus 5 percent of program income is insufficient to adequately*

pay the necessary costs of administering the local housing assistance plan.”

Section 420.9075 Florida Statute and Chapter 67-37, Florida Administrative Code, further states: “The cost of administering the program may not exceed 10 percent of the local housing distribution plus 5 percent of program income deposited into the trust fund, except that small counties, as defined in s. 120.52(19), and eligible municipalities receiving a local housing distribution of up to \$350,000 may use up to 10 percent of program income for administrative costs.”

The applicable local jurisdiction has adopted the above findings in the resolution attached as Exhibit E.

- Q. Program Administration: Administration of the local housing assistance plan will be wholly performed and maintained by Leon County.
- R. Project Delivery Costs: In addition to the administrative costs listed above, the County will charge a reasonable project delivery cost to cover inspections performed by non-county employees for rehabilitation projects. The fee will not exceed 2% of the contracted SHIP award and will be included in the amount of the recorded mortgage and note.
- S. Essential Service Personnel Definition: For the purpose of SHIP funding, the County considers the following groups as Essential Services to our county: First Responders, Educators in K-12, Nurses, Active Military, and National Guard stationed in the county.
- T. Describe efforts to incorporate Green Building and Energy Saving products and processes:

The County will, when economically feasible, employ the following Green Building requirements on rehabilitation and emergency repairs:

- 1. Low or No-VOC paint for all interior walls (Low-VOC means 50 grams per liter or less for flat paint; 150 grams per liter or less for non-flat paint);
 - 2. Low-flow water fixtures in bathrooms—WaterSense labeled products or the following specifications:
 - a. Toilets: 1.6 gallons/flush or less,
 - b. Faucets: 1.5 gallons/minute or less,
 - c. Showerheads: 2.2 gallons/minute or less;
 - 3. Energy Star qualified refrigerator;
 - 4. Energy Star qualified dishwasher, if provided;
 - 5. Energy Star qualified washing machine, if provided in units;
 - 6. Energy Star qualified exhaust fans in all bathrooms; and
 - 7. Air conditioning: Minimum SEER of 14. Packaged units are allowed in studios and one bedroom units with a minimum of 11.7 EER.
- U. Describe efforts to meet the 20% Special Needs set-aside: The County will partner with social service agencies serving the designated special needs population to achieve the goal of the special needs set-aside. The goal will be met through owner occupied housing rehabilitation and housing replacement, down payment assistance, emergency repair, and rental assistance strategies.
 - V. Describe efforts to reduce homelessness: The County will work with agencies serving the homeless populations primarily through Leon County’s Housing Rental Strategy

(Strategy H) to place these individuals or families in rental or transitional housing for the purpose of providing a stable housing situation for twelve (12) months.

SECTION II. HOUSING STRATEGIES:

A. <i>Purchase Assistance for Existing Units Without Repair</i>	Code 2
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- a. Summary of Strategy: SHIP funds will be awarded for down payment and closing costs associated with the purchase of a home that does not require repair.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020

- c. Income Categories to be served: Very low, Low, and Moderate

- d. Maximum award: Very Low: \$10,000
 Low: \$10,000
 Moderate: \$7,500

- e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as deferred loan secured by a recorded subordinate mortgage and note.
2. Interest Rate: 0%
3. Years in loan term: 10 years
4. Forgiveness: Loan will be forgiven if recipient maintains ownership and primary residence through the term of the loan.
5. Repayment: Not required as long as this loan is in good standing.
6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding

- balance of the loan will be due and payable.
- (4) Home owner refinances the assisted unit. However, refinancing is allowed for the following conditions:
- i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
- (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.
- g. Sponsor/Developer Selection Criteria: Sub-recipient(s) may administer a portion or this entire program for which a SHIP service delivery fee is paid for this activity. Sub-recipients would be selected in accordance with Leon County's Purchasing Policy. A sub-recipient must be a licensed mortgage broker and have staff that are licensed mortgage loan originators. A sub-recipient's past experience and performance with similar programs, personnel and financial capacity to administer the program, and ability to leverage funds or additional services will be taken into consideration as part of the selection process.
- h. Additional Information: Applicants must complete a homebuyer education program with a HUD-approved counseling agency before closing. Applicants must secure a first mortgage by an approved lender and must be able to contribute five hundred dollars (\$500.00) towards the down payment or closing costs. At that point, funds are reserved for the applicant for no more than 90 days. Leon County will be placed in second place behind the first mortgage for all Down Payment Assistance transactions unless authorization is received from the Leon County Division of Housing Services to be placed in third (3rd) or fourth (4th).

Mobile homes are not eligible to receive assistance from this program.

All eligible units must be located in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.

B. Purchase Assistance for Existing Units Needing Repair	Code 1
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- a. Summary of Strategy: SHIP funds will be awarded for down payment and closing costs to purchase the home in need of repair.

Prospective homebuyers must qualify as a First Time Homebuyer under the HUD definition: *An individual who has had no ownership in a principal residence during the 3-year period ending on the date of purchase of the property. This includes a spouse (if either meets the above test, they are considered first-time homebuyers). A single parent who has only owned a home with a former spouse while married. An individual who is a displaced homemaker and has only owned with a spouse. An individual who has only owned a principal residence not permanently affixed to a permanent foundation in accordance with applicable regulations. An individual who has only owned a property that was not in compliance with state, local or model building codes and which cannot be brought into compliance for less than the cost of constructing a permanent structure.*

- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low, Low, and Moderate
- d. Maximum award:
 - Very low: \$15,000 (up to \$1,500 for temporary relocation)
 - Low: \$10,000 (up to \$1,500 for temporary relocation)
 - Moderate: \$10,000 (up to \$1,500 for temporary relocation)
- e. Terms:
 1. Repayment loan/deferred loan/grant: Funds will be awarded as deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Years in loan term: 10 years
 4. Forgiveness: Loan will be forgiven if recipient maintains ownership and primary residence through the term of the loan.
 5. Repayment: Not required as long as this loan is in good standing.
 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinances the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage

- payment reduction of at least seventy-five (\$75.00) dollars per month
- iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
- (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups. Applicants must secure an FHA 203K Loan.
 - g. Sponsor/Developer Selection Criteria: Sub-recipient(s) may administer a portion or this entire program for which a SHIP service delivery fee is paid for this activity. Sub-recipients would be selected in accordance with Leon County's Purchasing Policy. A sub-recipient must be a licensed mortgage broker and have staff that are licensed mortgage loan originators. A sub-recipient's past experience and performance with similar programs including the FHA 203K Loan Program, personnel and financial capacity to administer the program, and ability to leverage funds or additional services will be taken into consideration as part of the selection process.
 - h. Additional Information: Applicants must complete a homebuyer education program with HUD-approved counseling agency before closing. Applicants must secure a first mortgage by an approved lender and must be able to contribute five hundred dollars (\$500.00) towards the down payment or closing costs. At that point, funds are reserved for the applicant for no more than 90 days. Leon County will be placed in second place behind the first mortgage for all Down Payment Assistance transactions unless authorization is received from the Leon County Division of Housing Services to be placed in third (3rd) or fourth (4th).

Mobile homes are not eligible to receive assistance from this program.

All eligible units must be located in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.

<i>C. Home Rehabilitation</i>	<i>Code 3</i>
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- a. Summary of Strategy: SHIP funds will be awarded to owner-occupied households in need of repairs for health, safety, insurability, and to correct code violations. This will include structural improvements, accessibility rehabilitation, and water and sewer connections including tap fees.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low, Low, and Moderate
- d. Maximum award: \$50,000 for rehabilitation
 \$1,500 for temporary relocation
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: Five (5) years: \$0 - \$10,000
 Ten (10) years: \$10,001 - \$50,000
 - 4. Forgiveness: Loans are forgiven in the following manner:
 - (1) Five-year loans on a prorated basis of 20% per year
 - (2) Ten-year loans on a prorated basis of 10% per year
 - 5. Repayment: Not required as long as this loan is in good standing
 - 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinances the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official

through Code Enforcement Policies currently enforced.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either stick-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office

SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.

No rehabilitation contractor may have more than five home replacement/rehabilitation contracts at one time unless the contractor is the sole bidder for a home replacement/rehabilitation project.
Rehabilitation projects of \$20,000 or more will be eligible for relocation assistance.

All eligible units must be located in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.

<i>D. Home Replacement</i>	<i>Code 4</i>
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- a. Summary of Strategy: SHIP funds will be awarded for the removal and replacement of existing owner-occupied single family homes if the county finds that rehabilitation of the home surpasses 50% of the current value of the home.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low and Low
- d. Maximum award: \$125,000 for stick built and modular homes
\$108,000 for mobile homes located in a flood plain
\$75,000 for mobile homes not located in a flood plain
\$1,500 for temporary relocation assistance
- e. Terms:
 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Years in loan term: 20 years
 4. Forgiveness: Loan is forgiven on a prorated basis of 5% per year
 5. Repayment: Not required as long as the loan is in good standing.
 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinances the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance

requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.

- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either stick-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office.

SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.

No rehabilitation contractor may have more than five home replacement/rehabilitation contracts at one time unless the contractor is the sole bidder for a home replacement/rehabilitation project.

All eligible units must be located in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.

<i>E. Disaster Mitigation</i>	<i>Code 5</i>
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a. Summary of Strategy: SHIP funds ~~will~~may be awarded to applicants in need of home repairs directly caused by a disaster that is declared by an Executive Order of the President of the United States or Florida Governor.

Eligible ~~repairs~~expenses ~~may~~ include repairs to damage associated with a disaster, including but not limited to: the purchase of emergency supplies for eligible households, ~~to~~weather proofing of damaged homes, repairs to prevent further damage, tree and debris removal to make housing units habitable, relocation expenses, insurance deductible reimbursements, and post-disaster repairs. Post disaster rehabilitation activity may include repairing structural damage, roof repair/replacement, demolition costs, and retrofitting activities such as waterproofing or elevating a structure to meet requirements of the National Flood Insurance Program.

~~Repairs will be prioritized as follows:~~

- ~~1. Immediate threats to health and life safety (sewage, damaged windows, roofing) in cases where the home is still habitable.~~
- ~~2. Imminent residual damage to the home (such as damage caused by a leaking roof) in cases where the home is still habitable.~~
- ~~3. Repairs necessary to make the home habitable.~~
- ~~4. Repairs to mitigate dangerous situations (exposed wires)~~

b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020

c. Income Categories to be served: Very Low, Low, and Moderate

d. Maximum award: \$~~1250~~125,000

e. Terms:

1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.

2. Interest Rate: 0%

3. Years in loan term: Five (5) years: \$0 - \$10,000
Ten (10) years: \$10,001 - \$50,000
Twenty (20) years: \$50,001 - \$125,000

~~3.4.~~ Forgiveness: Loan is forgiven on a prorated basis of 20% per year

~~4.5.~~ Repayment: Not required as long as the loan is in good standing.

~~5.6.~~ Default: The loan will be determined to be in default if any of the following occurs:

- (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
- (2) Home owner no longer occupies the unit as his/her principal residence;
- (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
- (4) Home owner refinance the assisted unit. However, refinancing is

allowed for the following conditions:

- i. purpose of preventing foreclosure;
- ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
- iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
- iv. for payment of outstanding bills with no cash out to homeowner.

(5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.

- f. Recipient Selection Criteria: Applicants will be assisted on a first-qualified, first-served basis. ~~with the following additional requirements:~~
 1. ~~Must provide proof of homeowner's insurance~~
 1. ~~Must file for and use proceeds from insurance as first option~~
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either stick-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office.

SHIP funds may be used alone or in conjunction with ~~CDBG and any other~~ Housing sources of fundings to cover the cost of repairs described under this strategy.

All eligible units must be located in unincorporated Leon County.

Applicants who have homeowner's insurance in place at the time of the storm event must submit a claim to the insurer and use proceeds for disaster-related home repairs. SHIP funds may be used to pay homeowner deductibles.

All assisted households must obtain and maintain homeowner's insurance for the duration of the lien period.

<i>F. Emergency Housing Repair</i>	<i>Code 6</i>
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- a. Summary of Strategy: SHIP Funds will be awarded to applicants in need of rehabilitation of their home related to a dire situation that needs to be mitigated immediately. This includes: damaged roofing that is leaking, damaged windows causing exposure to the elements, or electrical or plumbing problems that could cause damage (fire) to the home or is an immediate health hazard to the occupants. This strategy will only be used for an applicant who has applied for, but will not receive assistance through the owner occupied rehabilitation strategy within the next three months of application submittal. When an applicant is assisted with emergency repairs, they will not lose their place on the rehabilitation waiting list. However, the amount of funds expended for the emergency repairs will be counted towards the maximum award if the applicant receives subsequent assistance through the rehabilitation strategy. Funds may also be awarded to pay insurance deductibles for any emergency repairs covered by the homeowner's policy.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low and Low
- d. Maximum award: \$15,000
- e. Terms:
 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 2. Interest Rate: 0%
 3. Years in loan term: Five (5) years
 4. Forgiveness: Loan is forgiven on a prorated basis of 20% per year
 5. Repayment: Not required as long as the loan is in good standing.
 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.

- (4) Home owner refinance the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. to change from an adjustable rate mortgage (ARM) to a fixed rate mortgage;
 - iv. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.
- f. Recipient Selection Criteria: Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either stick-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office.

SHIP funds may be used alone or in conjunction with CDBG and any other Housing funds to cover the cost of repairs described under this strategy.

All eligible units must be located in unincorporated Leon County.

<i>G. Foreclosure Avoidance</i>	<i>Code 7</i>
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- a. Summary of Strategy: SHIP Funds will be awarded to applicants to bring current the existing first mortgage of their primary residences to avoid foreclosure.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low, Low, and Moderate
- d. Maximum award: \$7,500
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a deferred loan secured by a recorded subordinate mortgage and note.
 - 2. Interest Rate: 0%
 - 3. Years in loan term: Five (5) years
 - 4. Forgiveness: Loan is forgiven on a prorated basis of 20% per year
 - 5. Repayment: Not required as long as the loan is in good standing.
 - 6. Default: The loan will be determined to be in default if any of the following occurs:
 - (1) Home owner sells, transfers or disposes of the assisted unit (by either sale, transfer, bankruptcy or foreclosure, etc.);
 - (2) Home owner no longer occupies the unit as his/her principal residence;
 - (3) Home owner dies, or if a married couple, the survivor dies. However, the loan may be assumed by a SHIP eligible heir who will occupy the home as a primary residence. If the legal heir is not SHIP eligible or chooses not to occupy the home, the outstanding balance of the loan will be due and payable.
 - (4) Home owner refinance the assisted unit. However, refinancing is allowed for the following conditions:
 - i. purpose of preventing foreclosure;
 - ii. lowering the interest rate; the refinancing to lower the interest rate must result in a minimum monthly mortgage payment reduction of at least seventy-five (\$75.00) dollars per month
 - iii. for payment of outstanding bills with no cash out to homeowner.
 - (5) Home owner fails to meet standard property maintenance requirements as dictated by the Leon County Building Official through Code Enforcement Policies currently enforced.

f. Recipient Selection Criteria:

1. Applicants will be ranked for assistance based on a first-qualified, first-served basis with the priorities for Special Needs, Essential Services Personnel and income groups.
2. Applicant(s) must be at least 2 months in arrears in mortgage payments and have received notification in writing from their lender that proceeding to foreclosure is eminent. The maximum arrears for eligibility will be determined by the Lender's willingness to accept program maximum award to solve the client's issue via direct payment, modification, repayment plan, reinstatement, or any other viable solution acceptable to the client and Lender.
3. Applicant(s) must have received in writing, from their lender, a denial of default resolution, forbearance, or payment arrangement.
4. Applicant(s) have sufficient income required to maintain their mortgage after foreclosure assistance is received.
5. A hardship letter, as detailed in the Qualification Criteria must demonstrate the nonpayment of the mortgage is due to: sudden loss of income, sudden medical expenses, divorce or separation, death of spouse or joint-property owner, or unforeseen home repair bills.
6. If approved to receive assistance, the applicant(s) must demonstrate:
 - (1) Their ability to pay the affordable mortgage after receiving program assistance. Affordable means that monthly mortgage payments including taxes and insurance do not exceed 30 percent of that amount which represents the percentage of the median annual gross income for the households as indicated in Sections 420.9071 (19), (20) and (28), F.S.
 - (2) The enrollment in a credit counseling/budgeting course offered by an approved local provider.
 - (3) Proof of residency in the unincorporated area of Leon County.
 - (4) Assistance being sought is for the applicant(s) primary residence.
 - (5) Applicant(s) must demonstrate proof of extraordinary hardship.
 - i. Assistance will be provided where an extraordinary hardship exists and has been demonstrated through adequate documentation, resulting in the delinquency on the first mortgage. If the applicant(s) has a variable rate mortgage, they must agree and be approved for a modified fixed rate mortgage. Examples of an

extraordinary hardship are listed below but not limited to:

- a. Loss of employment, through no fault of the applicant; however, the applicant has regained employment.
 - b. Substantial decrease in the household income, through no fault of the applicant(s).
 - c. Temporary or permanent disability that reduces income.
 - d. Changes in the household composition that reduces income.
 - e. Demonstrated medical hardship.
 - f. Weather events such as fire, hurricane, or other disaster, resulting in unforeseen home repair bills not covered by the Federal Emergency Management (FEMA).
 - g. Substantial increase to the mortgage payment due to participation in an adjustable rate mortgage or "ramp up" mortgage.
 - h. Substantial increase to payments due to escrow shortages.
- g. Sponsor/Developer Selection Criteria: N/A
- h. Additional Information: Eligible units shall be either stick-built or block structures; modular homes; or mobile homes (built after 1994). Mobile homes assisted with SHIP funds must be registered as real property with the Leon County Tax Collector's Office.

All eligible units must be located in unincorporated Leon County. Applicants are eligible to receive SHIP assistance once every ten (10) years with the exception of those affected by disaster and who require emergency assistance.

<i>H. Housing Rental Assistance</i>	<i>Code 13</i>
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- a. Summary of Strategy: SHIP Funds will be awarded to renter households that are in need of assistance for:
 - 1. Security and utility deposit assistance;
 - 2. Eviction prevention not to exceed 6 months' rent; and/or
 - 3. Rent subsidies for up to 12 months. To be eligible for rent subsidies, the household receiving assistance must include at least one adult who is a person with special needs, as defined in s. 420.0004, Florida Statutes.
- b. Fiscal Years Covered: 2017-2018, 2018-2019 and 2019-2020
- c. Income Categories to be served: Very low and Low
- d. Maximum award: \$10,000
- e. Terms:
 - 1. Repayment loan/deferred loan/grant: Funds will be awarded as a grant with no recapture terms.
 - 2. Interest Rate: N/A
 - 3. Years in loan term: N/A
 - 4. Forgiveness: N/A
 - 5. Repayment: N/A
 - 6. Default: N/A
- f. Recipient Selection Criteria: Applicants who are homeless or at risk of homelessness (i.e., seeking eviction prevention) will be referred to the Leon County Housing Division by the local Continuum of Care Coordinated Entry system, and be assisted on a first-qualified, first-served basis. Applicants with one or more special needs household members may apply directly to the Leon County Housing Division or may be referred by a special needs service provider. If applications are received simultaneously, priority will be given to the household with the lowest income.
- g. Sponsor/Developer Selection Criteria: Sponsors may be selected to administer the Rental Assistance program. Criteria for selection of sponsor organization will include:
 - 1. past experience working with the target population;
 - 2. past experience administering similar rental assistance programs;
 - 3. financial and human resource capacity to administer the program;
 - 4. participation in the Continuum of Care Coordinated Entry system; and
 - 5. such other criteria as may be determined appropriate.
- h. Additional Information: Applicants are eligible to receive SHIP assistance once every ten (10) years with the

exception of those affected by disaster and who require emergency assistance.

All eligible units must be located in unincorporated Leon County.

III. LHAP Incentive Strategies

In addition to the **required Incentive Strategy A and Strategy B**, include all adopted incentives with the policies and procedures used for implementation as provided in Section 420.9076, F.S.:

A. Expedited Permitting

Permits as defined in s. 163.3177 (6) (f) (3) for affordable housing projects are expedited to a greater degree than other projects

Provide a description of the procedures used to implement this strategy: Leon County expedites permitting of affordable housing projects by administrative direction, close coordination and team work. Specific processes that have been established include:

- 1) Using pre-permitting review to determine project status, identify and resolve potential legal problems that might preempt permitting, and otherwise expedite affordable housing.
- 2) Obtain assistance and cross-training from Building Inspection with the initial inspection of rehabilitation projects to ensure all code compliance issues are addressed in write-ups and permit applications. This expedites plan review and minimizes changes that delay permitting and project completion.
- 3) The Director of the Office of Human Services & Community Partnerships and the staff are the designated liaisons with the Affordable Housing Program and assists with the resolution of difficult permitting issues. These processes will promote a reduction in building permitting time for affordable housing projects by 50% from the average of ten (10) days to an average of five (5) days.

B. Ongoing Review Process

An ongoing process for review of local policies, ordinances, regulations and plan provisions that increase the cost of housing prior to their adoption

Provide a description of the procedures used to implement this strategy: By administrative direction, all Local Comprehensive Plan and Land Development Regulations (LDR) with the potential to impact the cost of affordable housing are referred to the Leon County Division of Housing Services. Any of these Plan or LDR amendments potentially affecting affordable housing costs can be brought up to a meeting of the Department of Development Support and Environmental Management, the Planning Department, and the Division of Housing Services for modification and transmittal to the Board of County Commissioners or other appropriate review or approval entities.

C. **Other Incentive Strategies Adopted:**

Modification of Impact Fee Requirements

The County eliminated its transportation impact fee in 1995; therefore housing developers do not pay any county impact fees. The Public Works Department supports affordable housing by waiving landfill dumping (tipping) fees for disposal of construction debris by the County's affordable housing contractors.

Modification of Site Plan Requirements (Reduction of Parking Setbacks)

Site design modifications such as reduced lot size, street layout and design, setback reductions, and decreased parking requirements can be obtained by the developers of affordable housing subdivisions under Articles X and XI of the current Leon County land development code. The Building Plans Review and Inspection Division administratively allows developers to utilize master building permits consistent with the provisions outlined in F.S. 55.794 as a methodology for reducing the cost of home design and minimizing the associated time frames required for building plans review and permit approval.

Inventory of Public Lands Suitable for Affordable Housing

When foreclosing on Code Enforcement Board liens, the County considers the use of foreclosed property for affordable housing.

IV. **EXHIBITS:**

- A. Administrative Budget for each fiscal year covered in the Plan.
- B. Timeline for Estimated Encumbrance and Expenditure.
- C. Housing Delivery Goals Chart (HDGC) For Each Fiscal Year Covered in the plan.
- D. Signed LHAP Certification.
- E. Signed, dated, witnessed or attested adopting resolution.
- F. Ordinance – No change
- G. Interlocal Agreement – N/A

RESOLUTION NO. 18-____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, APPROVING AMENDMENTS TO THE LOCAL HOUSING ASSISTANCE PLAN AS REQUIRED BY THE STATE HOUSING INITIATIVES PARTNERSHIP PROGRAM ACT, SUBSECTIONS 420.907-420.9079, FLORIDA STATUTES; AND RULE CHAPTER 67-37, FLORIDA ADMINISTRATIVE CODE; AUTHORIZING AND DIRECTING THE COUNTY ADMINISTRATOR TO EXECUTE ANY NECESSARY DOCUMENTS AND CERTIFICATIONS NEEDED BY THE STATE; AUTHORIZING THE SUBMISSION OF THE AMENDED LOCAL HOUSING ASSISTANCE PLAN FOR REVIEW AND APPROVAL BY THE FLORIDA HOUSING FINANCE CORPORATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the State of Florida enacted the William E. Sadowski Affordable Housing Act, Chapter 92-317 of Florida Sessions Laws, allocating a portion of documentary stamp taxes on deeds to local governments for the development and maintenance of affordable housing; and

WHEREAS, the State Housing Initiatives Partnership (SHIP) Act, ss. 420.907-420.9079, Florida Statutes (1992), and Rule Chapter 67-37, Florida Administrative Code, requires local governments to develop a one- to three-year Local Housing Assistance Plan outlining how funds will be used; and

WHEREAS, the SHIP Act requires local governments to establish the maximum SHIP funds allowable for each strategy; and

WHEREAS, the SHIP Act further requires local governments to establish an average area purchase price for new and existing housing benefiting from awards made pursuant to the Act; The methodology and purchase prices used are defined in the attached Local Housing Assistance Plan; and

WHEREAS, on May 23, 2017 the County Commission approved the submittal of the Local Housing Assistance Plan for fiscal years 2018, 2019, and 2020 as well as adopted an associated Resolution to the Florida Housing Finance Corporation; and

WHEREAS, the Local Housing Assistance Plan was subsequently approved by the Florida Housing Finance Corporation; and

WHEREAS, the County Commission finds that it is in the best interest of the public for Leon County Government to submit amendments to the Local Housing Assistance Plan for review and approval so as to qualify for said documentary stamp tax funds; and

WHEREAS, Rule Chapter 67-37, Florida Administrative Code requires amendments to an approved local housing assistance plan be adopted by resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA that:

1. The Board of County Commission of Leon County hereby approves the amendments to the Local Housing Assistance Plan, as attached and incorporated hereto for submission to the Florida Housing Finance Corporation as required by ss. 420.907-420-9079, Florida Statutes, for fiscal years 2018, 2019 and 2020.

2. The County Administrator is hereby designated and authorized to execute any documents and certifications required by the Florida Housing Finance Corporation as related to the Local Housing Assistance Plan, and to do all things necessary and proper to carry out the term and conditions of said program.

3. This Resolution shall become effective immediately upon its adoption.

DONE, ADOPTED, AND PASSED by the Board of County Commissioners of Leon
County, Florida, this 23rd day of October, 2018.

LEON COUNTY, FLORIDA

BY: _____
Nick Maddox, Chairman
Board of County Commissioners

ATTEST:
Gwendolyn Marshall, Clerk of the Court
Leon County, Florida

BY: _____

APPROVED AS TO FORM:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele
County Attorney

Board of County Commissioners Leon County, Florida

Policy No. 07-2

Title:	Reserves
Date Adopted:	September 16, 2008
Effective Date:	September 16, 2008
Reference:	N/A
Policy Superseded:	Policy No. 07-2, "Reserves", adopted July 10, 2007; Policy No. 99-3, "Use of Contingency Reserves", adopted November 23, 1999; Policy No. 94-11, "Contingency Reserves and Mid-Fiscal Year Funding Requests from Outside Agencies," September 1994

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

Policy No. 07-2, "Reserves", adopted by the Board of County Commissioners on July 10, 2007, is hereby superseded, and a revised policy is hereby adopted in its place, to wit:

1. Emergency Reserves

- a. The general revenue emergency reserves will be maintained at an amount not to be less than 3% and to not exceed 8% of projected general fund and fine and forfeitures fund operating expenditures for the ensuing fiscal year.
- b. A Catastrophe Reserve will be maintained at 2% of the general fund and fine and forfeiture fund operating expenditures for the ensuing fiscal year. The Catastrophe Reserve will provide immediate cash flow for staff overtime, equipment, contractual support and materials/supplies in the event of a natural disaster.

In the event of a declared local state of emergency, the County Administrator is authorized to utilize the Catastrophe Reserve to pay Leon County solid waste and Leon County building/growth fees for eligible residents for the purpose of debris removal and home restoration/reconstruction. To be eligible, residents must demonstrate that all other means (including, but not limited to: FEMA Individual Assistance, property insurance) have been exhausted prior to seeking County assistance.

- c. The reserve for contingency is separate from the reserve for cash balances.
- d. Annually the Board will determine an appropriate amount of reserve for contingency to be appropriated as part of the annual budget. Any funds not included in the budget under this category will be included as part of the unreserved fund balance.

2. Reserve for Cash Balances

- a. The County will maintain an annual unappropriated reserve for cash balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing.
- b. The unappropriated fund balance shall be no less than 10% and no greater than 20% of projected general fund and fine and forfeiture fund operating expenditures.
- c. The reserve for cash balance shall be separate from the emergency reserves.
- d. All major funds will retain sufficient cash balances to eliminate the need for short-term borrowing.

3. Utilization of Fund Balance

- a. As part of the annual budget process, a determination will be made of the minimum and maximum amounts of fund balance available based on the requirements set forth in Sections 1 and 2.
- b. Funds in excess of the minimums established can be utilized to support one time capital project funding and /or other one-time expenditures to address unforeseen revenue shortfalls.

4. Budgeted Contingency Reserve

Budgeted Reserve for Contingency reserves, are established to provide the following:

- a. Funding for authorized mid-year increases to adopted levels of service.
- b. Funding for unexpected increases in the cost of providing existing levels of service.
- c. Temporary and nonrecurring funding for unexpected projects.
- d. Funding of a local match for public or private grants.
- e. Funding to offset losses in revenue caused by actions of other governmental bodies.
- f. Funding to accommodate unexpected program mandates from other governmental bodies.

5. Procedures

- a. The County Administrator is authorized to develop forms and procedures to be used by outside agencies or individuals or County agencies in submitting their requests for use of contingency reserves.
- b. County agencies, including County departments and Constitutional Officers, requesting additional funding from the Board shall first submit their requests in writing to the County Administrator for full review and evaluation.
- c. After evaluation, all requests will be brought to the Board for consideration at a regularly scheduled meeting.
- d. Requests for use of reserves for contingency may be approved only by the Board of County Commissioners.

- e. The County's budget will be amended at such time the County Commission, by majority vote, authorizes reserves for contingency. All requests to the County Commission for the use of any reserves for contingency shall be accompanied by a "contingency statement" prepared by OMB showing the year-to-date activity on the reserves account as well as the current account balance and the net effect on the account of approving the use of reserves.

6. Evaluation Criteria

- a. The Board will use the procedures and evaluation criteria set forth in this policy. The evaluation of funding requests shall include, but not be limited to the following:
 - ▶ consistency with other Board policy;
 - ▶ the urgency of the request;
 - ▶ the scope of services to be provided;
 - ▶ the short-term and long-term fiscal impact of the request;
 - ▶ a review of alternative methods of funding or providing the services,
 - ▶ a review for duplication of services with other agencies;
 - ▶ a review of efforts to secure non-County funding;
 - ▶ a discussion of why funding was not sought during the normal budget cycle; and
 - ▶ a review of the impact of not funding or delaying funding to the next fiscal year.

7. Exceptions

- a. This policy is not intended to limit regular mid-year salary adjustment transfers from the salary adjustment contingency account, which is reviewed separately by the Board of County Commissioners on an annual basis.

**PROCLAMATION DECLARING A LOCAL STATE OF EMERGENCY
HURRICANE MICHAEL**

WHEREAS, the Board of County Commissioners of Leon County, Florida (the "Board") has adopted the Emergency Management Ordinance, Ordinance No. 93-16, being codified in Chapter 2, Article VIII, of the Code of Laws of Leon County, Florida, providing authorization for the designation of a county official to declare a state of emergency where a quorum of the Board is unable to meet; and,

WHEREAS, Section 252.38, Florida Statutes provides authority for the waiver by the Board of procedures and formalities otherwise required of Leon County under the circumstance of a local State of Emergency; and,

WHEREAS, there currently exists in Leon County the potential for a local disaster or emergency as defined in Leon County Ordinance No. 93-16, as codified in Chapter 2, Article VIII, of the Code of Laws of Leon County, Florida; and,

WHEREAS, there is a necessity for a prompt and efficient response and recovery in order to safeguard lives and property affected by the local emergency and/or disaster.

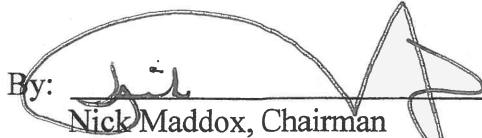
NOW, THEREFORE, PURSUANT to the authority conferred by Chapter 252, Florida Statutes, and Leon County Ordinance Number 93-16, as codified in Chapter 2, Article VIII of the Code of Laws of Leon County, Florida, as Chairman of the Leon County Board of County Commissioners, and pursuant to Section 2-306 of the Code of Laws of Leon County, after consultation with state and local authorities that weather conditions require immediate and expeditious action as a result of the threat of such serious weather conditions within Leon County and neighboring coastal counties, I hereby declare that a local state of emergency exists in Leon County effective at 12 Noon on October 8, 2018, and will continue to exist for a period of seven days, in accordance with Section 2-307, Leon County Code of Laws.

THIS PROCLAMATION authorizes the activation of the Leon County Comprehensive Emergency Management Plan and the exercise of all powers provided by Chapter 252, Florida Statutes, and Leon County Ordinance 93-16, as codified in Chapter 2, Article VIII of the Code of Laws of Leon County, Florida.

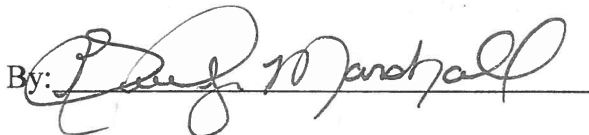
Dated this 8th day of October, 2018.

LEON COUNTY, FLORIDA

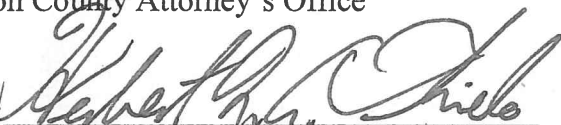


By: 
Nick Maddox, Chairman
Board of County Commissioners

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

**PROCLAMATION DECLARING A CONTINUING LOCAL STATE OF EMERGENCY
HURRICANE MICHAEL**

WHEREAS, the Board of County Commissioners of Leon County, Florida (the "Board") has adopted the Emergency Management Ordinance, Ordinance No. 93-16, being Chapter 2, Article VIII, of the Code of Laws of Leon County, Florida, providing authorization for the Board of County Commissioners to declare an extension to a previously issued declaration of local State of Emergency; and,

WHEREAS, on October 8, 2018, Leon County declared a local State of Emergency effective October 8, 2018, at 12 Noon; and,

WHEREAS, there currently exists in Leon County a local disaster or emergency as defined in Leon County Ordinance No. 93-16, being Chapter 2, Article VIII, of the Code of Laws of Leon County, Florida; and,

WHEREAS, there is a necessity for a prompt and efficient response and recovery in order to safeguard lives and property affected by the local emergency and/or disaster.

NOW, THEREFORE, PURSUANT to the authority conferred by Chapter 252, Florida Statutes, and Leon County Ordinance Number 93-16 (codified in Chapter 2, Article VIII, Division 1, of the Code of Laws of Leon County, Florida) of the Leon County Board of County Commissioners, and pursuant to Section 2-307 of the Code of Laws of Leon County, I find that a local State of Emergency continues to exist requiring immediate and expeditious action as a result of the serious weather conditions that impacted Leon County and neighboring coastal counties as a result of Hurricane Michael, and will continue to exist for a period of seven days, effective 12 Noon October 15, 2018, in accordance with Section 2-307, Leon County Code of Laws.

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 Leon County Ordinance 93-16 (Chapter 2, Article VIII, Division 1, of the Code of Laws of Leon County, Florida).

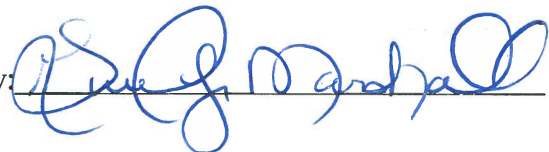
Dated this 15th day of October, 2018.




LEON COUNTY, FLORIDA

By: 
Nick Maddox, 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