

BOARD OF COUNTY COMMISSIONERS LEON COUNTY, FLORIDA

AGENDA

REGULAR MEETING

Leon County Courthouse
Fifth Floor County Commission Chambers
301 South Monroe Street
Tallahassee, FL 32301

**Tuesday, January 22, 2019
3:00 p.m.**

COUNTY COMMISSIONERS

Jimbo Jackson, Chairman
District 2

Bryan Desloge, Vice Chair
District 4

Kristin Dozier
District 5

Mary Ann Lindley
At-Large



Nick Maddox
At-Large

Rick Minor
District 3

Bill Proctor
District 1

Vincent S. Long
County Administrator

Herbert W. A. Thiele
County Attorney

The Leon County Commission meets the second and fourth Tuesday of each month. Regularly scheduled meetings are held at 3:00 p.m. The meetings are televised on Comcast Channel 16. A tentative schedule of meetings and workshops is attached to this agenda as a "Public Notice." Commission Meeting Agendas are available on the Leon County Home Page at: www.leoncountyfl.gov. Minutes of County Commission meetings may be found at the Clerk of Courts Home Page at www.clerk.leon.fl.us.

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

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

Board of County Commissioners
Leon County, Florida
Agenda
Regular Public Meeting
Tuesday, January 22, 2019, 3:00 p.m.

INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation by Pastor Betsy Ouellette-Zierden of Good Samaritan United Methodist Church

Pledge of Allegiance by Commissioner Kristin Dozier

AWARDS AND PRESENTATIONS

- Proclamation Recognizing the FSU Soccer Team for their 2018 NCAA Women's Soccer Championship win
(Commissioner Dozier)
- Proclamation Recognizing the Pop Warner football team, the Chaires/Capitola Eagles, as the 10-12 Division III Super Bowl Champions
(Commissioner Maddox)
- Proclamation Recognizing FAMU athletes for their efforts following Hurricane Michael
(Commissioner Maddox)
- Proclamation Recognizing North Florida Community Christian High School Football Team for their State 2A Championship win
(Commissioner Minor)

CONSENT

1. Minutes: October 23, 2018 Workshop on the 2019 State & Federal Legislative Priorities, and November 20, 2018 Installation, Reorganization and Regular Meeting
(Clerk of Court)
2. Payment of Bills and Vouchers
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
3. Fiscal Year 2019/2020 Budget Calendar
(County Administrator/ Office of Financial Stewardship/ Office of Management & Budget)
4. Commissioner Appointment to the Library Advisory Board
(County Administrator/ County Administration)
5. Memorandum of Understanding with the Florida Department of Health in Leon County
(County Administrator/ Emergency Medical Services/ Animal Control)
6. 2019 U.S. Department of Justice Assistance Grants
(County Administrator/ Office of Management & Budget/ Office of Intervention & Detention)

7. Housing Finance Authority of Escambia County's Single-Family Mortgage Revenue Bond Program
(County Administrator/ Human Services & Community Partnerships)
8. Agreement with Paul Consulting Group for Service and Maintenance of the Community Human Services Partnership Online Portal
(County Administrator/ Human Services & Community Partnerships)
9. Veterans Emergency Assistance Program Agreement with Big Bend Homeless Coalition
(County Administrator/ Human Services & Community Partnerships)
10. Request to Schedule the First and Only Public Hearing to Consider an Amendment to the Southwood Integrated Development Order for March 12, 2019 at 6:00 p.m.
(County Administrator/ Development Support & Environmental Management)
11. Request to Schedule the First and Only Public Hearing to Consider an Ordinance Amending Chapter 5, Building and Construction Regulation, to Address the Requirements for Tiny Houses, for February 12, 2019 at 6:00 p.m.
(County Administrator/ County Attorney/ Development Support & Environmental Management)
12. Plat of the Lexington Parc Subdivision and Acceptance of Maintenance Agreement and Surety Device
(County Administrator/ Public Works/ Engineering Services)
13. Replat of Reserve at Rivers Landing Subdivision
(County Administrator/ Public Works/ Engineering Services)
14. Lease of the First Floor at 106 E. Jefferson Street
(County Administrator/ Office of Financial Stewardship/ Division of Tourism)
15. Request to Schedule a First and Only Public Hearing to Consider a Proposed Resolution Renouncing and Disclaiming any Right of the County in a Portion of Gaines Street Right-of-Way Encroached Upon by Waterworks Property, for February 12, 2019, at 6:00 p.m.
(County Administrator/ County Attorney/ Office of Financial Stewardship/ Real Estate)

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

CONSENT ITEMS PULLED FOR DISCUSSION

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

GENERAL BUSINESS

16. Hurricane Michael After Action Report
(County Administrator/ County Administration/ Emergency Management)

17. Ratification of Board Actions Taken at the December 10, 2018 Annual Retreat
(County Administrator/ County Administration)

18. Full Board Appointments to the Apalachee Regional Planning Council, the Tourist Development Council and the Canopy Roads Citizens Committee
(County Administrator/ County Administration)

SCHEDULED PUBLIC HEARINGS, 6:00 P.M.

19. First and Only Public Hearing on Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule
(County Administrator/ PLACE/ Planning)

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

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

COMMENTS/DISCUSSION ITEMS

Items from the County Attorney

Items from the County Administrator

Discussion Items by Commissioners

RECEIPT AND FILE

- None

ADJOURN

*The next Regular Board of County Commissioner's meeting is scheduled for
Tuesday, February 12, 2019 at 3:00 p.m.*

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

PUBLIC NOTICE
Leon County Board of County Commissioners
2019 Tentative Meeting Schedule

Date	Day	Time	Meeting
January 22	Tuesday	3:00 p.m.	Regular Board Meeting
February 12	Tuesday	3:00 p.m.	Regular Board Meeting
February 26	Tuesday	1:00 p.m.	<i>Joint Workshop Comp Plan Amendments</i>
February 26	Tuesday	3:00 p.m.	Regular Board Meeting
March 12	Tuesday	3:00 p.m.	Regular Board Meeting
March 12	Tuesday	6:00 p.m.	<i>Transmittal Hearing on 2019 Cycle Comp Plan Amendments</i>
April 9	Tuesday	3:00 p.m.	Regular Board Meeting
April 23	Tuesday	9:00 a.m.	<i>Budget Policy Workshop</i>
April 23	Tuesday	3:00 p.m.	Regular Board Meeting
May 14	Tuesday	3:00 p.m.	Regular Board Meeting
May 14	Tuesday	6:00 p.m.	<i>Adoption Hearing on 2019 Cycle Comp Plan Amendments</i>
May 28	Tuesday	3:00 p.m.	Regular Board Meeting
June 18	Tuesday	9:00 a.m.	<i>Budget Workshop</i>
June 18	Tuesday	3:00 p.m.	Regular Board Meeting
July 9	Tuesday	9:00 a.m.	<i>Budget Workshop (if necessary)</i>
July 9	Tuesday	3:00 p.m.	Regular Board Meeting
September 10 17*	Tuesday	3:00 p.m.	Regular Board Meeting
September 10 17*	Tuesday	6:00 p.m.	<i>First Public Hearing on Tentative Millage Rate and Budgets</i>
September 24	Tuesday	3:00 p.m.	Regular Board Meeting
September 24	Tuesday	6:00 p.m.	<i>Second Public Hearing on Final Millage Rate and Final Budgets</i>
October 15	Tuesday	3:00 p.m.	Regular Board Meeting
October 29	Tuesday	3:00 p.m.	Regular Board Meeting
November 12	Tuesday	3:00 p.m.	Regular Board Meeting
December 9*	Monday	9:00 a.m.	Board Retreat Rescheduled to 1/27/2020
December 10	Tuesday	3:00 p.m.	Regular Board Meeting

*pending Board approval

PUBLIC NOTICE
Leon County Board of County Commissioners
2019 Tentative Meeting Schedule

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

2019

JANUARY						
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PUBLIC NOTICE

Leon County Board of County Commissioners 2019 Tentative Meeting Schedule

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

Month	Day	Time	Meeting Type
January 2019	Tuesday 1	Offices Closed	NEW YEAR'S DAY
	Tuesday 8	No meeting	BOARD RECESS
	Monday 7 – Tuesday 8		FAC New Commissioner Workshop Alachua County; Gainesville, FL
	Thursday 10 & Friday 11	Seminar 2 of 3	FAC Advanced County Commissioner Program Alachua County; Gainesville, FL
	Monday 21	Offices Closed	MARTIN LUTHER KING, JR. DAY
	Tuesday 15	1:30 p.m. Cancelled	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 22	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	First and Only Public Hearing on Adoption of the Annual Update to the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule
February 2019	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		<u>6:00 p.m.</u>	<u>First and Only Public Hearing to Consider an Ordinance Amending Chapter 5, Building and Construction Regulation, to Address the Requirements for Tiny Houses</u>
		<u>6:00 p.m.</u>	<u>First and Only Public Hearing to Consider a Proposed Resolution Renouncing and Disclaiming any Right of the County in a Portion of Gaines Street Right-of-Way Encroached Upon by Waterworks Property</u>
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 26	1:00 p.m.	Joint City/County Workshop on the 2019 Cycle Comprehensive Plan Amendments
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 28	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
March 2019	Saturday 2 – Wednesday 6		NACO Legislative Conference Washington, DC
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Joint City/County Transmittal Hearing on Cycle 2019 Comprehensive Plan Amendments
		<u>6:00 p.m.</u>	<u>First and Only Public Hearing to Consider an Amendment to the Southwood Integrated Development Order</u>
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Wednesday 27		FAC Legislative Day
	Friday 29	9:00 a.m.	Community Legislative Dialogue Meeting County Courthouse, 5 th Floor Commission Chambers

Month	Day	Time	Meeting Type
April 2019	Tuesday 9	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 11 & Friday 12	Seminar 3 of 3	FAC Advanced County Commissioner Program Alachua County; Gainesville, FL
	Tuesday 16	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency Workshop/Retreat – Location TBD
	Tuesday 23	9:00 a.m. – 3:00 p.m.	Budget Policy Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
May 2019	Tuesday 14	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.	Joint City/County Adoption Hearing on Cycle 2019 Comprehensive Plan Amendments
	Tuesday 21	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Monday 27	Offices Closed	MEMORIAL DAY
	Tuesday 28	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
June 2019	Tuesday 11 - Friday 14		FAC Annual Conference & Educational Exposition Orange County; Orlando, FL
	Monday 17	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Tuesday 18	9:00 a.m.	Budget Workshop
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 27	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
July 2019	Thursday 4	Offices Closed	INDEPENDENCE DAY
	Tuesday 9	9:00 a.m.	Budget Workshop (if necessary)
		3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 11 - Monday 15		NACo Annual Conference Clark County; Las Vegas, Nevada
	Tuesday 23	No Meeting	BOARD RECESS
	Wednesday 24 – Saturday 27		National Urban League Annual Conference Indianapolis, Indiana
August 2019	Friday 16 - Sunday 18		Chamber of Commerce Annual Conference Amelia Island, FL
September 2019	Monday 2	Offices Closed	LABOR DAY
	Thursday 5	5:00 – 8:00 p.m.	Blueprint Intergovernmental Agency Meeting & 5:30 p.m. Budget Public Hearing, City Commission Chambers
	Tuesday 10 17**	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	First Public Hearing Regarding Tentative Millage Rates and Tentative Budgets for FY 19/20*
	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers

Month	Day	Time	Meeting Type
September 2019	Tuesday 24	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
		6:00 p.m.*	Second & Final Public Hearing on Adoption of Final Millage Rates and Budgets for FY 19/20*
	Wednesday 25 – Thursday 26		<i>FAC Innovation Policy Conference Bay County; Panama City Beach, FL</i>
	<i>TBD (typically mid-September)</i>		<i>Congressional Black Caucus Annual Legislative Conference TBD</i>
<i>* These public hearing dates may change because of the School Board's scheduling of its budget adoption public hearings.</i>			
October 2019	Monday 14	9:00 a.m. – 1:00 p.m.	Capital Region Transportation Planning Agency Workshop/Retreat – Location TBD
	Tuesday 15	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	<i>Sunday 20 – Wednesday 23</i>		<i>ICMA Annual Conference Nashville, TN</i>
	Tuesday 29	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
November 2019	Monday 11	Offices Closed	VETERAN'S DAY OBSERVED
	Tuesday 12	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Tuesday 19	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Wednesday 20 – Friday 22	<i>(tentative date)</i>	<i>FAC Legislative Conference Broward County; Fort Lauderdale, FL</i>
	Thursday 28	Offices Closed	THANKSGIVING DAY
	Friday 29	Offices Closed	FRIDAY AFTER THANKSGIVING DAY
December 2019	Monday 9 Rescheduled to January 27**	9:00 a.m. – 4:00 p.m. <i>(tentative)</i>	Board Retreat TBD
	Tuesday 10	3:00 p.m.	Regular Meeting County Courthouse, 5 th Floor Commission Chambers
	Thursday 12	3:00 – 5:00 p.m.	Blueprint Intergovernmental Agency City Commission Chambers
	Tuesday 17	1:30 p.m.	Capital Region Transportation Planning Agency City Commission Chambers
	Wednesday 25	Offices Closed	CHRISTMAS DAY
January 2020	Wednesday 1	Offices Closed	NEW YEAR'S DAY
	Tuesday 7	No Meeting	BOARD RECESS
	Monday 27**	9:00 a.m.- 4:00 p.m.	Board Retreat – Location TBD

**pending Board approval

Citizen Committees, Boards, and Authorities

Vacancies and 2019 Term Expirations

www2.leoncountyfl.gov/committees/list.asp

CURRENT VACANCIES

Canopy Roads Citizens Committee

Board of County Commissioners (1 appointment)

CareerSource Capital Region Board

Board of County Commissioners (1 appointment)

Library Advisory Board

Commissioner - District I: Proctor, Bill (1 appointment)

UPCOMING TERM EXPIRATIONS

MARCH 31, 2019

Contractors Licensing and Examination Board

Commissioner - District II: Jackson, Jimbo (1 appointment)

APRIL 30, 2019

Tallahassee Sports Council

Board of County Commissioners (2 appointments)

TLC Minority, Women, & Small Business Enterprise Citizen Advisory Committee

Board of County Commissioners (2 appointments)

Value Adjustment Board

Board of County Commissioners (1 appointment)

MAY 31, 2019

Advisory Committee on Quality Growth

Board of County Commissioners (7 appointments)

JUNE 30, 2019

Architectural Review Board

Board of County Commissioners (2 appointments)

Board of Adjustment and Appeals

Board of County Commissioners (2 appointments)

JUNE 30, 2019 (cont.)

CareerSource Capital Region Board

Board of County Commissioners (2 appointments)

Planning Commission

Board of County Commissioners (1 appointment)

JULY 31, 2019

Investment Oversight Committee

Board of County Commissioners (2 appointments)

Leon County Educational Facilities Authority

Board of County Commissioners (2 appointments)

Water Resources Committee

Commissioner - At-large I: Lindley, Mary Ann (1 appointment)

Commissioner - District I: Proctor, Bill (1 appointment)

Commissioner - District III: Minor, Rick (1 appointment)

SEPTEMBER 30, 2019

Council on Culture & Arts

Board of County Commissioners (3 appointments)

Housing Finance Authority of Leon County

Commissioner - District II: Jackson, Jimbo (1 appointment)

Science Advisory Committee

Commissioner - At-large I: Lindley, Mary Ann (1 appointment)

Commissioner - At-large II: Maddox, Nick (1 appointment)

Commissioner - District I: Proctor, Bill (1 appointment)

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

Board of County Commissioners (3 appointments)

Commissioner - At-large I: Lindley, Mary Ann (1 appointment)

Commissioner - At-large II: Maddox, Nick (1 appointment)

Commissioner - District II: Jackson, Jimbo (1 appointment)

Commissioner - District IV: Desloge, Bryan (1 appointment)

**Leon County
Board of County Commissioners**

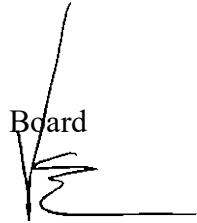
Notes for Agenda Item #1

Leon County Board of County Commissioners

Agenda Item #1

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Minutes: October 23, 2018 Workshop on the 2019 State & Federal Legislative Priorities, and November 20, 2018 Installation, Reorganization and Regular Meeting

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Kenneth Kent, Interim Finance Director, Clerk of the Court & Comptroller
Lead Staff/ Project Team:	Rebecca Vause, Clerk to the Board

Statement of Issue:

This agenda item seeks Board review and approval of the following minutes: October 23, 2018 Workshop on the 2019 State & Federal Legislative Priorities, and November 20, 2018 Installation, Reorganization and Regular Meeting.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the minutes of the October 23, 2018 Workshop on the 2019 State & Federal Legislative Priorities, and November 20, 2018 Installation, Reorganization and Regular Meeting.

Attachments:

1. October 23, 2018 Workshop on the 2019 State & Federal Legislative Priorities
2. November 20, 2018 Installation, Reorganization and Regular Meeting

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
WORKSHOP
2019 State & Federal
Legislative Priorities
October 23, 2018**

The Leon County Board of County Commissioners met for a Workshop on the 2019 State & Federal Legislative Priorities on Tuesday, October 23, 2018 at 1:30 p.m.

Present were Chairman Nick Maddox, Vice Chairman Jimbo Jackson and Commissioners Mary Ann Lindley, Bryan Desloge, John Dailey, Bill Proctor, and Kristen Dozier. Also present were County Administrator Vincent Long, County Attorney Herb Thiele and Clerk to the Board Rebecca Vause.

Facilitator(s): Andrew Johnson, Assistant to the County Administrator
Jeff Sharkey, Capitol Alliance Group
Sarah Vilms and Victoria Cram, Squire Patton Boggs

County Administrator Long introduced the workshop and presented Andy Johnson to make staff's presentation.

Mr. Johnson stated that the workshop is held annually to offer the Board an opportunity to develop its priorities for the upcoming legislative session. He indicated that the lobbying teams would provide the Board a synopsis of the upcoming state and federal legislative sessions. Staff then provided an overview of ten legislative appropriation requests; fifteen projects for potential grant funding; five state-level legislative policy issues, and four federal policy issues proposed for the 2019 state and federal legislative sessions.

Additionally, Mr. Johnson advised that Board direction would be sought on the County's support for two potential requests from community partners in the areas of disaster resiliency and offender re-entry programs.

Proposed Appropriations Request – State

• Backup Generator – Secondary Special Needs Shelter	\$300,000
• Backup Generators – Branch Libraries and Community Centers	\$1 million
• Leon Works Expo and Junior Apprenticeship	\$100,000
• Orchard Pond Greenway Trail, Phase II	\$300,000
• Lake Henrietta Renovation	\$1.5 million
• Ford Arm/Lexington Tributary Restoration	\$4 million
• Centerville Trace Septic-to-Sewer Project	\$1 million
• Harbinwood Estates Septic-to-Sewer Project	\$2.5 million
• Fred George Wetland Restoration	\$1 million
• Offender Reentry Programs	\$300,000

Projects Recommended for Potential Grant Funding

Mr. Johnson shared that the County has been successful in recent year securing over \$125 million in upcoming funding through the Florida Department of Transportation Five-Year Work Program, the Springs Restoration Matching Grant Program administered by the Northwest Florida Water Management District and the Florida Department of Environmental Protection. Staff recommended continuing the County's successful strategy of pursuing grant funding

where appropriate, which best aligns major County projects with the most likely sources of state funding. The following grant projects were presented for approval.

• Woodville Sewer System Project	\$3,750,000
• Septic System Upgrades FY 19-20	\$500,000
• Leon South Regional Water System	\$750,000
• Capital Cascades Trail Segment	\$5.1 million
• Capital Circle Southwest	\$10 million
• Woodville Highway (Capital Circle to Paul Russell Road)	\$29.7 million
• Northeast Gateway (Welaunee Blvd./Shamrock St.)	\$4.3 million
• Orange Ave. Widening & Beatification	\$3.3 million
• Veterans Memorial Drive (CR59) Bridge Replacement	\$530,000
• Lake Lafayette St. Marks Regional Linear Park	\$750,000
• Chaires Community Park Baseball Field	\$400,000
• St. Marks Headwaters Greenway Trails	\$800,000
• J.R. Alford Greenway Trails	\$200,000
• Williams Landing Improvements	\$450,000
• Offender Reentry Programs	\$300,000

State Legislative Policy Issues

- Support the protection of the state workforce and oppose any reductions to state employee benefits.
- Support the revision of Sec. 125.0104, F.S. to modify the eligibility of counties to levy the Local Option High Impact Tourist Development Tax.
- Support the Gulf Coast Working Group's efforts to restore passenger rail service in the Gulf Coast region.
- Oppose legislation that further restricts local governments' ability to regulate and preserve canopy road systems.
- Support the Florida Association of Counties 2018-2019 legislative efforts unless specific issues conflict with Leon County's interests.

Dr. Jeff Sharkey, Capitol Alliance Group, provided remarks regarding the upcoming 2018 State Legislative Session. He discussed the upcoming statewide elections and the new leadership in both House and Senate. He then elaborated on issues such as potential legislation resulting from Hurricane Michael, efforts to protect home rule authority and state workers, the high impact tourist development tax, and constitutional amendments.

Board Discussion

Commissioner Lindley recalled attempts last session to adopt a tree ordinance preemption and if there were indications that it would be brought back up this year. Mr. Sharkey responded that he was unaware of the issue returning; however, believed that it could be defeated if it did.

Commissioner Desloge asked what carry over bills could be anticipated this year that would be of interest to the Board. Mr. Sharkey responded that bills pertaining to the regulation of Community Redevelopment Agencies, vacation rentals, EMS balance billing, and travel restrictions for government officials most likely would be brought back and monitored by County staff and the lobbying team.

Commissioner Dozier requested that the Board be provided a status update in early 2019 on emerging policy issues and bills filed for the 2019 Florida Legislative Session. She also established that staff is coordinating with Blueprint, CTRPA, state agencies, etc., to ensure that there are no overlapping or conflicting transportation or water protection projects.

Proposed Federal Policy Issues

Staff offered and provided an overview of the following four Federal policy issues for the Board's consideration.

- Relocation of U.S. Department of Agriculture Offices
- Foreign Trade Zone Application
- Amtrak Passenger Rail Restoration
- Support National Association of Counties (NACo) Legislative Program

Mses. Vilms and Cram, Squire Patton Boggs, provided their insights on the following: 1) Current federal budget and appropriations; 2) significant legislation passed this past Congress; 3) expectancies for the 116th Congress, and 4) mid-term elections.

Board Discussion

Commissioner Dozier remarked on the need for protections for residents of states who have legalized marijuana and who have been charged at the federal level (as marijuana continues to be illegal under federal law). Ms. Cram shared that this is an issue tracked very closely by their office and they will begin sharing this information with County staff.

Commissioner Maddox reiterated his interest in pursuing grant opportunities for more affordable housing in the County. He then asked that the Board be provided information on potential funding through the Choice Neighborhood Program which could be utilized for the Orange Avenue Apartments redevelopment project. Ms. Vilms shared that the program is administered through the Department of Housing and Urban Development (HUD) to assist local communities in creating comprehensive plans to redevelop severely distressed subsidized housing and revitalize high-poverty neighborhoods. She added that funding through the program is highly competitive; however, their firm has been successful in helping secure the grant funding for other cities. She suggested that the Orange Avenue Apartments Redevelopment Project aligns with the mission of the Choice Neighborhoods Program.

Chairman Maddox added that partnering with the City on the application may be necessary as the project is within the City limits. He requested authorization to direct staff to begin working with federal lobbyist and ask the County Administrator to reach out to the City Manager for a possible partnership in the application.

Commissioner Dailey moved, duly seconded by Commissioner Desloge approval of Option 1, as amended: Approve the 2019 State and Federal Legislative Priorities, and direct staff to work with federal lobbyist and reach out to the City Manager for a possible partnership to explore making application for funding through the Choice Neighborhood Program for the Orange Avenue Apartments redevelopment project.

The motion carried 7-0.

Adjourn:

There being no further business to come before the Board, the workshop was adjourned at 2:49 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Jimbo Jackson, Chairman
Board of County Commissioners

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

**BOARD OF COUNTY COMMISSIONERS
LEON COUNTY, FLORIDA
Installation Ceremony and Board Reorganization
Regular Meeting
November 20, 2018**

The Board of County Commissioners of Leon County, Florida met in regular session at 3:00 p.m. with Chairman Nick Maddox presiding. Present were Vice Chairman Jimbo Jackson and Commissioners Bill Proctor, Kristin Dozier, Mary Ann Lindley, and Bryan Desloge. Commissioner Rick Minor joined the Board upon his installation into office. Also present were County Administrator Vincent Long, County Attorney Herb Thiele, Finance Director Jordan Steffens and Clerk to the Board Rebecca Vause.

Chairman Maddox called the meeting to order at 3:04 p.m.

INVOCATION AND PLEDGE OF ALLEGIENCE

The Invocation was provided by Pastor Quincy D. Griffin, Sr., of the Family Worship and Praise Center. Chairman Maddox then led the Pledge of Allegiance.

INSTALLATION CEREMONY AND BOARD REORGANIZATION

Installation

Chairman Maddox recognized the Honorable Judge Jonathan Sjostrom, who presided over the Installation Ceremony.

Remarks and Presentation

Judge Sjostrom provided introductory remarks and recognized the following distinguished guests: City Mayor John Dailey; former City Mayor John Marks; former County Commissioners Bob Rackleff, Marjorie Turnbull and Bruce Host; former City Commissioner Nancy Miller; City Commissioners Jeremy Matlow and Dianne Williams-Cox; City Manager Reese Goad; City Attorney Cassandra Jackson; City Auditor Joseph Maleszewski; City Treasurer-Clerk James Cooke; Supervisor of Elections Mark Early; Property Appraiser Akin Akinyemi; State Attorney Jack Campbell; Sate Representative Lorraine Ausley; newly elected School Board member Darryl Jones; Florida A&M President Dr. Larry Robinson; Leon County Circuit Judge James Marsh and Monique Richardson; and Leon County Judge Nina Ashenafi-Richardson.

Judge Sjostrom then introduced the Leon County Commissioners.

- **Presentation to Outgoing Chairman Nick Maddox**
 - Vice Chairman Jimbo Jackson, on behalf of the Board, presented Chairman Maddox a plaque recognizing and thanking him for his leadership as Chairman.
 - Vice Chairman Jimbo Jackson also expressed appreciation for the opportunity to serve as Vice Chairman under his tenure as Chairman. He acknowledged the manner in which meetings were conducted (especially those controversial and had the potential to be contentious) and recognized the leadership Chairman Maddox displayed throughout Hurricane Michael. He also remarked on Chairman Maddox's patience, humor and the respect he showed to all residents who came to speak before the Board.

- County Administrator Long, on behalf of all County employees, presented Chairman Maddox with a photo collage memorializing and commemorating some of the events he attended and presided over during the past year.
- **Remarks by Outgoing Chairman Nick Maddox**
 - Chairman Maddox reflected on his year as Chairman and thanked citizens for reelecting him as one of two at-large commissioners. He spoke of Hurricane Michael and the challenges it presented to the County and its citizens. He stated that while it was a trying year, he was proud of the way the County responded and remarked that no one should “underestimate the strength of community”. Chairman Maddox recognized leaders of the community such as Dr. Robinson of FAMU, former City Mayor Andrew Gillum and new City Mayor John Dailey. He submitted that with the make up of the new City Commission, he was optimistic that the two local governments would be able to work together better than ever. He again thanked the community for its confidence and stated that he looked forward to the upcoming year.

Installation of Commissioners and Administration of the Oath of Office

- Chief Judge Sjostrom administered the Oath of Office to re-elected District 1 Commissioner Bill Proctor.
- Chief Judge Sjostrom administered the Oath of Office to re-elected District 5 Commissioner Kristin Dozier.
- Chief Judge Sjostrom administered the Oath of Office to re-elected At-Large Commissioner Nick Maddox.
- Chief Judge Sjostrom administered the Oath of Office to newly elected District 3 Commissioner Rick Minor.

Reorganization

The Honorable Gwen Marshall, Clerk of Court and Comptroller, presided over the Reorganization of the Board of County Commissioners of Leon County, Florida.

- Clerk Marshall called for nominations for Chairman of the Board of County Commissioners for 2018/2019.

Commissioner Maddox moved the nomination of Commissioner Jimbo Jackson as Chairman of the County Commission, which was duly seconded by Commissioner Desloge. The motion carried 7-0.

- Clerk Marshall called for nominations for Vice-Chairman of the Board of County Commissioners for 2018/2019.

Commissioner Jackson moved the nomination of Commissioner Brian Desloge as Vice-Chairman of the County Commission, which was duly seconded by Commissioner Proctor. The motion carried 7-0.

Clerk Marshall administered the Oath of Office to newly elected Chairman Jimbo Jackson.

Incoming Chairman's Remarks

Chairman Jackson thanked the Board for the honor to serve as its Chairman. He reflected on the service of the late County Commissioner Jane Sauls and the many attributes she embraced, such as her “quiet leadership and taking care of people first”. He hoped to live up to her legacy. He acknowledged his fellow Commissioners and commented on how much he has learned during his time on the Board. He welcomed Commissioner Minor and thanked his family and commission aide Kelley Sermons. Chairman Jackson commented that he looked forward to leading the Board during the upcoming year and appreciated their confidence.

Benediction

The Benediction was provided by Pastor Dennis Young of the Bible Believers Fellowship.

Recess for Reception

Chairman Jackson announced that a small reception would be held in the 5th floor reception area and invited all to attend. Commissioners were reminded that the Board would reconvene at approximately 4:30 p.m. to conduct its regularly scheduled meeting.

This concluded the Installation Ceremony and Board Reorganization.

BOARD MEETING AGENDA

CONSENT:

Commissioner Maddox moved, duly seconded by Commissioner Desloge, to approve the Consent Agenda, with the exception of Item #11, which was continued until the December 11, 2018 meeting. The motion carried 7-0.

1. Minutes: September 4, 2018 Regular Meeting and September 24, 2018 Regular Meeting

The Board approved Option 1: Approve the minutes of the September 4, 2018 Regular Meeting and the September 24, 2018 Regular Meeting.

2. Payment of Bills and Vouchers

The Board approved Option 1: Approve the payment of bills and vouchers submitted for November 20, 2018, and Pre-Approval of Payment of Bills and Vouchers for the Period of November 21, 2018 through December 10, 2018.

3. FY 2018 Carry Forward Adjustments and Final FY 2018 Year-End Adjustments

The Board approved Options 1, 2 & 3: 1) Adopt the resolution and budget amendment authorizing the carry forward adjustment of FY 2018 appropriations to the FY 2019 budget; 2) Approve the resolution and budget amendment authorizing the FY 2018 final year-end budget amendments, and 3) Approve the Florida Department of Agriculture and Consumer Services Mosquito Control State Aid Amendment, and authorize the County Administrator to execute in a form approved by the County Attorney.

4. Fiscal Year 2018 Tangible Personal Property Annual Report

The Board approved Options 1 & 2: 1) Accept the FY 2018 Tangible Personal Property Annual Report, and 2) Authorize the deletion of 246 tangible personal property items from the Property Control records.

5. Ratification of Board Actions Taken at the October 23, 2018 Workshop on the 2019 State and Federal Legislative Priorities

The Board approved Option 1: Ratify the actions taken at the October 23, 2018 Workshop on the 2019 State and Federal Legislative Priorities.

6. 2018 State Aid to Libraries Grant Agreement, the Library's FY 2019 Annual Plan, and Certification of Hours, Free Library Service and Access to Materials

The Board approved Options 1, 2 & 3: 1) Approve the 2018 State Aid to Libraries grant agreement between the Florida Department of State and Leon County and authorize the County Administrator to execute; 2) Approve the LeRoy Collins Leon County Public Library FY 2019 Annual Plan and 3) Approve the Certification of Hours, Free Library Services and Access to Materials and authorize the County Administrator to execute.

7. Status Report on the Knight Foundation Grant Proposal for a Multi-City/State Tour of Innovative Public Library Systems

The Board approved Option 1: Accept the status report on the Knight Foundation Grant Proposal to conduct a multi-city/state tour to examine best practices of public library systems.

8. Status Report on the County's Participation with the Florida Department of Elder Affairs' Dementia Caring Community Initiative

The Board approved Options 1 & 2: 1) Accept the status report on Leon County's participation with the Florida Department of Elder Affairs Dementia Care and Cure Initiative, and 2) Approve the dissolution of the City of Tallahassee/Leon County Dementia Care and Cure Advisory Council.

9. 2019 Citizen Engagement Series, Club of Honest Citizens, and Village Square Events

The Board approved Options 1 & 2: 1) Approve the continued relationship with the Village Square and Club of Honest Citizens program, and authorize the County Administrator to execute an agreement, in a form approved by the County Attorney, and 2) Approve the tentative schedule of events for the 2019 Citizen Engagement Series, Club of Honest Citizens and Village Square events.

10. Economic Impacts of Signature Events Administered by the Division of Tourism

The Board approved Option 1: Accept the status update on the economic impact of Signature Events administered by the Division of Tourism.

11. Status Report on Building Permit Review Timeframes for New Single-Family Residential Construction

Commissioner Dozier requested the item be pulled. She explained that this is a very important report and suggested it be continued to the December 11, 2018 meeting to allow an opportunity for public comment.

(Approval to continue the item to the December 11, 2018 meeting was included as part of Commissioner Maddox's motion to approve the Consent Agenda.)

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

- Mickie Britt, 4407 Millwood Lane, shared his opinions on how, by the legalization and taxing of certain drugs, the Country and social security could be saved, and the national debt paid down.

GENERAL BUSINESS

12. **Enterprise License Agreement Amendment with the Environmental System Research Institute, Inc. for Geographic Information System Software**

County Administrator Long introduced the item. He indicated that funding is available in the Office of Information Technology/Geographic Information System FY 19 budget.

Commissioner Desloge moved, duly seconded by Commissioner Dozier, approval of Option 1: Approve the Environmental System Research Institute, Inc. Enterprise License Agreement Amendment extending the licensing period for an additional five years, and authorize the County Administrator to execute, in a form approved by the County Attorney. The motion carried 7-0.

13. **Engineering Services for Design of the Northeast Lake Munson Sewer Project**

County Administrator Long introduced the item. He stated that the item seeks approval for engineering services to facilitate the Northeast Lake Munson Sewer Project and funds are available for this service.

Commissioner Proctor moved, duly seconded by Commissioner Desloge, approval of Option 1: Authorize negotiation of the design services fee with George & Associates Consulting Engineers, Inc., if negotiations are unsuccessful, authorize negotiations with the remaining two firms in order of ranking, for the Northeast Lake Munson Sewer Design project, and authorize the County Administrator to execute the agreement in a form approved by the County Attorney. The motion carried 7-0.

14. **Full Board Appointments to the Affordable Housing Advisory Committee, the Council on Culture and Arts, and the Planning Commission**

County Administrator Long introduced the item.

Commissioner Maddox moved, duly seconded by Commissioner Desloge, approval of the following appointments:

Option 1: The full Board to consider the appointment of two citizens to the Affordable Housing Advisory Committee.

- a. The appointment of Ian Waldick (as nominated by the Planning Commission) to fill seat category h. Planning Commission member seat, for a term ending June 30, 2021.*
- b. The appointment of Kyle Frost to fill one of the eleven eligibility categories, for the remainder of the unexpired term ending March 31, 2020. *By appointing Mr. Frost, the Board chose to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.*

Option 2: The appointment of Daniel Taylor (as nominated by COCA) to the Council on Culture and Arts (COCA) for a four-year term ending September 30, 2022.

*Option 3: The appointment of Jami Coleman to the Planning Commission for the remainder of the unexpired term ending June 30, 2020. *By appointing Ms. Coleman, the Board chose to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.*

Commissioner Maddox noted that the City maintains a roster of appointments to track the diversity of Planning Commission appointments and suggested that the County do the same; not only for the Planning Commission, but for all joint committee appointments.

Commissioner Proctor expressed support for Commissioner Maddox's suggestion and asked that staff also include "geographic diversity" in its tracking of County appointments.

Commissioner Dozier appreciated the slate of appointments offered by Commissioner Maddox and offered that there were several excellent candidates from which to choose. She confirmed with County Administrator Long that while it is unlikely that a conflict of interest would arise with either candidate for the Planning Commission; the candidates are required to disclose a conflicting employment relationship.

Commissioner Lindley stated that she was pleased to have so many quality applications for consideration, as there have been instances where there were not enough applicants to fill the roles. She shared that her office has been reaching out to the community to make vacancies known and to encourage qualified individuals to consider making application to serve in these important positions.

Commissioner Minor echoed comments offered regarding the quality of applicants before the Board and was happy to support Commissioner Maddox's motion.

Commissioner Proctor discussed the process by which individuals are nominated and appointed by the Board. He suggested that, while Mr. Frost is an excellent candidate, Ms. Lloyd also offers qualities that would be beneficial on the Affordable Housing Advisory Committee.

Commissioner Desloge opined that the slate offered in the motion is fair and complimented Mr. Frost for his desire to be an engaged citizen.

The motion carried 7-0.

CITIZENS TO BE HEARD ON NON-AGENDAED ITEMS

- Chairman Jackson confirmed there were no citizens to be heard on non-agendaed items.

COMMENTS/DISCUSSION ITEMS

County Attorney Thiele:

- Congratulated Commissioners Jackson and Desloge on their election as Chairman and Vice Chairman, respectively and welcomed Commissioner Minor.

County Administrator Long:

- Announced that the Florida Department of Environmental Management has scheduled a meeting on December 5th, 6:00 p.m. at the Lake Jackson Community Center on their draft Lake Jackson Aquatic Preserve Management Plan. The meeting will allow the public to ask questions and submit comments on the draft plan. He indicated that additional information would be provided to commissioners electronically.
- Offered his congratulations to Chairman Jackson and Vice Chairman Desloge and welcomed Commissioner Minor.

Commissioner Discussion Items

Commissioner Maddox:

- Expressed his appreciation to the Board for the opportunity to serve as their Chairman for the past year and thanked staff for their hard work.
- Reflected on the recent vote recount and his participation on the Canvassing Board.
 - He spoke of equipment needs of the Supervisor of Elections (SOE) Office, such as a new voting machine. He commended the SOE Mark Earley on the way elections are ran in Leon County and stated that he wanted to remain the standard by which elections are conducted. He suggested that Mr. Early be invited to address the Commission and that the Board offer its support to ensure that elections continue to be run without incident.
 - County Administrator Long reminded the Board that any needs are made and approved through the budget process.
 - Commissioner Dozier agreed that hearing from the SOE would be informative and beneficial to the Board. She stated that she was comfortable with the budgetary process in place with the Constitutionals and did not want to “get ahead” of that. She noted that, in preparation for the upcoming Legislative Session, the SOE is developing recommendations for Florida counties and suggested that the Board may wish to support the Supervisor’s recommendations as part of the County’s legislative priorities.
 - Commissioner Lindley stated that she too was interested in hearing from Mr. Earley and hoped that the Florida Association of Counties would work with Florida counties to adopt uniform practices for elections.
 - County Administrator Long indicated that he would schedule the presentation as soon as possible.
- Voiced an interest in having more discussion on the future of the fairgrounds, i.e., should it be relocated; if not, what enhancements would be needed.
 - *Commissioner Maddox moved, duly seconded by Commissioner Proctor, to bring back an agenda item to consider the scheduling a workshop to discuss the future of the fairgrounds. The motion carried 7-0.*
- Welcomed Commissioner Minor to the dais.

Commissioner Proctor:

- Thanked staff for the Lake Munson sewer project.
- Welcomed Commissioner Minor and offered congratulatory comments to Chairman Jackson and Vice Chairman Desloge.
- Has observed that the corner of Orange Avenue and Meridian Road needs attention and asked that something be done to improve the site. He commented that it has become an eye sore and loitering is a problem.
 - County Administrator Long explained that the property is currently part of the planned Orange Avenue Gateway Project; however, staff have already begun evaluating an interim use for the property and several community meetings have been held to seek citizen input. He added that Blueprint staff will be bringing back a proposal for the Board’s consideration.
- Announced that he would be hosting a Jake Gaither community meeting on December 4, 2018 from 6:00 – 7:00 p.m. at the Bethel AME Fellowship Hall to hear community concerns regarding the recent crimes in the area and asked that County staff be in attendance. He also mentioned that Blueprint money may be requested to fund the installation of a fence along the bike path.
- Requested that consideration be given to updating the dais with digital signage.
- Commended gubernatorial candidate Andrew Gillum on his run for Governor.
- Asked that staff provide an update on permitting for the tiny homes at The Dwellings.
- Stated that he will not attend this year’s Board Retreat and asked that consideration be given to an alternative venue in the future.

Commissioner Dozier:

- Welcomed Commissioner Minor to the Board.
- Was encouraged by the recent election of former County Commissioner John Dailey as City Mayor and how that could positively impact the relationship between the City and County.
- Requested an agenda item in December to evaluate a partnership with the Apalachee Regional Planning Council (ARPC) to provide seed money for a full-time regional loan officer for the Solar Energy Loan Fund (SELF) program for the next two years. She added that the program provides low interest fixed-rate loans to low- and moderate-income families to improve their homes. She noted that the program could assist those in the region who sustained roof damage during Hurricane Michael.
 - *Commissioner Dozier moved, duly seconded by Commissioner Maddox, to direct staff to prepare an agenda item for the Board's December 11, 2018 meeting that evaluates a partnership with the Apalachee Regional Planning Council to fund a regional loan officer for the Solar Energy Loan Fund (SELF) program.*
 - Commissioner Lindley inquired how much funding is being requested for the program.
 - Commissioner Dozier explained that the ARPC is seeking to share the cost of hiring a loan officer which he estimated at to be between \$50,000-60,000 per year for two years. She also recommended that the County approach the City about sharing the cost of the program through the Building Department Trust Fund.
 - Commissioner Dozier realized that this was a “big ask” to help other counties; however, submitted that there is no other county in the nine-county region that could help ARPC create this position. She submitted that there are counties, such as Gulf County, that have lost 90 percent of their tax base due to Hurricane Michael. Commissioner Dozier emphasized that the program would also assist residents of Leon County.
 - Commissioner Proctor offered his support for the motion and commented that this could facilitate recovery after an event.
 - Commissioner Dozier confirmed that representatives from SELF would be available to provide additional information to the Board when the topic is discussed.
 - Commissioner Maddox stated that while he supports regionalism, asked proportionately how much benefit will be realized by Leon County residents and what if anything were other counties able to contribute.
 - Commissioner Dozier reiterated that the program would benefit the County's low and moderate income residents and local contractors/noncontractors. She expressed appreciation for the Board's consideration of the request.
 - *The motion carried 7-0.*

Commissioner Minor:

- Expressed his appreciation and honor at the opportunity to be part of the Board.
- Introduced his Commission Aide, Jodi Wilkof.

Commissioner Lindley:

- Offered congratulatory remarks to Commissioner Maddox, Chairman Jackson and Vice Chairman Desloge.
- Asked if an update would be coming back to the Board on the recently approved Charter Amendment requiring the adopting of a County Code of Ethics by Ordinance.
 - County Administrator Long confirmed that staff are preparing a draft Ordinance for the Board's consideration.
- Noted that the citizens of Florida did not vote to approve Amendment One.
 - Commissioner Maddox suggested that the defeat of the amendment was a testament to the way local governments are run and viewed by their constituents.

Vice-Chairman Desloge

- Welcomed Commissioner Minor.
- Congratulated returning Commissioners Dozier, Proctor and Maddox
- Praised the great job done by the Supervisor of Elections Office.

Chairman Jackson:

- Appreciated the vote of confidence and looked forward to the upcoming year.
- Looked forward to the new opportunity to collaborate and work with the City.
- Commended Public Works staff for their debris removal efforts.

Receipt and File:

- None.

There being no further business to come before the Board, the meeting was adjourned at 5:43 p.m.

LEON COUNTY, FLORIDA

ATTEST:

BY: _____
Jimbo Jackson, Chairman
Board of County Commissioners

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

**Leon County
Board of County Commissioners**

Notes for Agenda Item #2

Leon County Board of County Commissioners

Agenda Item #2

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Payment of Bills and Vouchers

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

Statement of Issue:

This agenda item requests Board approval of the payment of bills and vouchers submitted January 22, 2019 and pre-approval of payment of bills and vouchers for the period of January 23, 2019 through February 11, 2019.

Fiscal Impact:

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

Staff Recommendation:

Option #1: Approve the payment of bills and vouchers submitted for January 22, 2019, and pre-approve the payment of bills and vouchers for the period of January 23, 2019 through February 11, 2019.

Report and Discussion

Background:

The Office of Financial Stewardship/Management and Budget (OMB) reviews the bills and vouchers printout, submitted for approval during the January 22th meeting, the morning of Monday, January 21, 2019. If for any reason, any of these bills are not recommended for approval, OMB will notify the Board.

Analysis:

Due to the Board not holding a regular meeting until February 12, 2019, it is advisable for the Board to pre-approve payment of the County's bills for January 23, 2019 through February 11, 2019 so that vendors and service providers will not experience hardship because of delays in payment. OMB will continue to review the printouts prior to payment and if for any reason questions payment, then payment will be withheld until an inquiry is made and satisfied, or until the next scheduled Board meeting. Copies of the bills/vouchers printout will be available in OMB for review.

Options:

1. Approve the payment of bills and vouchers submitted for January 22, 2019, and pre-approve the payment of bills and vouchers for the period of January 23, 2019 through February 11, 2019.
2. Do not approve the payment of bills and vouchers submitted for January 22, 2019, and do not pre-approve the payment of bills and vouchers for the period of January 23, 2019 through February 11, 2019.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners**

Notes for Agenda Item #3

Leon County Board of County Commissioners

Agenda Item #3

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Fiscal Year 2019/2020 Budget Calendar

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

Statement of Issue:

This agenda item seeks Board acceptance of the Fiscal Year 2019/2020 Leon County Budget Calendar.

Fiscal Impact:

This item does not have a fiscal impact.

Staff Recommendation:

Option #1: Approve the Fiscal Year 2019/2020 Budget Calendar (Attachment #1).

Option #2: Approve rescheduling the September 10, 2019 Board of County Commissioners meeting and public hearing to September 17, 2019.

Report and Discussion

Background:

Chapters 129 and 200 of the Florida Statutes provide specific time frames and milestones necessary to complete the annual budget. In addition, Leon County Fiscal Planning Policy No. 93-44 requires that a budget calendar be adopted prior to March 31st of each year (Attachment #2). Leon County's budget calendar complies with the statutory requirements and incorporates all local policies and procedures. The calendar provides the detail in support of the applicable statutes and County processes.

Analysis:

Applicable statutes have been reviewed and a budget calendar created to maximize the use of the Board's time in developing the FY 2019/2020 budget. The following provides significant dates to the Board:

Tuesday, February 26, 2019, Regular Meeting: Staff will make recommendations for the Board to establish maximum discretionary funding levels for outside agencies as specified by County ordinance.

Thursday, April 4, 2019, Executive Administrative Hearings (if necessary): Board Department Directors will meet with the County Administrator and Office of Management & Budget (OMB) to present their preliminary budgets.

Tuesday, April 23, 2019, (9:00 a.m. – 3:00 p.m.), Preliminary Budget Policy Workshop: Staff will present Workshops Items and seek guidance and policy decisions to assist with developing the FY 2019/2020 budget. In addition, any legislation that will affect the preparation of the FY 2020 budget will be presented.

Thursday, May 9, 2019, Constitutional Officers Meetings (if necessary): The County Administrator and Office of Management & Budget (OMB) meet with the Constitutional Officers to review preliminary budgets.

Tuesday, June 18, 2019 (9:00 a.m. – 3:00 p.m.), Budget Workshop: The County Administrator will present preliminary budgets, initiatives, and a biannual strategic plan update to the Board. Issues identified during the April 23 workshop will be presented. Estimated property tax revenues presented will be based on the preliminary property values provided by the Property Appraiser on June 1, 2019. Additionally, staff will present the Mid-Year Financial Report to the Board. This will include preliminary revenue forecasts for the upcoming fiscal year and the status of the general and special revenue fund balances.

Tuesday, July 9, 2019 (9:00 a.m. – 3:00 p.m.), if necessary, Board Budget Workshop: This workshop will provide the Board an updated package of anticipated revenues and expenditures for FY 2019/2020, and any major funding adjustments necessary based on certified taxable property values provided by the Property Appraiser on July 1, 2019.

Tuesday, July 9, 2019 Regular Board Meeting: Ratification of the June 18, 2019 Budget Workshop, and as required by Florida Law, the establishment of the maximum tentative millage rate to be used for the TRIM notice.

Tuesday, September 17, 2019 and Tuesday, September 24, 2019, Regular Meetings and Budget Public Hearings: Two public hearings on adopting the FY 2019/2020 budget and millage rates are statutorily required. The previously scheduled Board meeting on the September 10, 2019 is recommended to be rescheduled to September 17, 2019, due to a conflict with the Leon County School Board's Budget Public Hearing. Florida Law gives the School Board first preference of public hearing dates, and thus not allowing the School Board and the County to conduct their public hearings on the same day.

Options:

1. Approve the Fiscal Year 2019/2020 Budget Calendar (Attachment #1).
2. Approve rescheduling the September 10, 2019 Board of County Commissioners meeting and public hearing to September 17, 2019.
3. Do not approve the Fiscal Year 2019/2020 Budget Calendar.
4. Board direction.

Recommendation:

Options #1 and #2

Attachments:

1. FY 2019/2020 Budget Calendar
2. Policy No. 93-44, Fiscal Planning

Leon County Fiscal Year 2020 Tentative Budget

Budget Calendar

December 2018*Date**Activity**Participants*

Monday, December 10, 2018	Board Retreat	Board of County Commissioners (BOCC) Executive Staff
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December 2018

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January 2019*Date**Activity**Participants*

Monday, January 7, 2019	Internal Service Requests Matrix Distributed to Departments/Constitutional/Judicial Officers	Facilities Management Management Information Systems Human Resources Office of Management and Budget (OMB)
Friday, January 25, 2019	Departments/Constitutional/Judicial Officers submit Internal Service Requests	Facilities Management Management Information Systems Human Resources Office of Management and Budget (OMB)

January 2019

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February 2019

Tuesday, February 12, 2019	GovMax Training	OMB
Wednesday, February 13, 2019	GovMax Open to Dept.	OMB/ All Departments
Friday, February 22, 2019	Deadline for New Capital Project Requests	OMB/All Departments
Tuesday, February 26, 2019	Establish maximum funding levels for outside agencies at regular meeting	Board of County Commissioners (BOCC)

February 2019

SU M T W T F SA

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March 2019*Date**Activity**Participants*

Friday, March 8, 2019	Department Narrative Sheets and Business Plans sent	OMB/All Departments
Friday, March 15, 2019	GovMax closes, existing and new CIP submissions in GovMax	OMB/All Departments
Friday, March 29, 2019	Department Narrative sheets and Business Plans are due	OMB/All Departments

March 2019

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Leon County Fiscal Year 2020 Tentative Budget

Budget Calendar

April 2019

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Thursday, April 4, 2019 10:00 am - 4:00 pm	Executive Administrative Hearing (if necessary)	County Administrator/ OMB/All Departments
Tuesday, April 23, 2019 9:00 am - 3:00 pm	Preliminary Budget Policy Workshop	OMB/All Departments

April 2019

SU M T W T F SA

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May 2019

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Thursday, May 9, 2019	Constitutional Officers Meeting (if necessary)	County Administrator/OMB/ Constitutional officers

May 2019

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June 2019

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Saturday, June 1, 2019	Receive Tentative Certified Values from Property Appraiser	Property Appraiser
Saturday, June 1, 2019	Notice to Property Appraisers regarding possible Non-Ad Valorem assessments for TRIM notice	Public Works/OMB/ Property Appraiser
Tuesday, June 18, 2019 9:00 am - 3:00 pm	Budget Workshop (Including presentation of the Mid-year report)	BOCC/County Administrator/ OMB/All Departments

June 2019

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July 2019

Monday, July 1, 2019	Certified Taxable Values provided by Property Appraiser	Property Appraiser
Monday, July 1, 2019	Non-Ad Valorem assessments to be included on TRIM due to Property Appraiser	BOCC/ County Administrator/ OMB/ Property Appraiser
Tuesday, July 9, 2019 9:00 am — 3:00 pm	FY20 Budget Workshop (if necessary)	BOCC/ County Administrator/ OMB/All Departments
Tuesday, July 9, 2019	Regular Board Meeting	BOCC/ County Administrator/ OMB/ Departments/ Citizens

July 2019

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Leon County Fiscal Year 2020 Tentative Budget

Budget Calendar

August 2019

Sunday, August 4, 2019	TRIM Maximum Millage Notice due to Property Appraiser and Department of Revenue	County Administrator/OMB/ Property Appraiser
Saturday, August 24, 2019	Last day for Property Appraiser to mail TRIM notices	Property Appraiser

August 2019

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September 2019

<i>Date</i>	<i>Activity</i>	<i>Participants</i>
Friday, September 13, 2019 (Statutory Deadline is Sunday, September 15, 2019)	Certification of Non-Ad Valorem assessment roll due to Tax Collector	County Administrator/ OMB/Property Appraiser
Tuesday, September 17, 2019	BOCC- 1st Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2019/2020	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Tuesday, September 24, 2019	BOCC 2nd Public Budget Hearing on Adoption of Tentative Millage Rates and Tentative Budgets for FY 2019/2020	BOCC/ County Administrator/ OMB/ Departments/ Citizens
Friday, September 27, 2019	Submit Adopted Budget Resolutions to Property Appraiser and Tax Collector	County Administrator/OMB

September 2019

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October 2019

Monday, October 1, 2019	Beginning of New Fiscal Year	OMB
Thursday, October 24, 2019	30 day deadline to publish the adopted budget online	OMB
Thursday, October 24, 2019	Final Day to Submit TRIM Compliance Certification to Department of Revenue (DOR)	County Administrator/ OMB

October 2019

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Board of County Commissioners Leon County, Florida

Policy No. 93-44

Title: Fiscal Planning

Date Adopted: May 10, 2016

Effective Date: May 10, 2016

Reference: N/A

Policy Superseded: Policy No. 92-3, "Fiscal Planning," adopted 3/10/92. Superseded by Policy No. 93-44, adopted 8/10/93; and amended 11/16/04, 2/8/11, and 3/11/14

It shall be the policy of the Board of County Commissioners of Leon County, Florida that: Policy No. 93-44, amended by the Board of County Commissioners on March 11, 2014, is hereby further amended as follows:

The County will establish fiscal planning practices to:

1. Provide that the annual operating and capital budget for Leon County shall be developed in conformity with the Tallahassee-Leon County Comprehensive Plan by the Office of Management and Budget, under the advisement of the County Administrator and adopted as provided in State law by a majority vote of the Board of County Commissioners presiding in a public hearing.
2. Provide for the development and annual review of a capital improvement budget. This budget shall contain a 5-year plan for acquisition and improvement of capital investments in the areas of facilities, transportation, equipment and drainage. This budget shall be coordinated with the annual operating budget.
3. Provide that the Board of County Commissioners will continue to reflect fiscal restraint through the development of the annual budget. In instances of forthcoming deficits, the Board will either decrease appropriations or increase revenues.
4. Provide that the County will strive to better utilize its resources through the use of productivity and efficiency enhancements while at the same time noting that the costs of such enhancements should not exceed the expected benefits.
5. Provide that expenditures which support existing capital investments and mandated service programs will be prioritized over those other supporting activities or non-mandated service programs.

6. Provide that the County Administrator shall be designated Budget Officer for Leon County and will carry out the duties as set forth in Ch. 129, F.S.
7. Provide that the responsibility for the establishment and daily monitoring of the County's accounting system(s) shall lie with the Finance Division of the Clerk of the Circuit Court, and that the oversight of investment and debt management for the government of Leon County shall lie with the Board of County Commissioners.
8. Annually, prior to March 31, the Board of County Commissioners will:
 - A. Establish a budget calendar for the annual budget cycle.
 - B. Confirm the list of permanent line item funded agencies that can submit applications for funding during the current budget cycle.
 - C. Establish the amount of funding to sponsor community partner/table events in an account to be managed by the County Administrator.
 - D. Provide direction to staff on additional appropriation requests that should be considered as part of the tentative budget development process.
9. Provide that this policy shall be reviewed annually by the Board of County Commissioners to ensure its consistency and viability with respect to the objectives of the Board and its applicability to current state law and financial trends.
10. Annually, as part of the annual budget process, staff will prepare a budget discussion item providing a mid-year performance report for all outside agency contracts and include funding recommendations for the following fiscal year.

Revised 5/10/2016

**Leon County
Board of County Commissioners**

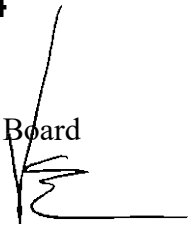
Notes for Agenda Item #4

Leon County Board of County Commissioners

Agenda Item #4

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Commissioner Appointment to the Library Advisory Board

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Mary Smach, Agenda Coordinator

Statement of Issue:

This agenda item seeks the Board's approval to ratify the Commissioner appointment of a citizen to the Library Advisory Board.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Ratify Commissioner Proctor's appointment of Hannah Davis to the Library Advisory Board for a two-year term ending December 31, 2020.

Report and Discussion

Background:

Pursuant to Policy No. 03-15, “Board-Appointed Citizen Committees”, a consent item is presented to fill vacancies for individual Commissioner appointments of citizens to Authorities, Boards, Committees, and Councils.

Analysis:

Library Advisory Board (LAB)

Purpose: This Board serves as a forum for community input concerning library programs and activities and as a liaison and advocate for the Library.

Composition: Seven members are appointed by the Board with each Commissioner making one appointment. Members serve two-year terms, expiring December 31. There is a term limit of three consecutive terms per Policy No. 03-15. Members must be a Leon County Resident.

Vacancy: The term of member, Eddie Jackson expired on December 31, 2018. Mr. Jackson served three terms and is not eligible for reappointment per Policy No. 03-15. See Table #1 for the member selected by Commissioner Proctor.

Table #1: Library Advisory Committee

Vacancy # terms served	Term Expiration	Eligible Applicant	Recommended Action
Eddie Jackson <i>(term-limited out, has served 3 terms)</i>	12/31/2018	Hannah Davis <i>(Attachment #1)</i>	Ratify Commissioner Proctor’s appointment for a two-year term ending 12/31/2020.

Options:

1. Ratify Commissioner Proctor’s appointment of Hannah Davis to the Library Advisory Board for a two-year term ending December 31, 2020.
2. Board direction.

Recommendation:

Option #1

Attachment:

1. Davis application and resume

Attachment #1
Page 1 of 6

Posted January 14, 2019

References (you must provide at least one personal reference who is not a family member):

Name: HEATHER PEEPLES Telephone: 850-510-3217
Address: 1117 BEACHUM DR. TALLAHASSEE FL 32301

Name: KATHLEEN MCCORMICK Telephone: 850-644-6167
Address: 116 HONORS WAY

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)
No
If yes, please explain.

All statements and information provided in this application are true to the best of my knowledge.

Signature: Hannah Davis

This application was electronically sent: 12/14/2018 11:09:42AM

Hannah Wiatt Davis

2856 Blairstone Ct. • Tallahassee, FL 32301
(407) 756-0201 • hannahwiatttdavis@gmail.com

Education

MS in Library and Information Studies	Aug. 2012 – Aug. 2014
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Certificate in Information Architecture
Florida State University, Tallahassee, FL

BA in Music	Aug. 2006 – May 2010
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Certificate in World Music
Florida State University, Tallahassee, FL

Experience

Preservation Librarian	Jan. 2018 - Present
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FSU Libraries Special Collections & Archives, Tallahassee, FL

- Lead and direct collection preservation and conservation efforts
- Participate in strategic planning specifically concerning conservation, preservation, and disaster preparedness and response efforts
- Monitor and assess space needs, planning for future growth and overall storage needs
- Collaborate with colleagues to update and maintain policies and procedures for collections security, inventory control, preservation measures, and collection retrieval
- Manage monthly and annual collections reviews following established guidelines
- Manage environmental and physical storage conditions
- Coordinate special projects like complex collection moves
- Prepare materials for exhibit and digitization
- Provide and/or coordinate preservation assessment surveys

Research Services Coordinator	Jul. 2017 – Dec. 2017
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FSU Libraries Special Collections & Archives, Tallahassee, FL

- Manage the Special Collections Research Center Reading Room
- Develop and write division policies and training procedures
- Develop and maintain recording procedures of division statistics in Springshare LibInsight and represent the division on the Public Statistics Committee
- Provide reference service in the Special Collections Research Center and Claude Pepper Library, as well as conduct electronic research consultations
- Assist with instruction sessions, donor meetings, and facility tours
- Coordinate record transfers and material transports for division

- Supervise student assistants on collections management projects

Archives Assistant

Aug. 2014 – Jul. 2017

Heritage & University Archives, Tallahassee, FL

- Accession, process, arrange and describe University Archives collections and records
- Process the Reichelt Oral History Collection, Charlotte Edwards Maguire Collection, and Pride Student Union Collection
- Provide reference service in the Special Collections Research Center and FSU Heritage Museum, as well as conduct electronic research consultations
- Assist with instruction sessions, donor meetings, and facility tours
- Assist with the curation, production, and installation of Special Collections exhibits
- Develop the Heritage & University Archives website
- Create original content for the Heritage & University Archives Facebook and FSU Special Collections blog
- Digitize photographs, documents, and ephemera for the FSU Digital Library
- Supervise student assistants and volunteers on processing projects

Intern

May 2014 – Aug. 2014

Florida Memory, State Archives of Florida, Tallahassee, FL

- Digitize audio materials (reel-to-reel, cassette tapes) from the Florida Folklife Collection
- Metadata entry, research, and editing utilizing Dublin Core format
- Repair damaged tapes for optimal playback
- Create social media content for the Florida Memory blog

Graduate Assistant

Aug. 2013 – Jul. 2014

FSU Libraries Special Collections & Archives, Tallahassee, FL

- Research, curate, and design the exhibit *A Century of Seasons: The History of Florida State Athletics* and its online companion
- Provide reference service to researchers
- Accession, arrange, and describe Heritage Protocol & University Archives collections

Professional Development

Digital Forensics. Digital Archives Specialist Curriculum and Certificate Program, Society of American Archivists. May 5, 2016.

Privacy and Confidentiality Issues in Digital Archives. Digital Archives Specialist Curriculum and Certificate Program, Society of American Archivists. May 4, 2016.

Artifact Salvage and Recovery. Florida Association of Museums Connecting to Collections. October 2, 2015.

Caring for Scrapbooks: Preservation and Digitization Today. LYRASIS. July 14, 2015.

From Idea to Deliverable: Planning and Executing Your Grant-Funded Project.

Association of Recorded Sound Collections. Pittsburgh, PA. May 27, 2015.

SAA Advocating for Archives. Society of Florida Archivists. Coral Gables, FL. May 12, 2015.

Projects and Exhibits

Diversity at FSU

Dec. 2015 – Mar. 2017

Curated and installed an exhibit highlighting the history of diverse populations at FSU.

Mittan: A Retrospective

Oct. 2015 – Apr. 2016

Supervised the installation and designed exhibit and promotional materials for a retrospective of photography by J. Barry Mittan, a prolific student photographer in the late 1960s-early 1970s.

That I May Remember: Scrapbooks from Florida State College for Women (1905-1947)

Oct. 2014 – Jan. 2015

Assisted in the research, installation, and promotion of an exhibit demonstrating the unique ways that students at the Florida State College for Women communicated via scrapbooks in the early 20th century.

Malachi Ritscher Collection – Creative Audio Archive

Mar. 2014

Digitized cassette and digital audio tapes from the Malachi Ritscher Collection, curated by the Creative Audio Archive.

A Century of Seasons: The History of Florida State Athletics

Aug. 2013 – Feb. 2014

Curated, installed, designed promotional items and exhibit materials for an exhibit highlighting the rich traditions of athletics over 100 years at Florida State University and its predecessor institutions.

Turn of the Century Sheet Music Archive

Apr. 2012

Digitized fragile sheet music, created metadata schema, designed, and developed a digital archive of the Robert Doremus Mills sheet music collection.

Presentations

“Curating Oral History Collections,” Webinar, Rollins College [True] Stories Project, November 2016.

“A Century of Seasons: The History of Florida State Athletics.” Poster session, Society of Florida Archivists. May 2014.

Awards

FSU Libraries Silent Service Award	2017
Society of Florida Archivists DAS Scholarship	2016
FSU Libraries USPS Travel Scholarship	2015
Judith Beale Scholarship	2014
A. Pepke Prize	2014

Publications and Selected Blog Posts

Davis, H.W. (2016). Archives Spotlight: Tarpon Club Collection. <i>The Florida Archivist</i> .
Davis, H. W., and Thomas, K. (2015). The Florida Flambeau and bringing it online. <i>The Florida Archivist</i> .
Davis, H.W. (2015, September 15). What's in a song? The many melodies of FSU. [Web log post.]
Davis, H.W. (2014, August 11). Rebetiko Music of Tarpon Springs. [Web log post].

Technical Skills

Adobe Audition	FileMaker Pro
Adobe Dreamweaver	HTML5
Adobe Illustrator	Islandora
Adobe Photoshop	Omeka
Archon	Microsoft Suite
CSS3	WaveLab

Current Membership in Professional Organizations

Sunshine State Digital Network	2017 – Present
Society of Florida Archivists	2014 – Present

Service to Professional Organizations

Sunshine State Digital Network, Planning Subgroup Chair	Aug. 2018 – Present
Society of Florida Archivists Journal Editorial Board, Layout Editor	2017 – Present
SFA Journal Steering Committee, Society of Florida Archivists	2017 – Present
American Archives Month Committee, Society of Florida Archivists	2016 –2018
Assistant Web Editor, Society of Florida Archivists	2016 – 2018

**Leon County
Board of County Commissioners**

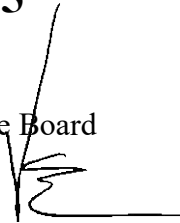
Notes for Agenda Item #5

Leon County Board of County Commissioners

Agenda Item #5

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Memorandum of Understanding with the Florida Department of Health in Leon County

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Chad Abrams, Chief of Emergency Medical Services
Lead Staff/ Project Team:	Cara Aldridge, Director of Animal Control

Statement of Issue:

This agenda item seeks Board approval of a Memorandum of Understanding with the Florida Department of Health to formally document the existing roles and responsibilities of the County and Health Department related to rabies prevention and control within Leon County.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option # 1: Approve the Memorandum of Understanding with the Florida Department of Health in Leon County (Attachment #1) and authorize the County Administrator to execute.

Report and Discussion

Background:

This agenda item seeks Board approval of a Memorandum of Understanding with the Florida Department of Health to formally document the existing roles and responsibilities of the County and Health Department related to rabies prevention and control within Leon County.

The County, through the Division of Animal Control, has a long history of providing rabies prevention and control assistance to the Florida Department of Health in Leon County (DOH-Leon). Chapter 381, Florida Statutes, assigns responsibility for the administration and enforcement of laws and rules relating to the control of communicable diseases among humans and from animals to humans to the Florida Department of Health. Chapter 64D-3, Florida Administrative Code, and the Rabies Prevention and Control Compendium published by DOH provides the procedures necessary for managing animals involved in bite investigations, outlining procedures for preventing rabies in humans and the necessary coordination between agencies and institutions to achieve the prevention and control of rabies.

Leon County has regulated rabies management through Section 4-76 of the Leon County Code of Laws, which requires rabies vaccinations for domestic animals susceptible to the disease. The Division of Animal Control has assisted the DOH-Leon County with investigating domestic animal bites, the capture and quarantine of animals involved in bites, and in the processing of animals for rabies examination. However, there currently is not a formal agreement that defines roles and responsibilities between the DOH-Leon and the County.

Analysis:

The County and DOH staffs have a long-standing cooperative arrangement in performing the tasks associated with rabies prevention and control in Leon County. The purpose of this Memorandum of Understanding (MOU) is to formally document the existing roles and responsibilities of the two entities as it relates to rabies prevention and control to prevent overlapping responsibilities.

Under the proposed MOU the DOH-Leon agrees to investigate rabies exposure incidents; isolate and quarantine animals; provide shipping materials and pay for the shipping and testing of specimens sent for testing; provide the County's Animal Control Officers with rabies vaccinations and titer examinations; provide medical consultation; and refer dangerous, aggressive animals and cases involving serious injuries from animal bites to the County for investigation.

The County agrees to locate and apprehend animals; process and ship rabies specimens; provide transportation of animals for quarantine; notify the DOH-Leon of animal bites to humans; and cooperate with DOH-Leon in investigating incidents related to rabies control.

Options:

1. Approve the Memorandum of Understanding with the Florida Department of Health in Leon County (Attachment #1) and authorize the County Administrator to execute.
2. Do not approve the Memorandum of Understanding with the Florida Department of Health in Leon County.
3. Board direction.

Recommendation:

Option # 1

Attachment:

1. Proposed Memorandum of Understanding with the Florida Department of Health in Leon County.

Memorandum of Understanding

This Memorandum of Understanding (“MOU”) is made on this ____ day of _____ 2019, by and between Leon County’s Division of Animal Control (“Animal Control”), of 911 Easterwood Dr., Tallahassee, Florida 32311, and the Florida Department of Health in Leon County (the “Department”), of 435 N. Macomb St., Tallahassee, Florida 32301, for the purpose of achieving the various aims and objectives relating to Rabies Prevention and Control.

WHEREAS Animal Control and the Department desires to enter into an agreement in which Animal Control and the Department will work together to complete the protocols/objectives identified in the Rabies Prevention and Control Compendium published by the Florida Department of Health;

AND WHEREAS Animal Control and the Department desire to enter into a Memorandum of Understanding between them, setting out the working arrangements that each of the entities agrees are necessary to complete the various aims and objectives relating to Rabies Prevention and Control.

I. Purpose and Scope

The purpose of the MOU is to clarify and clearly identify the roles and responsibilities Animal Control and the Department shall execute as they relate to rabies prevention and rabies control investigations within Leon County.

The scope of this MOU is limited to the roles and responsibilities with regard to rabies prevention and control within Leon County.

II. Background

Rabies is a preventable viral disease that affects mammals and is most often transmitted through the bite of a rabid animal. The Centers for Disease Control reports that the vast majority of cases each year occur in wild animals like raccoons, skunks, bats, and foxes. Rabies prevention and control investigations for infected persons and non-human animals are managed at the state and local level.

Chapter 381, Florida Statutes, authorizes the Department to, among other things, “administer and enforce laws and rules relating to sanitation, control of communicable diseases, illnesses and hazards to health among humans and from animals to humans, and the general health of the people of the state.”

Chapter 64D-3, Florida Administrative Code, “Procedure for Control of Specific Communicable Diseases” details general Department of Health policies and procedures related to rabies control including, but not limited to, the following: 1) requiring that animal bites to humans by a potentially rabid animal be reportable to the county health officer; 2) establishing authority for quarantine, outlining quarantine requirements and specifying

conditions for the transportation and removal of quarantined persons and animals; and 3) outlining procedures for preventing rabies in humans, managing animals involved in bite incidents and declaring area-wide quarantines.

The Rabies Prevention and Control Compendium published by the Florida Department of Health addresses coordination between relevant organizations, agencies and institutions; clinical descriptions of disease symptoms in animals and humans; protocols for proper handling, packing and shipping and testing of animals for rabies examination; confinement and management of biting animals; disposition of animals exposed to rabies; investigation of animal bites to people; human pre-exposure immunization and post-exposure prophylaxis; access to human rabies vaccine; and guidelines for epidemic control measures.

The Department's Environmental Health sector has instituted a Rabies Surveillance Program that "helps identify and track cases of rabies and potential cases of rabies reported in Leon County." The Rabies Surveillance Program staff work with Leon County Animal Control and City of Tallahassee Animal Services in these efforts.

In addition, Leon County's Division of Animal Control has been responsible for the management of human and domestic animal exposures to rabid or suspect rabid animals for several years. Rabies management includes Section 4-76 of the Leon County Ordinance titled "Rabies Vaccination Required," which outlines the frequency, proof, removal, display, and furnishing of information required for every ferret, dog, and cat required to be vaccinated for rabies in the county. However, many of these overlapping management and investigatory responsibilities with the Department have existed without any written agreement.

III. Definitions

The following terms and phrases are used throughout this MOU, and shall be defined and understood as having the following meanings:

"Pet" shall mean any domestic or tamed animal kept for companionship or pleasure, which is subject to the rabies vaccination and control ordinance.

"Specimen" or "rabies specimen" shall mean any sample, animal part, whole animal, animal material or any other test conducted as it relates to the prevention, management, control, diagnosis, or destruction of a rabid animal or suspect rabid animal.

"Dangerous" and/or "aggressive animal cases" shall refer to any instance, situation, conduct, awareness, or action able or likely to cause harm or injury to any person, place, thing, or non-human animal, by another animal.

“Rabies vector species” shall refer to any non-human animal that has bitten or attempted to bite another person or non-human animal. Bite animals need not necessarily have been classified as dangerous and/or aggressive animal cases.

IV. Obligations and Cooperation

A. The Department of Health Responsibilities

The Department shall maintain a rabies control program (within its Rabies Surveillance Program) as mandated by Chapter 64D-3, Florida Administrative Code, within the corporate and unincorporated areas of Leon County. This program should include, but is not limited to:

- Investigating human and non-human domestic, wild, and pet animal rabies exposure incidents;
- Isolating and/or quarantining animals involved in rabies exposure incidents;
- Releasing isolated and/or quarantined animals at the end of the quarantine period;
- Providing Animal Control with shipping and packaging supplies including but not limited to coolers and/or boxes for the shipment of rabies specimens to the state laboratory;
- Remitting payment for any and all shipping costs associated with the shipment of rabies specimens to the state laboratory;
- Providing Animal Control staff with pre-exposure rabies vaccinations at cost;
- Providing Animal Control staff with periodical rabies titer examinations at no cost;
- Referring dangerous and/or aggressive animal cases to Animal Control for investigative purposes;
- Referring cases involving severe injuries as a result of animal contact to Animal Control for investigative purposes; and
- Providing medical consultation regarding anti-rabies treatment for bite victims.

B. Leon County Animal Control Responsibilities

The Leon County Division of Animal Control shall undertake the following responsibilities:

- Apprehending living and deceased rabies vector species that require rabies testing in the corporate and unincorporated areas of Leon County, as requested by the Department;
- Processing and shipping rabies specimens to the state laboratory;
- Providing the Department with a copy or copies of the test results for specimens that have been shipped to the state laboratory;
- Making good faith attempts to apprehend and/or perform patrols for rabies vector species that remain at large, as requested by the Department;
- Providing transportation for bite animals that are not candidates for home quarantine, as requested by the Department;

- Assisting the Department with apprehending and/or performing patrols for rabies vector species, as requested by the Department;
- Notify the Department when any of the following occurs:
 - The inability to locate an animal within seven (7) days of exposure to the victim.
 - Victim exposure to a wild animal which will not be able to be obtained. Within twenty-four (24) hours of notification of exposure.
- Refer all medical inquiries regarding anti-rabies treatment to the Department or their private physician;
- Comply with section 381.0031, Florida Statutes, regarding the confidentiality of animal bite patient records.

C. Both Parties Agree

Cooperation in Investigations. Through this MOU, Animal Control and the Department agree to make good faith attempts to resolve any conflict and/or duplication of responsibilities not found herein, as they relate to the prevention and control of rabies within Leon County.

Liability. Animal Control and the Department are completely separate entities and neither party may obligate the other in any manner. Animal Control and the Department agree to accept and to be responsible for its own acts or omissions as well as those of its employees, and nothing in this MOU should be interpreted or construed to place any such responsibility onto the other party. The parties acknowledge that the Department is part of the Florida Department of Health, an executive branch agency of the State of Florida. Nothing in this agreement should be construed to be a waiver of sovereign immunity any greater than the limited waiver set forth in Section 768.28, Florida Statutes.

Independent Contractors. Through this MOU, Animal Control and the Department intend to establish between them the relationship of mutually independent contractors. Each party and the officers, employees, agents, subcontractors or other contractors thereof shall not be deemed by virtue of this MOU to be officers, agents, or employees of the other party.

Amendments. No modifications or amendment to the conditions contained herein shall be effective unless contained in a written document and executed by each party hereto.

Waiver of Breach. The failure on the part of either party to enforce any material provision of this MOU on any single occasion shall not constitute a waiver of the right to enforce any and all material provisions of this MOU.

Venue. This MOU is executed and entered into in the State of Florida, and shall be construed, performed, and enforced in all respects in accordance with the laws, rules, and regulations of the State of Florida.

Notices. Except as otherwise provided herein, any notice, acceptance, request, or approval from either party to the other party shall be in writing and hand delivered or sent by certified

mail, return receipt requested, and shall be deemed to have been received when either deposited in a United States Postal Service mailbox, or personally delivered with signed proof of delivery.

Animal Control:
Name: Cara Aldridge
Address: 911 Easterwood Drive
Address: Tallahassee, FL 32311
Phone: (850) 606-5400
Email: AldridgeC@LeonCountyFL.gov

Department:
Name: Robert King
Address: 2965 Municipal Way
Address: Tallahassee, FL. 32304
Phone: (850) 404-6313
Email: Robert.King4@flhealth.gov

V. Term / Termination

Term. Unless otherwise terminated or amended as provided herein, this MOU shall remain in full force and effect for a period of one (1) year from the date the MOU is signed by both parties and will automatically renew each year for a period not to exceed three (3) consecutive years.

Termination. Either party may terminate this MOU, with or without cause, with a minimum of thirty (30) days written notice to the other party. The parties, by mutual agreement, may agree to a lesser period of time.

VI. Effective Date and Signature

This MOU shall be effective upon the signature of the authorized officials for Leon County and the Florida Department of Health in Leon County.

Both entities indicate agreement with this MOU by the signatures followed herein.

Department of Health, Leon County

By: _____
Claudia Blackburn, MPH, RN

LEON COUNTY, FLORIDA

By: _____
Vincent S. Long
County Administrator

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

**Leon County
Board of County Commissioners**

Notes for Agenda Item #6

Leon County Board of County Commissioners

Agenda Item #6

January 22, 2019 Meeting

To: Honorable Chairman and Members of the Board
From: Vincent S. Long, County Administrator
Title: 2019 U.S. Department of Justice Assistance Grants

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Tim Barden, Budget Manager, Office of Management and Budget Teresa Broxton, Director, Office of Intervention and Detention Alternatives

Statement of Issue:

This agenda item seeks Board approval to execute an Agreement with the City of Tallahassee and Leon County Sheriff's Office for the distribution of U.S. Department of Justice grant funds. The item further seeks Board authorization to submit an application, when available, for the additional Department of Justice grant funds administered through the Florida Department of Law Enforcement.

Fiscal Impact:

This item has a fiscal impact. This grant funding was contemplated in the FY 2019 adopted budget and does not require matching funds.

Staff Recommendation:

- Option #1: Approve the Agreement with the City of Tallahassee and the Leon County Sheriff's Office for the distribution of \$161,985 in grant funds from the U.S. Department of Justice (Attachment #1) and authorize the County Administrator to execute.
- Option #2: Authorize staff to submit an application to the Florida Department of Law Enforcement for the FY 2019 U.S. Department of Justice grant funds.

Report and Discussion

Background:

This agenda item seeks Board approval to execute an Agreement with the City of Tallahassee and Leon County Sheriff's Office for the distribution of U.S. Department of Justice grant funds. The item further seeks Board authorization to submit an application, when available, for the additional Department of Justice grant funds administered through the Florida Department of Law Enforcement.

For more than 15 years the U.S. Department of Justice (DOJ) has awarded the Justice Assistance Grant (JAG) funding to Leon County and the City of Tallahassee to support a range of criminal justice program areas including, but not limited to, law enforcement, crime prevention and education and mental health programs. These funds are awarded by two methods: One set of funds are available directly from the DOJ and disbursed to local governments. The other funds are administered through the Florida Department of Law Enforcement (FDLE) and disbursed to local governments.

Historically, the Tallahassee Police Department (TPD) has submitted an application to DOJ on behalf of County government and the Leon County Sheriff's Office (LCSO), for grant funding and entered into an Agreement with each agency to stipulate the use of the funds. DOJ has communicated that an award of \$161,985 will be available to the County and City for 2019 from the direct funded grant.

Leon County has traditionally submitted an application to FDLE to secure the additional funding from DOJ that is administered through State government. In 2016, FDLE recommended that Leon County, LCSO, and TPD submit separate applications for the JAG funds administered through their agency.

Analysis:

The TPD will act as the administrative agency for the direct funds received from the DOJ. Each agency will share administrative responsibility for their portion of the grant funds received from the DOJ through FDLE. Staffs from Leon County, LCSO, and TPD propose the distribution of total funds received as illustrated in Table #1.

Table #1: Proposed distribution of JAG Funds

2019 U.S. Department of Justice JAG Grants			
Agency	Direct Funding from DOJ	Funding from DOJ through FDLE	Total Funding
Leon County	\$0	\$38,356	\$38,356
Leon County Sheriff's Office	\$45,992	\$38,245	\$84,237
City of Tallahassee	\$70,000	\$0	\$70,000
Tallahassee Police Department	\$45,993	\$38,246	\$84,239

¹The Agreement with Leon County, LCSO, and City outlines the proposed use of these funds.

The proposed use of the total DOJ funds by each agency is as follows:

Leon County

- ***For the Leon County Drug and Alcohol Testing Division*** – drug and alcohol testing equipment and laboratory services
- Partial funding for one FTE to provide on-site drug and alcohol testing of court-ordered offenders

Leon County Sheriff's Office

- ***Technological enhancements to the Real Time Crime Center***
 - Automated license plate readers
 - Pole cameras and fixed cameras

City of Tallahassee

- ***For DISC Village for the Juvenile Assessment Center Booking Unit***
 - Criminal booking for all arrested juveniles
 - Screenings for appropriate social/human services referrals
 - Civil Citation Program coordination

Tallahassee Police Department

- Law enforcement equipment (ballistic vests, Kevlar helmets, rifles, and scopes)
- Upgraded speed detection equipment

This item recommends the County, LCSO, and TPD enter into an Agreement which stipulates how the direct funds from the DOJ will be distributed among the agencies (Attachment #1).

As previously stated, FDLE recommended that Leon County, LCSO, and TPD submit separate applications for the JAG funds administered through their agency. FDLE has applied to DOJ to secure FY 2019 JAG grant funds on behalf of all Florida counties. An award amount of \$114,847 is anticipated for Leon County. Of that total, the County's anticipated share of the award is \$38,356.

Options:

1. Approve the Agreement with the City of Tallahassee and the Leon County's Sheriff's Office for the distribution of \$161,985 in grant funds from the U.S. Department of Justice and authorize the County Administrator to execute (Attachment #1).
2. Authorize staff to submit an application to the Florida Department of Law Enforcement for the U.S. Department of Justice grant funds.
3. Do not approve the Agreement with the City of Tallahassee and the Leon County's Sheriff's Office.
4. Do not authorize staff to submit an application to the Florida Department of Law Enforcement for the U.S. Department of Justice grant funds.
5. Board direction.

Recommendation:

Options #1 and #2

Attachment:

1. Agreement with the City of Tallahassee and the Leon County Sheriff's Office

AGREEMENT

This Agreement is entered into this ____ day of _____, 2018, by and between the City of Tallahassee, a Florida municipal corporation, hereinafter referred to as the CITY, Leon County, a charter county and political subdivision of the State of Florida, hereafter referred to as the COUNTY, and the Leon County Sheriff's Office, hereinafter referred to as LCSO.

WHEREAS, the CITY and COUNTY have applied for and were awarded an Edward Byrne Memorial Justice Assistance Grant, hereinafter referred to as JAG, and Grant Award Number 2018-DJ-BX-0459 was authorized and funding, through September 30, 2021, was approved by the United States Department of Justice (DOJ) per CFDA #16.738; and

WHEREAS, the CITY and COUNTY, following JAG program requirements, have approved the allocation of the approved grant award in the amount of \$161,985; and

WHEREAS, the CITY and COUNTY find that the division of responsibilities for the performance of this Agreement is in the best interests of both parties and that the division of costs fairly compensates each party.

NOW, THEREFORE, for valuable consideration and mutual promises between the parties hereto, it is agreed as follows:

1. Program Coordination and Funding Allocation

The CITY agrees to act as the administrative agency for the FY18 JAG. In this capacity, the CITY will receive all funding from the U.S. Department of Justice and be responsible for completing and submitting all financial and performance reports required by the JAG program.

In recognition of the CITY's agreement to act as the FY18 JAG administrative agency, both the CITY and the COUNTY agree that all interest earnings generated through the FY18 JAG award will be allocated to the CITY.

Funds awarded pursuant to JAG Grant Application 2018-H3470-FL-DJ will be allocated as follows:

PROGRAM	FEDERAL FUNDING
DISC Village, Inc.	
Juvenile Assessment Center Booking Unit	\$70,000
City of Tallahassee	
Law Enforcement Equipment	\$45,993
Leon County	
Law Enforcement Equipment	\$45,992
Total	\$161,985

Funding for the designated programs will be used to accomplish the following:

- *Juvenile Assessment Center Booking Unit* – DISC Village, Inc. will utilize JAG award funds to support salary and benefit expenses for the Juvenile Assessment Center. (\$70,000)
- *City of Tallahassee* –Tallahassee Police Department will utilize JAG award funds to purchase ballistic vests, helmets, rifles, and scopes for the Tactical Apprehension and Control Team and speed monitoring devices for the Traffic Enforcement Unit. (\$45,993).
- *Leon County* –Leon County Sheriff's Office will utilize JAG award funds to purchase equipment and components to enhance its Real Time Crime Center (\$45,992).

2. **Time of Performance**

This Agreement will be effective from October 1, 2018, through September 30, 2021.

3. **Amount and Method of Payment**

The CITY agrees to establish an interest bearing trust fund for the deposit of JAG funds and will ensure that funds from any award under the JAG are not commingled with funds from any other source.

The CITY agrees to reimburse LCSO the sum of \$45,992. The CITY agrees to reimburse LCSO within twenty (20) working days after receipt of a reimbursement request. LCSO shall submit all reimbursement requests to the Tallahassee Police Department no later than ninety (90) calendar days prior to the end of this Agreement. Said requests shall contain a detailed description of each line item expenditure incurred during the Agreement's Time of Performance, shall be accompanied by supporting documentation, and shall be signed by the appropriate authorized representative.

The CITY reserves the right to deny approval of a reimbursement request, or any portion thereof, if the request is inconsistent with the type of expenditure listed in Paragraph 1, Program Coordination and Funding Allocation, if documentation in support of the expenditure is insufficient, or if the amount requested exceeds the amount of funds budgeted.

4. **Special Conditions**

In accordance with the provisions of Grant Award Number 2018-DJ-BX-0459, the CITY, the COUNTY, and LCSO shall comply with all terms, conditions, and procedures of any special condition(s) included as part of the grant award, as required by the U.S. Department of Justice and the JAG program. The terms, conditions, and procedures included as part of Grant Award Number 2018-DJ-BX-0459 are hereby incorporated and made part of this Agreement (see Attachment A).

In accordance with Special Condition # 42, the CITY, the COUNTY, or LCSO may not make a subaward to a State or Local government unless it first obtains a certification of compliance with 8 U.S.C. § 1373 and 1644, properly executed by the chief legal officer of the jurisdiction that will receive the subaward.

In accordance with Special Condition # 47, the CITY may not make a subaward to a State or Local government unless it first obtains from the subrecipient responses to the questions identified in the program solicitation as “Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)”. The questions are hereby incorporated and made part of this Agreement (see Attachment B).

In accordance with Special Condition # 59, the CITY, the COUNTY, and LCSO must ensure that at least 3 percent of the total amount of this award is dedicated to achieving full compliance with the FBI’s National Incident-Based Reporting System (NIBRS), unless the FBI or appropriate State official has certified that the recipient or sub-recipient locality is already NIBRS compliant, and evidence of this has been submitted to and approved by BJA.

5. Records and Reporting

The CITY shall be required to maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all amounts received and expended by the CITY. The CITY’s records shall be subject to review by the U.S. Department of Justice as stipulated in the provisions of the JAG grant award.

LCSO shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all amounts received and expended by them under this Agreement. LCSO’s records referred to in the preceding sentence shall be subject to inspection by the CITY, or its designee, at all reasonable times. LCSO shall preserve and make the above-referenced records available to the CITY, if requested, for a minimum of three (3) years following the closure of the CITY’s most recent audit report of JAG funds received pursuant to Grant Application 2018-H3470-FL-DJ.

LCSO shall include a programmatic report with each reimbursement request. The programmatic reports shall reflect the progress made during the reporting period toward accomplishing the goals outlined in Paragraph 1 of this Agreement.

The CITY shall submit programmatic and financial reports to the U.S. Department of Justice in accordance with JAG grant provisions.

6. Audit Requirements

The parties shall be subject to audit requirements per the grant awarded by the U.S. Department of Justice subsequent to Grant Application 2018-H3470-FL-DJ.

If the COUNTY or LCSO expends less than \$750,000 in a fiscal year from CITY awards, it is exempt from CITY audit requirements for that year. If the COUNTY or LCSO expends \$750,000 or more in a fiscal year from CITY, State, and Federal awards, an independent public accountant shall be employed to conduct a financial compliance audit of its records. In addition to the above, the COUNTY and LCSO shall provide the Tallahassee Police Department and the City Auditor, for their review, a copy of any audit received as a result of

the COUNTY's or LCSO's policy; 2 C.F.R Part 200, subpart F; or Section 215.97, Florida Statutes, relating to the expenditure of state awards under the Florida Single Audit Act. Such audits shall include or be accompanied by any applicable audit management letter issued and all applicable responses to the auditor's findings and recommendations. All audits shall be submitted to the Tallahassee Police Department and the City Auditor within 30 days of receipt of each issued report.

The CITY reserves the right to conduct a financial or program audit of all records related to this Agreement. An audit by the CITY, as referenced above, may encompass an examination of all financial transactions, all accounts and reports, as well as an evaluation of compliance with the terms and conditions of this Agreement.

7. Amendments

The CITY, the COUNTY, and LCSO may desire changes in the scope of work or services to be provided under this Agreement. Such changes, including any increases or decreases in funding which are mutually agreed upon, shall be incorporated in written amendments to this Agreement. Only such written amendments shall be valid and binding on the parties.

8. Termination

This Agreement may not be terminated by any party after it has been submitted to the U. S. Department of Justice as part of JAG Grant Application 2018-H3470-FL-DJ.

9. Assignment and Binding Effect

The COUNTY or LCSO shall not assign, transfer, or otherwise convey any interest in this Agreement without the prior written consent of all parties to this Agreement. The CITY, the COUNTY, and LCSO each bind itself and its partners, successors, legal representatives, and assigns to such other party, in respect to all covenants of this Agreement.

10. Attorney Fees

Nothing in this Agreement shall be construed to deny any party the right to seek any remedies that may be available to that party, at law or in equity, including but not limited to awards of court costs and attorney fees, in order to enforce the terms of this Agreement or to recover damages as a result of a breach of this Agreement.

11. Indemnification

To the extent permitted by law, each party hereto agrees that it shall be solely responsible for the negligent and wrongful acts of its employees, officers and agents. However, nothing shall constitute a waiver by either party of its sovereign immunity and the limitations set forth in Section 768.28, Florida Statutes. The liability of the parties, as set forth in this paragraph, is intended to be consistent with limitations of state law, including the state's waiver of sovereign immunity pursuant to Section 768.28, Florida Statutes, and no obligation

GMS Application: 2018-H3470-FL-DJ

Grant Award # 2018-DJ-BX-0459

imposed hereby shall be deemed to alter said waiver or to extend the liability of the parties beyond such limits.

IN WITNESS THEREOF, the CITY, the COUNTY, and LCSO have executed this Agreement as of the date first above written.

CITY OF TALLAHASSEE

LEON COUNTY

LEON COUNTY
SHERIFF'S OFFICE

Reese Goad
City Manager

Vincent S. Long
County Administrator

Walter McNeil
Sheriff

ATTEST:

ATTEST:

ATTEST:

James O. Cooke, IV
City Treasurer-Clerk

Gwen Marshall
Clerk of the Court

David Folsom
Chief of Staff

APPROVED AS TO FORM

APPROVED AS TO FORM:

APPROVED AS TO FORM

Cassandra K. Jackson
City Attorney

Herbert W. A. Thiele, Esq.
County Attorney

James Pimentel
Legal Advisor

**Leon County
Board of County Commissioners**

Notes for Agenda Item #7

Leon County Board of County Commissioners

Agenda Item #7

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Housing Finance Authority of Escambia County's Single-Family Mortgage Revenue Bond Program

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

Statement of Issue:

At the request of the Housing Finance Authority of Leon County, this agenda item seeks Board adoption of a resolution to authorize the Housing Finance Authority of Escambia County (Escambia HFA) to include its Single-Family Mortgage Revenue Bond Program as a new program for down payment assistance and mortgage financing for first-time homebuyers in Leon County. The Board's adoption of the proposed resolution is required to allow the Escambia HFA authority to operate the Single-Family Mortgage Revenue Bond Program in Leon County.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Adopt the resolution continuing the Escambia County Housing Finance Authority area of operation authority in Leon County to include the Single-Family Mortgage Revenue Bond Program (Attachment #1).

Report and Discussion

Background:

Since 1982 the Board has supported the partnership between Housing Finance Authority of Leon County (Leon HFA) and Housing Finance Authority of Escambia County (Escambia HFA) to offer the Single-Family Mortgage Loan Program to County residents. This program provides down payment assistance and low-interest rate mortgages for first-time homebuyers.

On July 11, 2017, the Board adopted a resolution authorizing Escambia HFA's continued area of operation of its Single-Family Mortgage Loan Program and to operate the Mortgage Credit Certificate (MCC) Program within Leon County. In August 2018, Escambia HFA notified the Leon HFA of its interest to operate its Single-Family Mortgage Revenue Bond Program (Revenue Bond) as a new program in Leon County that would also offer down payment assistance and mortgage financing. This would be in addition to the current Single-Family Mortgage Loan and MCC programs previously approved by the Board in 2017.

On December 13, 2018, the Leon HFA approved a new interlocal agreement with the Escambia HFA for the Single-Family Mortgage Revenue Bond (Attachment #2) and recommended that the Board adopt a resolution to authorize the Escambia HFA to operate its Revenue Bond Program in Leon County.

Analysis:

As requested by the Leon HFA, the proposed resolution would authorize the Escambia HFA to operate its Revenue Bond Program as a new program to first-time homebuyers in Leon County for down payment assistance and mortgage financing. The Escambia HFA programs have been essential to providing access to homeownership for low- and moderate-income residents in Leon County. In FY 2018, 58 Leon County residents received down payment assistance in the total amount of \$435,175, as well as mortgage financing valued at \$7.2 million through the Escambia HFA.

According to the Escambia HFA, the purpose of the Revenue Bond Program is to keep mortgage rates offered to Leon County residents as low as possible. The Revenue Bond Program would be in addition to the Single-Family Mortgage Loan and MCC programs that the Board has authorized the Escambia HFA to operate in Leon County. The Single-Family Mortgage Loan offers down payment assistance and mortgage financing to residents similar to the Revenue Bond Program while the MCC program provides nonrefundable federal income tax credit which reduces eligible borrowers' federal income taxes, effectively creating additional income that can be used to make mortgage payments.

The Leon HFA would receive compensation equivalent to the 0.2% of the mortgage loan origination fee it currently receives as part of its interlocal agreement with the Escambia HFA for the Single-Family Mortgage Loan Program. In FY 2018, Leon County's HFA realized \$13,514 from this arrangement. On December 13, 2018, the Leon HFA approved an amendment to the interlocal agreement with the Escambia HFA for the Mortgage Loan Revenue Bond Program

(Attachment #2). The Board's adoption of the proposed resolution is required for the Escambia HFA to operate the Revenue Bond Program in Leon County.

Options:

1. Adopt the resolution continuing the Escambia County Housing Finance Authority area of operation authority in Leon County to include the Single-Family Mortgage Revenue Bond Program.
2. Do not adopt the resolution continuing the Escambia County Housing Finance Authority area of operation authority in Leon County to include the Single-Family Mortgage Revenue Bond Program.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Resolution granting continuing area of operation authority to the Escambia County Housing Finance Authority to operate its Single-Family Mortgage Revenue Bond Program in Leon County, Florida
2. Interlocal Agreement between Escambia HFA and Leon HFA

RESOLUTION NO. _____

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, GRANTING CONTINUING "AREA OF OPERATION" AUTHORITY TO THE ESCAMBIA COUNTY HOUSING FINANCE AUTHORITY TO OPERATE ITS SINGLE FAMILY MORTGAGE REVENUE BOND PROGRAM WITHIN LEON COUNTY, FLORIDA; APPROVING AN AMENDMENT TO INTERLOCAL AGREEMENT; PROVIDING A TERM; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Part IV of Chapter 159, Florida Statutes (the "*Act*"), authorizes the creation of housing finance authorities within the State of Florida (the "*State*") with the authority to issue revenue bonds to assist in relieving the shortage of housing available at prices or rentals which many persons and families can afford; and

WHEREAS, pursuant to the authority of resolutions adopted by the Leon County Board of County Commissioners (the "*Leon Board*") on November 19, 2013 and July 11, 2017 (the "*Leon Resolutions*") and an Interlocal Agreement between the Escambia County Housing Finance Authority (the "*Escambia Authority*") and the Housing Finance Authority of Leon County, Florida (the "*Local Authority*"), as amended and supplemented from time to time (the "*Interlocal Agreement*"), the Escambia Authority and the Leon Board have cooperated for many years to operate programs to address such housing shortage in Escambia County, Florida, and Leon County, Florida, as well as certain other counties that may also participate in such programs (collectively, the "*Participating Counties*"); and

WHEREAS, the Escambia Authority has from time to time issued certain Single-Family Mortgage Revenue Bonds (Multi-County Program), in multiple series to fund single family mortgage loans to first-time homebuyers (collectively, the "*Mortgage Loan Bond Program*"); and

WHEREAS, pursuant to the authority of Section 159.603, Florida Statutes and in order to increase operational efficiencies, provide for a wider allocation of fixed expenses, and gain economies of scale in order to decrease the cost of borrowing, the Escambia Authority has from time to time been granted area of operation authority pursuant to official action of the governing bodies of the Participating Counties to extend the Mortgage Loan Bond Program to fund mortgages for the purchase of homes located within such Participating Counties; and

WHEREAS, the County wishes to secure the continued benefits of the Escambia Authority's Mortgage Loan Bond Program for first time homebuyers residing within the County to benefit the citizens and residents of Leon County by renewing its grant of area of operation authority to the Authority to operate its Mortgage Loan Bond Program.

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

Section 1. Continued Operation of the Mortgage Loan Bond Program. Pursuant to the authority of Sections 163.01, 159.603, 159.608 and 125.01, Florida Statutes, the Escambia Authority is hereby granted “area of operation” authority to operate the Mortgage Loan Bond Program within Leon County for the benefit of the citizens and residents of Leon County. The Escambia Authority shall have full authority and responsibility to carry out the Mortgage Loan Bond Program in accordance with the parameters established by the Escambia Authority and the provisions of applicable law, as more fully described in the Interlocal Agreement, particularly as the Interlocal Agreement is amended by the 2019 Amendment to Interlocal Agreement .

Section 2. Amendment to Interlocal Agreement. The 2019 Amendment to Interlocal Agreement between the Local Authority and the Escambia Authority and the provisions thereof are hereby approved.

Section 3. Term. The “area of operation” authority granted to the Escambia Authority shall continue until the Interlocal Agreement may be terminated in accordance with the terms thereof.

Section 4. Repealing Clause. All resolutions or parts thereof of the Board in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

Section 5. Effective Date. This resolution shall take effect immediately upon its adoption this 22nd day of January, 2019.

DULY ADOPTED by the Board of County Commissioners, this 22nd day of January, 2019.

LEON COUNTY, FLORIDA

By: _____
Jimbo Jackson, Chairman
Board of County Commissioners

ATTESTED BY:

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

By: _____

APPROVED AS TO FORM:
Leon County Attorney’s Office

By: _____
Herbert W.A. Thiele, Esq.
County Attorney

ACKNOWLEDGEMENT

**HOUSING FINANCE AUTHORITY OF
LEON COUNTY**

(SEAL)

By: _____
Chairman

Date: _____

ATTEST:

By: _____
Secretary

RESOLUTION NO. ____

A RESOLUTION OF THE HOUSING FINANCE AUTHORITY OF LEON COUNTY, FLORIDA, AUTHORIZING THE ESCAMBIA COUNTY HOUSING FINANCE AUTHORITY TO OPERATE ITS SINGLE FAMILY MORTGAGE REVENUE BOND PROGRAM WITHIN LEON COUNTY, FLORIDA; APPROVING THE FORM OF AND EXECUTION AND DELIVERY OF AN AMENDMENT TO THE INTERLOCAL AGREEMENT WITH THE ESCAMBIA COUNTY HOUSING FINANCE AUTHORITY; PROVIDING CERTAIN OTHER DETAILS WITH RESPECT THERETO; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Part IV of Chapter 159, Florida Statutes (the "*Act*"), authorizes the creation of housing finance authorities within the State of Florida (the "*State*") for the purpose of issuing revenue bonds to assist in relieving the shortage of housing available at prices or rentals which many persons and families can afford; and

WHEREAS, pursuant to the authority of resolutions adopted by the Leon County Board of County Commissioners (the "*Leon Board*") on the November 19, 2013 and July 11, 2017 (the "*Leon Resolutions*") and an Interlocal Agreement between the Escambia County Housing Finance Authority (the "*Escambia Authority*") and the Housing Finance Authority of Leon County, Florida (the "*Leon Authority*"), dated as of October 10, 2013, as amended and supplemented from time to time (the "*Interlocal Agreement*"), the Escambia Authority and the Leon Authority have cooperated to operate programs to address such housing shortage in Escambia County, Florida ("*Escambia County*"), and Leon County, Florida, as well as certain other counties that may also participate in such programs (collectively, the "*Participating Counties*"); and

WHEREAS, the Escambia Authority has from time to time issued certain Single-Family Mortgage Revenue Bonds (Multi-County Program), in multiple series to fund single family mortgage loans to first-time homebuyers (collectively, the "*Mortgage Loan Bond Program*"); and

WHEREAS, pursuant to the authority of Section 159.603, Florida Statutes and in order to increase operational efficiencies, provide for a wider allocation of fixed expenses, and gain economies of scale in order to decrease the cost of borrowing, the Escambia Authority has from time to time been granted area of operation authority pursuant to official action of the governing bodies of the Participating Counties to extend the Mortgage Loan Bond Program to fund mortgages for the purchase of homes located within such Participating Counties, and

WHEREAS, in order to approve the operation of the Escambia Authority's Mortgage Loan Bond Program for first time homebuyers residing within the County, the Leon Authority desires to approve the form of and to execute and deliver the 2018 Amendment to

Interlocal Agreement with the Escambia Authority in the form more fully described below (the "2018 Amendment") and to take such other actions as are necessary.

NOW THEREFORE, BE IT RESOLVED BY THE HOUSING FINANCE AUTHORITY OF LEON COUNTY, FLORIDA:

SECTION 1. AUTHORITY. This resolution is adopted pursuant to the provisions of the Act and other applicable laws.

SECTION 2. FINDINGS. The Leon Authority has found and determined and hereby declares that:

(A) In order to realize the economies of scale afforded by aggregating the separate single family mortgage revenue bond programs for the Leon Authority and the Escambia Authority, it is in the best interest of the Leon County and the Leon Authority to authorize the Escambia Authority to continue to operate its Mortgage Loan Bond Program to finance single family mortgage loans for both Escambia County, Leon County, and the other Participating Counties that qualify under the Act.

(B) In order to implement the operation of the Mortgage Loan Bond Program, it is in the best interest of the Leon Authority to enter into the 2018 Amendment with the Escambia Authority.

SECTION 3. AUTHORIZATION OF FORM OF THE 2018 AMENDMENT. The execution and delivery of the 2018 Amendment authorizing the Escambia Authority to operate the Mortgage Loan Bond Program in Leon County is hereby authorized. The form of the 2018 Amendment attached hereto as Exhibit A is hereby approved, subject to such changes, modifications, insertions, deletions, substitutions, and such filling of blanks therein as may be approved and made in such form by the officers of the Leon Authority and the Escambia Authority executing the same, such execution and delivery to be conclusive evidence of such approval.

SECTION 4. AUTHORIZATION TO EXECUTE. The Chairman or Vice Chairman and the Secretary or Deputy Secretary of the Leon Authority are hereby authorized and empowered to execute and deliver the 2018 Amendment and to affix thereto or impress thereon the seal of the Leon Authority. The appropriate officers of the Leon Authority are hereby further authorized to execute and deliver such other or additional intergovernmental agreements, applications, consents, or other documents and instruments as may be necessary to implement the Mortgage Loan Bond Program, for the purposes set forth in the Interlocal Agreement, as amended.

SECTION 5. REPEALING CLAUSE. All resolutions or parts thereof of the Board in conflict with the provisions herein contained are, to the extent of such conflict, hereby superseded and repealed.

SECTION 6. EFFECTIVE DATE. The approvals and authorizations provided in

Sections 3 and 4 of this resolution are expressly contingent upon and this resolution shall become effective upon the adoption by the Leon Board of a resolution approving and authorizing the Escambia Authority to operate within the territorial boundaries of Leon County with respect to the Mortgage Loan Bond Program.

DULY PASSED AND ADOPTED by the Housing Finance Authority of Leon County, Florida on this 13th day of December, 2018.

**HOUSING FINANCE AUTHORITY OF LEON
COUNTY, FLORIDA**

(SEAL)

By: 
Thomas Lewis, CHAIRMAN

ATTESTED:

By: 
SECRETARY

EXHIBIT A

FORM OF 2018 AMENDMENT TO INTERLOCAL AGREEMENT

2018 AMENDMENT TO INTERLOCAL AGREEMENT

THIS AGREEMENT(this “2018 Amendment”) is made and entered into this ____ day of _____, 2018 by and between the **ESCAMBIA COUNTY HOUSING FINANCE AUTHORITY**, a public body corporate and politic organized and existing under the laws of the State of Florida (hereinafter referred to as the “Escambia Authority”), and the **HOUSING FINANCE AUTHORITY OF LEON COUNTY, FLORIDA**, a public body corporate and politic organized and existing under the laws of the State of Florida (hereinafter referred to as the “Local Authority”);

WITNESSETH:

WHEREAS, Part IV of Chapter 159, Florida Statutes (the “*Act*”), authorizes the creation of housing finance authorities within the State of Florida (the “*State*”) for the purpose of issuing revenue bonds to assist in relieving the shortage of housing available at prices or rentals which many persons and families can afford (“*Workforce Housing*”); and

WHEREAS, the Escambia Authority and the Local Authority entered into an Interlocal Agreement dated as of October 10, 2013, as amended by an Amendment to Interlocal Agreement dated May 11, 2017 (collectively, the “*Original Interlocal Agreement*”), pursuant to which they have cooperated to operate programs to address such housing shortage in Escambia County, Florida, and Leon County, Florida, as well as certain other counties that may also participate in joint bond programs (collectively, the “*Participating Counties*”); and

WHEREAS, pursuant to the authority of resolutions adopted by the Leon County Board of County Commissioners on the 19th day of November, 2013 and the 11th day of July, 2017, and pursuant to the authority of the Original Interlocal Agreement, the Escambia Authority has continuously operated within Leon County and the other Participating Counties the various programs described in such resolutions; and

WHEREAS, the Escambia Authority has from time to time issued certain Single-Family Mortgage Revenue Bonds (Multi-County Program) (the “*Escambia Bonds*”), in multiple series to fund single family mortgage loans to first-time homebuyers (collectively, the “*Mortgage Loan Bond Program*”);

WHEREAS, pursuant to the authority of Section 159.603, Florida Statutes and in order to increase operational efficiencies, provide for a wider allocation of fixed expenses, and gain economies of scale in order to decrease the cost of borrowing, the Escambia Authority has from time to time been granted area of operation authority pursuant to official action of the governing bodies the Participating Counties to extend the Mortgage Loan Bond Program to fund mortgages for the purchase of homes located within such Participating Counties, and

WHEREAS, the Escambia Authority wishes to offer to homebuyers in Leon County and the other Participating Counties the benefits of its Mortgage Loan Bond Program; and

WHEREAS, the Local Authority wishes to secure the continued benefits of the Escambia Authority’s Mortgage Loan Bond Program for first time homebuyers residing within the County to benefit the citizens and residents of Leon County; and

WHEREAS, the Escambia Authority has received carry-forward private activity bond allocation (the "Allocation Amounts") for bonds issued prior to December 31, 2020 (the "Authorization Period") and has been working to aggregate mortgage loan demand for the purpose of issuing qualified mortgage revenue bonds to finance qualifying single family residences to be occupied primarily by first-time home buyers; and

WHEREAS, the Leon County Board of County Commissioners is expected to adopt a resolution granting approval of this 2018 Amendment to Interlocal Agreement and the provisions described herein, **NOW THEREFORE**,

WITNESSETH that the parties agree as follows:

The Original Interlocal Agreement is amended to include the following provisions:

Section 1. Continued Operation of the Mortgage Loan Bond Program. Pursuant to the authority of Sections 159.608 and 125.01, Florida Statutes, the Escambia Authority is hereby granted non-exclusive "area of operation" authority to operate the Mortgage Loan Bond Program within Leon County for the benefit of the citizens and residents of Leon County. The Escambia Authority shall have full authority and responsibility to carry out the Mortgage Loan Bond Program in accordance with the parameters established by the Escambia Authority and the provisions of applicable law.

Section 2. Expenses of the Mortgage Loan Bond Program. The issuance and administration costs and expenses related to the Mortgage Loan Bond Program shall be paid by the Escambia Authority from bond proceeds or other sources available to the Escambia Authority and will not constitute a cost or expense of Leon County or the Local Authority.

Section 3. Program Fee. Because the Leon Authority will continue to participate in supporting and promoting the Escambia Authority's programs for alleviating the shortage of affordable housing in Leon County and the other Participating Counties, the Escambia Authority agrees to pay the Leon Authority a program fee to defray the Leon Authority's costs in connection therewith. The fee shall be payable in connection with each series of Escambia Bonds issued in part to fund mortgage loans in Leon County. The fee shall be payable at issuance of the subject bonds from legally available funds of the Authority.

The fee for the first series of Escambia Bonds shall be equal to \$2.00 per \$1,000 principal amount of such Bonds multiplied by X where X is a percentage equal to

(a) the principal amount of first mortgage loans originated through the Escambia Program to fund residences in Leon County during the 17/18 fiscal year;

divided by

(b) the total principal amount of first mortgage loans originated through the Escambia Program during the 17/18 fiscal year.

The percentage for the first series of Escambia Bonds ("X") is confirmed by the parties as equal to 23.66%. The fee for subsequent series of Escambia Bonds issued in part to fund mortgage loans in Leon County shall be adjusted by calculating X as a percentage equal to (a) the principal amount of first mortgage loans originated from proceeds of the prior series to fund residences in

Leon County; *divided by* (b) the total principal amount of first mortgage loans originated from proceeds of the prior series.

References in Section 3 of the Original Interlocal Agreement to use of Leon County's bond allocation and the calculation of the program fee shall be disregarded.

Section 4. Term. This 2018 Amendment to Interlocal Agreement shall be effective as of the date of execution by both parties. This Agreement will remain in full force and effect from the date of its execution until such time as it is terminated by any party upon ten (10) days written notice to the other party hereto. Notwithstanding the foregoing, it is agreed that this Agreement may not be terminated by the Local Authority during the Authorization Period, or by any party during any period that any Escambia Bonds issued pursuant to the terms hereof remain outstanding, or during any period in which the proceeds of such Escambia Bonds (or investments acquired through such proceeds or any proceeds from the operation of the Escambia Authority's TBA Program) are still in the possession of the Escambia Authority, or its agents, pending distribution, unless either (i) the parties to this Agreement mutually agree in writing to the terms of such termination or (ii) such termination, by its terms, only applies prospectively to (a) the authorization to issue Escambia Bonds for which no Allocation Amount has been obtained or used by the Escambia Authority and for which no purchase contract has been entered into, and (b) the authorization to operate the TBA Program. It is further agreed that in the event of termination the parties to this Agreement will provide continuing cooperation to each other in fulfilling the obligations associated with the issuance of Bonds pursuant to this Agreement and the operation of the TBA Program. Except as amended hereby, the Original Interlocal Agreement, will remain in full force and effect until terminated in accordance with its terms.

{SIGNATURE PAGE FOLLOWS}

IN WITNESS WHEREOF, the parties to this 2018 Amendment have caused their names to be affixed hereto by the proper officers thereof as of the day and year first written above.

**ESCAMBIA COUNTY HOUSING
FINANCE AUTHORITY**

(SEAL)

ATTEST:

By: _____
Sandra J. Ward, Chair

By: _____
Robert Maloy, Secretary/Treasurer

[Signature Page to 2018 Amendment to Interlocal Agreement]

The undersigned Secretary of the Escambia County Housing Finance Authority, Florida, does hereby certify that the foregoing is a true and complete original of the 2018 Amendment to Interlocal Agreement executed by the Chairman and Secretary as of the ____ day of _____, 2018

**ESCAMBIA COUNTY
HOUSING FINANCE AUTHORITY**

By: _____
Its: Secretary

(SEAL)

**HOUSING FINANCE AUTHORITY
OF LEON COUNTY, FLORIDA**

By: _____
Thomas Lewis, Chairman

(SEAL)

ATTEST:

By: _____
Jeffrey Sharkey, Secretary

[Signature Page to 2018 Amendment to Interlocal Agreement]

The undersigned Secretary of the Housing Finance Authority of Leon County, Florida, does hereby certify that the foregoing is a true and complete original of the Interlocal Agreement executed by the Chairman and Secretary as of the ____ day of _____, 2018.

**HOUSING FINANCE AUTHORITY
OF LEON COUNTY, FLORIDA**

By: _____
Jeffrey Sharkey, Secretary

(SEAL)

**Leon County
Board of County Commissioners**

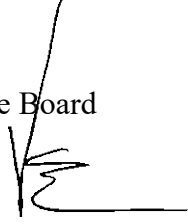
Notes for Agenda Item #8

Leon County Board of County Commissioners

Agenda Item #8

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Agreement with Paul Consulting Group for Service and Maintenance of the Community Human Services Partnership Online Portal

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator
Lead Staff/ Project Team:	Shington Lamy, Director, Office of Human Services and Community Partnerships Felisa Barnes, Financial Compliance Manager

Statement of Issue:

This agenda item seeks Board approval to enter into a joint Leon County/City of Tallahassee Agreement with Paul Consulting Group for maintenance of the Community Human Services Partnership (CHSP) website and provide user support services to the human services agencies.

Fiscal Impact:

This item has a fiscal impact. The County's portion of the funding for the maintenance and support of the CHSP website is contemplated in the FY 2019 budget in the amount of \$5,000.

Staff Recommendation:

Option #1: Approve the joint Leon County/City of Tallahassee Agreement with Paul Consulting Group for maintenance and user support of the Community Human Services Partnership website (Attachment #1) and authorize the County Administrator to execute.

Report and Discussion

Background:

This agenda item seeks Board approval to enter into a joint County-City of Tallahassee Agreement with Paul Consulting Group for maintenance of the Community Human Services Partnership (CHSP) website and provide user support services to the human services agencies.

Beginning in 1997, CHSP served as the collaborative administrative process, shared by Leon County (County), the City of Tallahassee (City) and the United Way of the Big Bend (UWBB), for the funding of human services in the community. The CHSP Portal was launched in January 2015 and human services agencies began using the web-based application at the beginning of the FY 2015/16 CHSP funding cycle. The County, the City and the UWBB shared equally in the cost of maintaining the CHSP Portal.

Subsequent to UWBB's decision to disengage from the CHSP, in October 2018, UWBB notified the County and City that it intended to end the Agreement with Paul Consulting, and use a different application tool and process for the next human services funding cycle.

Analysis:

Paul's Consulting hosts the CHSP Portal on a proprietary website. The annual cost of hosting the site is \$6,450 annually and will be split equally between the County and the City (\$3,225/each). The remaining budget (\$1,775 from each agency) addresses the costs associated with user technical support which is tiered into two levels. Tier 1 is for basic user technical support which includes setting up usernames and passwords, navigating the website and CHSP applications, and assisting with modifications to the current accounts. Tier 2 provides the more advanced user technical support which includes local system set-ups, troubleshooting local network issues, or compliance with data and interoperability standards.

The Agreement is for one-year with an option for a one-year automatic renewal. The City has approved the agreement contingent upon the County's approval.

Options:

1. Approve the joint County-City of Tallahassee Agreement with Paul Consulting Group for maintenance and user support of the Community Human Services Partnership website (Attachment #1) and authorize the County Administrator to execute.
2. Do not approve the joint County-City of Tallahassee Agreement with Paul Consulting Group for maintenance and user support of the Community Human Services Partnership website.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Joint Agreement with Paul Consulting Group for Service and Maintenance of CHSP Portal

Software Maintenance and Support Agreement

This Software Maintenance and Support Agreement (the "Agreement") is made effective as of the Signature Date (the "Effective Date"), by and between Paul Consulting Group ("PCG"), Leon County, Florida (the "County") a charter county and political subdivision of the State of Florida, and the City of Tallahassee (the "City") a Florida municipal corporation for the Community Human Service Partnership web-based portal system. All software maintenance and technical support is related to PCG Covered Software identified herein and is provided subject to the terms and conditions of this Agreement. These provisions set forth are the only obligations of PCG regarding Software Maintenance and Support.

Definitions

"Customer" shall mean the County and City collectively.

"Software" shall mean commercial software offered by PCG and governed under PCG's Master Consulting Agreement ("MCA") and Hosting Agreement.

"Annual Maintenance" or "Maintenance" shall mean services offered by PCG, at a fee, to support Software and governed by terms of this Agreement.

"Covered Software" means Software for which license(s) were purchased from PCG and any customizations and/or enhancements have been supplied to the Customer and Annual Maintenance has been purchased and has not lapsed.

"Bug" shall mean any verifiable and reproducible failure of the Covered Software to materially conform to PCG's published specifications, unless such failure does not materially affect the operation of the software. PCG, in its sole discretion, will determine if an issue constitutes a Bug and notify the Customer as such.

"Technical Support" shall mean tiered support services provided for issues (including problems the Customer creates) that are demonstrable in the currently supported Software.

1. Software Maintenance Services

- 1.1. The Customer shall supply requests for Technical Support with regard to Covered Software by phone or in written form via email, Monday through Friday from 8:00am to 5:00pm EST, with the exception of PCG holidays. The Customer will provide a designated contact person for each request.
- 1.2. Technical Support will be provided to the Customer for assistance with either Tier 1 **AND/OR** Tier 2 Support as defined herein.
 - 1.2.1. "Tier 1 Support" shall mean the first line of Customer support, addressing the most basic customer issues regarding the Software (*e.g., general questions, end-user questions, non-technical questions, password recovery, website navigation assistance, basic procedural "how-to" questions*). In general, Tier 1 Support will encompass direct communication with **the Customer's customer(s)** to provide information that may be found in manuals or that has previously been covered in

training sessions, with questions not found in manuals or not covered in training (*generally more technical in nature*) going to Tier 2 support. **Tier 1 support is provided by PCG at twice the hourly rate of Tier 2 support.** Because of this, the Customer is strongly encouraged to maintain either part-time or full-time trained support personnel to provide Tier 1 support to the Customer's customers.

1.2.2. **Important:** If the Customer desires PCG to contact the Customer's customer(s), for any reason, then the Customer understands that PCG will invoice Customer at Tier 1 hourly rates.

1.2.3. "Tier 2 Support" shall mean issues not resolved by Tier 1 Support. Tier 2 Support offers in-depth and experienced technical expertise and addresses complex technical problems related to the Covered Software. Tier 2 Support personnel are analysts and developers who can assist with mid-to high-level technical questions such as local system set-up, local network issues, or compliance with data and interoperability standards, as well as applying technical solutions to issues that have established resolution methods. Tier 2 Support issues may require multiple interactions with the Customer before the issue is resolved. **Tier 2 support is provided by PCG at half the hourly rate of Tier 1 support.** Because of this, the Customer is strongly encouraged to maintain either part-time or full-time support personnel to provide Tier 1 support to the Customer's customers.

1.3. Customers who experience a Software issue may contact PCG. PCG will work to reproduce the issue, determine the cause, identify any Bug, and provide a resolution in a timely and efficient manner. The Customer shall provide to PCG all information that will enable resolution to be carried out without interruption. Relevant information may include, but is not limited to, log files, screenshots or examples of inputs, and expected and actual outputs. If the issue turns out not to be a Bug or a Software defect (*i.e. training or Customer data issue*), then PCG will apply the time spent resolving the issue against the number of Tier 2 support hours allocated in this agreement.

2. Fees and Payments

- 2.1. In consideration of the Maintenance to be performed by PCG, the Customer agrees to compensate PCG for the services rendered as stated in Exhibit A.
- 2.2. Payment of any fees associated with this Software Maintenance and Support Agreement are due after final implementation and hourly services rendered under this Agreement.
- 2.3. Fees owed by the Customer to PCG are due within thirty days of the date of PCG's invoice.
- 2.4. PCG will notify the Customer in writing when the Customer has reached their maximum service hours associated with this Software Maintenance and Support Agreement.
- 2.5. PCG will invoice the County for full payments and the County shall invoice the City for its portion of the fees which shall be 50 percent of full payment.

3. Domain

- 3.1. The Customer's domain name, CHSPPortal.org, is currently owned, managed, and maintained by PCG.
- 3.2. Should PCG and the Customer terminate services, the domain, CHSPPortal.org will be transferred to an entity or individual identified by the Customer at no cost.

4. Browser Support and Security Monitoring

- 4.1. PCG is committed to developing a secure web-based application that not only delivers but exceeds Customer's and Customer user's expectations. To achieve this, PCG must make use of new capabilities and improved security and performance provided by modern, up-to-date browsers. As with the majority of web-based applications, both JavaScript and cookies must be enabled in the browser. **If the Software experiences a "Bug" due to a Browser update, PCG will fix the bug at no cost as part of this agreement.**

5. Server Security Patches

- 5.1. PCG schedules security updates on all production servers to keep Software up to date and patched from vulnerabilities. Updates are typically scheduled on the weekends to avoid workflow disruptions. **Production Server Security Patches are performed regularly as part of this agreement.**

6. Exclusions from Software Maintenance Services

- 6.1. The following are expressly excluded from the terms of this Agreement:
- 6.1.1. Support of non-PCG software. PCG is not responsible for software or hardware of third parties. PCG is not responsible for interface problems or issues stemming from third party interfaces to the Software.

7. Term and Renewal

- 7.1. This Agreement shall start on the Effective Date stated above and shall be in force for a term of 12 months (the "Term").
- 7.2. The Term shall automatically renew for consecutive 12 month (one (1) year) periods unless either party provides written notice of termination within thirty (30) days prior to the anniversary of the Effective Date. Failure to give notice prior to expiration will result in an automatic renewal.
- 7.3. The Customer may cancel their Maintenance by giving notice prior to the end of the Term. Cancellations will become effective on the expiration date. No credit will be given for partial Maintenance periods. Upon the expiration or other termination of this Agreement, PCG will provide a full export of the Software Customer's data.

8. Records and Audit

- 8.1. PCG shall maintain books and records in accordance with generally accepted accounting principles which shall accurately reflect the disposition of all funding under this Agreement. Such books and records shall be open to and available for inspection and audit by the County or City upon reasonable notice during the term of the Agreement and for a period of three (3) years following the termination or expiration of this Agreement, or the date of the last disbursement of any funding under this Agreement, whichever is later.
- 8.1.1. If PCG is required to undergo, prepare or submit an audit, by any other entity or agency, PCG shall provide a copy of the audit to the County and City within thirty (30) days of its issue, including any audit management letter issued and any response(s) to the auditor's findings and recommendations.

9. Public Records

9.1. PCG shall, to the extent applicable, comply with public records access requirements, set forth in Section 119.0701(2) Florida Statutes, including the obligation to:

- 9.1.1. Keep and maintain public records required by the County to perform the Services required under this Agreement.
- 9.1.2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- 9.1.3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Contractor does not transfer the records to the County.
- 9.1.4. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services required hereunder. If the Contractor transfers all public records to the County upon termination of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon termination of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.

9.1.5. IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT SHINGTON LAMY THE CUSTODIAN OF PUBLIC RECORDS AT 850-606-1915, Lamys@LeonCountyFl.gov, 918 RAILROAD AVENUE OR MICHAEL PARKER at 850-891-6457, Michael.Parker@Talgov.com, 300 SOUTH ADAMS STREET.

10. Notices

10.1. Any notices required by this Agreement shall be in writing and shall be provided to the following:

As to the City:
Department of Community Housing and Human Services
Attn: Michael Parker, Director
300 South Adams Street, B-27
Tallahassee, FL 32301

As to the County:



WE LISTEN, THEN SOLVE.

Office of Human Services and Community Partnerships
Attn: Shington Lamy, Director
918 Railroad Ave
Tallahassee, FL 32310

11. Default

- 11.1. PCG's failure to comply with any provision of this Agreement shall constitute a default upon the occurrence of which the City or County may, in addition to any other remedies available to the City or County and in their sole discretion, withhold, temporarily or permanently, all, or any unpaid portion of the funding. Upon default, the City and County shall have no further obligations to PCG under this Agreement.

12. City and County Rights and Remedies

- 12.1. Nothing contained herein shall be construed as limiting or waiving any right of the City or County to pursue any remedy which may be available to it in law or in equity, nor shall anything contained herein act as a limitation of the City and/or County's rights in the event that PCG fails to comply with the terms of this Agreement.

13. Attorney's Fees

- 13.1. In the event the City and/or County brings any action to enforce any right or obligation contained in this Agreement, they shall be entitled to recover its reasonable attorney's fees and costs in such action.

14. Insurance

- 14.1. PCG will obtain and maintain, at its own expense and throughout the term of this Agreement, commercial general liability insurance, naming the City and County as additional insured, with a liability limit of no less than One Million Dollars (\$1,000,000) per occurrence and Two Million Dollars (\$2,000,000) aggregate, and directors' and officers' insurance with a liability of no less than One Million Dollars (\$1,000,000). Insurance is to be placed with Florida admitted insurers rated B+ or better by A.M. Best's rating service.

15. Non-discrimination; Compliance with Law

- 15.1. PCG agrees it will not discriminate on the basis of race, color, gender, religion, national origin, age, disability, marital status, pregnancy, sexual orientation or gender identity, or any other characteristic protected by law, and that it will comply with all applicable federal, state or local laws, rules and regulations, concerning the Services and any activities, functions or operations associated therewith, or with this Agreement.

16. Independent Contractor

- 16.1. PCG shall be deemed an independent contractor and the employees of PCG, and any of its contractors, subcontractors and the employees thereof, shall not be deemed to be employees of the City or County.

17. Indemnity

- 17.1. PCG agrees to indemnify, defend and hold harmless the City and/or the County, its officials, officers, employees and agents, from and against any and all claims, damages, liabilities, losses, costs, or suits, of any nature whatsoever arising out of, because of, or due to any acts or omissions of PCG, its delegates, employees and agents, arising out of or under this Agreement, including a reasonable attorney's fees. The City and/or the County may, at its sole option, defend itself or require PCG to provide the defense. PCG acknowledges that ten dollars (\$10.00) of the amount paid to PCG is sufficient consideration of the PCG's indemnification of the City and the County.

18. Modification

- 18.1. This Agreement shall not be extended, changed or modified, except in writing duly executed by the Parties hereto.

19. Assignment

- 19.1. There shall be no assignment, transfer of interest or delegation of CHE INC. rights, duties or responsibilities under this Agreement without the prior written approval of the City and County.

20. No Waiver

- 20.1. The failure of the City and/or County to require performance of any duty or condition under this Agreement shall not affect the City or County's right to require performance at any time thereafter, nor shall the City or County's waiver of any condition, breach or default under this Agreement constitute a waiver of any subsequent failure of such condition, breach or default.

21. Amendment

- 21.1. This Agreement cannot be altered or otherwise amended except by written instrument signed by all of the parties hereto.

22. Severability

- 22.1. In the event any provision of this Agreement is declared or determined to be unlawful or invalid, such declaration or determination shall not affect the remaining provisions of the Agreement.

23. Governing Law; Venue in Leon County; Waiver of Jury Trial

- 23.1. This Agreement shall be governed by and construed under the laws of the State of Florida. Any litigation arising from, concerning or relating to this Agreement shall be resolved by a court of competent jurisdiction in Leon County, Florida. The parties waive the right to trial by jury in any dispute or litigation arising from, concerning or relating to this Agreement.



WE LISTEN, THEN SOLVE.

24. Signature

The foregoing paragraphs and references contain the entire Agreement between the County, City and PCG and supersedes any previous understandings, commitments, or agreements (oral or written) with respect to the services offered.

IN WITNESS THEREOF, the County, City and PCG have executed this Agreement with the intent to be legally bound.

PAUL CONSULTING GROUP, INC.

Attested by:

Printed Name and Title

By: _____

Marc Paul

Its: Chief Executive Officer

Date: _____

LEON COUNTY, FLORIDA

Attest:

By: _____

Gwendolyn Marshall, Clerk of
Court and Comptroller

By: _____

Vincent S. Long, County Administrator

Date: _____

Approved as to form:

By: _____

Herbert W.A. Thiele

County Attorney



WE LISTEN, THEN SOLVE.

CITY OF TALLAHASSEE

Attest:

By: _____
James O. Cooke, IV

By: _____
Reese Goad, City Manager

Date: _____

Approved as to form:

By: _____
Cassandra K. Jackson
City Attorney

Exhibit A

Community Human Service Partnership

Software Maintenance and Support Pricing

Pricing and Fee	Amount
Tier 1 Support	\$150.00 per hour
Tier 2 Support (Waived up to 10 Hours)	\$75.00 per hour
Annual Hosting Fee	\$6,450.00

Total Tier 2 Support Hours (not to exceed):	10
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**Leon County
Board of County Commissioners**

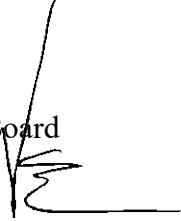
Notes for Agenda Item #9

Leon County Board of County Commissioners

Agenda Item #9

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Veterans Emergency Assistance Program Agreement with Big Bend Homeless Coalition

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Wanda Hunter, Assistant County Administrator Shington Lamy, Director, Office of Human Services & Community Partnerships
Lead Staff/ Project Team:	Ben Bradwell, Veteran Services Manager

Statement of Issue:

This agenda item seeks Board approval to enter into an Agreement with the Big Bend Homeless Coalition to administer Leon County's Veteran Emergency Assistance Program.

Fiscal Impact:

This item has a fiscal impact. The FY 2019 budget contemplates \$100,000 for veteran assistance, of which \$50,000 is allocated to the Veteran Emergency Assistance Program (VEAP) and \$50,000 is allocated to the Active Duty Military Grant Program.

Staff Recommendation:

Option #1: Approve the Agreement with the Big Bend Homeless Coalition to administer the Veterans Emergency Assistance Program and authorize the County Administrator to execute (Attachment #1).

Report and Discussion

Background:

Leon County currently contracts with the Emergency Care Help Organization (ECHO) to administer the Veteran Emergency Assistance Program (VEAP). ECHO had also administered the VEAP for last fiscal year (FY 2018). During FY 2018, 133 veterans received financial assistance totaling \$59,368. However, on December 5, 2018, ECHO notified the County that it no longer had the capacity to administer the VEAP. Subsequently, staff reached out to the Big Bend Homeless Coalition (BBHC), a local non-profit that provides housing and administers a similar emergency assistance program funded by the U.S. Department of Veteran Affairs, for assistance in administering the VEAP. BBHC has acknowledged they would be interested in partnering with Leon County to administer the VEAP.

At the March 12, 2013 meeting, the Board established VEAP to address the influx of troops returning home following the end of U.S. involvement in Iraq, who due to unforeseen circumstances were unable to pay basic household expenses. In accordance with VEAP guidelines, participants may access up to \$500 for rent/mortgage assistance, \$300 for utilities/fuel assistance, \$200 for temporary shelter assistance, \$100 for transportation to a veterans' hospital or clinic, and up to \$50 to obtain a birth certificate or driver's license.

Prior to establishing the VEAP, in October 2007, the Board established the Active Duty Grant Program to offer local military personnel assistance with paying property taxes when they are activated to serve in a military conflict. The deadline for filing an application to use the Active Duty Military Grant funds is December 31 of the calendar year following the year of release from service or return from active duty. However, following the end of U.S. involvement in Iraq, the Active Duty Military Grant has experienced a significant reduction in demand as the number of local active duty members returning home from conflicts overseas has declined. To further assist veterans in need, in 2017, the Board authorized the transfer of any Active Duty Military Grant funds that remain after the payment of property taxes, to the VEAP Program.

Analysis:

As previously noted, the BBHC currently administers a similar veterans emergency assistance program for the U.S. Department of Veteran Affairs. BBHC has well-established payment protocols and relationships with creditors that would ensure expedited payment for critically needed basic services. In addition, BBHC partners with other human services agencies, such as the HOPE Community and the local Continuum of Care to provide other ancillary services to meet the needs of veterans in the community. Partnering with the BBHC to distribute County VEAP funds would expand the network of service providers available to veterans in need of support.

Under the proposed Agreement, the County's Veteran Services Division will manage the intake, verification and approval duties of the VEAP by: assisting Leon County veterans with completing an application; determining eligibility based on the established VEAP guidelines; communicating with the appropriate creditors to ensure veterans do not experience interruption

or loss in basic services such as utilities and housing; and assisting veterans in developing plans for long-term sustainability after VEAP funds has been provided to address the immediate short-term need. In order to expedite the resolution of the veteran's emergency situation, the BBHC will distribute the funds to the appropriate service provider. Veteran Services staff will provide BBHC the required documentation to process payments to creditors on behalf of the veterans that are approved for VEAP funding.

If approved, the proposed Agreement would begin on February 1, 2019 and terminate at the end of the fiscal year (September 30, 2019) with an option for two additional one-year terms. The Agreement would allow for up to \$100,000 in emergency financial assistance to eligible veterans for VEAP. As previously stated, the County provides up to \$50,000 for the Active Duty Military Grant Program which offers local military personnel assistance with ad valorem tax when they are activated to serve in a military conflict. The deadline for filing an application to use the Active Duty Military Grant funds is December 31 of the calendar year following the year of release or return from active duty. The County received no applications for the 2018 Active Duty Military Grant funds.

In accordance with the terms of the proposed Agreement, BBHC will be advanced an initial \$25,000 upon Board approval of the Agreement. These funds must be expended before any future incremental advancements are made. The County will pay BBHC an administrative fee of \$10 for each County approved disbursement, to be deducted monthly from the funds advanced for the VEAP. Any funds not expended by the end of the fiscal year shall be returned to Leon County unless otherwise determined by the County.

Options:

1. Approve the Agreement with the Big Bend Homeless Coalition to administer the Veterans Emergency Assistance Program and authorize the County Administrator to execute (Attachment #1).
2. Do not approve the Agreement with the Big Bend Homeless Coalition (BBHC) to administer the Veterans Emergency Assistance Program.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Agreement between Leon County and the Big Bend Homeless Coalition

LEON COUNTY
VETERANS EMERGENCY ASSISTANCE PROGRAM (VEAP)
AGREEMENT

This Agreement, entered into this 1st day of February, 2019, by and between Leon County, Florida, hereinafter referred to as the "County" and the Big Bend Homeless Coalition, hereinafter referred to as the "Agency".

WHEREAS, the County has determined that it is in the best interest of the Veterans of Leon County, Florida that the County allocate funds to assist Veterans with basic necessity expenditures during emergencies for purposes of health, safety, and prevent homelessness.

WHEREAS, the County desires to continue its partnership with the Agency to include administration of Veterans Emergency Assistance Program (VEAP).

WHEREAS, the County desires to engage the Agency to partner with the County in providing the services as described in the Scope of Work.

NOW, THEREFORE, the parties do mutually agree as follows:

A. GENERAL CONDITIONS

1. Agreement and Term

- a. The County hereby agrees to engage the Agency and the Agency hereby agrees to perform all the necessary services hereafter set forth in the Scope of Work for a term of February 1, 2019 to September 30, 2019, hereinafter "Initial Term".
- b. After the initial Term, this Agreement may be extended for two (2) additional (1) year term (s) commencing October 1 to September 30 upon the same terms and conditions as herein set forth, at the sole option of the County.

2. Scope of Work

- a. The Agency will disburse VEAP funds on behalf of veterans for emergency assistance with rental/mortgage, utilities, temporary shelter, transportation for medical treatment, birth certificates, and special need circumstances approved by the County.
- b. The County will make determinations for eligibility for assistance.
- c. The Agency will disburse funds provided by the County for VEAP.
- d. The County will verify and document all information required to make eligibility determinations before any disbursement is made.
- e. The Agency will maintain a record of all VEAP disbursement provided for tracking, auditing, and responding to inquiries regarding assistance status.
- f. Agency will have appropriate supervisory and auditing protocols in place to ensure program compliance.

3. Personnel and Subcontracting

- a. The Agency represents that it has and will maintain adequate staffing to carry out the Scope of Work under this agreement. Such employees shall not be employees of the County or have any contractual relationship with the County.
- b. All services required hereunder will be performed by the Agency and all personnel engaged in performance of work or services shall be fully qualified and properly authorized under appropriate state and local laws to perform such services.
- c. None of the work or services to be performed under this agreement shall be subcontracted without prior written approval from the County.

4. Budget and Funding

- a. The County shall provide the Agency up to \$100,000 for emergency financial assistance to eligible veterans for VEAP.
 1. The County will advance an initial amount of \$25,000 for VEAP at the beginning of February 2019.
 2. Future advancements will be contingent upon the utilization previously advanced funds to the Agency as determined by the County, up to \$75,000.
- b. The County agrees to provide \$10.00 administrative fee to the Agency for each County approved disbursements. The administrative fee may be deducted monthly by the Agency from the VEAP allocation.
- c. By the end of each month, the Agency will submit a report of VEAP Expenditures to the County for the previous month, that will document the County approved disbursement and the administrative fees deducted by the Agency. The Agency will also submit canceled checks as documentation of disbursement.
- d. Upon termination of this agreement, the Agency shall remit all unexpended funds to the County within ten (10) business days following the effective date of such termination unless otherwise determined by the County.

5. Reporting

- a. Upon execution of the Agreement, the Agency will provide in writing, the Agency staff member who will be responsible for the submission of all Agency reports to the County for the administration of this agreement.
- b. All reports must be submitted electronically by the end of each month to Ben Bradwell at bradwellb@leoncountyfl.gov. All other related correspondence may be submitted to:

Ben Bradwell
Attn: VEAP
918 Railroad Avenue
Tallahassee, FL 32310

6. Termination of Agreement for Cause

If the Agency fails to fulfill, in a timely and proper manner, any of its obligations under this Agreement, or if the Agency violates any of the covenants, agreements, or stipulations of this Agreement, the County shall have the right to terminate this Agreement by giving written notice of such termination to the Agency, specifying the reasons for termination and the effective date thereof, at least five (5) days prior to the effective date of such

termination. Notwithstanding such termination, the Agency shall not be the liability to the County for any damages sustained by the County by virtue of any breach of the agreement by the Agency.

7. Termination of Contract

The County reserves the right to terminate this Agreement with the Agency at any time and for any reason with or without cause.

8. Audits

- a. The County reserves the right to perform an audit of the Agency's records with prior notice. The audit shall encompass an examination of all financial transactions, documentation, accounts, and reports to evaluate program and fiscal compliance with the terms of the Agreement.
- b. The County will inspect all reports and conduct scheduled audits to ensure program and fiscal compliance and provide written notice of any findings and proposed corrective action within 30 days.

9. Use of County Funds

- a. None of the funds provided to the Agency for VEAP will be disbursed or expended without the written or documented approval of the County.
- b. Funds shall be deemed misused when the Agency does not fully comply with the use of funds in accordance with the Agreement. The Agency will repay to the County all misused funds.

10. Assignment

The Agency shall not assign, transfer, or otherwise convey any interest in this Agreement without the prior written consent of the County.

B. ASSURANCES

1. Non-Discrimination

The Agency warrants and agrees not to discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, age, sex, orientation, national origin, disability, political affiliation or belief, nor shall it discriminate or permit discrimination against any person in any manner prohibited by the laws of Leon County, the State of Florida, or the United States.

2. Interest of the Agency

The Agency covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which conflicts in any manner or degree with the performance of services required to be performed under this Agreement. The Agency further covenants that it will not employ any individual or utilize any volunteer whose interest conflicts in any manner or degree with the performance of services required to be performed under this Agreement.

3. Records

The Agency shall use an accounting system that meets generally accepted accounting principles. The Agency shall maintain such property, personnel, financial and other books, records, documents and other evidence sufficient to reflect accurately the amount, receipt, and disposition by the Agency of all funds received. The Agency shall preserve and make its records available until the expiration of three (3) years from the date of the final settlement, and for such longer period, if any, as is required by applicable statute or lawful requirement.

4. Public Records

The Grantee shall, to the extent applicable, comply with public records access requirements, set forth in Section 119.0701(2) Florida Statutes, including the obligation to:

- a. Keep and maintain public records required by the County to perform the Services required under this Agreement.
- b. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term of this Agreement and following termination of the Agreement if the Contractor does not transfer the records to the County.
- d. Upon termination of the Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the Services required hereunder. If the Contractor transfers all public records to the County upon termination of the Agreement, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon termination of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's custodian of public records, in a format that is compatible with the information technology systems of the County.
- e. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

Ben Bradwell III
Veterans Services Manager
Office of Human Services and Community Partnerships
918 Railroad Avenue
Tallahassee, Florida 32310
(850) 606-1940
BradwellB@leoncountyfl.gov

C. NOTICES

All notices provided hereunder shall be in writing sent by United States certified mail, postage prepaid, return receipt requested, overnight courier or by hand delivery. All notices required under this agreement shall be given to the parties at the addresses below or at such other place as the parties may designate in writing.

Notice to Agency:

Sylvia W. Smith, Executive Director
Big Bend Homeless Coalition
325 John Knox Road Bldg. A
Tallahassee FL 32303

Notice to the COUNTY:

Shington Lamy, Director
Leon County
Office of Human Services and Community
Partnerships
918 Railroad Avenue
Tallahassee, FL 32310

WHERETO, the parties have set their hands and seals effective the date whereon the last party executes this Agreement.

Big Bend Homeless Coalition

LEON COUNTY, FLORIDA

By: _____

By: _____

Vincent S. Long
County Administrator

Printed name

Date: _____

Title: _____

Date: _____

Witness: _____

Witness printed name

ATTEST:

Gwendolyn Marshall, Clerk of the Circuit Court and Comptroller
Leon County, Florida

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele, Esq.
County Attorney

**Leon County
Board of County Commissioners**

Notes for Agenda Item #10

Leon County Board of County Commissioners

Agenda Item #10

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Request to Schedule the First and Only Public Hearing to Consider an Amendment to the Southwood Integrated Development Order for March 12, 2019 at 6:00 p.m.

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director of Development Support and Environmental Management
Lead Staff/ Project Team:	Ryan Culpepper, Director, Development Services Ryan Guffey, Concurrency Mgt. Planner, Development Services

Statement of Issue:

This agenda item seeks approval to schedule the first and only Public Hearing to consider a proposed amendment to the Southwood Integrated Development Order to allow an approximately 82,000 square foot expansion to the Florida State University School. The increased square footage will create additional classroom space, an athletic field house, and harden the gymnasium/cafeteria to better serve as a hurricane evacuation shelter. In order to mitigate the proposed expansion at the School, the applicant plans on reducing the amount of industrial square footage in the Southwood Development of Regional Impact equivalent to the increased traffic from the school addition. The proposed amendment to the integrated Development Order requires the approval of both the City and County Commissions.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Schedule the first and only Public Hearing to consider an Amendment to the Southwood Integrated Development Order for March 12, 2019 at 6:00 p.m.

Report and Discussion

Background:

Southwood is a 3,222-acre mixed-use development located in the southeast area of the City of Tallahassee and Leon County. Due to the size and scope of the Southwood development, it is a Development of Regional Impact (DRI), pursuant to Florida Statutes Chapter 380. The DRI Development Order (DO) for Southwood was adopted by the City and County in 1999. The DO defines the plan of development of the Southwood DRI and requires the developer to fund a number of associated infrastructure improvements. The entirety of the site is zoned Planned Unit Development (PUD). The adopted PUD zoning district implements the specific requirements of the DRI DO and establishes the development standards for the project. County and City approval is required to amend the Southwood development standards as requested by the applicant.

In 2018, Chapter 380.06, Florida Statutes, was amended to eliminate the DRI review process. Amendments to DRI's are no longer reviewed by the State of Florida or the Apalachee Regional Planning Council (ARPC). Amendments to DRI's are strictly within the purview of the local governments in which a DRI is located.

Analysis:

The Florida State University School (FSUS) is seeking to expand by approximately 82,000 square feet. If approved, the proposed expansion would allow FSUS to increase classroom space, construct an athletic field house, and harden the existing gymnasium/cafeteria to better serve as a special needs shelter during a hurricane. The proposed project, if approved, would increase the maximum capacity of the school by 500 students. The school is located entirely within the jurisdiction of the City of Tallahassee. The existing DO would not allow the school addition due to the size, which has a maximum of 173,000 square feet devoted to educational/institutional uses. Therefore, the proposed draft amendment to the Southwood Integrated DRI DO would increase that square footage to 255,000 (Attachment #1). The amendment is under review and will be finalized prior to the Public Hearing.

The property owner is seeking a DRI amendment to specifically modify Exhibit B-1 of the DO (Attachment #1, page 18), to increase the allocation of educational/institutional square footage within the table and reduce the corresponding amount of industrial use, based on the number of trips generated. Staff is working with the applicant on the trip equivalency table, which may impact the change to Exhibit B-1.

The highlights of the proposed amendment are:

- Amend Exhibit B-1 of the DO to increase the educational/facilities square footage to 255,000 square feet;
- Decrease the allowable amount of industrial use within MUI-1, MUI-2, and MUI-3 within the Southwood DRI DO by 85,340 square feet;

Title: Request to Schedule the First and Only Public Hearing to Consider an Amendment to the Southwood Integrated Development Order for March 12, 2019 at 6:00 p.m.

January 22, 2019

Page 3

- The applicant is required to provide a revised trip equivalency matrix to the Leon County and City of Tallahassee's Concurrency Management Sections, which is currently reviewing the proposed amendment to the DO, prior to the Board's Public Hearing.

Section 10-6.697 of the Leon County Land Development Code requires the proposed Amendment to the Southwood Integrated DO to undergo a consistency review by the Planning Commission. The amendment is scheduled for a Planning Commission Public Hearing on February 5, 2019 at 6:00 p.m. In addition, the City of Tallahassee will also hold a Public Hearing on the proposed Amendment, which is tentatively scheduled for March 27, 2019.

If the proposed change to the DO is approved, the City's Growth Management Department can finalize the proposed PUD amendment to the Southwood Concept Plan, which is currently in process. The applicant will be required to apply for a final site and development plan if both the proposed amendment to the DRI DO and the PUD amendment are approved.

Options:

1. Schedule the first and only Public Hearing to consider an Amendment to the Southwood Integrated Development Order for March 12, 2019 at 6:00 p.m.
2. Do not schedule the first and only Public Hearing to consider an Amendment to the Southwood Integrated Development Order for March 12, 2019 at 6:00 p.m.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Draft Southwood DRI Development Order Submittal

ATTORNEYS AT LAW

215 S. Monroe Street | Suite 500
Tallahassee, Florida 32301-1866
P.O. Drawer 190 | Tallahassee, Florida 32302-0190
850.224.1585 | fax 850.222.0398
www.carltonfields.com

Atlanta
Hartford
Los Angeles
Miami
New York
Orlando
Tallahassee
Tampa
Washington, DC
West Palm Beach



Darrin Taylor
(850) 425-3398 (Direct Dial)
dtaylor@carltonfields.com

December 11, 2018

Dave McDevitt, Director
Development Support and Environmental Management
Renaissance Center
435 North Macomb, Second Floor
Tallahassee, Florida 32301

Dave:

On behalf of the Florida State University School (FSUS) and the St. Joe Company, we are submitting an application to amend the Southwood Development of Regional Impact (DRI). The purpose of the amendment is to allow FSUS to expand with an additional 82,000 square feet of education space. St. Joe, the DRI master developer, is agreeing to reduce its industrial development entitlements by 85,340 square feet to ensure that this amendment creates no additional impacts. FSUS is located at the intersection of Four Oaks Boulevard and School House Road in Southwood (Parcel Identification # 31223 A0010). A location map of the impacted DRI parcels is included as **Exhibit 1**.

This analysis is supported by the following documentation:

1. **Conversion Analysis** – Kimley Horn has provided an analysis demonstrating that 85,340 square feet of industrial is equivalent to the requested 82,000 square feet of education space for FSUS. The School has a specific DRI traffic generation rate and Kimley's analysis is based on that specific trip generation rate (see **Exhibit 2**).
2. **Project Summary** – George and Associates (FSUS's Engineer) has provided a listing of what improvements are proposed by the School. Based on the summary, FSUS is planning additional classroom space, an athletic field house and gymnasium/cafeteria hardening so they can better serve the community as a special needs hurricane evacuation shelter (see **Exhibit 3**). Dr. Chambers with FSUS has also included a letter explaining the purpose of the amendment (see **Exhibit 4**).
3. **Revised DRI Table** – Attached is the proposed revision to Exhibit B-1 in the Southwood DRI Development Order to reflect the reduction in Industrial Square footage in MUI 1, 2 and 3 and the addition of 82,000 square feet of education square footage for FSUS (see **Exhibit 5**).

Carlton Fields Jorden Burt, P.A.

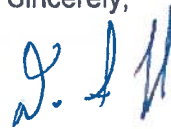
116421475.1 Carlton Fields Jorden Burt, P.A. practices law in California through Carlton Fields Jorden Burt, LLP.

4. **Application, Fees and Support Material** - Attached are the required applications, fees and additional information to provide staff and the public with the location of changes made within the DRI.

An application is also being submitted to the City of Tallahassee since both jurisdictions must approve this amendment. These improvements are tied to grant funding so we are requesting that this amendment be heard as soon as possible.

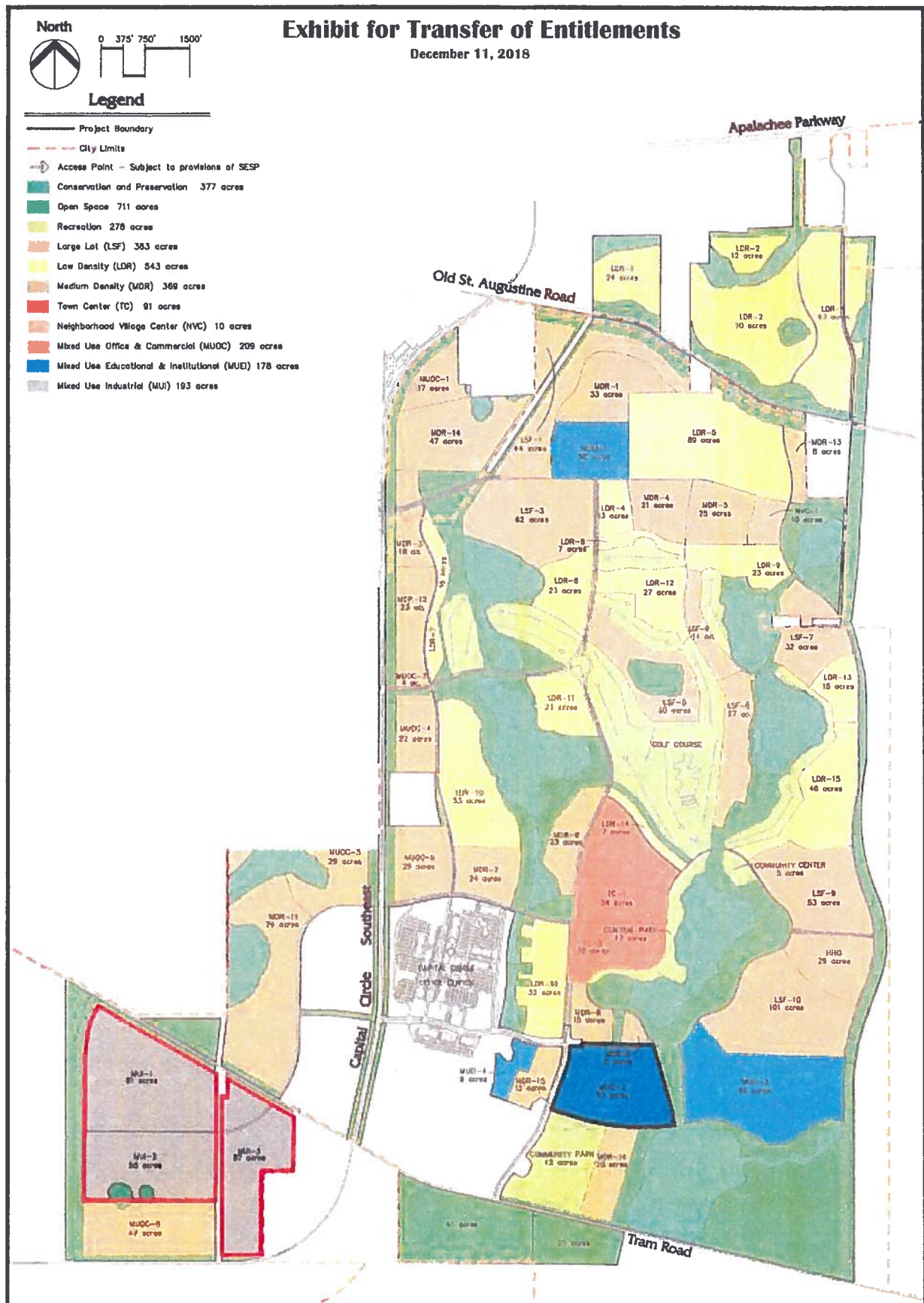
If you have any questions please contact me at dtaylor@carltonfields.com. My direct line is 850-425-3398.

Sincerely,

A handwritten signature in blue ink, appearing to read "D. F. Taylor", is written over the printed name.

Darrin F. Taylor

EXHIBIT #1



**MASTER
DEVELOPMENT
PLAN**

Southwood

Kimley»Horn

EXHIBIT #2



December 11, 2018

Mr. John M Curtis Jr.
Community Manager, Southwood
The St. Joe Company
3196 Merchants Row Blvd, Suite 140
Tallahassee, FL 32311

RE: *Southwood DRI — Proposed Land Use Conversion*

Dear Mr. Curtis:

In order to accommodate an expansion of the Florida State University (FSU) School in Southwood Development of Regional Impact (DRI), some of the approved land uses within the DRI can be converted such that the traffic impacts to the surrounding transportation network are net neutral. The approved DRI utilized trip generation rates from the Institute of Transportation Engineers (ITE) *Trip Generation Manual*, 7th Edition and local survey data. These trip generation rates were summarized in a Cumulative Trip Generation Summary table in the DRI.

The table indicated that 500,000 gross square feet of Research and Development land use (including industrial uses) would result in 502 PM peak hour trips, for an effective trip rate of approximately one (1.00) trip per thousand square feet of gross floor area.

In discussions with the City of Tallahassee, the trip rate associated with the FSU School at the time of the DRI may be applicable only for a smaller school footprint which may not include auditorium and other ancillary uses. It is understood that this proposed expansion will include an auditorium, classrooms and other ancillary uses. According to FSU School administration, this requested expansion to the FSU school has an increase in population by 500 students. The ITE Trip Generation Manual, 10th Edition provides a trip rate for a K-12 Private school for PM Peak Adjacent Street to be 0.17 trips per student. The additional 500 students for the FSU School is expected to generate approximately 85 PM peak hour trips, based on the updated trip rate previously described. The additional 85 trips for the FSU School expansion will require the conversion of approximately 85,340 square feet of Research and Development land use to remain net neutral and avoid additional traffic impacts on the surrounding transportation network. See attached map for the locations of the land uses being converted to (FSU School) and from (Mixed Use Industrial).

If you have any questions regarding these conversion calculations, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Richard R. Barr".

Richard R. Barr, AICP
Senior Vice President

Attachment: Land Use Map

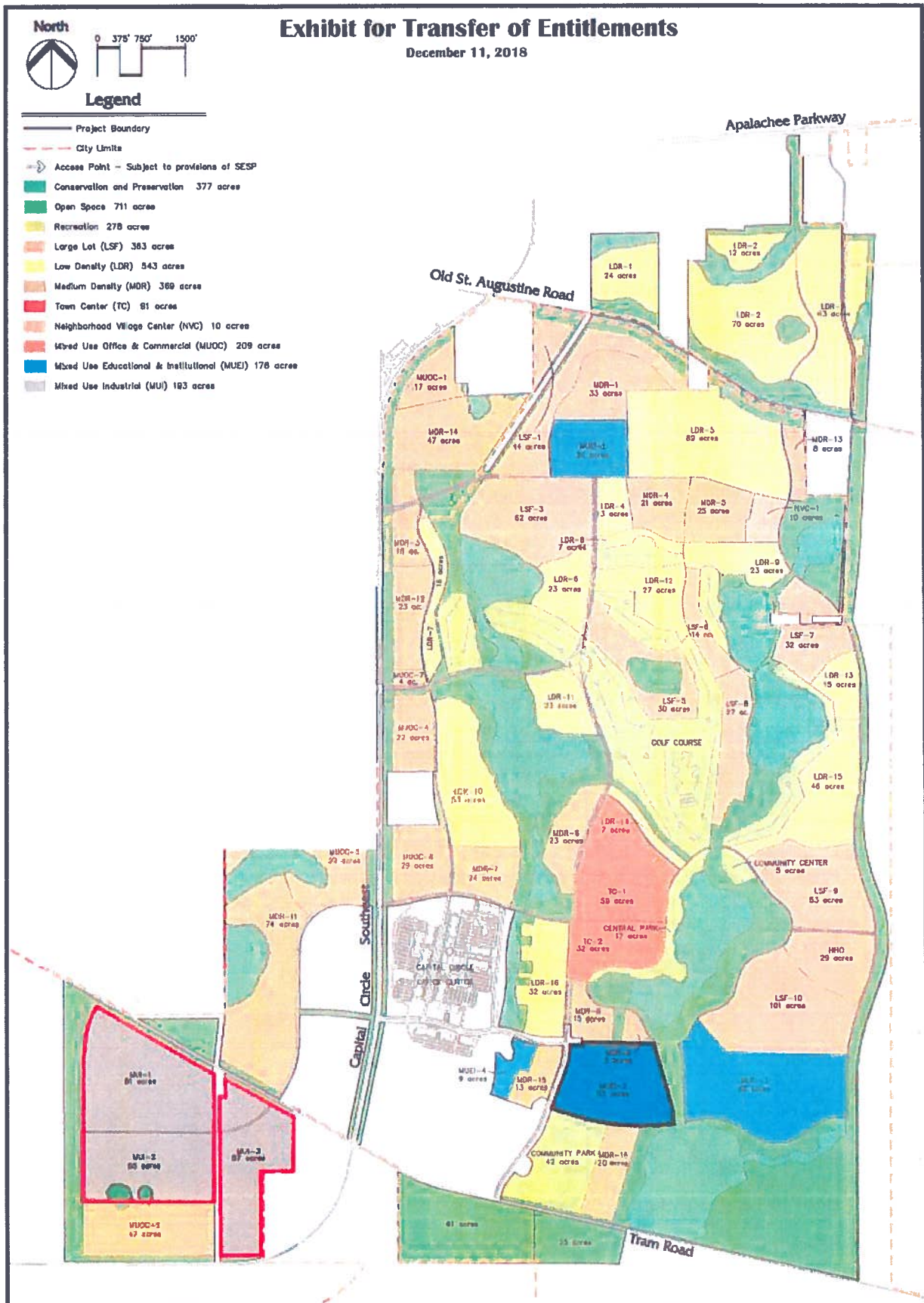


EXHIBIT #3



To: Darrin Taylor
Carlton Fields
215 S. Monroe Street, Suite 500
Tallahassee, Florida 32301

From: Robert George
George & Associates, Consulting Engineers, Inc.
1967 Commonwealth Lane, Suite 200
Tallahassee, Florida 32303

RE: Florida State University School – Campus Entitlements

Darrin as requested, George & Associates, Consulting Engineers, Inc. has summarized the needed entitlements for Florida State University School as part of the Southwood DRI Amendment.

Current Entitlements: 234,000 gross square feet.

Utilized to Date: 193,399 gross square feet

Future Entitlements:

FSUS STEAM Building	72,000 gross square feet*
Gymnasium/Cafeteria Hardening	2,500 gross square feet
Athletics Field House	5,000 gross square feet
Classroom Building (s)	43,101 gross square feet

Revised Entitlements 316,000 gross square feet

* The proposed STEAM Building will include a 750-seat auditorium.



www.fsus.sc
hool

FLORIDA STATE UNIVERSITY SCHOOLS, INC.

3000 School House Road
Tallahassee, FL 32311
(850) 245-3700 FAX (850) 245-3737

Mr. Darrin Taylor
Mr. Carlton Fields
215 S. Monroe Street, St. 500
Tallahassee FL 32301

Dear Mr. Taylor and Mr. Fields,

Dr. Stacy Chambers
Chief Operating Officer

Ms. Sue Weathersbee
Chief Financial Officer

Board of Directors
Mr. Kimblin NeSmith, Chair
Mr. Cheval Breggins, Vice
Chair
Dr. Heather Bishop
Ms. Anne Blankenship
Dr. Allison Crume
Mr. John Curtis
Dr. Ruth Feiock
Ms. Abby Hostetter
Ms. Danielle Kerr
Ms. Kathy Mizereck
Dr. Jason Pappas
Dr. Sara Scott Shields

FSU College of Education

Dr. Damon Andrew, Dean

FSUS Mission

Educational Research

Innovative Instruction

Professional Service

Thank you for meeting with us regarding community planning and amending entitlements. Florida State University Schools (FSUS) is an integral part of Tallahassee, the Southwood Community, St. Joes, Florida State University and the strong educational system within the State of Florida. We fully support the request made by St. Joe's to amend the Southwood DRI in order to support long term growth, future needs and development of a well planned community. Our goal is to continue to add value to the community through our collaborations. Outlined below is a brief description of need and purpose of each area of the proposed entitlement amendment area.

STEAM Building:

A new STEAM building will create a multi-functional, flexible, and collaborative learning environment for students, faculty with 10-12 additional classrooms. New learning space will provide teaching laboratories, unique instructional spaces classrooms in the disciplines of Science, Technology, Engineering, Art, Mathematics and Media Production. A 750 seat auditorium will provide a unique opportunity for community collaboration with Southwood, partnerships with Arts entities and potentially serve as the community "heartbeat" for Tallahassee and beyond. Our intent is to increase community partnership, community offerings conferences arts and sciences while having also having the potential to increase enrollment. Additional entitlement of square footage is needed to support this work. With this project in the design phase, expedited additional square footage entitlement is needed.

Hardening of Gymnasium and Cafeteria:

FSUS is the dedicated special needs shelter for the region and has been activated for the state, most recently for Hurricane Irma (9/27/17) and Hurricane Michael Activation. the scope of needed services has increased over the last three years.

Approximately 300 patients/clients were served during the Hurricane Irma activation. Hardening our cafeteria building and adjoining gym classrooms and locker rooms will double capacity to serve a maximum 600 clients. Because much of the hurricane season encompasses the first semester of the academic year (August-November), there is impact on the school schedule. This work improves/expands cafeteria and gym space to improve the quality and efficacy of services for special needs patients who have been evacuated due to an approaching hurricane. Specialized storage space to allow for more efficient set up and breakdown of the shelter. This minimizes the impact on the school's schedule; allowing for faster activation/deactivation of the shelter. With this project in the design phase, expedited additional square footage entitlement is needed.

EXHIBIT #4



FLORIDA STATE UNIVERSITY SCHOOLS, INC.

3000 School House Road
Tallahassee, FL 32311
(850) 245-3700 FAX (850) 245-3737
www.fsus.school

Dr. Stacy Chambers
Chief Operating Officer

Ms. Sue Weathersbee
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Ms. Abby Hostetter
Ms. Danielle Kerr
Ms. Kathy Mizereck
Dr. Jason Pappas
Dr. Sara Scott Shields

FSU College of Education

Dr. Damon Andrew, Dean

FSUS Mission

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Hardening of Gymnasium and Cafeteria:

FSUS is the dedicated Special Needs Shelter for the region. The shelter has been activated for the state, most recently for Hurricane Irma (2017) and Hurricane Michael (2018). With multiple activations, the scope of needed services has increased over the last four years. FSUS faculty work directly with the Department of Health and Emergency Management Services on shelter operations. Approximately 300 patients/clients were served during the Hurricane Irma activation. Hardening our cafeteria building and adjoining gym classrooms and locker rooms will double capacity to serve a maximum 600 clients. Because much of the hurricane season encompasses the first semester of the academic year (August-November), the impact on school academic function will be reduced by re-working dedicated cafeteria space. FSUS is connecting additional buildings to existing generator and having dedicated setup/breakdown storage space for emergency services on campus.

The additional square footage is need to improve/expand current cafeteria and gym space to improve the quality and efficacy of services for special needs patients who have been evacuated due to an approaching hurricane. The goal is to minimize the impact on the school's schedule and allow for faster activation/deactivation of the shelter. Project is already fully funded.

Classroom Building:

FSUS currently serves 1700 students. Students are enrolled from Southwood and 8 surrounding communities. Our community is both diverse and successful. Close to 35% of our students qualify for free and reduced lunch. FSUS is diverse with a population comprised of 49% white students and 51% minority students. As an "A" school that serves students from all walks of life, we would like to have the ability to expand in the future. FSUS would like to Provide for increasing enrollment for students.

FSUS is currently working on long range planning for additional enrollment of students from surrounding communities including Southwood. Additional square footage through Southwook DRI Amendment of Campus Entitlements would be necessary for any additional enrollment. As shared during our meeting, FSUS does not have the ability to expand as our current facilities are at capacity. In addition to being at capacity, FSUS is unable to meet current demand. Each year, we are unable to enroll hundreds of students that apply due to space limitations..

Athletics/Sports Sciences Building:

Part of FSUS' long range planning is to look at both educational and community needs. Knowing that there is a continued need for graduates prepared to work in the medical/health fields, our vision is to increase offerings in both areas. Additional entitlement allotment would provide space to increase educational offerings in health sciences, career/technical education and sports medicine. FSUS would also have the ability to then offer educational health related events, host conferences, collaborate with agencies and provide additional learning/meeting/collaboration space to the community



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Dr. Sara Scott Shields

FSU College of Education

Dr. Damon Andrew, Dean

FSUS Mission

Educational Research

Innovative Instruction

Professional Service

In closing, Florida State University Schools strives to be both an asset and a support to Tallahassee and the State of Florida. We are proud of our ability to close the achievement gap by providing a rich educational experience. We also pride ourselves in working to provide strong achievement in academic, extracurricular, leadership and sports for *all* students. Our hope is that you will support the requested entitlement amendments for short term and long range planning.

Should you require any additional information or clarification, please do not hesitate to contact me. I appreciate your time and consideration.

Sincerely,

Dr. Stacy Chambers
Executive Director
Florida State University Schools

EXHIBIT #5

**AMENDMENT TO THE DEVELOPMENT ORDER
FOR THE SOUTHWOOD DEVELOPMENT OF REGIONAL IMPACT**

WHEREAS, the Southwood Development of Regional Impact (DRI) is a mixed use development on approximately 3,322 acres located in the City of Tallahassee and in unincorporated Leon County, Florida; and

WHEREAS, the original development order for the Southwood DRI was issued in 1999; and

WHEREAS, the development order was amended by the Integrated Development Order, 1999-2017 (the "Integrated Development Order"), approved by the Tallahassee City Commission on October 25, 2017 and the Leon County Board of County Commissioners on November 14, 2017; and

WHEREAS, the first amendment to the Integrated Development Order was approved by the Tallahassee City Commission on DATE and the Leon County Board of County Commissioners on DATE which approved the Independence Landing project; and

WHEREAS, the St. Joe Company and the Florida State University School (FSUS) on December 11, 2018 submitted a joint application to amend the Integrated Development Order (the "Amendment") to convert 85,340 square feet of industrial development to 82,000 square feet of education space for FSUS and to amend Exhibit B-1 of the DRI Development Order to reflect this conversion; and

WHEREAS, the Tallahassee City Commission held a public hearing on DATE, considered the Amendment, and addressed the criteria set forth in the Comprehensive Plan and land development regulations; and

WHEREAS, the Leon County Board of County Commissioners held a public hearing on DATE, considered the Amendment, and addressed the criteria set forth in the Comprehensive Plan and the land development regulations.

NOW THEREFORE, IT IS HEREBY ORDERED BY THE CITY COMMISSION OF THE CITY OF TALLAHASSEE, FLORIDA AND THE LEON COUNTY, BOARD OF COUNTY COMMISSIONERS:

Section 1. The FSUS property is described on Exhibit A, attached hereto.

Section 2. Exhibit B-1 to the Integrated Development Order is deleted and replaced with Amended Exhibit B-1, attached hereto.

Section 3. Except as amended herein, the terms and provisions of the Integrated Development Order shall remain in full force and effect.

Section 4. This Amendment shall take effect upon approval by the Tallahassee City Commission and the Leon County Board of County Commissioners.

Passed and Approved by the City of Tallahassee City Commission on DATE.

CITY OF TALLAHASSEE

By: _____
John Dailey
Mayor

ATTEST:

By: _____
James O. Cooke, IV
City Treasurer-Clerk

APPROVED AS TO FORM:

By: _____
Cassandra K. Jackson
City Attorney

116425802.1

DULY PASSED AND APPROVED by the Leon County, Florida, Board of County Commissioners this DATE day of MONTH, 2019.

LEON COUNTY, FLORIDA

By: _____
Jimbo Jackson, 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: _____
Herb W.A. Thiele, Esq.
County Attorney

EXHIBIT B-1
SOUTHWOOD DRI DEVELOPMENT PROGRAM

DRI LAND USES	Phase 1 (1999-2010)		Phase 2a (2005-2027)		Phase 2b (2020-2027)		PROJECT TOTAL	
	Acres	BU/GSF	Acres	BU/GSF	Acres	BU/GSF	Acres	BU/GSF
Residential 1)								
Single Family	455	1,048 DU	489	1,026 DU			944	2,074 DU
Multi-Family	96	777 DU	294	2,319 DU			370	2,696 DU
SUBTOTAL	551	1,825 DU	763	2,945 DU			1,314	4,770 DU
Commercial (Wholesale, Retail & Service) (2)	149	287,000 GSF	191	500,000 GSF	197	12,502 GFS	537	799,502 GSF
Office (2)	130	500,000 GSF	191	150,000 gfs	197	1,544,117 GSF	508	2,194,117 GSF
Hotel (2)			191	170 rooms	197		388	170
Industrial			55	414,660 500,000 GFS	138	2,328,381 GSF	193	2,728,381 GSF
Educational/Institutional								
Educational	148	230,000 GFS		255,000 173,000 GFS	29		177	403,000 GSF
Institutional (3)								
SUBTOTAL		230,000 GFS						403,000 GFS
Recreation & Open Space								
Central Park (4)	125						125	
Community Park (5)	195						215	
North Park			36				36	
Golf Course/Clubhouse	214						214	
Other Open Space & Buffers (6)	772		25				797	
SUBTOTAL	1326		61				1,387	
TOTALS (7)	2,125		1,003		194		3,322	

Notes:

1. Single family and multi-family residential acreages include 59 acres of Town Center. The remaining 32 acres of Town Center is included in both the Commercial and Office category.
2. Acreage identified for Office and Commercial in the original development order did not reflect the land necessary to support Office or Commercial. The mixed-use pods were always intended to be the location for Office and Commercial uses. In addition, 17,000 GSF of Commercial may be located at the Historic House overlay as a sales center.
3. Up to 31,000_GSF of Phase 1 Commercial may be converted into Phase 1 Institutional to be located in all pods except areas designated for Recreation and Open Space at a rate of 203 GSF Institutional for 100 GSF Commercial. Any conversion of Commercial to Institutional must be reported in the next required Annual Report.
4. Central Park includes 22 acres of active recreation uses and 103 acres of passive recreation/open space uses. Refer to ADA Figure 26.1.
5. Community Park includes 42 acres of active recreation uses and 153 acres of passive recreation/open space/conservation uses. Refer to ADA Figure 26.2.
6. Other Open Space and Buffers includes open space corridors throughout the project (see ADA Figure 26.1) as well as the 86 acre stormwater management facility site south of Tram Road.
7. Commercial, Office, Hotel and Industrial Acreages may include the same pods in multiple categories to reflect the wide range of allowable uses within various land uses. Refer to exhibit B-2 for specific pod acreages.

EXHIBIT "A-1"

LEGAL DESCRIPTION
SOUTHWOOD DRI BOUNDARY

PARCEL "A"

A 38.37 Acre Parcel in Section 3 and 10, Township 1 South, range 1 East, Leon County Florida, more particularly described as follows:

Commence at a found $\frac{3}{4}$ " iron pipe marking the Southwest corner of Section 3, Township 1 South, Range 1 East, Leon County, Florida; thence along the Westerly boundary of Section 3 run North $00^{\circ}27'17''$ West, a distance of 177.44 feet to the approximate centerline of Old St. Augustine Road (a Leon County, Florida maintained right of way); thence along said centerline run South $79^{\circ}50'29''$ East, a distance of 994.58 feet, thence leaving said centerline run North $00^{\circ}12'53''$ West, a distance of 17.95 feet to a point on the maintained right of way of said Old St Augustine Road and the POINT OF BEGINNING. From said POINT OF BEGINNING thence along the easterly boundary of a 100 foot City of Tallahassee Utility Right of Way run North $00^{\circ}12'53''$ West, a distance of 1,316.49 feet to a point on the southerly boundary of Paradise Village East, Unit 2 (a subdivision as per map or plat recorded in Plat Book 6, Page 1 of the Public Records of Leon County, Florida); thence along said southerly boundary run North $89^{\circ}14'24''$ East, a distance of 821.87 feet to a found 4"x 4" concrete monument, flat top; thence North $89^{\circ}26'38''$ East, a distance of 200.27 feet to a found iron pipe; thence North $89^{\circ}21'13''$ East, a distance of 131.76 feet to a found $\frac{3}{4}$ " iron pipe and SJPC guard monument; thence along the westerly boundary of that property recorded in Official Records Book 1528, page 1751 run South $00^{\circ}13'43''$ West, a distance of 1,687.99 feet to a point on the northerly right of way boundary of said Old St Augustine Road; thence along said maintained right of way run North $58^{\circ}29'23''$ West, a distance of 193.63 feet; thence North $60^{\circ}47'12''$ West, a distance of 103.39 feet; thence North $67^{\circ}03'52''$ West, a distance of 103.19 feet; thence North $72^{\circ}58'14''$ West, a distance of 99.98 feet; thence North $77^{\circ}44'32''$ West, a distance of 111.58 feet; thence North $79^{\circ}39'27''$ West, a distance of 217.22 feet; thence North $78^{\circ}24'57''$ West, a distance of 213.86 feet; thence North $81^{\circ}19'22''$ West, a distance of 98.63 feet; thence North $76^{\circ}55'43''$ West, a distance of 68.24 feet to the POINT OF BEGINNING. The above described parcel contains 1,671,449.70 square feet or 38.37 acres, more or less.

AND ALSO

PARCEL "B"

A 176.80 Acre Parcel in Sections 3, 10 and 11, Township 1 South, Range 1 East, Leon County, Florida, more particularly described as follows:

BEGIN at a found pinched iron pipe marking the Southwest corner of the Southeast Quarter of Section 3, Township 1 South, Range 1 East, Leon County, Florida, thence along the easterly boundary of that property recorded in Official Records Book 1528, Page 1751 run North $00^{\circ}11'54''$ East, a distance of 864.83 feet to a found iron pipe and SJPC guard monument; thence along the southerly boundary of that property recorded in Official Records Book 845, Page 729 run South $39^{\circ}20'40''$ East, a

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distance of 323.66 feet to a found pinched iron pipe; thence along the easterly boundary of said property run North 00°14'32" East, a distance of 537.65 feet to a found 1" iron pipe; thence South 89°29'00" East, a distance of 322.81 feet to a found 6"x 6" SJPC concrete monument; thence South 00°48'39" West, a distance of 13.55 feet to a found 6"x 6" SJPC concrete monument; thence South 89°20'53" East, a distance of 167.41 feet to a found iron rod and cap, LB#6745; thence along the southerly boundary of the Wal-Mart SuperCenter (a subdivision as per map or plat recorded in Plat Book 12, Page 8 of the Public Records of Leon County, Florida) run South 89°28'59" East, a distance of 168.17 feet to a found iron rod and cap, LB#6246; thence North 00°38'19" East, a distance of 71.43 feet to a found iron rod and cap, LB#6246; thence North 87°50'52" East, a distance of 778.25 feet to a found iron rod and cap, LB#6246; thence along the easterly boundary of said Wal-Mart SuperCenter run North 00°31'30" East, a distance of 1,171.19 feet to a found iron and cap, LB# 6745; thence North 32°56'29" West, a distance of 121.96 feet to a found iron rod and cap, LB#6745; thence North 00°45'41" East, a distance of 218.75 feet to the southerly right of way boundary of Appalachee Parkway (State Road 20); thence along said southerly right of way boundary run North 85°34'35" East, a distance of 200.77 feet; thence leaving said southerly right of way boundary along the westerly boundary of that property recorded in Official Records Book 2317, Page 788 run South 00°36'45" West, a distance of 322.86 feet; thence along the southerly boundary of said property run South 89°41'02" East, a distance of 66.54 feet to a found pinched iron pipe; thence along the westerly boundary of those properties recorded in Official Records Book 1623, Page 739 and Official Records Book 133, Page 389 run South 00°33'01" West, a distance of 1,157.48 feet to a found 1-1/4" iron rod; thence along the southerly boundary of said property recorded in Official Records Book 133, Page 389 run South 89°25'54" East, a distance of 646.13 feet to a point on the westerly maintained right of way boundary of Southwood Plantation Road (a Leon County, Florida maintained right of way); thence along said westerly maintained right of way run South 00°16'14" West, a distance of 5.39 feet; thence South 01°14'59" West, a distance of 377.99 feet; thence South 00°17'47" West, a distance of 485.66 feet; thence South 01°05'15" West, a distance of 307.47 feet; thence South 00°08'19" East, a distance of 105.02 feet; thence South 00°41'21" East, a distance of 67.66 feet; thence South 03°46'52" East, a distance of 72.89 feet; thence South 01°56'57" East, a distance of 62.01 feet; thence South 04°25'57" East, a distance of 63.83 feet; thence South 04°10'13" East, a distance of 61.89 feet; thence South 07°47'37" East, a distance of 62.60 feet; thence South 10°47'55" East, a distance of 61.46 feet; thence South 17°02'15" East, a distance of 64.74 feet; thence South 16°47'27" East, a distance of 59.13 feet; thence South 21°33'22" East, a distance of 62.50 feet; thence South 19°35'59" East, a distance of 108.30 feet; thence South 15°31'45" East, a distance of 66.10 feet; thence South 14°48'33" East, a distance of 61.60 feet; thence South 12°18'18" East, a distance of 58.84 feet; thence South 05°59'07" East, a distance of 58.06 feet; thence South 03°04'19" East, a distance of 60.47 feet; thence South 03°09'07" West, a distance of 60.44 feet; thence South 03°32'44" West, a distance of 68.32 feet; thence South 01°17'33" West, a distance of 151.12 feet; thence South 04°16'10" West, a distance of 153.69 feet; thence South 02°47'24" West, a distance of 220.92 feet; thence South 03°07'53" West, a distance of 305.65 feet; thence South 42°22'36" West, a distance of 36.68 feet to a point on the northerly maintained right of way boundary of Old St Augustine Road (a

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Leon County, Florida, maintained right of way); thence along said northerly maintained right of way boundary run North 87°25'23" West, a distance of 101.08 feet; thence North 77°26'22" West, a distance of 151.23 feet; thence North 78°16'36" West, a distance of 137.90 feet; thence North 78°31'10" West, a distance of 325.77 feet; thence North 77°40'43" West, a distance of 151.37 feet; thence North 78°04'42" West, a distance of 130.55 feet; thence North 78°22'42" West, a distance of 264.02 feet; thence North 74°13'57" West, a distance of 135.72 feet; thence North 68°20'13" West, a distance of 172.86 feet; thence North 58°57'37" West, a distance of 51.13 feet; thence North 57°18'14" West, a distance of 298.31 feet; thence North 55°53'57" West, a distance of 149.20 feet; thence North 56°56'17" West, a distance of 150.16 feet; thence North 57°34'22" West, a distance of 305.49 feet; thence North 57°11'09" West, a distance of 254.03 feet; thence North 56°33'32" West, a distance of 195.77 feet; thence leaving said northerly maintained right of way boundary run North 00°03'21" West along the easterly boundary of said property recorded in Official Records Book 1528, Page 1751, a distance of 688.72 feet to the POINT OF BEGINNING. The above described parcel contains 7,701,214.91 square feet or 176.80 acres, more or less.

The above described parcel being subject to a City of Tallahassee Utility Easement as recorded in Official Records Book 1511, Page 109 and also a City of Tallahassee Utility Easement as recorded in Official Records Book 1951, Page 801 of the Public Records of Leon County, Florida.

AND ALSO

PARCEL "C"

A 26.59 Acre Parcel in Sections 2 and 11, Township 1 South, Range 1 East, Leon County, Florida, more particularly described as follows:

Commence at a concrete monument, LB#3293 marking the Southwest corner of Section 2, Township 1 South, Range 1 East, Leon County, Florida, thence along the South boundary of said Section 2 run South 89°33'23" East, a distance of 401.70 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING thence South 03°00'57" West, a distance of 1,884.82 feet to a point on the northerly maintained right of way boundary of Old St Augustine Road (a Leon County, Florida maintained right of way); thence along said northerly maintained right of way run North 77°20'37" West, a distance of 23.36 feet; thence North 78°59'50" West, a distance of 97.61 feet; thence North 75°10'21" West, a distance of 40.67 feet; thence North 75°09'17" West, a distance of 76.34 feet to a point on the easterly maintained right of way boundary of Southwood Plantation Road (a Leon County, Florida maintained right of way); thence along said easterly maintained right of way boundary run North 02°19'12" East, a distance of 46.74 feet; thence North 03°36'00" East, a distance of 305.64 feet; thence North 03°39'29" East, a distance of 220.91 feet; thence North 03°57'13" East, a distance of 153.68 feet; thence North 03°14'09" East, a distance of 151.00 feet; thence North 03°27'10" East, a distance of 68.32 feet; thence North 01°43'15" East, a distance of 63.49 feet; thence North 00°47'36" West, a distance of 64.38 feet; thence North 06°56'30" West, a distance of 61.87 feet; thence North 10°08'20" West, a distance of 62.73 feet; thence North 15°03'48" West, a distance of 65.77 feet; thence North 17°45'08" West, a distance of 68.93 feet; thence North 23°33'56" West, a distance of 108.43 feet;

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thence North 14°02'16" West, a distance of 60.34 feet; thence North 20°47'22" West, a distance of 57.40 feet; thence North 14°23'40" West, a distance of 62.12 feet; thence North 11°45'14" West, a distance of 59.01 feet; thence North 08°42'24" West, a distance of 60.96 feet; thence North 06°00'01" West, a distance of 60.08 feet; thence North 03°57'56" West, a distance of 62.18 feet; thence North 04°17'08" West, a distance of 60.83 feet; thence North 00°13'34" West, a distance of 71.97 feet; thence North 00°15'43" West, a distance of 66.90 feet; thence North 00°08'23" West, a distance of 104.57 feet; thence North 00°26'07" East, a distance of 307.44 feet; thence North 00°03'26" East, a distance of 485.08 feet; thence North 01°12'53" East, a distance of 198.13 feet; thence leaving said easterly maintained right of way run North 89°50'19" East along the southerly boundary of that property recorded in Official Records Book 1890, Page 1175, a distance of 520.78 feet; thence South 03°00'57" West, a distance of 1,305.69 feet to the POINT OF BEGINNING. The above described parcel contains 1,158,279.37 square feet or 26.59 acres, more or less.

AND ALSO

PARCEL "D"

A 2,394.74 Acre parcel in Sections 3,9,10,11,14,15,16,21,22,23,26, and 27, Township 1 South, Range 1 East, Leon County, Florida, more particularly described as follows:

BEGIN at a found $\frac{3}{4}$ " iron pipe marking the Southwest corner of Section 3, Township 1 South, Range 1 East, Leon County, Florida, thence along the westerly boundary of said Section 3 run North 00°27'17" West, a distance of 154.44 feet to a point on the southerly maintained right of way of Old St. Augustine Road; thence along said southerly maintained right of way run South 80°30'42" East, a distance of 105.57 feet; thence South 81°09'37" East, a distance of 199.64 feet; thence South 79°56'18" East, a distance of 188.58 feet; thence South 78°33'10" East, a distance of 73.47 feet; thence South 79°57'32" East, a distance of 147.21 feet; thence South 78°22'23" East, a distance of 100.71 feet; thence South 79°09'51" East, a distance of 77.52 feet to a point on the westerly boundary of a 100 foot City of Tallahassee utility right of way as recorded in Official Records Book 152, Page 128 of the Public records of Leon County, Florida; thence along said right of way run South 00°12'53" East, a distance of 46.15 feet; thence run South 33°37'19" West, a distance of 3144.51 feet; thence run South 89°06'28" East, a distance of 118.87 feet to a point on the easterly boundary of said 100 foot utility right of way; thence along said easterly right of way boundary run North 33° 37'19" East, a distance of 3110.66 feet; thence run North 00°12'53" West, a distance of 58.04 feet to a point on the southerly maintained right of way of said Old St. Augustine Road; thence along said southerly maintained right of way run South 81°34'29" East, a distance of 61.55 feet; thence South 79°29'20" East, a distance of 527.69 feet; thence South 76°49'05" East, a distance of 108.23 feet; thence South 73°20'10" East, a distance of 97.35 feet; thence South 66°37'08" East, a distance of 101.55 feet; thence South 61°33'30" East, a distance of 104.58 feet; thence South 56°53'17" East, a distance of 232.32 feet; thence South 57°14'20" East, a distance of 202.97 feet; thence South 57°03'35" East, a distance of 227.63 feet; thence South 56°14'10" East, a distance of 99.46 feet; thence South 57°41'48" East, a distance of 48.03 feet; thence leaving said southerly maintained right of way boundary run South 00°45'50"

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West, a distance of 591.82 feet to a found 1" iron pipe; thence South 88°44'41" East, a distance of 361.06 feet to a found 1" iron pipe; thence North 00°50'42" East, a distance of 372.43 feet to a point on the southerly maintained right of way boundary of said Old St Augustine Road; thence along said southerly maintained right of way run South 56°45'39" East, a distance of 161.73 feet; thence South 57°45'47" East, a distance of 148.31 feet; thence South 56°43'39" East, a distance of 154.67 feet; thence South 58°02'32" East, a distance of 167.40 feet; thence South 56°36'42" East, a distance of 228.78 feet; thence South 58°11'05" East, a distance of 101.62 feet; thence South 64°07'41" East, a distance of 181.67 feet; thence South 76°10'54" East, a distance of 137.29 feet; thence South 78°18'21" East, a distance of 134.58 feet; thence South 77°17'09" East, a distance of 133.90 feet; thence South 78°18'16" East, a distance of 124.13 feet; thence South 77°28'58" East, a distance of 145.86 feet; thence leaving said southerly maintained right of way boundary run South 00°40'55" East, a distance of 1,396.29 feet to a found 6" round terra-cotta monument; thence South 89°21'19" East, a distance of 650.26 feet to the westerly maintained right of way boundary of Southwood Plantation Road (a Leon County, Florida maintained right of way); thence along said westerly maintained right of way run South 03°27'00" West, a distance of 2,055.74 feet; thence leaving said westerly maintained right of way boundary run South 89°53'09" West, a distance of 433.91 feet to a found SJPC concrete monument; thence South 02°53'38" West, a distance of 99.81 feet to a found SJPC concrete monument; thence North 89°53'09" East, a distance of 433.49 feet to a point on the westerly maintained right of way boundary of said Southwood Plantation Road; thence along said westerly maintained right of way boundary run South 00°44'23" East, a distance of 25.46 feet; thence leaving said westerly maintained right of way boundary run South 89°39'35" West, a distance of 630.68 feet; thence North 00°20'25" West, a distance of 185.00 feet; thence South 89°39'35" West, a distance of 500.00 feet; thence South 00°20'25" East, a distance of 200.00 feet to a found 6" round terra-cotta monument; thence North 89°39'35" East, a distance of 1,131.40 feet to a found SJPC concrete monument; thence continue easterly along said line North 89°39'35" East, a distance of 38.08 feet to a point on the easterly maintained right of way boundary of said Southwood Plantation Road; thence along said easterly maintained right of way boundary run North 07°04'29" East, a distance of 61.33 feet; thence North 05°43'01" East, a distance of 75.84 feet; thence North 03°33'16" East, a distance of 123.04 feet; thence North 03°33'11" East, a distance of 414.42 feet; thence North 00°58'27" East, a distance of 71.59 feet; thence North 08°20'06" West, a distance of 29.91 feet; thence North 03°26'50" East, a distance of 53.09 feet; thence North 03°29'10" East, a distance of 271.66 feet; thence North 03°27'09" East, a distance of 554.25 feet; thence North 03°26'40" East, a distance of 538.52 feet; thence North 02°33'12" East, a distance of 128.63 feet; thence North 04°25'53" East, a distance of 58.06 feet; thence North 03°33'19" East, a distance of 172.58 feet; thence North 03°29'20" East, a distance of 146.13 feet; thence North 03°23'09" East, a distance of 292.88 feet; thence North 03°41'47" East, a distance of 250.34 feet; thence North 03°00'17" East, a distance of 112.07 feet; thence North 03°18'24" East, a distance of 73.28 feet; thence North 55°51'48" East, a distance of 15.18 feet to a point on the southerly maintained right of way boundary of said Old St Augustine Road; thence along said southerly maintained right of way boundary run South 83°43'49" East, a distance of 56.95 feet; thence South 80°39'06" East, a distance of 54.68 feet; thence South 77°29'03"

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East, a distance of 98.39 feet; thence South 77°34'21" East, a distance of 15.69 feet; thence leaving said southerly maintained right of way boundary run South 03°00'57" West, a distance of 2,197.60 feet to a point of curve to the right; thence run southerly along said curve with a radius of 2,700.39 feet through a central angle of 03°50'50" for an arc distance of 181.32 feet (chord of 181.29 feet bears South 04°56'22" West); thence South 06°51'48" West, a distance of 945.08 feet to a point on a non tangent curve concave west; thence run southerly along said curve with a radius of 3,342.64 feet through a central angle of 08°34'15" for an arc distance of 500.02 feet (chord of 499.56 feet bears South 16°40'37" East); thence South 12°23'29" East, a distance of 425.28 feet to a point on a non tangent curve concave west; thence run southerly along said curve with a radius of 10,852.98 feet through a central angle of 04°30'46" for an arc distance of 854.81 feet (chord of 854.59 feet bears South 01°29'56" East); thence South 00°09'48" West, a distance of 556.82 feet to a point on a non tangent curve concave east; thence run southerly along said curve with a radius of 4,983.90 feet through a central angle of 12°57'37" for an arc distance of 1,127.36 feet (chord of 1,124.95 feet bears South 04°27'45" West) to a point of compound curve to the left; thence run southerly along said curve with a radius of 3,144.08 feet through a central angle of 21°38'15" for an arc distance of 1,187.35 feet (chord of 1,180.30 feet bears South 12°50'11" East) to a point of reverse curve to the right; thence run southerly along said curve with a radius of 1,956.02 feet through a central angle of 43°41'55" for an arc distance of 1,491.83 feet (chord of 1,455.93 feet bears South 01°48'21" East); thence South 20°02'36" West, a distance of 635.00 feet to a point on a non tangent curve concave east; thence run southerly along said curve with a radius of 3,444.00 feet through a central angle of 20°02'36" for an arc distance of 1,204.78 feet (chord of 1,198.65 feet bears South 11°31'27" West); thence South, a distance of 2,866.91 feet; thence South, a distance of 507.73 feet to a point on the northerly right of way boundary of Tram Road (County Road 259, a 66 foot right of way); thence along said northerly right of way boundary run North 76°58'41" West, a distance of 6,176.72 feet to a point on the easterly right of way boundary of Four Oaks Boulevard a 120 foot right of way); thence along said easterly right of way boundary run North 13°01'22" East, a distance of 53.22 feet to a point of curve to the right; thence run northeasterly along said right of way curve with a radius of 690.00 feet through a central angle of 23°16'48" for an arc distance of 280.36 feet (chord of 278.43 feet bears North 24°39'46" East); thence North 36°18'10" East, a distance of 182.52 feet; thence leaving said easterly right of way boundary run South 53°41'50" East, a distance of 82.27 feet to a point of curve to the left; thence run easterly along said curve with a radius of 125.00 feet through a central angle of 103°42'45" for an arc distance of 226.27 feet (chord of 196.62 feet bears North 74°26'47" East); thence North 22°35'25" East, a distance of 140.69 feet; thence North 24°35'19" West, a distance of 102.95 feet; thence North 53°41'50" West, a distance of 80.41 feet to a point on said easterly right of way boundary of said Tram Road Connector; thence North 36°18'10" East, a distance of 349.31 feet to a point of curve to the left; thence run northeasterly along said curve with a radius of 810.00 feet through a central angle of 16°01'06" for an arc distance of 226.45 feet (chord of 225.72 feet bears North 23°17'37" East); thence North 20°17'04" East, a distance of 1,027.50 feet to a point of curve to the left; thence run northerly along said curve with a radius of 1,288.00 feet through a central angle of 17°33'58" for an arc distance of 394.88 feet (chord of

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393.34 feet bears North 11°30'05" East) to a point of reverse curve to the right; thence run northeasterly along said curve with a radius of 30.00 feet through a central angle of 89°12'47" for an arc distance of 46.71 feet (chord of 42.13 feet bears North 47°19'29" East) to a point on the southerly right of way boundary of Shumard Oak Boulevard (a 140 foot right of way) ; thence along said southerly right of way boundary run South 88°04'07" East, a distance of 170.11 feet; thence North 01°55'53" East, a distance of 140.00 feet to a point on the Northerly right of way boundary of said Shumard Oak Boulevard; thence along said northerly right of way boundary run North 88°04'07" West, a distance of 170.01 feet to a point of curve to the right; thence run northwesterly along said curve with a radius of 30.00 feet through a central angle of 89°59'30" for an arc distance of 47.12 feet (chord of 42.42 feet bears North 43°04'22" West) to a point on the easterly right of way boundary of said Four Oaks Boulevard; thence along said easterly right of way boundary run North 01°55'23" East, a distance of 200.02 feet; thence North 88°04'37" West, a distance of 120.00 feet to a point on the westerly right of way boundary of said Four Oaks Boulevard; thence along said westerly right of way boundary run South 01°55'23" West, a distance of 199.99 feet to a point of curve to the right; thence run southwesterly along said curve with a radius of 30.00 feet through a central angle of 90°00'30" for an arc distance of 47.13 feet (chord of 42.43 feet bears South 46°55'38" West) to a point on the northerly right of way boundary of said Shumard Oak Boulevard; thence along said northerly right of way boundary run North 88°04'07" West, a distance of 297.19 feet to a point of curve to the right; thence run northwesterly along said right of way curve with a radius of 1153.00 feet through a central angle of 23°25'16" for an arc distance of 471.32 feet (chord of 468.04 feet bears North 76°21'29" West) to a point of reverse curve to the left; thence run northwesterly along said right of way curve with a radius of 806.68 feet through a central angle of 21°29'44" for an arc distance of 302.64 feet (chord of 300.87 feet bears North 75°23'43" West); thence run North 45°02'49" West, a distance of 16.88 feet; thence along the easterly boundary of that property recorded in Official Records Book 1432, Page 1260 run North 12°57'04" East, a distance of 425.57 feet to a found concrete monument; thence run North 06°56'31" East, a distance of 313.58 feet to a found concrete monument; thence run North 00°03'25" West, a distance of 403.16 feet to a found concrete monument; thence run North 03°44'41" East, a distance of 288.47 feet; thence run North 11°09'38" East 286.37 feet to a found concrete monument; thence run North 16°57'18" East, a distance of 242.82 feet to a point on the Southerly right of way boundary of Merchants Row Boulevard (right of way varies); thence along said southerly right of way boundary run North 73°00'38" West, a distance of 648.97 feet to a point of curve to the left; thence run westerly along said curve with a radius of 1,495.50 feet through a central angle of 28°41'51" for an arc distance of 749.04 feet (chord of 741.24 feet bears North 87°21'33" West); thence South 78°17'32" West, a distance of 534.04 feet to a point of curve to the right; thence run westerly along said curve with a radius of 1,145.90 feet through a central angle of 13°38'10" for an arc distance of 272.72 feet (chord of 272.08 feet bears South 85°06'37" West) to a point on the westerly boundary of said property recorded in Official Records Book 1432, Page 1260; thence along said westerly boundary run South 00°18'28" West, a distance of 1,438.81 feet to a point of curve to the right; thence run southerly along said curve with a radius of 3,944.69 feet through a central angle of 06°05'13" for an arc distance of 419.08 feet (chord of 418.88 feet bears South

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03°21'05" West) to a point on a curve concave northeasterly and the Northerly right of way boundary of Shumard Oak Boulevard (a 120 foot right of way); thence run northwesterly along said right of way curve with a radius of 1577.00 feet through a central angle of 0°10'36" for an arc distance of 4.86 feet (chord of 4.86 feet bears North 81°49'31" West), thence North 81°44'13" West, a distance of 70.18 feet to a point on a non tangent curve concave west and the easterly right of way boundary of Capital Circle SE (State Road 261); thence run northerly along said right of way curve with a radius of 3,869.69 feet through a central angle of 06°03'03" for an arc distance of 408.66 feet (chord of 408.47 feet bears North 03°19'59" East); thence North 00°18'28" East, a distance of 1,113.72 feet; thence South 89°41'32" East, a distance of 5.00 feet; thence North 00°18'28" East, a distance of 2,449.91 feet; thence North 89°41'32" West, a distance of 5.00 feet; thence North 00°18'28" East, a distance of 799.97 feet; thence South 89°41'32" East, a distance of 5.00 feet; thence North 00°18'28" East, a distance of 382.89 feet; thence North 00°01'41" East, a distance of 417.36 feet; thence North 89°58'19" West, a distance of 5.00 feet; thence North 00°01'41" East, a distance of 1,699.95 feet; thence South 89°58'19" East, a distance of 5.00 feet; thence North 00°01'41" East, a distance of 749.98 feet; thence North 89°58'19" West, a distance of 5.00 feet; thence North 00°01'41" East, a distance of 854.62 feet; thence North 00°53'29" East, a distance of 444.58 feet; thence South 89°06'31" East, a distance of 15.00 feet; thence North 00°53'29" East, a distance of 533.70 feet to a point of curve to the right; thence run northerly along said curve with a radius of 1,844.78 feet through a central angle of 26°00'07" for an arc distance of 837.19 feet (chord of 830.03 feet bears North 13°53'32" East); thence North 63°06'25" West, a distance of 15.00 feet to a point on a non tangent curve concave southeast; thence run northeasterly along said curve with a radius of 1,859.78 feet through a central angle of 26°57'30" for an arc distance of 875.05 feet (chord of 867.00 feet bears North 40°22'20" East); thence North 53°51'06" East, a distance of 577.38 feet; thence leaving said easterly right of way boundary run South 00°09'17" West along the westerly boundary of the Plat of Alice Hill Property (unrecorded), a distance of 992.07 feet a found 1" iron pipe; thence North 87°42'40" East, a distance of 209.98 feet to a found iron rod and cap, LB#3732, and SJPC guard monument; thence South 00°20'38" West, a distance of 209.74 feet to a found 1" pinched iron pipe and SJPC guard monument; thence along the southerly boundary of said Plat of Alice Hill Property run North 87°47'14" East, a distance of 1,111.11 feet a SJPC concrete monument; thence along the easterly boundary of said Plat of Alice Hill Property run North 00°01'12" East, a distance of 1,356.16 feet to the POINT OF BEGINNING. The above described parcel contains 105,047,993.29 square feet or 2,411.57 acres, more or less.

The above described parcel being subject to an Easement for Access and Utilities as recorded in Official Records Book 1432, Page 1260, a City of Tallahassee Utility right of way recorded in Official Records Book 2350, Page 1159 and Official Records Book 2529, Page 1656, a Subsurface Utility Easement as recorded in Official Records Book 2486, Page 529, an Alternative Vehicular Access Easement as recorded in Official Records Book 2245, Page 53, and a Sewer Easement as recorded in Official Records Book 2529, Page 1661 of the Public Records of Leon County, Florida.

LESS AND EXCEPT

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PARCEL "D1"

A 16.92 Acre parcel in Section 16, Township 1 South, Range 1 East, Leon County, Florida, recorded in Official Records Book 2245, Page 040 of the Public records of Leon County, Florida and being more particularly described as follows:

Commence at found terra-cotta monument marking the Northwest corner of Section 16, Township 1 South, Range 1 East, Leon County, Florida, thence along the northerly boundary of said Section 16 run South 89 degrees 56 minutes 26 seconds East, a distance of 2751.34 feet to a point on the easterly right of way boundary of Capital Circle SE (State Road 261); thence along said easterly right of way boundary run South 00 degrees 01 minutes 41 seconds West, a distance of 1003.03; thence South 89 degrees 58 minutes 19 seconds East, a distance of 5.00 feet; thence South 00 degrees 01 minutes 41 seconds West, a distance of 417.36 feet; thence South 00 degrees 18 minutes 28 seconds West, a distance of 382.89 feet; thence North 89 degrees 41 minutes 32 seconds West, a distance of 5.00 feet, thence South 00 degrees 18 minutes 28 seconds West, a distance of 647.46 feet, thence leaving said easterly right of way boundary run South 89 degrees 41 minutes 32 seconds East, a distance of 75.00 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING thence South 89 degrees 41 minutes 32 seconds East, a distance of 778.83 feet; thence South, a distance of 176.05 feet to a point of curve to the left; thence run southerly along said curve with a radius of 2,550.00 feet through a central angle of 13 degrees 38 minutes 58 seconds for an arc distance of 607.48 feet (chord of 606.04 feet bears South 06 degrees 49 minutes 29 seconds East); thence South 13 degrees 38 minutes 58 seconds East, a distance of 31.63 feet; thence continue southerly along said line, a distance of 102.93 feet; thence North 89 degrees 57 minutes 06 seconds West, a distance of 887.48 feet; thence North 00 degrees 18 minutes 28 seconds East, a distance of 100.00 feet; thence North 00 degrees 18 minutes 27 seconds East, a distance of 812.00 feet to the POINT OF BEGINNING. The above described parcel contains 736,985.40 square feet or 16.92 acres, more or less.

AND ALSO

PARCEL "E"

A 21.16 Acre Parcel in Sections 21 and 22, Township 1 South, Range 1 East, Leon County, Florida being more particularly describes as follows:

Commence at a concrete monument marking the Southeast Corner of Section 21, Township 1 South, Range 1 East, Leon County, Florida and run thence North 00°13'37" East along the East line of said Section 21 a distance of 937.73 feet to a point at the intersection of said East line with the centerline of Tram Road (66' Right of Way), thence departing said East line of Section 21 run North 76°58'41" West along said centerline of Tram Road a distance of 642.68 feet to a point marking the intersection of Tram Road and the centerline of Four Oaks Boulevard, thence departing said centerline of Tram Road run North 13°01'22" East along said centerline of Four Oaks Boulevard a distance of 86.22 feet to a point on a curve concave southeasterly, thence along said curve with a radius of 750.00 feet through a central angle of 23°16'48" for an arc length of 304.74 feet (chord bears North 24°39'46" East 302.64 feet), thence leaving said curve run North 36°18'10" East a distance of

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873.23 feet to a point on a curve concave northwesterly, thence along said curve with a radius of 750.00 feet through a central angle of 16°01'06" for an arc length of 209.68 feet (chord bears North 28°17'37" East 209.00 feet), thence leaving said curve run North 20°17'04" East a distance of 459.89 feet, thence leaving said centerline run North 69°42'56" West 60.00 feet to a point on the westerly right of way boundary of said Four Oaks Boulevard and the POINT OF BEGINNING. From said POINT OF BEGINNING thence run North 69°42'56" West 113.74 feet, thence run South 58°25'35" West 108.90 feet to a point of curve to the left, thence run southwesterly along said curve with a radius of 150.00 feet through a central angle of 65°22'28" for an arc distance of 171.15 feet (chord of 162.02 feet bears South 25°44'21" West), thence run South 06°30'28" East 2.15 feet, thence along the northerly boundary of that property recorded in Official Records Book 2245, Page 40 run North 69°42'56" West 739.36 feet, thence along easterly boundary of that property recorded in Official Records Book 1432, Page 1260 run North 21°57'48" East 95.89 feet to a found concrete monument, thence run North 10°53'34" East 219.79 feet to a found concrete monument, thence run North 02°57'51" East 403.14 feet, thence leaving said easterly boundary run South 87°02'09" East 71.22 feet to a point on a curve concave northeasterly, thence run southeasterly along said curve with a radius of 320.00 feet through a central angle of 33°52'30" for an arc distance of 189.19 feet (chord of 186.45 feet bears South 43°49'36" East), thence run North 76°05'38" East 73.52 feet, thence run North 13°42'13" East 101.60 feet to a point of curve to the left, thence run northwesterly along said curve with a radius of 140.00 feet through a central angle of 42°21'33" for an arc distance 103.50 feet (chord of 101.16 feet bears North 07°28'34" West) to a point of reverse curve to the right, thence run northwesterly along said curve with a radius of 140.00 feet through a central angle of 52°35'40" for an arc distance of 128.51 feet (chord of 124.05 feet bears North 02°21'30" West), thence run North 23°56'20" East 48.26 feet to a point on a curve concave northeasterly and the southerly right of way boundary of Shumard Oak Boulevard, thence run southeasterly along said right of way curve with a radius of 1293.00 feet through a central angle of 23°25'16" for an arc distance of 528.55 feet (chord of 524.87 feet bears South 76°21'29" East), thence run South 88°04'07" East 297.07 feet to a point on a curve to the right, thence run southeasterly along said right of way curve with a radius of 30.00 feet through a central angle of 90°54'41" for an arc distance of 47.60 feet (chord of 42.76 feet bears South 42°36'47" East) to a point on a compound curve to the right and the westerly right of way boundary of said Four Oaks Boulevard, thence run southwesterly along said right of way curve with a radius of 1168.00 feet through a central angle of 17°26'30" for an arc distance of 355.56 feet (chord of 354.19 feet bears South 11°33'49" West), thence run South 20°17'04" West 567.062 feet to the POINT OF BEGINNING. The above described parcel contains 965,102.13 square feet or 22.16 acres more or less.

AND ALSO

PARCEL "F"

A 3.62 Acre Parcel in Section 21, Township 1 South, Range 1 East, Leon County, Florida, more particularly describes as follows:

Commencing at a concrete monument marking the Southeast corner of Section 21, Township 1 South, Range 1 East, Leon County, Florida,

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thence run North 00°13'37" East 937.73 feet to the centerline of the 66 foot right-of-way of Tram Road (County Road No. 259); thence run North 76°58'41" West along said centerline, a distance of 1469.04 feet to a point of curve to the right, thence along said curve with a radius of 3205.07 feet through a central angle of 17°06'44" for an arc length of 957.24 feet (chord of 953.69 feet bears North 68°25'19" West), thence North 59°51'57" West, a distance of 725.66 feet, thence leaving said centerline run North 30°08'03" East 33.00 feet to a point on the northerly right of way boundary of said Tram Road and the POINT OF BEGINNING. From said POINT OF BEGINNING thence along the northerly right of way boundary of said Tram Road run North 59°51'57" West, a distance of 78.92 feet to a point on the easterly right of way boundary of Capital Circle SE (State Road 261); thence along the easterly right of way boundary of said Capital Circle Se run North 12°00'27" East, a distance of 1,828.42 feet to a point of curve to the left; thence run northerly along said curve with a radius of 3,869.69 feet through a central angle of 03°52'18" for an arc distance of 261.49 feet (chord of 261.44 feet bears North 10°04'18" East) to a point on the southerly right of way boundary of Shumard Oak Boulevard (a 120 foot right of way); thence along said southerly right of way boundary run South 81°44'13" East, a distance of 68.05 feet to a point of curve to the left; thence run easterly along said curve with a radius of 1,697.00 feet through a central angle of 00°14'05" for an arc distance of 6.95 feet (chord of 6.95 feet bears South 81°51'15" East) to a point on a non tangent curve concave west; thence leaving said southerly right of way boundary run southerly along the westerly boundary of that property recorded in Official Records Book 1432, Page 1260 and said curve with a radius of 3,944.69 feet through a central angle of 03°52'10" for an arc distance of 266.41 feet (chord of 266.36 feet bears South 10°04'21" West); thence South 12°00'27" West, a distance of 1,852.97 feet to the POINT OF BEGINNING. The above described parcel contains 157,851.57 square feet or 3.62 acres, more or less.

AND ALSO

PARCEL "G"

A 39.74 Acre Parcel in Sections 9 and 16, Township 1 South, Range 1 East, Leon County, Florida, more particularly described as follows:

Commence at a found terra-cotta monument marking the Northwest corner of Section 16, Township 1 South, Range 1 East, Leon County, Florida, thence along the northerly boundary line of said Section 16 run South 89°56'26" East 1326.14 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING thence continue South 89°56'26" East 664.44 feet, thence run North 00°02'33" West 649.06 feet to a found concrete monument marking the southerly boundary line of Debko Subdivision as per Plat Book 8, Page 53 of the public records of Leon County, Florida, thence along said southerly boundary run South 89°55'43" East 661.54 feet to a point on the westerly right of way boundary of Capital Circle (State Road 261), thence along said westerly right of way boundary run South 00°01'41" West 648.92 feet to a point of intersection with the northerly boundary line of said Section 16, thence continue along said westerly right of way South 00°01'41" West 970.45 feet to a point of intersection with the northerly right of way boundary of Blair Stone Road Extension, thence along said northerly right run North 89°54'00" West 36.00 feet to a point of curve to the left, thence run southwesterly along said right of way curve with a radius of 2930.00

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feet through a central angle of $03^{\circ}23'59''$ for an arc distance of 173.86 feet (chord of 173.83 feet bears South $88^{\circ}24'00''$ West) to a point of reverse curve, thence run southwesterly along said curve with a radius of 2800.00 feet through a central angle of $03^{\circ}23'59''$ for an arc distance of 166.14 feet (chord of 166.12 feet bears South $88^{\circ}24'00''$ West); thence run North $89^{\circ}54'00''$ West 960.49 feet, thence run North $00^{\circ}40'40''$ East 979.55 feet to the POINT OF BEGINNING. The above-described parcel contains 1,731,197.74 square feet or 39.74 acres more or less.

The above described parcel being subject to a City of Tallahassee Utility right of way recorded in Official Records Book 2529, Page 1656 of the Public Records of Leon County, Florida.

AND ALSO

ORB 2529, PAGE 1656

PARCEL "H"

A 34.16 Acre Parcel in Section 16, Township 1 South, Range 1 East, Leon County, Florida, being more particularly described as follows:

Commence at a found terra-cotta monument marking the Northwest corner of Section 16, Township 1 South, Range 1 East, Leon County, Florida, thence along the northerly boundary line of said Section 16 run South $89^{\circ}56'26''$ East, a distance of 1044.65 feet to a point on the centerline of Blair Stone Road (right of way varies); thence along said centerline run South $89^{\circ}54'00''$ East, a distance of 93.91 feet, thence leaving said centerline run South $00^{\circ}38'35''$ West, a distance of 65.00 feet to a point on the southerly right of way boundary of said Blair Stone Road and the POINT OF BEGINNING. From said POINT OF BEGINNING thence along the southerly right of way boundary of said Blair Stone Road run South $89^{\circ}54'00''$ East, a distance of 1,243.82 feet to a point on the westerly right of way boundary of Capital Circle SE (State Road 261); thence along said westerly right of way boundary run South $00^{\circ}01'41''$ West, a distance of 309.78 feet; thence South $00^{\circ}18'28''$ West, a distance of 879.59 feet; thence leaving said westerly right of way boundary run South $89^{\circ}52'19''$ West along the northerly boundary of that property recorded in Official Records Book 654, Page 621, a distance of 1,252.35 feet to a point on the easterly right of way boundary of a City of Tallahassee 100 foot Utility Right of Way; thence along said easterly right of way boundary run North $00^{\circ}38'35''$ East, a distance of 1,194.41 feet to the POINT OF BEGINNING. The above described parcel contains 1,488,179.85 square feet or 34.16 acres, more or less.

AND ALSO

PARCEL "I"

A 192.97 Acre Parcel in Sections 16 and 21, Township 1 South, Range 1 East, Leon County, Florida, being more particularly described as follows:

Commencing at a concrete monument marking the Southeast corner of Section 21, Township 1 South, Range 1 East, Leon County, Florida, thence run North $00^{\circ}13'37''$ East 937.73 feet to the centerline of the 66 foot right-of-way of Tram Road (County Road No. 259); thence run North $76^{\circ}58'41''$ West along said centerline 1469.04 feet to a point of curve to the right, thence along said curve with a radius of 3205.07 feet

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through a central angle of $17^{\circ}06'44''$ for an arc length of 957.24 feet (chord of 953.69 feet bears North $68^{\circ}25'19''$ West), thence North $59^{\circ}51'57''$ West 846.38 feet to the intersection of the centerline of Tram Road with the centerline of Capital Circle SE (State Road No. 261); thence along said centerline of Capital Circle SE run South $12^{\circ}00'01''$ West, a distance of 1.03 feet to the centerline of said Tram Road; thence along said centerline run North $59^{\circ}57'12''$ West, a distance of 52.58 feet; thence leaving said centerline run North $12^{\circ}00'27''$ East, a distance of 34.70 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING thence along the northerly right of way boundary of said Tram Road run North $59^{\circ}57'12''$ West, a distance of 2,531.91 feet to a point on the easterly boundary of a City of Tallahassee 100 foot Utility Right of Way as recorded in Official Records Book 152, Page 128 of the Public Records of Leon County, Florida; thence along said easterly right of way boundary run North $06^{\circ}43'29''$ East, a distance of 789.11 feet; thence North $00^{\circ}06'20''$ East, a distance of 1,270.65 feet; thence North $00^{\circ}05'50''$ East, a distance of 2,692.10 feet to a point on the southerly right of way said City of Tallahassee 100 foot Utility Right of Way; thence along said southerly right of way boundary run North $89^{\circ}58'58''$ East, a distance of 1,205.92 feet; thence along the westerly boundary of that property recorded in Official Records Book 654, Page 621 run South $00^{\circ}18'28''$ West, a distance of 838.75 feet; thence along the southerly boundary of said property run North $89^{\circ}52'19''$ East, a distance of 1,361.45 feet to a point on the westerly right of way boundary of Capital Circle SE (State Road 261); thence along said westerly right of way boundary run South $00^{\circ}18'28''$ West, a distance of 2,657.37 feet to a point of curve to the right; thence run southerly along said curve with a radius of 3,769.69 feet through a central angle of $11^{\circ}41'59''$ for an arc distance of 769.76 feet (chord of 768.42 feet bears South $06^{\circ}09'27''$ West); thence South $12^{\circ}00'27''$ West, a distance of 1,796.82 feet to the POINT OF BEGINNING. The above described parcel contains 12,518,245.93 square feet or 287.38 acres, more or less.

The above described parcel being subject to a Federal Aviation Administration lease parcel, recording information not provided.

LESS AND EXCEPT

PARCEL "I1"

A 47.84 Acre Parcel in Sections 16 and 21, Township 1 South, Range 1 East, Leon County, Florida, recorded in Official Records Book 2245, Page 40 of the Public Records of Leon County, Florida, being more particularly described as follows:

Commencing at a concrete monument marking the Southeast corner of Section 21, Township 1 South, Range 1 East, Leon County, Florida, thence run North $00^{\circ}13'37''$ East 937.73 feet to the centerline of the 66 foot right-of-way of Tram Road (County Road No. 259); thence run North $76^{\circ}58'41''$ West along said centerline 1469.04 feet to a point of curve to the right, thence along said curve with a radius of 3205.07 feet through a central angle of $17^{\circ}06'44''$ for an arc length of 957.24 feet (chord of 953.69 feet bears North $68^{\circ}25'19''$ West), thence North $59^{\circ}51'57''$ West 846.38 feet to the intersection of the centerline of Tram Road with the centerline of Capital Circle Southeast (State Road No. 261), thence North $12^{\circ}00'01''$ East along said centerline 1.97 feet, thence North $12^{\circ}00'27''$ East along said centerline 1844.79 feet to a

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point of curve to the left, thence along said curve with a radius of 3819.66 feet through a central angle of 05°31'26" for an arc length of 368.25 feet (chord of 368.10 feet bears North 09°14'44" East), thence leaving said centerline run North 82°45'59" West 125.01 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING run North 82°45'59" West along the northerly right of way of a proposed road (100 foot right of way) a distance of 407.94 feet to set iron rebar and cap marking a point of curve to the left, thence along said curve with a radius of 4425.00 feet through a central angle of 06°47'31" for an arc length of 524.55 feet (chord of 524.25 feet bears North 86°09'44" West) to a set iron rebar and cap, thence North 89°33'30" West 254.27 feet to a set iron rebar and cap marking a point of curve to the right, thence along said curve with a radius of 30.00 feet through a central angle of 90°00'00" for an arc length of 47.12 feet (chord of 42.43 feet bears North 44°33'30" West) to a set iron rebar and cap on the easterly right of way of a proposed roadway (100 foot right of way), thence North 00°26'30" East along said right of way 992.45 feet to a set iron rebar and cap marking a point of curve to the right, thence along said right of way curve with a radius of 750.00 feet through a central angle of 92°45'19" for an arc length of 1214.16 feet (chord of 1085.85 feet bears North 46°49'10" East) to a set iron rebar and cap thence South 86°48'11" East along said right of way 444.13 feet to a set iron rebar and cap, thence leaving said right of way run South 00°18'28" West 1433.65 feet to a set iron rebar and cap marking a point of curve to the right, thence along said curve with a radius of 3694.66 feet through a central angle of 06°09'02" for an arc length of 396.61 feet (chord of 396.42 feet bears South 03°22'59" West) to the POINT OF BEGINNING, containing 47.84 acres more or less.

ALSO LESS AND EXCEPT

PARCEL "I2"

A 46.57 Acre Parcel in Section 21, Township 1 South, Range 1 East, Leon County, Florida, recorded in Official Records Book 2245, Page 40 of the Public Records of Leon County, Florida, being more particularly described as follows:

Commencing at a concrete monument marking the Southeast corner of Section 21, Township 1 South, Range 1 East, Leon County, Florida, thence run North 00 degrees 13 minutes 37 seconds East 937.73 feet to a nail and cap marking the centerline of the 66 foot right-of-way of Tram Road (County Road No. 259); thence run North 76 degrees 58 minutes 41 seconds West along said centerline 1101.78 feet to a nail and cap marking a point of curve to the right having a radius of 3205.07 feet; thence continue along said centerline curve 957.24 feet (chord bears North 68 degrees 25 minutes 19 seconds West 953.69 feet) to a nail and cap; thence run North 59 degrees 51 minutes 57 seconds West along said centerline 1469.04 feet to the centerline of Capital Circle (State Road No. 261); thence continue along the centerline of said Tram Road, North 59 degrees 59 minutes 41 seconds West 131.43 feet; thence leaving said centerline run North 12 degrees 00 minutes 27 seconds East 34.47 feet to a concrete monument on the northerly right-of-way of said Tram Road marking the POINT OF BEGINNING. From said POINT OF BEGINNING thence run North 59 degrees 59 minutes 41 seconds West along the right of-way boundary of Tram Road 1302.84 feet to a concrete monument marking the easterly right-of-way boundary of a proposed 120 foot roadway; thence run North 30 degrees 00 minutes 19 seconds East along

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said easterly right-of-way 253.21 feet to a point of curve to the left having a radius of 1575.00 feet; thence run northeasterly along said right-of-way curve 812.67 feet (chord bears North 15 degrees 13 minutes 25 seconds East 803.69 feet); thence run North 00 degrees 26 minutes 30 seconds East 396.20 feet to a point of curve to the right having a radius of 30.00 feet; thence run northeasterly along said curve 47.12 feet (chord bears North 58 degrees 20 minutes 27 seconds East 68.51 feet) to the southerly right-of-way boundary of Shumard Oak Blvd.; thence run South 89 degrees 33 minutes 30 seconds East along said south right-of-way 254.27 feet to a point of curve to the right having a radius of 4325.00 feet; thence run southeasterly along said curve 512.70 feet (chord bears South 86 degrees 09 minutes 44 seconds East 512.40 feet); thence run South 82 degrees 45 minutes 59 seconds East 407.94 feet to a point lying 150 feet west of the centerline of said Capital Circle; thence run southerly along a line lying 150 feet west of and parallel to the centerline of said Capital Circle along a curve to the right having a radius of 3694.66 feet for an arc distance of 257.83 feet (chord bears South 10 degrees 00 minutes 30 seconds West 257.78 feet); thence run South 12 degrees 00 minutes 27 seconds West along said parallel line 1769.49 feet to the POINT OF BEGINNING; containing 46.57 acres, more or less.

AND ALSO

PARCEL "J"

An 11.54 Acre Parcel in Section 20, Township 1 South, Range 1 East, Leon County, Florida, being more particularly described as follows:

Commence at a found 2" iron pipe marking the Southwest corner of Section 21, Township 1 South, Range 1 East, Leon County, Florida, thence along the westerly boundary of said Section 21 run North 00°22'32" West, a distance of 2691.63 feet; thence North 00°05'26" East 565.83 feet to point on the southerly right of way boundary of Tram Road (a 66 foot right of way); thence continue North 00°05'26" East 76.17 feet to a point on the northerly right of way boundary of said Tram Road; thence along said northerly right of way run North 59°57'12" West, a distance of 99.08 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING thence along said northerly right of way of said Tram Road run North 59°57'12" West, a distance of 1,479.48 feet; thence leaving said northerly right of way run South 89°45'46" East along the southerly boundary of that property recorded in Official Records Book 2519, Page 1091, a distance of 1,367.35 feet to a found 1" iron pipe and the westerly boundary of a City of Tallahassee 100 foot Utility Right of Way as recorded in Official Records Book 152, Page 128 of the Public Records of Leon County, Florida; thence along said westerly right of way boundary run South 06°43'29" West, a distance of 740.21 feet to the POINT OF BEGINNING. The above described parcel contains 502,823.93 square feet or 11.54 acres, more or less.

AND ALSO

PARCEL "K"

A 234.78 Acre Parcel in Section 20, Township 1 South, Range 1 South, Leon County, Florida, more particularly described as follows:

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Commence at a found 2" iron pipe marking the Southwest corner of Section 21, Township 1 South, Range 1 East, Leon County, Florida, thence along the westerly boundary of said Section 21 run North 00°22'32" West, a distance of 0.62 feet to the northerly right of way boundary of Capital Circle SE (State Road 263); thence along said northerly right of way boundary run North 89°40'47" West, a distance of 100.01 feet to the POINT OF BEGINNING. From said POINT OF BEGINNING thence along said northerly right of way boundary of said Capital Circle SE run North 89°40'47" West, a distance of 2,542.61 feet; thence leaving said northerly right of way boundary run North 00°02'23" West, a distance of 4,762.80 feet to a point on the southerly right of way boundary of Tram Road; thence along the southerly right of way boundary of said Tram Road run South 59°57'12" East, a distance of 2,928.63 feet to a point on the westerly boundary of a City of Tallahassee 100 foot Utility Right of Way as recorded in Official Records Book 152, Page 128 of the Public Records of Leon County, Florida; thence along said westerly right of way run South 06°43'29" West, a distance of 50.63 feet; thence South 00°05'26" West, a distance of 570.21 feet; thence South 00°22'32" East, a distance of 2,690.20 feet to the POINT OF BEGINNING. The above described property contains 10,226,967.87 square feet or 234.78 acres, more or less.

AND ALSO

PARCEL "L"

A 60.44 Acre Parcel in Section 21, Township 1 South, Range 1 East, Leon County, Florida, more particularly described as follows:

Commence at a found 2" iron pipe marking the Southwest corner of Section 21, Township 1 South, Range 1 East, Leon County, Florida; thence along the westerly boundary of said Section 21 run North 00°22'32" West, a distance of 0.62 feet to a point on the northerly right of way boundary of Capital Circle SE (State Road 263); thence leaving said northerly right of way boundary along the easterly boundary of a City of Tallahassee 100 foot Utility Right of Way as recorded in Official Records Book 152, Page 128 of the Public Records of Leon County, Florida, run North 00°22'32" West, a distance of 2,691.01 feet; thence North 00°05'26" East, a distance of 130.42 feet to a found pinched iron pipe; thence along the southerly boundary of that property recorded in Deed Book 151, Page 143 run South 89°52'45" East, a distance of 100.06 feet to a found pinched iron pipe; thence along the easterly boundary of said property run North 00°07'00" East, a distance of 377.70 feet to a point on the southerly right of way boundary of Tram Road; thence along said southerly right of way boundary run South 59°57'12" East, a distance of 1,291.69 feet; thence leaving said southerly right of way boundary run South 00°01'40" West, a distance of 1,010.97 feet to a found 1" iron pipe; thence South 89°52'21" West, a distance of 540.47 feet to found 6"x 6" concrete monument; thence South 00°01'05" West, a distance of 1,476.83 feet to a point on a non tangent curve concave north and the northerly right of way boundary of Capital Circle SE; thence run westerly along said right of way curve with a radius of 1,956.71 feet through a central angle of 15°19'34" for an arc distance of 523.41 feet (chord of 521.85 feet bears South 82°54'03" West); thence North 89°26'10" West, a distance of 142.25 feet to the POINT OF BEGINNING. The above described parcel contains 2,632,770.78 square feet or 60.44 acres, more or less.

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AND ALSO

PARCEL "M"

A 61.62 Acre Parcel in Section 21, Township 1 South, Range 1 East, Leon County, Florida, more particularly described as follows:

BEGIN at a found concrete monument marking the Southeast corner of Section 21, Township 1 South, Range 1 East, Leon County, Florida, thence along the southerly boundary of said Section 21 and the northerly boundary of that property recorded in Official Records Book 1111, Page 850 run North 89°34'16" West, a distance of 2,279.65 feet to a found concrete monument; thence along the easterly boundary of said property run North 00°07'13" West, a distance of 1,546.64 feet to found concrete monument on a non tangent curve concave north and the southerly right of way boundary of Tram Road (County Road 259) a 66 foot right of way; thence run easterly along said right of way curve with a radius of 3,238.07 feet through a central angle of 16°07'57" for an arc distance of 911.72 feet (chord of 908.71 feet bears South 68°54'44" East); thence South 76°58'41" East, a distance of 1,476.69 feet; thence leaving said southerly right of way boundary run South 00°14'14" West, a distance of 904.01 feet to the POINT OF BEGINNING. The above described parcel contains 2,684,023.55 square feet or 61.62 acres, more or less.

The above described parcel being subject to a utility easements recorded in Official Records Book 2393, Page 206 and Official Records Book 2598, Page 1083 of the Public Records of Leon County, Florida.

AND ALSO

PARCEL "N"

A 25.26 Acre Parcel in Section 22, Township 1 South, Range 1 East, Leon County, Florida, more particularly described as follows:

BEGIN at a found concrete monument marking the Southwest corner of Section 22, Township 1 South, Range 1 East, Leon County, Florida, thence along the westerly boundary of said Section 22 run North 00°14'14" East, a distance of 904.01 feet to a point on the southerly right of way boundary of Tram Road (County Road 259); thence along said southerly right of way boundary run South 76°58'41" East, a distance of 1594.81 feet; thence leaving said southerly right of way boundary run South 13°01'12" West, a distance of 570.01 feet; thence run North 89°34'16" West, a distance of 1429.16 feet to the POINT OF BEGINNING. The above described parcel contains 25.26 acres more or less.

The above described parcel being subject to a utility easements recorded in Official Records Book 2393, Page 206 and Official Records Book 2598, Page 1083 of the Public Records of Leon County, Florida.

The above described parcels containing an aggregate area of 3,322.77 acres more or less.



**OWNERSHIP AFFIDAVIT &
DESIGNATION OF AGENT**

I. Ownership.

I, Darrin Taylor, hereby attest to ownership of the property described below:

Parcel I.D. Number(s) 312223 A0010

Location address: 3000 Schoolhouse Rd

_____ for which this Application is submitted.

The ownership, as recorded on the deed, is in the name of: TITF

Please complete the appropriate section below:

NOTE: The person signing under section IV Acknowledgement, must be listed below as an officer or partner.

☐ Individual

☐ Corporation/Limited Liability
Company (LLC)

☐ Partnership

☒ Government Entity

Provide Names of Officers/Members:

Provide Names of General Partners:

Dept. of State Registration No.:

Name/Address of Registered Agent:

II. Designation of Owner's Agent. (Leave blank if not applicable)

As the owner of the above designated property and the applicant for which this affidavit is submitted, I wish to designate the below named party as my agent in all matters pertaining to the location address. In authorizing the agent named below to represent me, or my company, I attest that the application is made in good faith and that any information contained in the application is accurate and complete to the best of my knowledge and belief. (Note: Prior to the issuance of a building permit, the owner's agent must be the contractor listed on the permit application.)

Owner's Agent: George & Associates Consulting Engineers, Inc. / Carlton Fields

Address: 1967 Commonwealth Lane, Suite 200 Tallahassee, FL 32303 / 215 S. Monroe Street, Suite 500

Contact Person: Michael Freidin / Darrin Taylor

Telephone No.: (850) 521-0344

III. Notice to Owner.

- A. All changes in Ownership & Applicant's Agent prior to issuance shall require new affidavit. If ownership changes the new owner assumes the obligations and the original applicant is released from responsibility for actions taken by others after the change in ownership.
- B. If the Owner intends the Designation of Applicant's Agent to be limited in any manner, please indicate the limitation below. (i.e., Limited to obtaining a certificate of concurrency for the parcel; limited to obtaining a land use compliance certificate; etc.) Southwood DRI and PUD amendment only.

Growth Management Department | Location: 435 N. Macomb Street | Mailing: 300 S. Adams Street Box B 28, Tallahassee, FL 32301
Land Use & Environmental Services Division | Phone: (850) 891-7001, option 3 | Fax: (850) 891-7184
Building Inspection Division | Phone: (850) 891-7001, option 2 | Fax: (850) 891-0948

IV. Acknowledgement.

• Individual

Signature _____
Print Name: _____
Address: _____
Phone #: _____

• Government Entity

Florida
Print Government Name _____
By: [Signature]
Signature _____
Print Name: David Thayer
Title: Asst Dir for Facilities Planning
Department: Facilities

• Corporation/LLC

Print Corporation/LLC Name _____
By: _____
Signature _____
Print Name: _____
Its: _____
Address: _____
Phone #: _____

• Partnership

Print Partnership Name _____
By: _____
Signature _____
Print Name: _____
Its: _____
Address: _____
Phone #: _____

NOTARY INFORMATION (Please use appropriate block.)

STATE OF Florida
COUNTY OF Leon

• Individual

Before me, this _____ day of _____, 20____, personally appeared _____ who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• Government Entity

Before me, this 10th day of December, 2018, personally appeared David Thayer as Assistant Director Facilities Planning and on behalf of Florida State University, who executed the foregoing instrument, and acknowledged before me that same was executed for the purposes therein expressed.

• Corporation/LLC

Before me, this _____ day of _____, 20____, personally appeared _____ of _____ a _____ corporation/ (State) LLC, on behalf of the corporation/ LLC, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

• Partnership

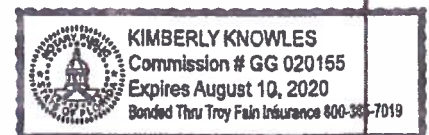
Before me, this _____ day of _____, 20____, personally appeared _____ partner/agent on behalf of _____ a partnership, who executed the foregoing instrument and acknowledged before me that same was executed for the purposes therein expressed.

[Signature]
Signature of Notary _____
Kimberly Knowles
Print Notary Name _____

NOTARY STAMP:

My commission expires: August 10, 2020

Identification Method: ☒ Personally known.
☐ Produced I.D. – Type: _____



Growth Management Department | Location: 435 N. Macomb Street | Mailing: 300 S. Adams Street Box B 28, Tallahassee, FL 32301
Land Use & Environmental Services Division | Phone: (850) 891-7001, option 3 | Fax: (850) 891-7184
Building Inspection Division | Phone: (850) 891-7001, option 2 | Fax: (850) 891-0948



Leon County
Development Services Division
435 N. Macomb St.
Tallahassee, FL 32301
(850) 606-1300

Number: **DSEM1905924**
Date: **12/11/2018**
Submitted: **12/11/2018**

RECEIPT

RECORD INFORMATION

Record ID: LDEV180004
Record Type: Development Agreement
Application Name: Amendment to Southwood DRI
Property Address: 312223 A0010
Description of Work:
Applicant: TIITF
3900 COMMONWEALTH BLVD
TALLAHASSEE FL 32399

Contractor: License No:

PAYMENT DETAIL

Date	Method	Reference	Cashier	Comments	Amount
12/11/2018	Check	16767	MOORES		\$3,600.00

FEE DETAIL

<u>Fee Description</u>	<u>Invoice #</u>	<u>Fee Amount</u>	<u>Current Paid</u>
Development Fees	185840	\$3,600.00	\$3,600.00
		\$3,600.00	\$3,600.00

**Leon County
Board of County Commissioners
Notes for Agenda Item #11**

Leon County Board of County Commissioners

Agenda Item #11

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Herbert W.A. Thiele, County Attorney

Title: Request to Schedule the First and Only Public Hearing to Consider an Ordinance Amending Chapter 5, Building and Construction Regulation, to Address the Requirements for Tiny Houses, for February 12, 2019 at 6:00 p.m.

Review and Approval:	Vincent S. Long, County Administrator Herbert W.A. Thiele, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator David McDevitt, Director of Department of Development Support and Environmental Management
Lead Staff/ Project Team:	Barry Wilcox, Chief Development Resources Officer Jessica Icerman, Assistant County Attorney

Statement of Issue:

This item seeks to schedule the first and only Public Hearing to consider an Ordinance amending Chapter 5, Building and Construction Regulation, to specifically address the building and construction requirements for tiny houses, for February 12, 2019 at 6:00 p.m. The proposed Ordinance would provide specific guidance for the design and construction of tiny houses.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Schedule the first and only Public Hearing to consider the proposed Ordinance (Attachment #1) amending Chapter 5, Building and Construction Regulation, to address the requirements for tiny houses, for February 12, 2019 at 6:00 p.m.

Report and Discussion

Background:

This item seeks to schedule the first and only Public Hearing to consider an Ordinance to specifically address the building and construction requirements for tiny houses. Tiny houses are commonly defined as dwellings under 400 square feet in size (excluding lofts). While these dwellings are seen by many as an opportunity to downsize, simplify, and live with less, they are also a unique way to address the demand for affordable housing. By providing a smaller alternative to the standard home, they are inherently less costly to construct, making them more affordable to cost-burdened individuals and families.

Data compiled by the Shimberg Center for Housing Studies at the University of Florida indicates that 43.6% of all households in Leon County are housing cost-burdened (monthly housing costs exceed 30% of income), while 26.1% of all households in Leon County are severely housing cost-burdened (monthly housing costs exceed 50% of income). Among households with incomes at or below 30% of Area Median Income, 89.1% are severely housing cost-burdened.

The data further suggests that the increase in households facing housing cost burdens may partially be the result of a limited range of housing sizes and types. Since 2010, the average size of a single family home built in Leon County has increased to 2,294 square feet, 32.2% over homes built in Leon County during the 1980s. The average cost of a single-family home has also increased. In 1990, the median price of a single-family home in Leon County was \$72,000 (\$134,580 adjusted for inflation); in 2017 it was \$198,000, an inflation adjusted increase of more than 47%.

Though tiny houses have gained significantly in popularity over the last decade, the Florida Building Code (FBC) has yet to address them specifically. This lack of guidance in the FBC has often resulted in prolonged review periods for tiny home projects and the prohibition of creative design features intended to increase their livability and affordability. These limitations are antithetical to most programs and policies which seek to expedite and incentivize the construction of affordable housing. The developer of The Dwellings, a local affordable housing community that uses the tiny home design, has requested Leon County adopt an amendment to the FBC to specifically address tiny houses to allow for greater flexibility in the design of the tiny houses.

While the FBC does not currently speak to tiny houses, the International Building Code (IBC) has addressed the issue through adoption of an appendix (Appendix Q – Tiny Houses) dedicated specifically to the subject. Recognizing the need to address issues associated with the review and approval of tiny home projects, the City of Gainesville recently adopted Appendix Q of the IBC as local technical amendment to the FBC. This provides the City of Gainesville significantly greater guidance and flexibility when permitting tiny houses. In addition, the adoption of regulations specific to tiny houses provides developers greater certainty regarding minimum building requirements. Currently, the FBC does not provide regulations pertaining to the construction and permitting requirements for tiny houses. In the past, developers would be required to request a “code equivalency” or “alternative design” when permitting tiny houses. A

Title: Request to Schedule the First and Only Public Hearing to Consider an Ordinance Amending Chapter 5, Building and Construction Regulation, to Address the Requirements for Tiny Houses, for February 12, 2019 at 6:00 p.m.

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code equivalency/alternative design request is necessary when the FBC does not address a specific design being proposed. The code equivalency/alternative design is approved on a case-by-case basis by the County's Building Official. The proposed Ordinance would provide certainty to a developer seeking to construct tiny houses while also providing greater flexibility in the design of tiny houses.

Similar to what has been done in the City of Gainesville, staff recommends adopting a local technical amendment to the FBC to address the building requirements for construction of tiny houses in Leon County. The amendment to the FBC is effectuated through the proposed Ordinance amending Section 5-37 and of the Leon County Code of Laws, and creating a new Section 5-40.

Analysis:

Florida law provides for a process to allow local governments to adopt local amendments to the Florida Building Code. A local amendment may only be adopted once every six months and may only apply within the jurisdiction of Leon County (unincorporated area). The local amendment is effective only until the adoption of the new edition of the Florida Building Code, which is scheduled to occur in 2020. At that time, the Board may readopt the local amendment.

Any adoption of a local amendment to the Florida Building Code must be transmitted to the Florida Building Commission and will not become effective until 30 days after the amendment has been received and published by the Florida Building Commission. The Florida Building Commission may review the local amendment and make a nonbinding recommendation related to the compliance of the local amendment with Florida law.

The proposed Ordinance adopts a local amendment to the Florida Building Code to address tiny houses. The proposed Ordinance incorporates language from Appendix Q of the International Code Council's Model Code. Specifically, the proposed Ordinance addresses issues specific to tiny houses, such as minimum ceiling height, minimum loft area and dimensions, loft access (stairways and ladders), and emergency escape and rescue openings. The proposed Ordinance would provide greater guidance, flexibility and certainty for those seeking to construct tiny houses.

The Advisory Committee on Quality Growth (ACQG) will review the proposed Ordinance and provide staff with feedback prior to the proposed date for the Public Hearing, February 12, 2019.

Should the Board schedule the first and only Public Hearing to consider the proposed Ordinance, staff will advertise the Public Hearing in accordance with Florida law.

Title: Request to Schedule the First and Only Public Hearing to Consider an Ordinance Amending Chapter 5, Building and Construction Regulation, to Address the Requirements for Tiny Houses, for February 12, 2019 at 6:00 p.m.

January 22, 2019

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Options:

1. Schedule the first and only Public Hearing to consider the proposed Ordinance (Attachment #1) amending Chapter 5, Building and Construction Regulation, to address the requirements for tiny houses, for February 12, 2019 at 6:00 p.m.
2. Do not schedule the first and only Public Hearing to consider the proposed Ordinance amending Chapter 5, Building and Construction Regulation, to address the requirements for tiny houses, for February 12, 2019 at 6:00 p.m.
3. Board direction.

Recommendation:

Option #1

Attachment:

1. Proposed Ordinance

ORDINANCE NO. 2019- _____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, AMENDING CHAPTER 5, OF THE CODE OF LAWS OF LEON COUNTY, FLORIDA, ENTITLED "BUILDING AND CONSTRUCTION REGULATION"; AMENDING SECTION 5-37, FLORIDA BUILDING CODE; CREATING A NEW SECTION 5-40 TO BE ENTITLED TINY HOUSES; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Florida Building Codes Act, Chapter 553, Part IV, Florida Statutes, gives local governments the power to inspect all buildings, structures, and facilities pursuant to the adopted statewide Florida Building Code; and

WHEREAS, Leon County has codified its building and construction regulations in Chapter 5 of the Code of Laws; and

WHEREAS, the Board of County Commissioners has determined that there is a lack of affordable housing in Leon County, based upon data compiled by the Shimberg Center for Housing Studies at the University of Florida indicating that 43.6% of all households in Leon County are housing cost-burdened (monthly housing costs exceed 30% of income), while 26.1% of all households in Leon County are severely housing cost-burdened (monthly housing costs exceed 50% of income); and

WHEREAS, housing cost burdens may partially be the result of a limited range of available house sizes and types, based upon the data compiled by the Shimberg Center for Housing Studies at the University of Florida; and

WHEREAS, Leon County desires to make a technical amendment to the Florida Building Code in accordance with Florida law to help address the local need of affordable housing; and

WHEREAS, the technical amendment to the Florida Building Code is no more stringent than necessary to address the local need of affordable housing.

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

SECTION 1. Section 5-37 of the Code of Laws of Leon County, Florida, entitled "Florida Building Code" is hereby amended to read as follows:

Sec. 5-37. - Florida Building Code.

~~Pursuant to Chapter 553, Florida Statutes,~~ The provisions of the Florida Building Code, as adopted by the Florida Building Commission and as amended, shall apply to the construction, erection,

alteration, modification, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every public and private building, structure, ~~or~~ facility, ~~or~~ floating residential structure, or any appurtenances connected or attached to such buildings, structures or facilities in Leon County, ~~other than except~~ those buildings, structures or facilities specifically exempted by F.S. § 553.73, or by the Florida Building Code; and except as otherwise modified in this chapter.

SECTION 2. Section 5-40 of Chapter 5 of the Code of Laws of Leon County, Florida, entitled “Tiny houses” is hereby created to read as follows:

Sec. 5-40. Tiny houses.

(A) *Scope.* This section applies to tiny houses used as single dwelling units located within the jurisdictional limits of Leon County lying outside the municipal limits of the City of Tallahassee. Tiny houses must comply with the Florida Building Code except as otherwise stated in this section.

(B) *Definitions.* The following words and terms, for the purposes of this section, have the meanings shown herein. Refer to the Florida Building Code for general definitions.

Egress roof access window means a skylight or roof window designed and installed to satisfy the emergency and rescue opening requirements of Section R310.2.

Landing platform means a landing provided as the top step of a stairway accessing a loft.

Loft mean a floor level located more than 30 inches (762 mm) above the main floor, open to the main floor on one or more sides with generally a ceiling height of less than 6 feet 8 inches (2032 mm) and used as a living or sleeping space.

Tiny house means a dwelling that is 400 square feet (37 square meters) or less in gross floor area, excluding lofts.

(C) *Minimum ceiling height.* Habitable space and hallways in tiny houses must have a ceiling height of not less than 6 feet 8 inches (2032 mm). Bathrooms, toilet rooms, and kitchens must have a ceiling height of not less than 6 feet 4 inches (1930mm). Obstructions including, but not limited to beams, girders, ducts, and lighting, must not extend below these minimum ceiling heights.

(1) *Exception.* Ceiling heights in lofts are permitted to be less than 6 feet 8 inches (2032 mm).

(D) *Lofts.*

(1) *Minimum loft area and dimensions.* Lofts used as a sleeping or living space must meet the following minimum area and dimension requirements:

(a) *Minimum area.* Lofts must have a floor area of not less than 35 square feet (3.25 square meters).

(b) *Minimum dimensions.* Lofts must be not less than 5 feet (1524 mm) in any horizontal dimension.

(c) *Height effect on loft area.* Portions of a loft with a sloped ceiling measuring less than 3 feet (914 mm) from the finished floor to the finished ceiling may not be considered as contributing to the minimum required area for the loft.

(i) *Exception.* Under gable roofs with a minimum slope of 6 units vertical in 12 units horizontal (50-percent slope), portions of a loft with a sloped ceiling measuring less than 16 inches (406 mm) from the finished floor to the finished ceiling may not be considered as contributing to the minimum required area for the loft.

(2) *Loft access.* The access to and primary egress from lofts may be any of the following types:

(a) *Stairways.* Stairways accessing lofts must comply with the Florida Building Code or with the following:

(i) *Width.* Stairways accessing a loft may not be less than 17 inches (432 mm) in clear width at or above the handrail. The width below the handrail may not be less than 20 inches (508 mm).

(ii) *Headroom.* The headroom in stairways accessing a loft may not be less than 6 feet 2 inches (1880 mm), as measured vertically, from a sloped line connecting the tread or landing platform nosings in the middle of their width.

(iii) *Treads and risers.* Risers for stairs accessing a loft may not be less than 7 inches (178 mm) and not more than 12 inches (305 mm) in height. Tread depth and riser height must be calculated in accordance with one of the following formulas: 1) the tread depth shall be 20 inches (508 mm) minus four-thirds of the riser height; or 2) the riser height shall be 15 inches (381 mm) minus three-fourths of the tread depth.

(iv) *Landing platforms.* The top tread and riser of stairways accessing lofts must be constructed as a landing platform where the loft ceiling height is less than 6 feet 2 inches (1880 mm) where the stairway meets the loft. The landing platform must be 18 inches to 22 inches (457 to 559 mm) in depth measured from the nosing of the landing platform to the edge of the loft, and 16 to 18 inches (406 to 457 mm) in height measured from the landing platform to the loft floor.

(v) *Handrails.* Handrails must comply with Section R311.7.8.

(vi) *Stairway guards.* Guards at open sides of stairways must comply with Section R312.1.

(b) *Ladders.* Ladders accessing lofts must comply with the above regulations for stairways and with the following:

(i) *Size and capacity.* Ladders accessing lofts must have a rung width of not less than 12 inches (305 mm), and 10-inch (254 mm) to 14-inch (356 mm) spacing between rungs. Ladders must be capable of supporting a 200-pound (75 kg) load on any rung. Rung spacing must be uniform within 3/8 inch (9.5 mm).

(ii) *Incline.* Ladders must be installed at 70 to 80 degrees from horizontal.

(c) *Alternating tread devices.* Alternating tread devices accessing lofts must comply with Sections R311.7.11.1 and R311.7.11.2. The clear width at and below the handrails must be not less than 20 inches (508 mm).

(d) *Ships ladders.* Ships ladders accessing lofts must comply with Sections R311.7.12.1 and R311.7.12.2. The clear width at and below handrails must be not less than 20 inches (508 mm).

(e) *Loft guards.* Loft guards must be located along the open side of lofts. Loft guards must be not less than 36 inches (914 mm) in height or one-half of the clear height to the ceiling, whichever is less.

(E) *Emergency escape and rescue openings.* Tiny houses must meet the requirements of Section R310 for emergency escape and rescue openings.

(1) *Exception.* Egress roof access windows in lofts used as sleeping rooms are deemed to meet the requirements of Section R310 where installed such that the bottom of the opening is not more than 44 inches (1118 mm) above the loft floor, provided the egress roof access window complies with the minimum opening area requirements of Section R310.2.1.

SECTION 3. Severability. If any provisions or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

SECTION 4. Conflicts. All ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict, except to the extent of any conflicts with the Tallahassee-Leon County 2030 Comprehensive Plan as amended, which provisions shall prevail over any parts of this ordinance which are inconsistent, either in whole or in part, with the said Comprehensive Plan.

SECTION 5. Transmittal. This ordinance enacting technical amendments to the Florida Building Code shall be transmitted to the Florida Building Commission within 30 days after enactment.

SECTION 6. Effective Date. This ordinance shall be effective immediately upon the expiration of the thirty (30) days after such amendments have been received and published by the Florida Building Commission.

DONE, ADOPTED AND PASSED by the Board of County Commissioners of Leon County,
Florida, this ____ day of _____, 2019.

LEON COUNTY, FLORIDA

By: _____
Jimbo Jackson, 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

**Leon County
Board of County Commissioners**

Notes for Agenda Item #12

Leon County Board of County Commissioners

Agenda Item #12

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Plat of the Lexington Parc Subdivision and Acceptance of Maintenance Agreement and Surety Device

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

Statement of Issue:

In accordance with Leon County land development regulations for the recording of a plat in the Public Records, this item seeks Board approval of the plat of the Lexington Parc Subdivision subject to an inspection and certification by the County Engineer, and seeks Board authorization for the County Administrator to accept the Maintenance Agreement and Surety Device in a form to be approved by the County Attorney.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the plat of Lexington Parc Subdivision for recording in the Public Record, contingent upon staff's final review and approval (Attachment #1), and authorize the County Administrator to accept the Maintenance Agreement and Surety Device in a form approved by the County Attorney.

Report and Discussion

Background:

In accordance with the Leon County Land Development Code, this item seeks Board approval of the plat of the Lexington Parc Subdivision for recording in the Public Records and acceptance of the associated Maintenance Agreement and Surety Device. The Lexington Parc Subdivision was approved by the Development Review Committee as a Type “C” site and development plan on December 22, 2017 (Attachment #2). The development being platted consists of 17.22 acres containing 63 residential lots.

As per Chapter 10, Article VII, Division 6 of the Leon County Code of Laws, plats requiring the Board’s approval must meet all requirements of Chapter 10 and be certified by the County Engineer. Once approved, the original of the approved plat will be forwarded to the Clerk of Court for recording in the public records.

Analysis:

The Lexington Parc Subdivision is located in Section 1; Township 1 South; Range 1 East, on the northeasterly side of Apalachee Parkway and at the March Road Intersection (Attachment #3).

The developer is requesting the Board’s approval, prior to final review being completed, due to date-sensitive contractual obligations. The Land Development Code provides developers 60 days following the Board’s approval of the plat to submit final documents for review by staff and to schedule inspections. Final inspections will be performed and reports reviewed for compliance with approved construction plans by the County Engineer. To guarantee the public infrastructure against defects in materials and/or workmanship, the County Engineer recommends acceptance of a Maintenance Agreement and Surety Device representing 10% of the certified construction cost approved by the Division of Engineering, which would be \$125,581. To prevent delaying the approval of this plat until the Board’s February 12, 2019 meeting, this item seeks Board authorization for the County Administrator to accept the Maintenance Agreement and Surety Device in a form to be approved by the County Attorney.

Staff will not record the plat until final review and approval by all appropriate County departments. Should there be a need for any substantive change in the plat; staff will resubmit the plat for approval by the Board at a future regularly scheduled meeting.

Options:

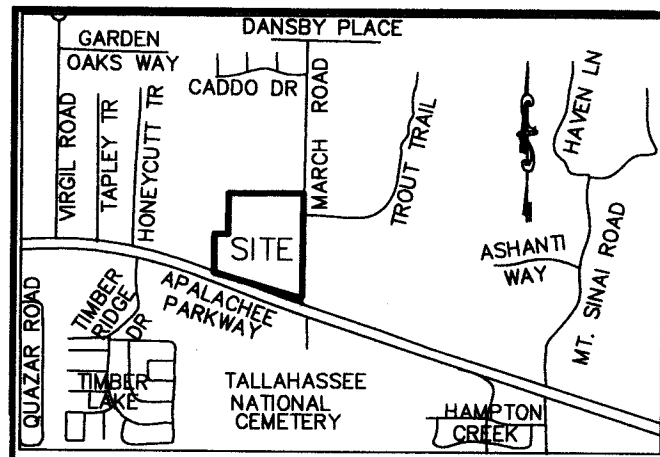
1. Approve the plat of Lexington Parc Subdivision for recording in the Public Record, contingent upon staff's final review and approval (Attachment #1), and authorize the County Administrator to accept the Maintenance Agreement and Surety Device in a form approved by the County Attorney.
2. Do not approve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

Recommendation:

Option #1

Attachments:

1. The Lexington Parc Plat
2. Development Review Letter
3. Location Map



LEGEND

- C.O.T. = CITY OF TALLAHASSEE
S.W.M.F. = STORM WATER MANAGEMENT FACILITY
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MAINT. = MAINTENANCE
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CONS. ESMT. = CONSERVATION EASEMENT
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O.S. = OPEN SPACE
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FCM = Found Concrete Monument (4" x 4")
FIR = Found Iron Rod (5/8")
FIRC = Found Iron Rod & Cap (5/8") #7160
SCM = Set 4" x 4" Concrete Monument with cap #7160
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ID = Identification Marker
O.R.B. = Official Record Book of Leon County, Florida
Pg. = Page
● = PRM = Permanent Reference Monument
● = 5/8" REBAR WITH 3" ROUND ID DISC #7160
● = Set Nail & Cap #7160 (PCP Permanent Control Point)
● = Found Iron Rod & Cap #7160-5/8" (Unless noted otherwise)
— = All Interior Lot Corners Are Marked With
— = Iron Rod & Cap #7160-5/8" (Unless noted otherwise)
● = Found Iron 5/8" Re Bar with 3" ID Disc #7160

NOTES:

- This survey is dependent upon EXISTING MONUMENTATION.
- BEARING REFERENCE: Northerly right of way boundary of Apalachee Parkway being South 76 degrees 18 minutes 44 seconds East as per record deed.
- NO IMPROVEMENTS have been located other than shown hereon. All platted utility easements shall also allow for Cable Television Services in accordance with Florida Statutes, Chapter 177.091 (29).
- The construction of permanent structures including fences but excluding driveways by property owners is prohibited within utility and drainage easements.
- An iron rod with plastic cap stamped "7160" has been set at all lot corners unless otherwise noted.
- Subject property is located in Zone "X" as per Flood Insurance Rate Map, Community Panel No: 120144 0315F, index date: August 18, 2009, Leon County, Florida.
- Platted utility easements shall allow for cable television services per Florida Statute 177.091 (29).
- Building Setbacks: Single Family Detached Zero Lot Line
Front Building Setback = 20 feet
Rear Building Setback = 25 feet
Side Corner Setback = 15 feet
Interior Side Setback Opp. = Zero Line = 5 feet

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

JOINDERS IN DEDICATION:

NAME	O.R. Book / Page	Date
	O.R. Book Page	
	O.R. Book Page	
	O.R. Book Page	
	O.R. Book Page	

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

SURVEYOR'S CERTIFICATION:

I hereby certify that this survey was made under my responsible direction and supervision, is a correct representation of the land surveyed, that the Permanent Reference Monuments and Permanent Control Points have been set and that the survey data and monumentation complies with both Chapter 177 of the Florida Statutes and standards for practice for Land Surveying (F.A.S. 177.091).

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

DATE

PLAT REVIEW

PLAT REVIEWED FOR COMPLIANCE WITH CHAPTER 177, FLORIDA STATUTES.

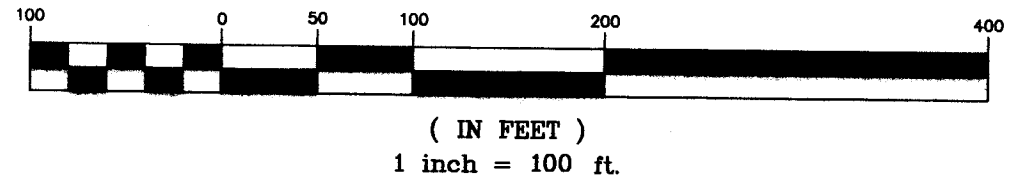
JOSEPH D. COLEMAN
COUNTY SURVEYOR
PROFESSIONAL SURVEYOR & MAPPER
FLORIDA CERTIFICATE NO. 5590

LEXINGTON PARC

A SUBDIVISION LYING IN SECTION 1, TOWNSHIP 1 SOUTH, RANGE 1 EAST, LEON COUNTY, FLORIDA
LYING WITHIN THE CITY LIMITS OF TALLAHASSEE, FLORIDA

FLAT BOOK PAGE

GRAPHIC SCALE



DEDICATION STATE OF FLORIDA COUNTY OF LEON

Know all by these present that Lexington Parc, LLC, the owners' in fee simple of the land shown hereon platted as Lexington Parc, and being more particularly described as follows:

Commence at the Northwest corner of Section 1, Township 1 South, Range 1 East, Leon County, Florida thence run South 02 degrees 29 minutes 00 seconds East 1326.50 feet, thence run North 87 degrees 00 minutes 00 seconds East 553.98 feet to a concrete monument; thence run South 02 degrees 39 minutes 53 seconds East 20.00 feet to an iron rod and cap (marked #7160) marking the POINT OF BEGINNING. From said POINT OF BEGINNING run South 02 degrees 39 minutes 53 seconds East 386.14 feet to a concrete monument, thence run South 87 degrees 02 minutes 54 seconds West 136.81 feet to a concrete monument (marked #1254), thence run South 02 degrees 31 minutes 17 seconds East 381.67 feet to a concrete monument (marked #1254) lying on the Northerly right-of-way boundary of U. S. Highway No: 27, (Apalachee Parkway), thence run South 76 degrees 18 minutes 44 seconds East along said Northerly right-of-way boundary 873.55 feet to an iron rod and cap (marked #7160) marking a point of curve concave to the Northwest, thence run Northeasterly along said Northerly right-of-way boundary and said curve with a radius of 30.00 feet, through a central angle of 106 degrees 34 minutes 24 seconds for an arc distance of 55.80 feet, chord being North 50 degrees 22 minutes 13 seconds East 48.10 feet to a concrete monument marking a point of intersection with the Westerly right-of-way boundary of March Road, thence leaving said Northerly right-of-way boundary and said curve run North 02 degrees 36 minutes 10 seconds West along said Westerly right-of-way boundary 603.75 feet an iron rod and cap (marked #4016), thence run North 02 degrees 16 minutes 20 seconds West along said Westerly right-of-way boundary 386.13 feet to an iron rod and cap (marked #7160), thence leaving said Westerly right-of-way boundary run South 87 degrees 00 minutes 00 seconds West 742.19 feet to the POINT OF BEGINNING containing 16.88 acres, more or less.

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

To the City of Tallahassee all utility easements depicted hereon.

To the Public All Roadways.

To Leon County all sidewalk maintenance easements and all drainage easements depicted hereon.

To the Lexington Parc Homeowners Association all open space/buffer areas and drainage easements depicted hereon.

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

This the _____ day of _____ A.D. 2018

By: _____ Witness Signature: _____
Authorized Signature
Managing Member of Lexington Parc, LLC
Witness Signature: _____

Print name

COUNTY COMMISSION

Approved and Joined in by The Board of County Commissioners of Leon County, Florida.
THIS _____ DAY OF _____ A.D. 2018.

By: _____
Nick Maddox, Chairman
By: _____
County Attorney
By: _____
County Engineer

GWEN MARSHALL CLERK OF THE CIRCUIT COURT:

Accepted for files and recorded this _____ day of _____, A.D. 2018, in

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

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

SITE PLAN REVIEW APPROVAL

This plat conforms to the Site and Development Plan approval provisions made by the Department of Development Support and Environmental Management.
This _____ day of _____, 2018

By: _____
County Administrator or designee

PREPARED BY:

THURMAN RODDENBERRY & ASSOCIATES, INC.

PROFESSIONAL SURVEYORS AND MAPPERS
P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358
PHONE NUMBER: 850-962-2338 • FAX NUMBER: 850-962-1103
LB # 7160

SHEET 1 OF 4

DATE: 10/22/18	SCALE 1" = 100'	DRAWN BY: BB	COUNTY: LEON
FILE: 09186RP.DWG	SEC. 1, T-1-S, R-1-E	JOB NUMBER: 09-186	

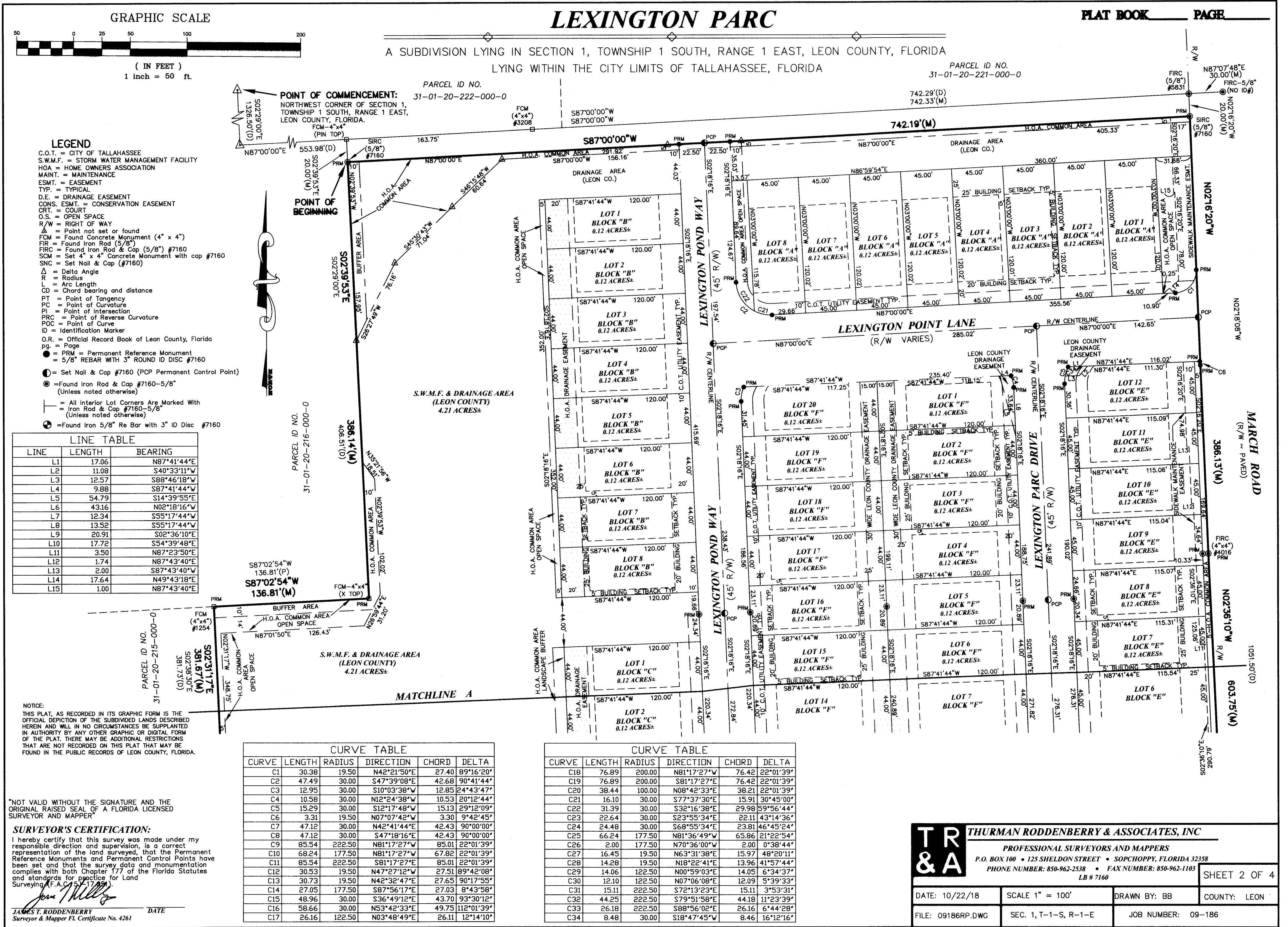
ACKNOWLEDGEMENT STATE OF FLORIDA

The foregoing instrument was acknowledged before me this _____ day of _____, 2018, by

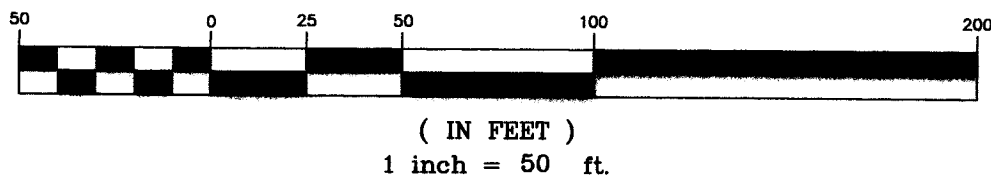
_____, who is personally known to me or has produced a drivers license as identification acknowledges that he/she executed the foregoing dedication as the managing member of Lexington Parc, LLC

NOTARY PUBLIC

DATE OF LAST
FIELD WORK: _____



GRAPHIC SCALE



LEXINGTON PARC

A SUBDIVISION LYING IN SECTION 1, TOWNSHIP 1 SOUTH, RANGE 1 EAST, LEON COUNTY, FLORIDA
LYING WITHIN THE CITY LIMITS OF TALLAHASSEE, FLORIDA

FLAT BOOK PAGE

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③ = Found Iron 5/8" Re Bar with 3" ID Disc #7160

LINE TABLE

LINE	LENGTH	BEARING
L1	17.06	N87°41'44"E
L2	11.08	S40°33'11"W
L3	12.57	S88°46'18"W
L4	9.88	S87°41'44"W
L5	54.79	S14°39'55"E
L6	43.16	N02°18'16"W

CURVE TABLE

CURVE	LENGTH	RADIUS	DIRECTION	CHORD	DELTA
C1	30.38	19.50	N42°21'50"E	27.40	89°16'20"
C2	47.49	30.00	S47°39'08"E	42.68	90°41'44"
C3	12.95	30.00	S10°03'38"W	12.85	24°43'47"
C4	10.58	30.00	N12°24'38"W	10.53	20°12'44"
C5	15.29	30.00	S12°17'48"W	15.13	29°12'09"
C6	3.31	19.50	N07°07'42"W	3.30	9°42'45"
C7	47.12	30.00	N42°41'44"E	42.43	90°00'00"
C8	47.12	30.00	S47°18'16"E	42.43	90°00'00"
C9	85.54	222.50	N81°17'27"W	85.01	22°01'39"
C10	68.24	177.50	N81°17'27"W	67.82	22°01'39"
C11	85.54	222.50	S81°17'27"E	85.01	22°01'39"
C12	30.53	19.50	N47°27'12"W	27.51	89°42'08"
C13	30.73	19.50	N42°32'47"E	27.65	90°17'55"
C14	27.05	177.50	S87°56'17"E	27.03	8°43'58"
C15	48.96	30.00	S36°49'12"E	43.70	93°30'12"
C16	58.66	30.00	N53°42'33"E	49.75	112°01'39"
C17	26.16	122.50	N03°48'49"E	26.11	12°14'10"

CURVE TABLE

CURVE	LENGTH	RADIUS	DIRECTION	CHORD	DELTA
C18	76.89	200.00	N81°17'27"W	76.42	22°01'39"
C19	76.89	200.00	S81°17'27"E	76.42	22°01'39"
C20	38.44	100.00	N08°42'33"E	38.21	22°01'39"
C21	16.10	30.00	S77°37'30"E	15.91	30°45'00"
C22	31.39	30.00	S32°16'38"E	29.98	59°56'44"
C23	22.64	30.00	S23°55'34"E	22.11	43°14'36"
C24	24.48	30.00	S68°55'34"E	23.81	46°45'24"
C25	66.24	177.50	N81°36'49"W	65.86	21°22'54"
C26	2.00	177.50	N70°36'00"W	2.00	0°38'44"
C27	16.45	19.50	N63°31'38"E	15.97	48°20'11"
C28	14.28	19.50	N18°22'41"E	13.96	41°57'44"
C29	14.06	122.50	N00°59'03"E	14.05	6°34'37"
C30	12.10	122.50	N07°06'08"E	12.09	5°39'33"
C31	15.11	222.50	S72°13'23"E	15.11	3°53'31"
C32	44.25	222.50	S79°51'58"E	44.18	11°23'39"
C33	26.18	222.50	S88°56'02"E	26.16	6°44'28"
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"NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER"

SURVEYOR'S CERTIFICATION:

I hereby certify that this survey was made under my responsible direction and supervision, is a correct representation of the land surveyed, that the Permanent Reference Monuments and Permanent Control Points have been set and that the survey data and monumentation complies with both Chapter 177 of the Florida Statutes and standards for practice for Land Surveying (F.A.C. 5A-17.05).

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

DATE

PREPARED BY:

THURMAN RODDENBERRY & ASSOCIATES, INC.

PROFESSIONAL SURVEYORS AND MAPPERS

P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358

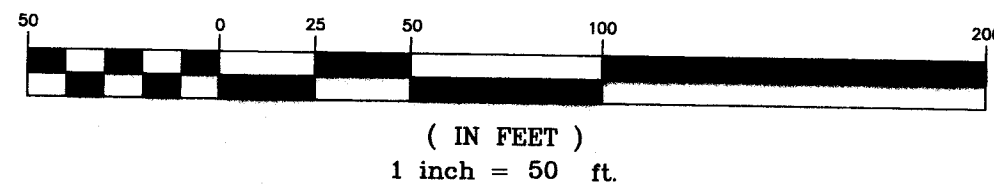
PHONE NUMBER: 850-962-2538 • FAX NUMBER: 850-962-1103

LB #7160

SHEET 3 OF 4

DATE: 10/22/18	SCALE 1" = 100'	DRAWN BY: BB	COUNTY: LEON
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GRAPHIC SCALE



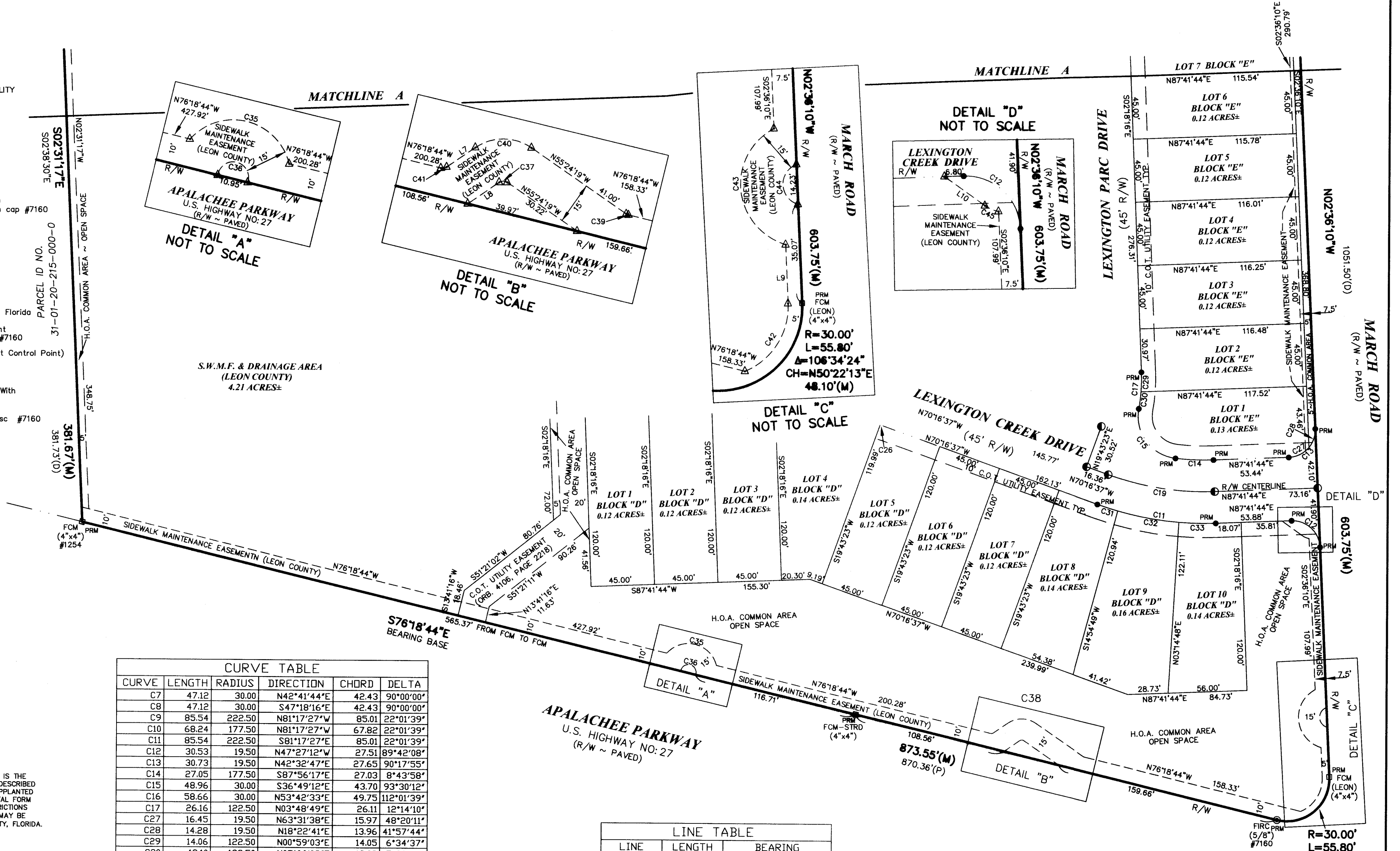
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C35	44.64	20.50	N76°18'44"W	36.33	24°46'07"
C36	18.27	5.50	N76°18'44"W	10.95	90°22'42"
C37	2.11	2.50	N79°29'30"E	2.05	48°23'32"
C38	21.17	17.50	S89°56'43"W	19.90	69°17'57"
C39	0.91	2.50	S65°51'31"E	0.91	20°54'25"
C40	3.02	2.50	S89°56'43"W	2.84	69°17'57"
C41	2.11	2.50	N79°29'30"E	2.05	48°23'32"
C42	30.43	25.00	N31°57'03"E	28.58	69°44'04"
C43	52.95	22.50	S06°03'08"E	41.55	34°50'55"
C44	18.73	7.50	S02°36'10"E	14.23	143°07'21"
C45	5.27	12.00	S67°14'49"E	5.23	25°10'03"

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L2	11.08	S40°33'11"W
L3	12.57	S88°46'18"W
L4	9.88	S87°41'44"W
L5	54.79	S14°39'55"E
L6	43.16	N02°18'16"W
L7	12.34	S55°17'44"W
L8	13.52	S55°17'44"W
L9	20.91	S02°36'10"E
L10	17.72	S54°39'48"E

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

SURVEYOR'S CERTIFICATION:

I hereby certify that this survey was made under my
responsible direction and supervision, is a correct
representation of the land surveyed, that the Permanent
Reference Monuments and Permanent Control Points have
been set and that the survey data and monumentation
complies with both Chapter 177 of the Florida Statutes
and standards for practice for Land
Surveying J.A.C. 5017.000

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

DATE

PREPARED BY:



THURMAN RODDENBERRY & ASSOCIATES, INC.

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

SHEET 4 OF 4

DATE: 10/22/18	SCALE 1" = 100'	DRAWN BY: BB	COUNTY: LEON
FILE: 09186RP.DWG	SEC. 1, T-1-S, R-1-E	JOB NUMBER: 09-186	



Leon County

Board of County Commissioners

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

Commissioners

JOHN E. DAILEY
District 3
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NICK MADDOX
At-Large
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BILL PROCTOR
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BRYAN DESLOGE
District 4

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

DEVELOPMENT SUPPORT
& ENVIRONMENTAL MANAGEMENT
DEVELOPMENT SERVICES
435 N. Macomb Street
Renaissance Center 2nd Floor
Tallahassee, FL 32301

December 22, 2017

Blackhawk Engineering, Inc.
Attn: Mark S. Cooper, PE
2417-3 Fleischmann Road
Tallahassee, FL 32308

**RE: March Creek (Lexington Parc) Minor Modification
Type "C" Approved Site Plan
Leon County Site Plan Project # LSP060057
Parcel Identification Numbers: 31-01-20-204-000-0, 31-01-20-214-0000-0**

Dear Mr. Cooper:

Leon County Department of Development Support and Environmental Management has approved your request for a Minor Modification to the approved March Creek Type "C" Site and Development Plan pursuant to Section 10-7.411 of the Leon County Land Development Code – *Modifications to Approved Subdivisions or Site and Development Plans*. Approved revisions to the site and development plan are as follows:

The minor modification proposes a change to the subdivision name from March Creek to Lexington Parc. The internal roadways will also be renamed from March Creek Drive, March Point Lane, March Pond Way, and March Oaks Drive to Lexington Creek Drive, Lexington Point Lane, Lexington Pond Way, and Lexington Parc Drive, respectfully,

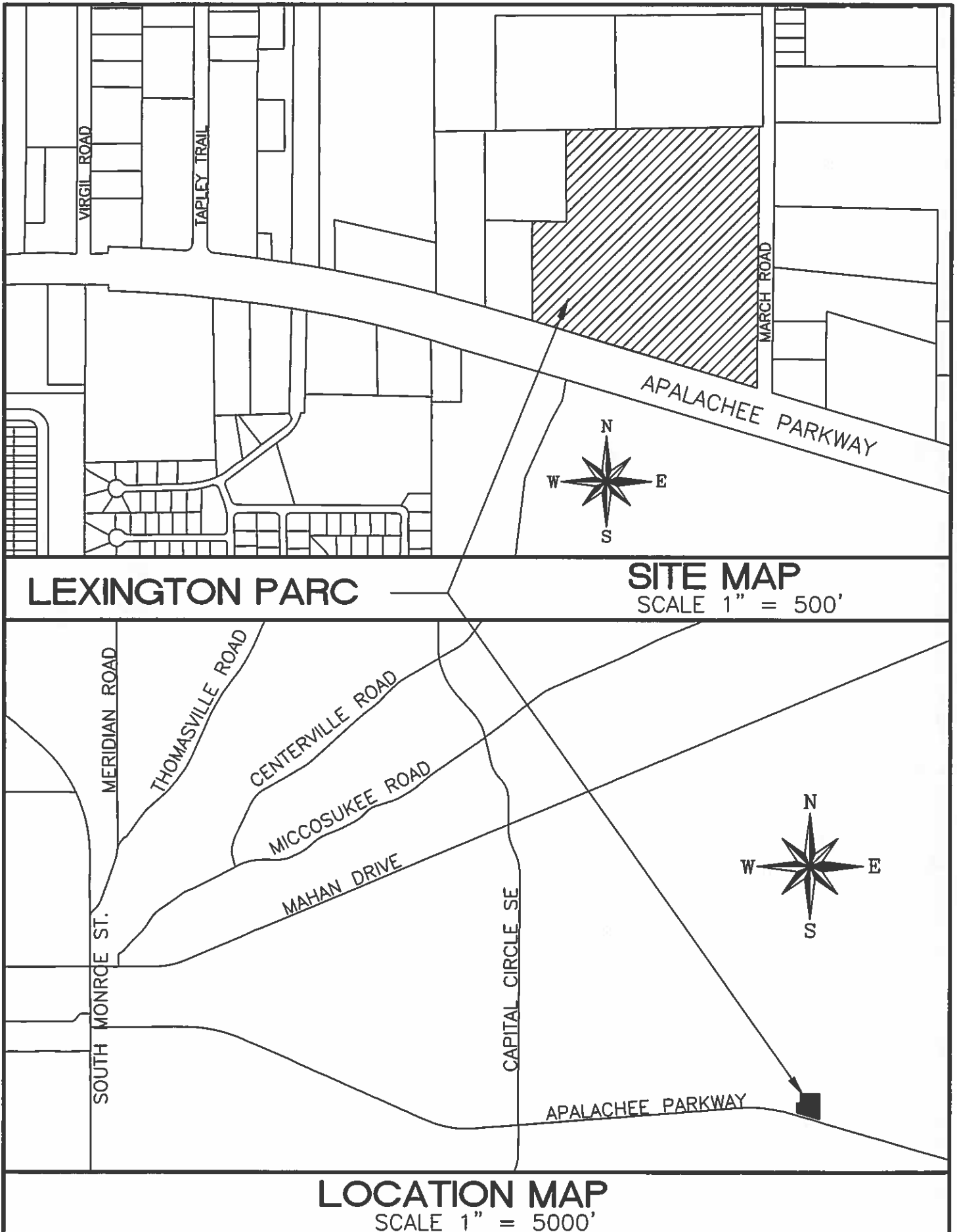
This minor modification approval does not provide an exemption from other applicable County final permitting requirements. This approval shall expire if substantial and observable development has not begun within three years of the date of approval, or if substantial and observable development ceases for a period of three years before the project is complete and certificates of occupancy have been issued.

Sincerely,


Weldon Richardson, Senior Planner
Development Services Division

cc: Ryan Culpepper, Development Services Director
Nawfal Ezzagghi, P.E., Environmental Services Supervisor
Kimberly Wood, P.E., Chief of Engineering Coordination
Lisa Scott, Addressing Supervisor
Project File: LSP060057

"People Focused. Performance Driven."



**Leon County
Board of County Commissioners**

Notes for Agenda Item #13

Leon County Board of County Commissioners

Agenda Item #13

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Replat of Reserve at Rivers Landing Subdivision

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

Statement of Issue:

In accordance with Leon County land development regulations, this item seeks the Board's approval of the replat of the Reserve at Rivers Landing Subdivision for recording in the Public Record. The replat was initially approved by the Board at the May 22, 2018 meeting, however due to an issue with the title the plat was not recorded within 60 days of the approval date as required in Section 10-7.605 of the Leon County Code of Laws. Therefore, the replat has to be resubmitted to the Board for approval.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Approve the replat of the Reserve at Rivers Landing Subdivision for recording in the Public Record (Attachment #1).

Report and Discussion

Background:

In accordance with Leon County land development regulations, this agenda item seeks Board approval of the replat of the Reserve at Rivers Landing Subdivision for recording in the Public Record. The replat was initially approved by the Board at the May 22, 2018 meeting. Per Section 10-7.605 of the Leon County Code of Laws, the Board's approval is only valid for 60 days, after which the replat must be resubmitted to the Board for approval. Due to an issue with the title, the replat was not recorded within the 60-day period, which expired on July 22, 2018.

River's Landing Phase I Replat was approved by the Department of Development Support and Environmental Management on September 30, 2016 (Attachment #2). The approved development is a replat of Rivers Landing Phase 1 Lots 33-55 of Block B and Lots 1-20 of Block D. This project consists of the reconfiguration of the existing 43 lots intended for attached single-family dwelling units into 26 lots intended for detached single-family dwelling units.

Analysis:

The Reserve at Rivers Landing is in Section 36, Township 2 North, Range 2 West, laying southerly of Tower Road (Attachment #3). All infrastructure within the subdivision is completed in accordance with the approved construction plans. Final inspection has been performed and reports have been received and reviewed by the County Engineer.

As of the date of the preparation of this agenda, an updated title opinion has indicated the issues have been resolved. No other changes have been made to the original plat. Staff recommends approval of the replat.

Options:

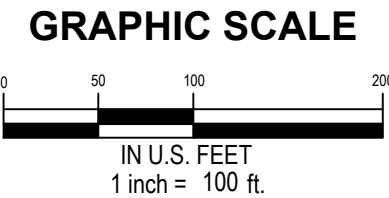
1. Approve the replat of the Reserve at Rivers Landing Subdivision for recording in the Public Record (Attachment #1).
2. Do not approve the replat of the Reserve at Rivers Landing Subdivision for recording in the Public Record.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. The Reserve at Rivers Landing replat
2. Development Review Letter
3. Location Map



RESERVE AT RIVERS LANDING

A REPLAT OF LOTS 33 THROUGH 55, BLOCK "B" AND LOTS 1 THROUGH 20, BLOCK "D", OF RIVERS LANDING - PHASE I, A SUBDIVISION AS PER MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 19, PAGES 58-64, PUBLIC RECORDS OF LEON COUNTY, FLORIDA AND LYING IN SECTION 36; TOWNSHIP 2 NORTH; RANGE 2 WEST; LEON COUNTY, FLORIDA

PLAT BOOK _____, PAGE _____

Joiners in Dedication		
Name	Date	O.R. / Pg.

DEDICATION:

STATE OF FLORIDA
COUNTY OF LEON

Know all persons by these presents that Panhandle Building Services, Inc., the owner in fee simple of the land shown hereon platted as RESERVE AT RIVERS LANDING and more particularly described as follows:

Lots 33 through 55, Block "B" and Lots 1 through 20, Block "D", RIVERS LANDING - PHASE I, a subdivision as per map or plat thereof recorded Plat Book 19, Pages 58 through 64, Public Records of Leon County, Florida containing 3.60 acres.

Having caused said lands to be divided and subdivided as shown hereon. Reserving, however, the reversion or reversions thereof should the same be renounced, disclaimed, abandoned or the use thereof discontinued as prescribed by law by appropriate official action of the proper officials having charge or jurisdiction thereof.

This _____ day of _____, 2018.

PANHANDLE BUILDING SERVICES, INC., a Florida Corporation

James D. Munroe, Jr., its President

Witness 1 Signature

Witness 2 Signature

Witness 1 Name (Print)

Witness 2 Name (Print)

ACKNOWLEDGMENT:

STATE OF FLORIDA
COUNTY OF LEON

BEFORE ME THIS DAY, PERSONALLY APPEARED JAMES D. MUNROE, JR., AS PRESIDENT OF PANHANDLE BUILDING SERVICES, INC., AND HAS ACKNOWLEDGED THAT HE EXECUTED THE FOREGOING DEDICATION FREELY AND VOLUNTARILY FOR THE PURPOSES THEREIN STATED, THIS _____ DAY OF _____, 2018. HE IS PERSONALLY KNOWN TO ME OR HAVE PRODUCED _____ AS IDENTIFICATION.

(AFFIX NOTARY STAMP)

NOTARY PUBLIC, STATE OF FLORIDA

SITE PLAN REVIEW APPROVAL:

THIS PLAT CONFORMS TO THE SITE AND DEVELOPMENT PLAN APPROVAL PROVISIONS MADE BY THE DEVELOPMENT REVIEW COMMITTEE THIS _____ DAY OF _____, 2018 A.D.

COUNTY ADMINISTRATOR OR DESIGNEE

PLAT REVIEW APPROVAL:

PLAT REVIEWED FOR COMPLIANCE WITH CHAPTER 177 OF THE FLORIDA STATUTES.
THIS _____ DAY OF _____, 2018 A.D.

JOSEPH D. COLEMAN

PROFESSIONAL SURVEYOR AND MAPPER FLORIDA CERTIFICATE #5590

COUNTY COMMISSION:

APPROVED BY THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA THIS _____ DAY OF _____, 2018.

CHAIRMAN

COUNTY ATTORNEY

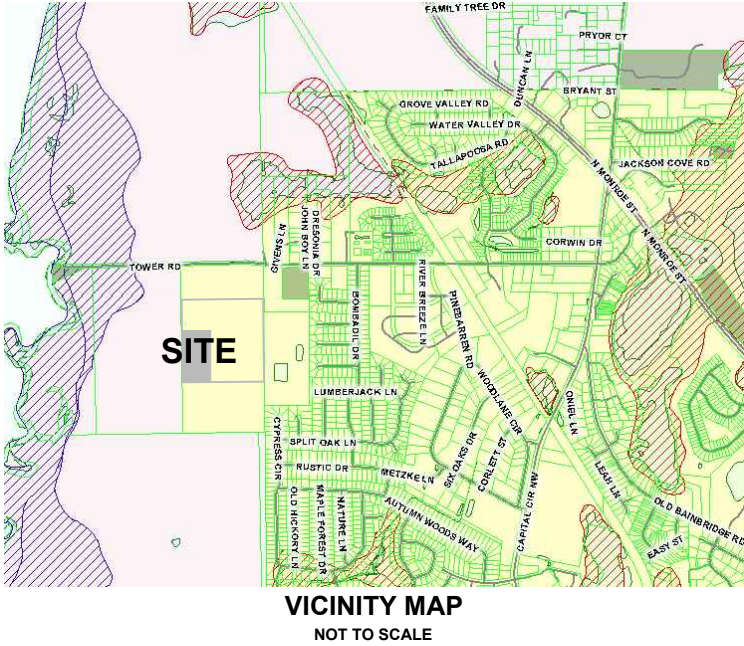
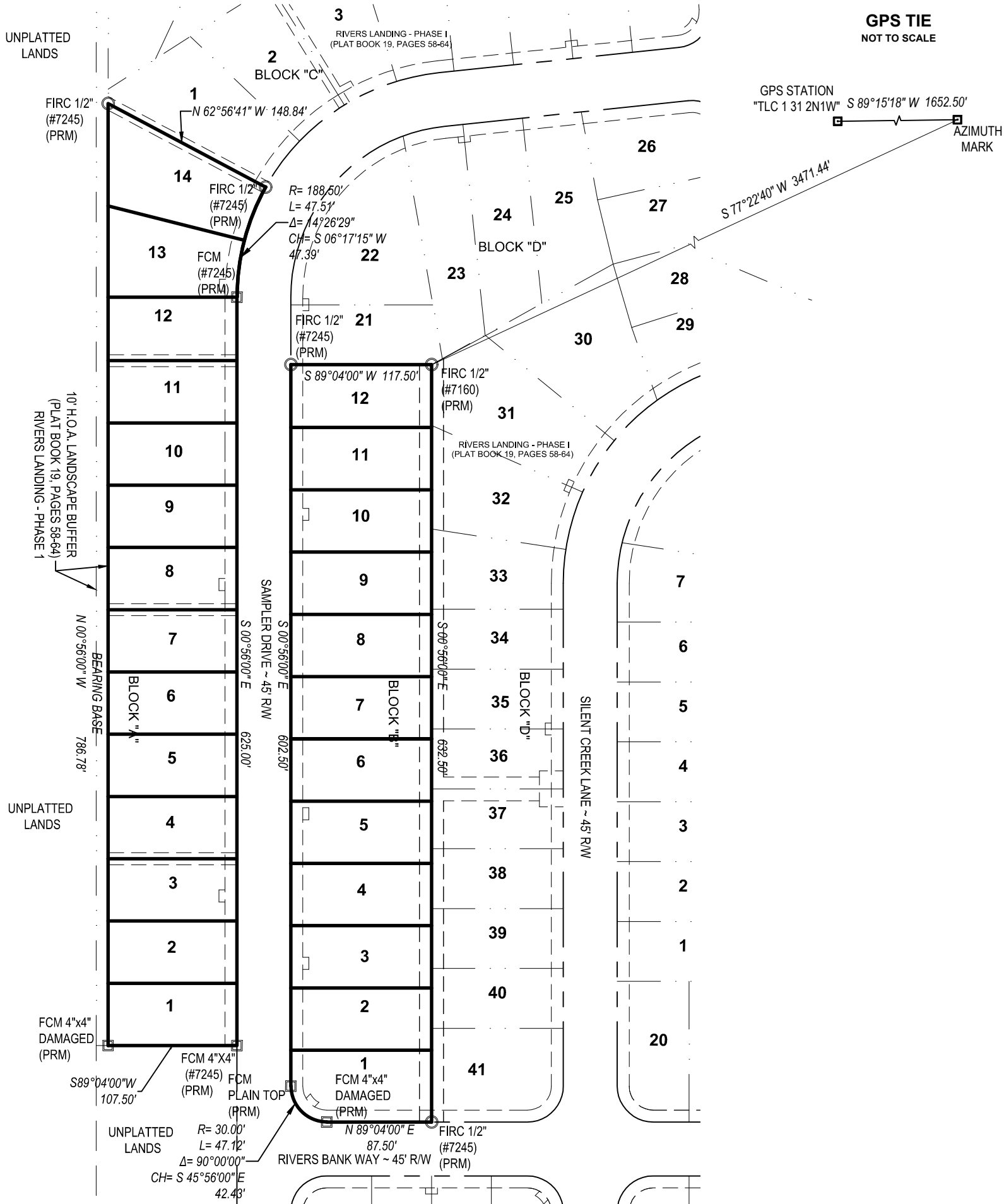
COUNTY ENGINEER

CLERK OF THE CIRCUIT COURT:

ACCEPTED FOR THE FILES AND RECORDED THIS _____ DAY OF _____, 2018, IN PLAT BOOK _____, PAGE _____ OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.

BY:

CLERK OF THE CIRCUIT COURT, LEON COUNTY, FLORIDA (SEAL)



SYMBOL AND HATCH LEGEND:

- FOUND CONCRETE MONUMENT AS LABELED
- SET PRM (PERMANENT REFERENCE MONUMENT):
4"x4" CONCRETE MONUMENT (#7245)
(UNLESS LABELED OTHERWISE)
- SET PCP (PERMANENT CONTROL POINT):
NAIL & CAP (#7245)
- SET 1/2" IRON PIN W/CAP (#7245)

MONUMENT LEGEND:

- ALL PERMANENT REFERENCE MONUMENTS ARE MARKED WITH A 4"x4" CONCRETE MONUMENT HAVING A METAL CAP AS SHOWN, UNLESS NOTED OTHERWISE.
- ALL PERMANENT CONTROL POINTS ARE MARKED WITH A NAIL HAVING A METAL CAP AS SHOWN, UNLESS NOTED OTHERWISE.
- ALL INTERIOR CORNERS ARE MARKED WITH A 1/2" IRON PIN HAVING A PLASTIC CAP AS SHOWN, UNLESS NOTED OTHERWISE.

GENERAL NOTES:

- DATE OF BOUNDARY SURVEY SEPTEMBER 17, 2016.
- BEARINGS ARE BASED ON STATE PLANE COORDINATES, FLORIDA NORTH ZONE, NAD 83 DATUM.
- THERE MAY BE ADDITIONAL RESTRICTIONS THAT ARE NOT RECORDED ON THIS PLAT THAT MAY BE FOUND IN THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.
- TITLE OPINION LETTER FROM SMITH THOMPSON SHAW MINACCI COLON & POWER, P.A., DATED: JUNE 19, 2018 AND SIGNED BY: ANDREW POWER.
- ALL PERMANENT CONTROL POINTS AND PERMANENT CONTROL MONUMENTS ARE MARKED AS SHOWN UNLESS OTHERWISE NOTED ON PLAT.
- LOTS SHALL NOT BE DIVIDED OR SUBDIVIDED WITHOUT COMPLYING WITH THE PLATTING PROCESS PURSUANT TO CHAPTER 177, FLORIDA STATUTES AND THE GADSDEN COUNTY SUBDIVISION REGULATIONS.
- THE CONSTRUCTION OF PERMANENT STRUCTURES, EXCLUDING DRIVEWAYS, IS PROHIBITED WITHIN DRAINAGE AND UTILITY EASEMENTS.
- FIXED IMPROVEMENTS ON THIS PROPERTY HAVE NOT BEEN LOCATED.
- SECTION 177.091 (28) ALL PLATTED UTILITY EASEMENTS SHALL PROVIDE THAT SUCH EASEMENTS SHALL ALSO BE EASEMENTS FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES; PROVIDED, HOWEVER, NO SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION OF CABLE TELEVISION SERVICES SHALL INTERFERE WITH THE FACILITIES AND SERVICES OF AN ELECTRIC, TELEPHONE, GAS, OR OTHER PUBLIC UTILITY. IN THE EVENT A CABLE TELEVISION COMPANY DAMAGES THE FACILITIES OF A PUBLIC UTILITY, IT SHALL BE SOLELY RESPONSIBLE FOR THE DAMAGES. THIS SECTION SHALL NOT APPLY TO THOSE PRIVATE EASEMENTS GRANTED TO OR OBTAINED BY A PARTICULAR ELECTRIC, TELEPHONE, GAS, OR OTHER PUBLIC UTILITY. SUCH CONSTRUCTION, INSTALLATION, MAINTENANCE, AND OPERATION SHALL COMPLY WITH THE NATIONAL ELECTRICAL SAFETY CODE AS ADOPTED BY THE FEDERAL PUBLIC SERVICE COMMISSION.
- ALL ROADS, STREETS, OPEN SPACES, COMMON AREAS AND FACILITIES, EASEMENTS INCLUDING HOA DRAINAGE EASEMENTS, AND RIGHTS-OF-WAY PROVIDING INGRESS AND EGRESS TO THE PROPERTY HEREON DESCRIBED EXCEPT FOR THE FOLLOWING: ALL ROADS AND ROAD RIGHTS-OF-WAY, STORMWATER MANAGEMENT FACILITIES, LEON COUNTY DRAINAGE FACILITY, SIDEWALK EASEMENTS, PEDESTRIAN EASEMENTS AND GREENWAY TRAIL EASEMENTS AS DEPICTED HEREON; SHALL BE MAINTAINED BY THE RIVERS LANDING HOMEOWNERS ASSOCIATION, INC., AND LEON COUNTY IS NOT RESPONSIBLE FOR THE MAINTENANCE OF THE ABOVE.
- AMENDED COVENANTS AND RESTRICTIONS RECORDED IN OFFICIAL RECORD BOOK 3750, PAGE 244 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.
- THE TALQUIN ELECTRIC COOPERATIVE, INC. UTILITY EASEMENTS DEPICTED AND SHOWN HEREON PER OFFICIAL RECORD BOOK 3667, PAGE 2009 AND OFFICIAL RECORD BOOK 3760, PAGE 1792 OF THE PUBLIC RECORDS OF LEON COUNTY, FLORIDA.

STANDARD ABBREVIATIONS

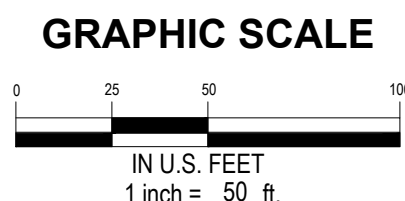
- #000 PROFESSIONAL LAND SURVEY CERTIFICATE
- (C) CALCULATED INFORMATION
- (D) DEED INFORMATION
- (P) PLAT INFORMATION
- (S) SURVEY INFORMATION
- A= ARC LENGTH
- C/L CENTERLINE
- CH CHORD BEARING AND DISTANCE
- D.B. DEED BOOK
- Δ= DELTA OR CENTRAL ANGLE
- E EAST
- FCM FOUND 4"x4" CONCRETE MONUMENT
- FIP FOUND IRON PIPE (AS LABELED)
- FIR FOUND IRON ROD (AS LABELED)
- FIRC FOUND IRON ROD W/ CAP (AS LABELED)
- FNC FOUND NAIL IN CAP (AS LABELED)
- FND FOUND
- FPIP FOUND PINCHED IRON PIPE (AS LABELED)
- GPS GLOBAL POSITIONING SYSTEM
- H.O.A. HOME OWNERS ASSOCIATION
- I.D. IDENTIFICATION
- L= ARC LENGTH
- N NORTH
- N.R. NON-RADIAL
- O.R./PG. OFFICIAL RECORDS BOOK AND PAGE
- P.B./PG. PLAT BOOK AND PAGE
- P.O.A. POINT OF BEGINNING
- P.O.B. POINT OF COMMENCEMENT
- PCP PERMANENT CONTROL POINT
- PRM PERMANENT REFERENCE MONUMENT
- R- RANGE
- R= RADIUS
- R/W - RIGHT-OF-WAY
- S SOUTH
- SCM SET 4"x4" CONCRETE MONUMENT LB#7245
- SEC. SECTION
- SIRC SET 1/2" IRON PIN W/ CAP LB#7245
- SNC SET NAIL IN 1" CAP LB#7245
- T- TOWNSHIP
- T= TANGENT DISTANCE
- T.E.C. TALQUIN ELECTRIC COOPERATIVE, INC.
- W WEST

SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION, IS A CORRECT REPRESENTATION OF THE LAND SURVEYED, THAT THE PERMANENT REFERENCE MONUMENTS AND PERMANENT CONTROL POINTS HAVE BEEN SET AND THAT THE SURVEY DATA AND MONUMENTATION COMPLIES WITH BOTH CHAPTER 177, PART 1, PLATTING, OF THE FLORIDA STATUTES AND WITH THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN THE STATE OF FLORIDA (F.A.C. 5J-17).

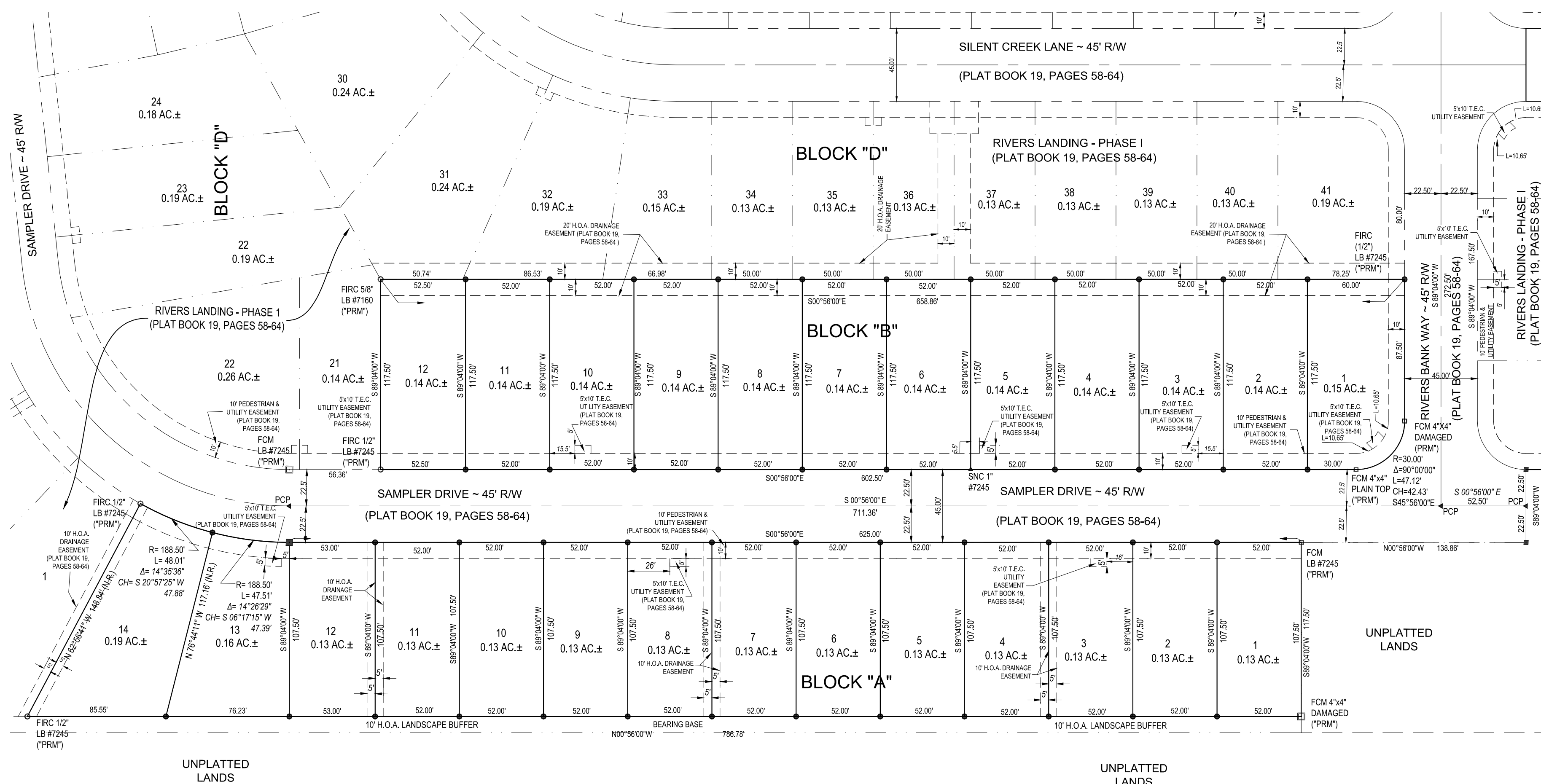
LARRY D. DAVIS
REGISTERED FLORIDA SURVEYOR NO. 5254
MOORE BASS CONSULTING 805 NORTH GADSDEN STREET
TALLAHASSEE, FLORIDA 32303 LICENSED BUSINESS NO. 7245

SHEET
1/2



RESERVE AT RIVERS LANDING





A REPLAT OF LOTS 33 THROUGH 55, BLOCK "B" AND LOTS 1 THROUGH 20, BLOCK "D", OF RIVERS LANDING - PHASE I, A SUBDIVISION AS PER MAP OR PLAT THEREOF AS RECORDED IN PLAT BOOK 19, PAGES 58-64, PUBLIC RECORDS OF LEON COUNTY, FLORIDA AND LYING IN SECTION 36; TOWNSHIP 2 NORTH; RANGE 2 WEST; LEON COUNTY, FLORIDA



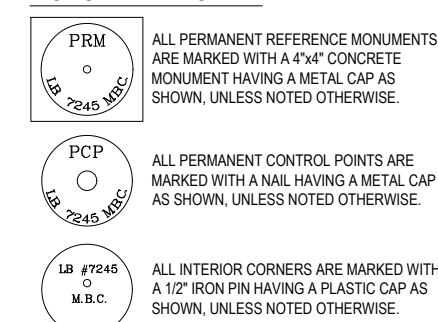
STANDARD ABBREVIATIONS

#000	PROFESSIONAL LAND SURVEY CERTIFICATE	L=	ARC LENGTH
(A)	CALCULATED INFORMATION	N	NORTH
(D)	DEED INFORMATION	N.R.	NON-RADIAL
(P)	PLAT INFORMATION	P.B./P.G.	PLAT BOOK AND PAGE
(S)	SURVEY INFORMATION	O.R./P.G.	OFFICIAL RECORDS BOOK AND PAGE
A=	ARC LENGTH	P.O.A.	POINT OF BEGINNING
C/L	CENTERLINE	P.O.B.	POINT OF COMMENCEMENT
CH	CHORD BEARING AND DISTANCE	PCP	PERMANENT CONTROL POINT
D.B.	DEED BOOK	PRM	PERMANENT REFERENCE MONUMENT
Δ=	ANGLE OR CENTRAL ANGLE	R-	RANGE
E	EAST	R=	RADIUS
FCM	FOUND 4"x4" CONCRETE MONUMENT	ROW	R/W - RIGHT-OF-WAY
FIP	FOUND IRON PIPE (AS LABELED)	S	SOUTH
FIR	FOUND IRON ROD (AS LABELED)	SEC.	SECTION
FIRC	FOUND IRON ROD W/ CAP (AS LABELED)	SCM	SET 4"x4" CONCRETE MONUMENT LB#725
FNC	FOUND NAIL IN CAP (AS LABELED)	SIRC	SET 1/2" IRON PIN W/ CAP LB#7245
FND	FOUND	SIN	SET NAIL IN 1" CAP LB#7245
FFIP	FOUND PINCHED IRON PIPE (AS LABELED)	T-	TOWNSHIP
GPS	GLOBAL POSITIONING SYSTEM	T=	TANGENT DISTANCE
H.O.A.	HOME OWNERS ASSOCIATION	T.E.C.	TALQUIN ELECTRIC COOPERATIVE, INC.
I.D.	IDENTIFICATION	W	WEST

SYMBOL AND HATCH LEGEND:

- STANDARDIZATION KEY:**
-  FOUND CONCRETE MONUMENT AS LABELED
 -  SET PRM (PERMANENT REFERENCE MONUMENT):
4"x4" CONCRETE MONUMENT (#7245)
(UNLESS LABELED OTHERWISE)
 -  SET PCP (PERMANENT CONTROL POINT):
NAIL & CAP (#7245)
 -  SET 1/2" IRON PIN W/CAP (#7245)

MONUMENT LEGEND:



SURVEYOR'S CERTIFICATE:

SURVEYOR'S CERTIFICATE:

I HEREBY CERTIFY THAT THIS SURVEY WAS MADE UNDER MY RESPONSIBLE DIRECTION AND SUPERVISION, IS A CORRECT REPRESENTATION OF THE LAND SURVEYED, THAT THE PERMANENT REFERENCE MONUMENTS AND PERMANENT CONTROL POINTS HAVE BEEN SET AND THAT THE SURVEY DATA AND MONUMENTATION COMPLIES WITH BOTH CHAPTER 177, PART 1, PLATTING, OF THE FLORIDA STATUTES AND WITH THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN THE STATE OF FLORIDA (F.A.C. 5J-17).

LARRY D. DAVIS
REGISTERED FLORIDA SURVEYOR NO. 5254
MOORE BASS CONSULTING 805 NORTH GADSDEN STREET
TALLAHASSEE, FLORIDA 32303 LICENSED BUSINESS NO. 7245

SHEET
2/2

NOTICE:

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



Leon County

Board of County Commissioners

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

Commissioners

BILL PROCTOR
District 1

JANE G. SAULS
District 2

JOHN DAILEY
District 3

BRYAN DESLOGE
District 4

KRISTIN DOZIER
District 5

MARY ANN LINDLEY
At-Large

NICK MADDOX
At-Large

VINCENT S. LONG
County Administrator

HERBERT W.A. THIELE
County Attorney

DEPARTMENT OF DEVELOPMENT SUPPORT & ENVIRONMENTAL MANAGEMENT

Development Services Division
Renaissance Center, 2nd Floor
435 North Macomb Street
Tallahassee, FL 32301-1019
(850) 606-1300

September 30, 2016

Jim Munroe
c/o David Hutcheson
4128 Old Plantation Loop
Tallahassee, FL 32311

RECEIVED
10/17/2016 14:52:42
Leon County Public Works

RE: River's Landing Phase 1 Replat Approval Letter
Administrative Streamlined Approval Process (ASAP) – LSP160023
Parcel I.D. Numbers: 25-36-21 B-0330 through B-0550, and
25-36-21 D-0010 through D-0200
(Lots 33 -55 of Block B and Lots 1-20 of Block D)

Dear Mr. Hutcheson:

We have completed the review process for your application in accordance with the Department of Development Support and Environmental Management procedures for Administrative Streamlined Application Process application (Section 10-7.402 of the Leon County Land Development Code). Your application has now been determined as complete and is approved based upon the following findings of fact:

1. The subject parcels are located within the Single and Two-Family Residential District (R-3). The parcels are designated Urban Residential 2 on the Future Land Use Map of the Comprehensive Plan. The parcels are located inside the Urban Service Area (USA) and are currently served by Talquin Electric Cooperative utilities.
2. The ASAP site and development plan has been determined to be consistent with the Tallahassee-Leon County Comprehensive Plan.
3. The approved development is a replat of River's Landing Phase 1 Lots 33 -55 of Block B and Lots 1-20 of Block D. This project consists of the reconfiguration of the existing 43 single-family attached lots into 26 single-family detached lots
4. Any future development activities within the parcels must meet Leon County Land Development Code regulations, including vehicular and pedestrian interconnection requirements, and are subject to the Leon County Environmental Management Act (EMA).

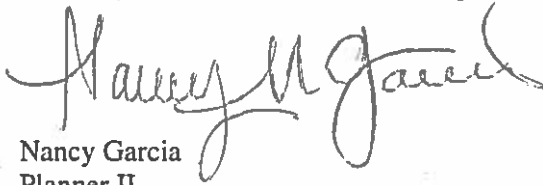
This approval shall not be construed to grant exemption from any other development regulation or permitting requirement as may otherwise be applicable. All environmental constraints on site must be handled in a manner consistent with the approved permits, Conservation Element of the Comprehensive Plan and the County Environmental Management Act.

River's Landing Phase 1 Replat Approval Letter
ASAP Application - LSP160023
September 30, 2016
Page 2

Any subdivision, development, redevelopment, expansion or the establishment of any new use(s) on the referenced property will require review and approval of an application consistent with the requirements of the Leon County Land Development Code (Chapter 10) and the Tallahassee-Leon County Comprehensive Plan.

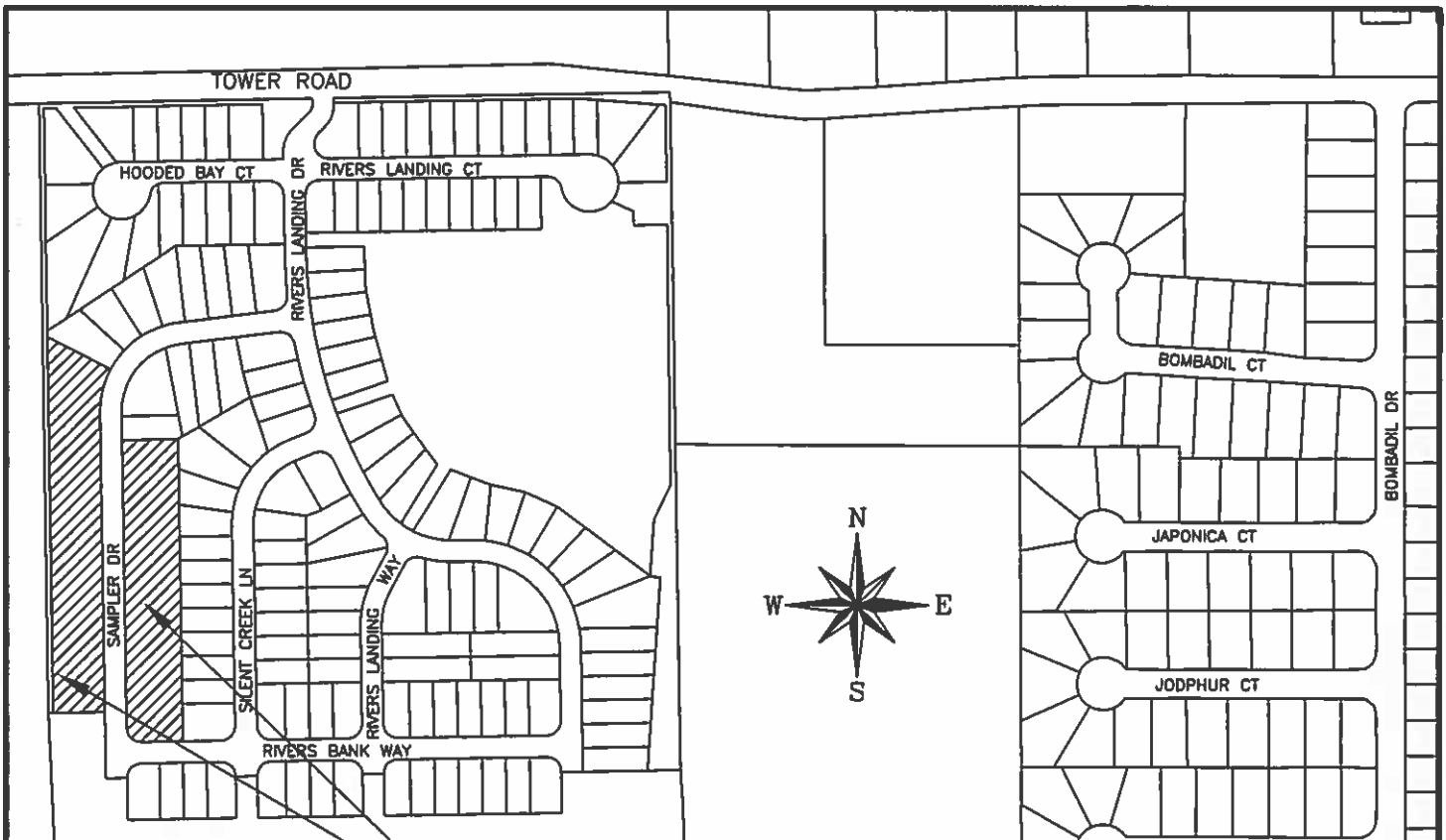
Please contact Nancy Garcia with the Development Services Division at (850) 606-1361 if you have any questions regarding this approval.

Sincerely,

A handwritten signature in black ink, appearing to read "Nancy Garcia", written in a cursive style.

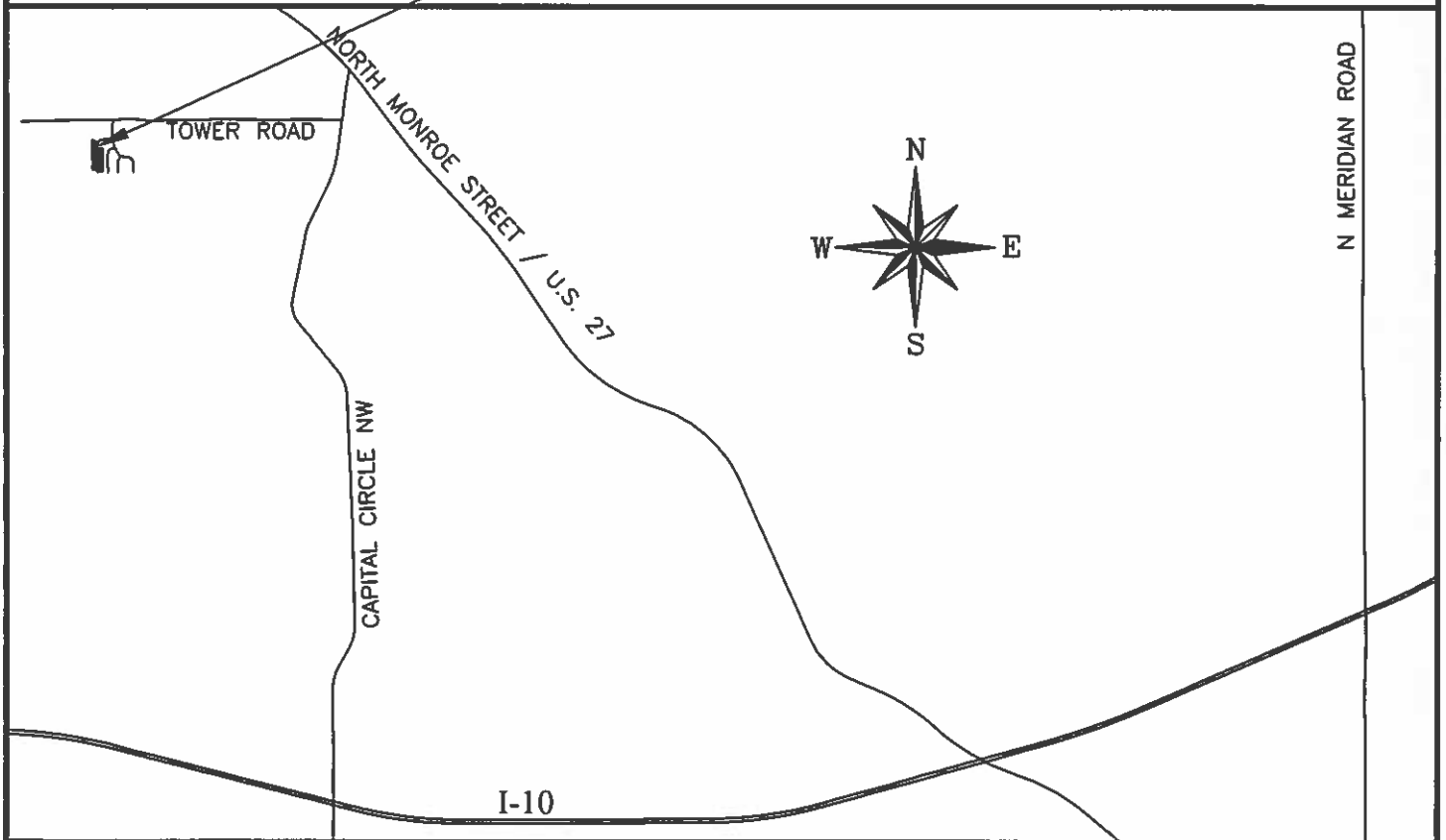
Nancy Garcia
Planner II
Development Services Division

cc: ProjectDox file LSP160023



SITE MAP
SCALE 1" = 400'

RESERVE AT RIVERS LANDING



LOCATION MAP
SCALE 1" = 5000'

**Leon County
Board of County Commissioners**

Notes for Agenda Item #14

Leon County Board of County Commissioners

Agenda Item #14

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Lease of the First Floor at 106 E. Jefferson Street

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator
Lead Staff/ Project Team:	Scott Ross, Director, Office of Financial Stewardship Kerri Post, Director, Division of Tourism Michael Battle, Real Estate Specialist

Statement of Issue:

This item seeks approval to lease 2,200 square feet on the first floor of the former Tourism Building at 106 E. Jefferson Street for a period of six months, with two optional six-month extensions, in order to continue operating the Leon County Visitor Center at this location for up to the next 18 months.

Fiscal Impact:

This item has a fiscal impact. The lease of the first floor of the former Tourism building will cost \$3,242 a month or \$19,450 over the initial term of the lease. Funds to cover the cost of the lease will come from the net proceeds from the sale of the building. The total potential cost over the entire 18 months, if the County uses both extensions, is \$58,350.

Staff Recommendation:

Option #1: Authorize the County Administrator to execute a lease, in a form approved by the County Attorney, of the first floor of 106 E. Jefferson Street from Southern Strategies Group for \$3,242 a month for a period of six months (\$19,450) with two optional six-month extensions.

Report and Discussion

Background:

This item seeks the Board's approval to lease 2,200 square feet on the first floor of the former Tourism Building at 106 E. Jefferson Street, utilizing the proceeds from the sale of the building, in order to continue operating the Leon County Visitor Center at this location for the next 18 months. This lease will continue to provide the Division of Tourism an accessible and public-facing presence during its temporary relocation.

With the sale of the building, the Division of Tourism has been relocated to the Leon County Government Annex (the former BOA Building) for the interim period until the renovations are completed at the historic Amtrak Building. The renovations to the Amtrak Building may take up to two years and will leverage the proximity of the building to the community's most significant tourism assets including the Gaines Street corridor and hotels, Railroad Square Art Park, and the future Convention Center and hotel contemplated in FSU's Arena District Master Plan.

Analysis:

On January 15, 2019, the sale of the Tourism Building to Southern Strategies Group for \$2,250,000 would have been completed. For continuity in visitor services, the need of a public presence for the Welcome Center is deemed necessary during the temporary relocation of the Division of Tourism to the Leon County Government Annex (former BOA Building). With the Division of Tourism's presence (branding, signage, etc.), equipment, and retail store already established at 106 E. Jefferson, maintaining of the first-floor space is a logical transition. Section 8, of the County Real Estate Policy requires Board approval to lease space and to approve leases that exceed \$25,000 annually. The initial term is for six months and allows for up to two six-month extensions. Funding for the lease payments will come from the net proceeds from the sale of the same building.

Options:

1. Authorize the County Administrator to execute a lease, in a form approved by the County Attorney, of the first floor of 106 E. Jefferson Street from Southern Strategies Group for \$3,242 a month for a period of six months (\$19,450) with two optional six-month extensions.
2. Do not approve executing a lease at 106 E. Jefferson Street from Southern Strategies Group.
3. Board direction.

Recommendation:

Option #1

**Leon County
Board of County Commissioners
Notes for Agenda Item #15**

Leon County Board of County Commissioners

Agenda Item #15

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator
Herbert W.A. Thiele, County Attorney

Title: Request to Schedule a First and Only Public Hearing to Consider a Proposed Resolution Renouncing and Disclaiming any Right of the County in a Portion of Gaines Street Right-of-Way Encroached Upon by Waterworks Property, for February 12, 2019, at 6:00 p.m.

Review and Approval:	Vincent S. Long, County Administrator Herbert W.A. Thiele, County Attorney
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Brent Pell, P.E., Director of Public Works Scott Ross, Director, Office of Financial Stewardship
Lead Staff/ Project Team:	Dan Rigo, Assistant County Attorney Mitzi M. McGhin, Real Estate Specialist

Statement of Issue:

The Seller (City of Tallahassee) and Buyer (North American Properties) of the historic Waterworks property are requesting the County disclaim any ownership of approximately five feet of Gaines Street right-of-way immediately adjacent to the historic Waterworks building in order to have clear title necessary to effectuate the real estate transaction. This action requires a public hearing which is recommended be scheduled for February 12, 2019 at 6:00 p.m.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

Option #1: Schedule a First and Only Public Hearing to consider a proposed Resolution renouncing and disclaiming any right of the County in a portion of the Gaines Street right-of-way encroached upon by the Waterworks property for February 12, 2019, at 6:00 p.m.

Title: Request to Schedule a First and Only Public Hearing to Consider a Proposed Resolution Renouncing and Disclaiming any Right of the County in a Portion of Gaines Street Right-of-Way Encroached Upon by Waterworks Property, for February 12, 2019, at 6:00 p.m.

January 22, 2019

Page 2

Report and Discussion

Background:

This agenda item seeks the Board's approval to schedule the first and only public hearing on February 12, 2019 at 6:00 p.m. to consider the adoption of a resolution renouncing and disclaiming any right of the County in a portion of the Gaines Street right-of-way encroached upon by the Waterworks property located on the north side of Gaines Street between South Gadsden Street and South Meridian Street (Attachment #1). This portion of Gaines Street was classified as a County road in the 1970's by the Florida Department of Transportation as part of the statutorily mandated functional classification of roads enacted by the Legislature in 1977. As of that classification date, the County has been responsible for the operation and maintenance of the roadway portion of the Gaines Street right-of-way. However, pursuant to the statute, the City of Tallahassee has continued to be responsible for the portions of the right-of-way lying outside the curbs of the roadway including the sidewalks and landscaping.

In October 2018, the County Attorney's Office was contacted by the attorney for North American Properties, Inc. ("NAP"), the developer of the large-scale project being constructed adjacent to Cascades Park. As part of its project, NAP is under contract with the City to purchase the City's Waterworks property. The title work for the purchase revealed that the southernmost building on the property encroaches approximately five feet into the Gaines Street right-of-way. In order for the City to provide clear title to the property, the title underwriter is requiring abandonment of any rights of both the City and the County in the encroachment area. Pursuant to the purchase and sale agreement, the City is responsible for the costs associated with the abandonment. County staff has received requests from both NAP and the City for the County to proceed with its abandonment of the right-of-way lying within encroachment area (Attachment #2).

Due to the fact that the encroachment area lies outside the boundaries of the roadway, within the portion of the right-of-way never accepted for use or maintenance by the County nor ever otherwise used for roadway purposes, the appropriate procedure in this instance is the County's renunciation and disclaimer of interest in the right-of-way rather than an abandonment. At the time of submitting this agenda request, the only available sketch and description of the encroachment area was a preliminary survey provided by the City (Attachment #3). According to City staff, the size of the encroachment area is being modified slightly due to a growth management setback request and the investigation of a utility vault located just outside the front door of the main Waterworks building.

Upon the City submittal of the complete application and attachments, Real Estate staff will solicit comments from appropriate County staff with regard to any items of concern. The responses from staff will be included in the public hearing agenda item.

Title: Request to Schedule a First and Only Public Hearing to Consider a Proposed Resolution Renouncing and Disclaiming any Right of the County in a Portion of Gaines Street Right-of-Way Encroached Upon by Waterworks Property, for February 12, 2019, at 6:00 p.m.

January 22, 2019

Page 3

Analysis:

Florida Statutes, Sections 336.09 and 336.10, authorizes the Board, on its own motion or upon the request of any person or persons, to renounce and disclaim any right of the County and the public, in and to land delineated on any recorded plat as a street, alleyway, or road. In order to accomplish this, the Board is required to hold a public hearing with a notice published at least two weeks prior to the date of the public hearing. After conducting the public hearing, any action of the Board regarding the renunciation and disclaimer must be evidenced with the adoption of a Resolution. The Resolution as adopted must then be recorded in the official records of Leon County.

Staff is requesting that the Board schedule a public hearing for Tuesday, February 12, 2016, at 6:00 p.m. to consider the adoption of a Resolution renouncing and disclaiming any right of the County in the Gaines Street right-of-way within the encroachment area.

Options:

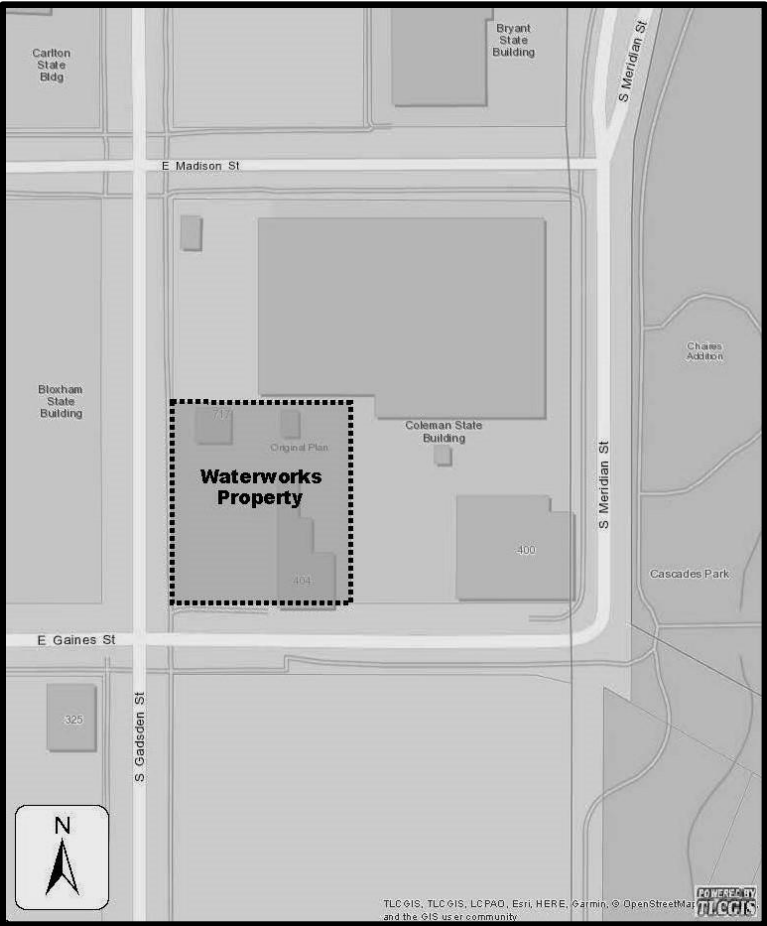
1. Schedule a First and Only Public Hearing to consider a proposed Resolution renouncing and disclaiming any right of the County in a portion of the Gaines Street right-of-way encroached upon by the Waterworks property for February 12, 2019, at 6:00 p.m.
2. Do not schedule a First and Only Public Hearing to consider a proposed Resolution renouncing and disclaiming any right of the County in a portion of the Gaines Street right-of-way encroached upon by the Waterworks property for February 12, 2019, at 6:00 p.m.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Location map and aerial of Waterworks property
2. Request for abandonment from City and NAP
3. Area of encroachment within Gaines Street right-of-way



1/9/2019

Old City Waterworks - E. Gaines Street - Daniel Rigo

Old City Waterworks - E. Gaines Street


Culverhouse, Robert

Mon 11/19/2018 9:58 AM

To: Mitzi McGhin <McGhinM@leoncountyfl.gov>;

Cc: Daniel Rigo <RigoD@leoncountyfl.gov>; Rillstone, Douglas <douglas.rillstone@nelsonmullins.com>;

Categories: Low priority

 1 attachments (173 KB)

Water Works Building Encroachment Sketch of Description Revised 103118.pdf;

Good Morning Mitzi:

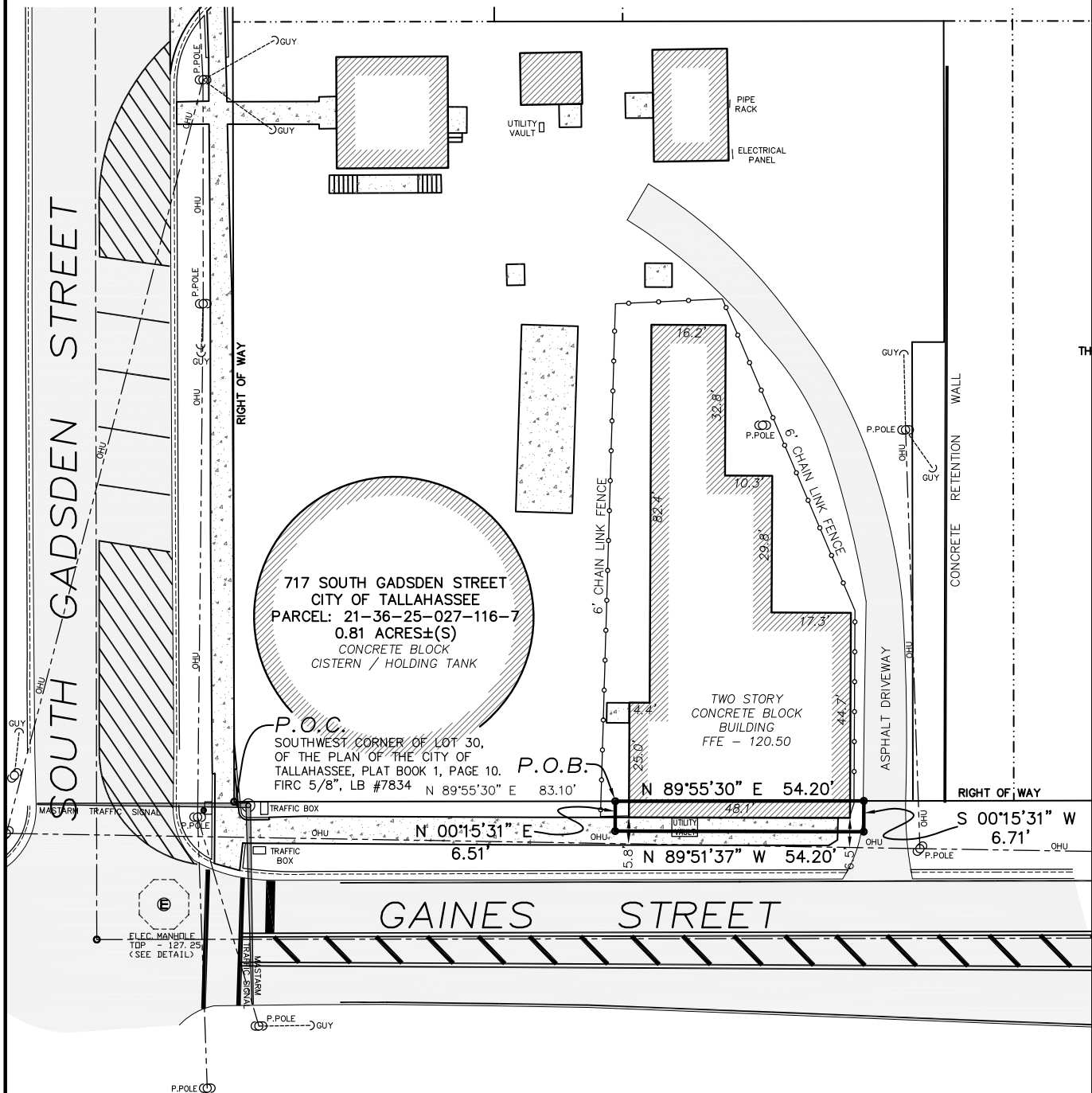
The City would like to proceed with an abandonment of Leon County's interest (if any) in a 360 +/- square foot area located north of the E. Gaines Street right-of-way and adjacent to the Old City Waterworks property located at 404 East Gaines Street (Parcel ID 21-36-25-027-1167). I have attached a surveyor's exhibit depicting the area to be abandoned.

I spoke with Dan earlier today, and he suggested that you were the best person to walk me through the process. Can you point me in the right direction?

Thanks,

Robert B. Culverhouse - Supervisor Right-of-Way Acquisition
City of Tallahassee - Real Estate Management
300 S. Adams Street, Box A-15 - Tallahassee, FL 32301
Email: robert.culverhouse@talgov.com
Telephone: 850/891-8068
Fax: 850/891-0943

SKETCH OF DESCRIPTION



LEGAL DESCRIPTION

COMMENCE at a found 5/8" iron rebar w/ plastic cap (LB #7834) marking the Southwest CORNER OF Lot 30 of the Plan of The City of Tallahassee as per map or plat thereof recorded in Plat Book 1, Page 10 of the Public Records of Leon County, Florida, said point marking the intersection of the Northerly right of way boundary of Gaines Street with the Easterly right of way boundary of South Gadsden Street, thence run North 89 degrees 55 minutes 30 seconds East along said Northerly right of way boundary a distance of 83.10 feet to the POINT OF BEGINNING.

From said POINT OF BEGINNING continue North 89 degrees 55 minutes 30 seconds East along said Northerly right of way boundary a distance of 54.20 feet, thence leaving said Northerly right of way boundary run South 00 degrees 15 minutes 31 seconds West a distance of 6.71 feet, thence run North 89 degrees 51 minutes 37 seconds West a distance of 54.20 feet, thence run North 00 degrees 15 minutes 31 seconds East a distance of 6.51 feet to the POINT OF BEGINNING.



I hereby certify that this survey meets the standards of practice as set forth by the Florida Board of Surveyors and Mappers in Chapter 50-17 Florida Administrative Code, pursuant to Section 472.027, Florida Statutes.

Steven W. Stinson
STEVEN W. STINSON
FLORIDA PROFESSIONAL LAND SURVEYOR No. 5457
FLORIDA LICENSED BUSINESS No. 7834
DATE 11/09/18

NOTES

1. THIS IS NOT A BOUNDARY SURVEY.
2. NO TITLE OPINION OR ABSTRACT OF MATTERS CONCERNING THIS PROPERTY WAS FURNISHED AT THE TIME OF THIS SURVEY.
3. THE BOUNDARIES SHOWN HEREON ARE BASED ON EXISTING MONUMENTATION.
4. NO UNDERGROUND UTILITIES WERE LOCATED EXCEPT AS SHOWN.
5. NO OTHER IMPROVEMENTS WERE LOCATED EXCEPT AS SHOWN.
6. THIS SURVEY IS NOT VALID WITHOUT THE SIGNATURE AND ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

Meridian
SURVEYING and MAPPING INC.
3201 Shamrock Street South, Suite #102
Tallahassee, Florida 32309
Office: (850) 668-7641 Fax: (850) 668-7648

DRAWN BY : E.WILLS	SHEET NO.
CHECKED BY : S.STINSON	1
DATE : October 31, 2018	OF 1
REVISED:	
SCALE 1" = N/A	JOB NO.
FIELD BOOK N/A PAGE N/A	64926.07
DATE OF SURVEY: N/A	

1/9/2019

Re: Waterworks - Building Encroachment - Gaines Street ROW - Daniel Rigo

Re: Waterworks - Building Encroachment - Gaines Street ROW

Douglas Rillstone <douglas.rillstone@nelsonmullins.com>

Mon 11/5/2018 10:31 AM

To: Daniel Rigo <RigoD@leoncountyfl.gov>;

Cc: Charles Wu <WuC@leoncountyfl.gov>; Rillstone, Doug <douglas.rillstone@nelsonmullins.com>;

1 attachments (6 KB)

IMAGE.jpeg;

Dan,

We finally closed on the Cascades parcels. I need to follow up with Judy/Robert. There was discussion of a joint process for both City and County.

I'm out of the state through Wednesday.

Douglas J. Rillstone, PA
Nelson Mullins.

On Nov 5, 2018, at 9:10 AM, Daniel Rigo <RigoD@leoncountyfl.gov> wrote:

Doug -- we never did get a chance to have a follow-up discussion about this -- I've seen some emails in the past few days regarding the City moving forward with the abandonment of the ROW encroachment area, but I haven't seen anything about whether the title insurer will require a similar abandonment by the County -- let me know of any updates on this and I'll follow up as needed - thanks.

>>> Douglas Rillstone <douglas.rillstone@nelsonmullins.com> 10/1/18 8:15 PM >>>

Dan,

Thanks for the e-mail and I think a follow up call or visit would be in order.

After reviewing the AGO, the opinion and statutes, all of this would suggest that the County retains ownership of the road (e.g., a way open to travel by the public, including, but not limited to, a street, highway, or alley. The term includes associated sidewalks, the roadbed, the right-of-way, and all culverts, drains, sluices, ditches, water storage areas, waterways, embankments, slopes, retaining walls, bridges, tunnels, and viaducts necessary for the maintenance of travel and all ferries used in connection therewith) but is only responsible for maintenance from back of curb to back of curb, while the City is responsible for the maintenance of the area between the back of curb to the ROW boundary even though they do not own that area of the road (defined above).

That said, the case seems to suggest that the City would have a claim to title if not an entitlement to title.

All that said, in order for us to obtain title, not just insurable title, a joint abandonment approach (County and City) seems to be in order, and was the topic of discussion this afternoon in the City Hall.

I have a couple days of little or no time as we are trying to get Firestone and Bloxham closed in the next two weeks concurrent with the construction loan. What does the rest of your week look like after Wednesday?

<IMAGE.jpeg>

DOUGLAS RILLSTONE PARTNER

douglas.rillstone@nelsonmullins.com

<https://outlook.office365.com/owa/?viewmodel=ReadMessageItem&ItemID=AAMkADc2MTc5YWJjLWQ0ODYtNDVkMC1iNTI4LWEwNmQyMmI5ODc2...> 1/3

1/9/2019

Re: Waterworks - Building Encroachment - Gaines Street ROW - Daniel Rigo

215 SOUTH MONROE STREET
SUITE 400
TALLAHASSEE, FLORIDA 32301
T (850) 205-3326 F 850.521.1460
NELSONMULLINS.COM

**In Florida, known as Nelson Mullins Broad and Cassel*

From: Daniel Rigo <RigoD@leoncountyfl.gov>
Sent: Monday, October 1, 2018 10:55 AM
To: Doug Rillstone <douglas.rillstone@nelsonmullins.com>; Robert Culverhouse <Robert.Culverhouse@talgov.com>
Cc: Ken Morris <Morrisk@leoncountyfl.gov>; Tony Park <ParkT@leoncountyfl.gov>; Brent Pell <PellB@leoncountyfl.gov>; Charles Wu <WuC@leoncountyfl.gov>; Lindsey Magura <Lindsey.Magura@NAProperties.com>
Subject: Re: Waterworks - Building Encroachment - Gaines Street ROW

Doug -- with regard to the maintenance of sidewalks and medians on County road within City limits, the City and County discussed for years the possibility of entering into an interlocal agreement but never did -- instead, it was decided in 2008 that the City and County attorneys would jointly request an Attorney General Opinion and abide by the results of that opinion -- I've attached the September 2008 memo from the County Attorney to the BCC attaching AGO 2008-49 along with the letter from the Mayor to the BCC Chair agreeing to abide by the opinion.

With regard to the presumed dedication (per F.S. 95.361) of the sidewalks and medians to the City upon seven years of continuous maintenance, that issue is not addressed in the AGO so it would be up to the title underwriter as to whether they would consider the City to be the lawful owner of the sidewalks -- for your reference, I've attached the most recent case that I'm aware of the interprets 95.361 with regard to the seven-year maintenance requirement -- give me a call to discuss further (606-2525) -- thanks.

DAN RIGO

Assistant County Attorney
Leon County Attorney's Office
Suite 202, 301 South Monroe Street
Tallahassee, Florida 32301
(850) 606-2500 Phone
(850) 606-2501 Fax

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>>> Douglas Rillstone <douglas.rillstone@nelsonmullins.com> 10/1/18 9:05 AM >>>
Gentlemen,

I trust all had a good weekend. I am following up on a telephone conference with Robert this morning regarding the main building on the Waterworks parcel and its encroachment into the Gaines Street ROW. From our conversations, it is

<https://outlook.office365.com/owa/?viewmodel=ReadMessageItem&ItemID=AAMkADc2MTc5YWJjLWQ0ODYtNDVhMC1iNTI4LWEwNmQyMmI5ODc2...> 2/3

1/9/2019

Re: Waterworks - Building Encroachment - Gaines Street ROW - Daniel Rigo

understood that as between the County and City, the County has the ownership interest of the Gaines Street ROW from back of curb to back of curb and the City has the ownership interest from the back of curb to the outward edge of the ROW. It is my understanding that there is an agreement between the City and County which provides for maintenance responsibilities as between the City and County for such ROWs, and that the City derives its ownership interest under such agreement and Section 95.391, Florida Statutes (Roads presumed to be dedicated).

Could you provide our office a copy of the City/County agreement as noted above?

<IMAGE.jpeg>

DOUGLAS RILLSTONE PARTNER

douglas.rillstone@nelsonmullins.com

215 SOUTH MONROE STREET

SUITE 400

TALLAHASSEE, FLORIDA 32301

T (850) 205-3326 F 850.521.1460

NELSONMULLINS.COM

**In Florida, known as Nelson Mullins Broad and Cassel*

We are pleased to announce that effective August 1, 2018, Broad and Cassel LLP has combined with the law firm of Nelson Mullins Riley & Scarborough LLP. In Florida, the firm will be known as Nelson Mullins Broad and Cassel and will bring together 750 lawyers and policy advisors from Nelson Mullins and Broad and Cassel to create a top Am Law firm. We are excited to be able to offer our clients the same quality lawyers and service, sophisticated work product, and quality advice they have come to expect from Broad and Cassel, but with a broader set of services and with expanded reach into other markets. For more information, please visit our website at www.nelsonmullins.com. Thank you for allowing us to continue to serve your legal needs moving forward.

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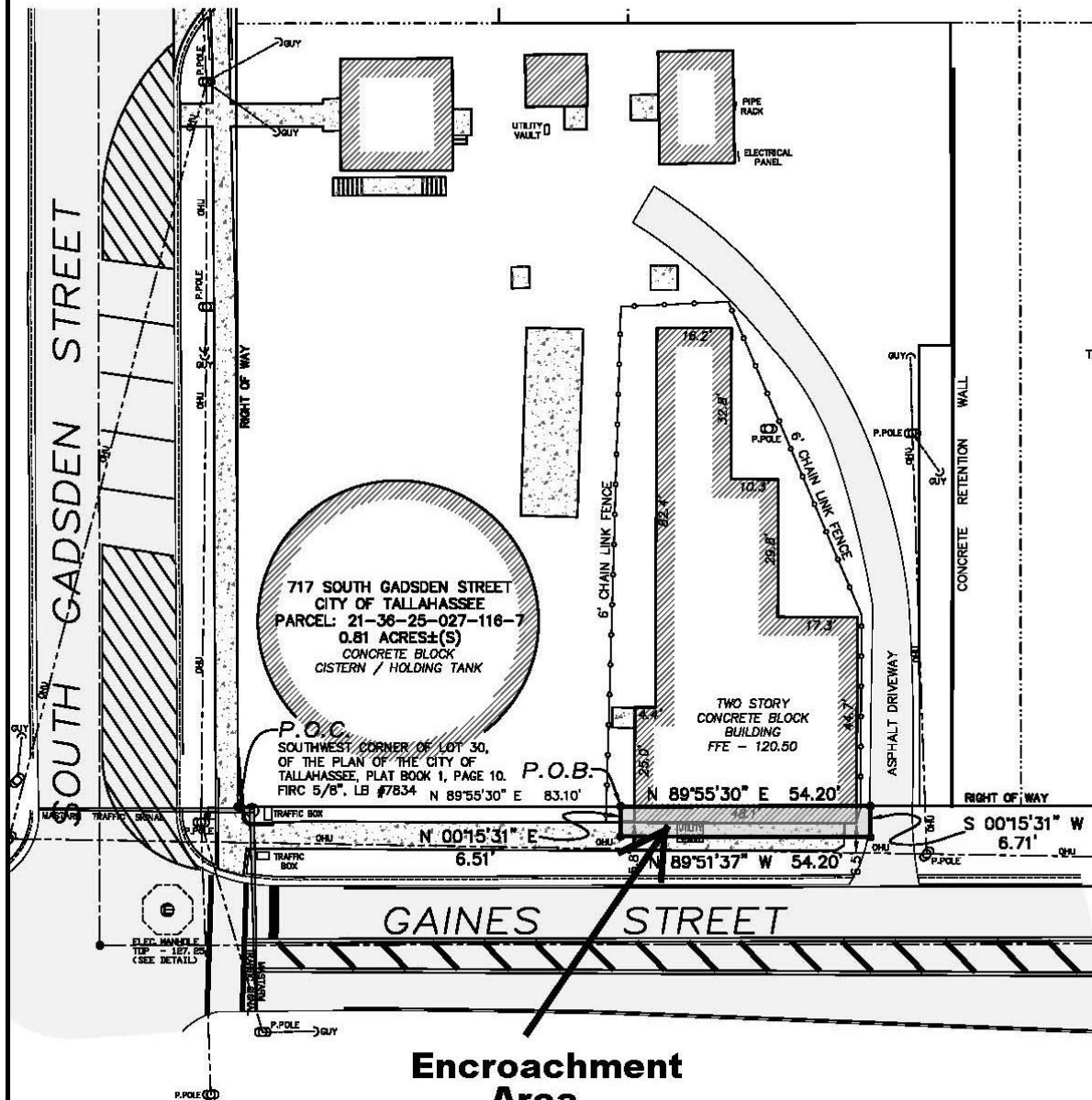
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<IMAGE.jpeg>

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SKETCH OF DESCRIPTION



LEGAL DESCRIPTION

COMMENCE at a found 5/8" iron rebar w/ plastic cap (LB #7834) marking the Southwest CORNER OF Lot 30 of the Plan of The City of Tallahassee as per map or plat thereof recorded in Plat Book 1, Page 10 of the Public Records of Leon County, Florida, said point marking the intersection of the Northerly right of way boundary of Gaines Street with the Easterly right of way boundary of South Gadsden Street, thence run North 89 degrees 55 minutes 30 seconds East along said Northerly right of way boundary a distance of 83.10 feet to the POINT OF BEGINNING.

From said POINT OF BEGINNING continue North 89 degrees 55 minutes 30 seconds East along said Northerly right of way boundary a distance of 54.20 feet, thence leaving said Northerly right of way boundary run South 00 degrees 15 minutes 31 seconds West a distance of 6.71 feet, thence run North 89 degrees 51 minutes 37 seconds West a distance of 54.20 feet, thence run North 00 degrees 15 minutes 31 seconds East a distance of 6.51 feet to the POINT OF BEGINNING.



**Leon County
Board of County Commissioners
Notes for Agenda Item #16**

Leon County Board of County Commissioners

Agenda Item #16

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Hurricane Michael After-Action Report

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 Mathieu Cavell, Assistant to the County Administrator for Community Relations and Resilience Kevin Peters, Director of Emergency Management

Statement of Issue:

This item presents and requests Board acceptance of the Hurricane Michael After-Action Report. This report provides findings and recommendations based upon an exhaustive review of Leon County's preparation, response and recovery from Hurricane Michael. The 83 findings and 68 specific recommendations herein identify opportunities for continuous improvement of Leon County's organizational readiness to manage future emergencies and enhance community resilience.

Fiscal Impact:

This item has a fiscal impact. Total Hurricane Michael recovery expenses are estimated at \$22.1 million of which 87.5% are anticipated to be reimbursed by FEMA. Currently, the budget includes \$13.0 million to pay for these expenses. While existing County fund balances and budgeted reserves are sufficient to cover these expenses, this item also recommends establishing a bank line-of-credit for the additional funds needed to ensure adequate cash flow until FEMA reimbursements occur and maintaining reserve policy minimums.

Staff Recommendation:

- Option #1: Accept the Hurricane Michael After-Action Report and direct staff to implement the report's recommendations (Attachment #1).
- Option #2: Approve the Resolution and Associated Budget Amendment (Attachment #2).
- Option #3: Authorize the County Administrator to issue a request for proposal for a \$5.47 million bank line-of-credit.

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. On October 23, 2018 staff provided a status report on the County's response and recovery efforts related to Hurricane Michael. Consistent with the Leon County Comprehensive Emergency Management Plan, the County Administrator noted that an upcoming after-action report would be presented to the Board within 120 days following the incident. This report was completed and delivered to the Board for consideration at the January 22, 2019 meeting, 99 days following the deactivation of the Emergency Operations Center on October 15.

Analysis:

Staff has developed the attached (Attachment #1) Hurricane Michael After-Action Report to provide a comprehensive evaluation and assessment of the plans, preparations, response, and recovery efforts associated with the storm. This assessment resulted in the identification of 83 findings and 68 specific recommendations to build upon our community's successful response efforts and become even stronger for the next emergency. Reflecting Leon County's continuous commitment to enhancing our community's preparedness, response, and recovery capabilities, this report will result in the overall implementation of 288 findings and 213 specific recommendations for improvement in total over the past three years.

Estimated Cost and Funding for Hurricane Michael

Estimated costs are \$22.1 million to pay for debris removal, other minor damage, and consulting services to ensure maximum reimbursement from FEMA. As noted in the After-Action Report, the total amount of debris collected exceeded over 1 million cubic yards of debris as a result of Hurricane Michael, compared to 200,000 following Hurricane Hermine and 40,000 following Hurricane Irma. Based on FEMA and State guidelines, the County anticipates receiving reimbursement of 87.5% (\$19.34 million) with the County responsible for 12.5% (\$2.76 million). Table #1 below summarizes the recommended funding necessary to make payments prior to receiving FEMA reimbursement.

Table #1: Summary of Recommended Funding (in millions)

<i>Cash Flow until FEMA Reimbursement (87.5%)</i>	
Fund Balance	\$13.87
Bank line-of-credit	\$5.47
<i>Subtotal Cash Flow</i>	<i>\$19.34</i>
<i>County Match (12.5%)</i>	
Amendment #1 Reserve	\$2.09
Fund Balance	\$0.67
<i>Subtotal County Match</i>	<i>\$2.76</i>
<i>Total FEMA and County</i>	<i>\$22.10</i>

In summary, this item recommends paying for recovery expenses from the following sources (Attachment #2):

- **\$13.87 million from fund balance.** \$13.0 million was previously appropriated from fund balance to the Catastrophe Reserve during the FY 2019 carryforward process. This item recommends an additional \$870,000 be appropriated. Pursuant to County policy, appropriating this amount maintains the fund balance at the required 10% minimum necessary for cash flow.
- **\$5.47 million from a recommended bank line-of-credit.** This item also recommends authorizing the County Administrator to issue a Request for Proposal for a \$5.47 million bank line-of-credit to fund the remaining estimated recovery costs in order to maintain the County's reserve levels at 10%. The County's policy establishes maintaining a 10% reserve level to ensure adequate funds are available to meet existing obligations such as payroll, contracts, etc. In addition, the recommended loan would be for a short term with an extremely competitive interest rate. If approved, the County would conduct a competitive bid to secure the line-of-credit and be brought to the Board for approval at the February 26, 2019 meeting including the associated Budget Amendment.
- **\$2.09 million be reallocated from the budgeted reserve for the possible impacts of Amendment #1 (the additional homestead exemption) to pay for the County's match requirement.** These funds are no longer needed in reserve to balance future budgets since Amendment #1 failed on the November 2018 general election ballot. With the considerable increase in cost related to debris removal, the County's match has correspondingly increased, necessitating the recommendation to utilize this reserve. If this reserve is not utilized, a further reduction in fund balance and increase in borrowing would be required. The future use of the recurring funds supporting this reserve will be considered as part of the upcoming FY2020 budget process.
- **\$670,000 in additional general fund balance as part of the County match.** Pursuant to County policy, appropriating this amount maintains the fund balance at the required 10% minimum necessary for cash flow.

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. The contract is for three years. Based on an evaluation of the final storm damage from Hurricane Michael, Leon County has engaged its contracted emergency management consultant to assist with the Hurricane Michael FEMA reimbursement process. The consultant services are currently estimated to cost \$900,000, of which \$787,500 (87.5%) will be reimbursed from FEMA.

In addition to this After-Action Report, during the October 23, 2018 meeting it was requested that staff provide a summary of the economic impact to Leon County associated with Hurricane Michael. Leon County contracts with the research firm Downs & St. Germain to provide quarterly

reports regarding direct spending and total economic impact of visitors to the County. This report provides the best source of data to assess Hurricane Michael's local economic impact. At this time, Downs & St. Germain is preparing the 1st Quarter visitor report, which provides data for the period including October through December 2018. Staff anticipates that this report will be available by the end of January, at which time the County Administrator will provide a memo to the Board including this information. Notwithstanding this, the Hurricane Michael After-Action Report includes an analysis regarding the increased hotel occupancy following the storm; Leon County's coordination with local hoteliers, the State of Florida, and other partners to accommodate evacuees and mutual aid personnel; insurance claims data; federal disaster assistance data provided to Leon County citizens; and more.

Options:

1. Accept the Hurricane Michael After-Action Report and direct staff to implement the report's recommendations (Attachment #1).
2. Approve the Resolution and Associated Budget Amendment (Attachment #2).
3. Authorize the County Administrator to issue a request for proposal for a \$5.47 million bank line-of-credit.
4. Do not accept the Hurricane Michael After-Action Report.
5. Board direction.

Recommendation:

Options #1, #2 and #3

Attachments:

1. Hurricane Michael After-Action Report
2. Resolution and Budget Amendment

Hurricane Michael After-Action Report

Report and Recommendations to the Leon County
Board of County Commissioners

January 22, 2019

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Hurricane Michael After-Action Report

Executive Summary

Following any large-scale emergency event, Leon County conducts an extensive after-action review to assess the preparedness, response, and recovery activities taken and to identify strengths and weaknesses in these efforts as well as recommendations for improvement during future emergencies. This report presents the results of a review of Leon County's emergency operations relative to Hurricane Michael as well as 83 findings and 68 specific recommendations to build upon our community's successful response efforts and become even stronger for the next emergency.

This After-Action Report details the activities of Leon County and partner agencies in preparing for, responding to, and recovering from Hurricane Michael. Hurricane Michael was 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. On October 10, 2018, Hurricane Michael made landfall as a high-end Category 4 hurricane near Mexico Beach, Florida and caused significant widespread damage throughout the Florida Panhandle and Big Bend region. Leon County experienced tropical storm-force wind gusts for a prolonged period of approximately 12 hours that downed thousands of trees, blocking over 1,000 road segments and causing widespread power outages to up to 95% of utility customers throughout the county; damaged nearly 1,200 homes in Leon County including 25 that were destroyed; and required a massive debris collection operation to remove storm-generated debris from homes and roadways. The storm-related damage caused by Hurricane Michael required the longest and most extensive activation of the Leon County Emergency Operations Center to date; however, Leon County emerged with no major flooding issues and more importantly, no loss of life from the storm.

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. This required the prolonged cooperation of 58 distinct agencies, including numerous County and City departments, law enforcement agencies, and other community and state partners which tested the coordination and execution of resources and the effectiveness of established protocols. However, the implementation of clear plans, policies, and procedures, systematically updated to reflect continuous improvements (including those identified in the County's previous Hurricane Hermine and Hurricane Irma After-Action Reports) and executed by well-trained professional staff, enabled Leon County and its partner agencies to respond quickly and effectively to meet the needs of Leon County citizens as well as evacuees to our community from other areas during the incident. Once again, these efforts benefitted immensely from the close coordination facilitated in Leon County's Emergency Operations Center, which performed at a level commensurate with its design during its third major activation involving fully integrated multi-agency staffing over multiple operational periods in as many years. Throughout the Hurricane Michael incident, over 530 Leon County Government staff, in partnership with many hundreds more partner agency and mutual aid personnel, 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 following the storm, ensuring the availability of hotel rooms for 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. These and other specific actions taken by Leon County staff and partner agencies to prepare for, respond to, and recover from Hurricane Michael are included in the following sections of this report.

Every emergency exposes different vulnerabilities, tests a community's partnerships differently, and reveals opportunities for improvement in different ways. However, a common element of every emergency is that they all require responding agencies to learn from them so that we remain in a constant state of becoming more prepared for the next one. This principle is fundamental to the field of emergency management. According to the National Incident Management System, which was

Hurricane Michael After-Action Report

developed by the U.S. Department of Homeland Security and is universally regarded as the comprehensive national approach to incident management:

Preparedness is essential for effective incident and emergency management and involves engaging in a continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to achieve and maintain readiness to respond to emergencies.

The purpose of this After-Action Report, accordingly, is to build upon the strengths of Leon County Emergency Management and its partnerships with other responding agencies and to identify areas for continuous improvement to make our community even stronger and more resilient to future disasters. This report reflects a holistic and comprehensive effort, which began even while the County was still in the recovery mode (as recommended by the Federal Emergency Management Agency), to extract every possible lesson learned so that improvements and refinements can be made in order to be better prepared in the future. Following Hurricane Michael, Leon County Administration and Leon County Emergency Management compiled and analyzed information over a three-month period from feedback gathered directly from citizens, debriefing meetings with personnel involved in response and recovery efforts, follow-up interviews with key staff, and a close examination of numerous planning documents, policies, agreements, training logs, and other records for consistency with the actions taken during the incident. The analysis, findings, and recommendations presented in this After-Action Report are vital for continuously improving Leon County's ability to respond and recover from future disasters. They include recommendations to further enhance the County's emergency plans and overall strategies for emergency management as well as recommendations addressing tactical, operational, technological, and procedural components of the County's response and recovery efforts.

As is the case with any emergency event or disaster, Hurricane Michael presented a unique set of challenges for residents and responders and specific opportunities for improvements and refinements to continue to enhance our resiliency for the next disaster. Resulting in the largest-ever activation of emergency personnel and resources in Leon County, Michael was the greatest test to date of Leon 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.

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

Hurricane Michael After-Action Report

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 Leon County Board of County Commissioners 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 by Leon County's implementation 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.

The unprecedented level of activation and mobilization of resources before, during, and after Hurricane Michael provided another unique opportunity for Leon County to extract every possible lesson learned so that we can continue to improve our ability to respond to future disasters. Reflecting Leon County's continuous commitment to enhancing our community's preparedness, response, and recovery capabilities, we recognize that we must continue to enhance our plans and capabilities to prepare for even greater, more severe disasters. The implementation of this Hurricane Michael After-Action Report will result in the overall implementation of 288 findings and 213 specific recommendations for improvement in total over the past three years and will once again serve to make a strong response by Leon County even stronger.

Leon County Government wishes to acknowledge and thank the County's Constitutional Officers, the City of Tallahassee, partner agencies and their staff, local nonprofit service providers, the many citizens who provided feedback during and following the incident, and all other individuals and groups that have shared their thoughts and provided suggestions for this report. A copy of this report will be distributed to each of our local, state, and federal emergency management partners in order to share the lessons learned from Hurricane Michael and the specific findings and recommendations for improvement contained herein.

Hurricane Michael After-Action Report

Summary of Findings and Recommendations:

Finding #1: The community listening session held following Hurricane Michael continued to provide important opportunities to learn from citizens about how Leon County Government and partnering response agencies can best meet the needs of the community during future disasters.

Finding #2: Hurricane Michael was a valuable learning experience and provided several opportunities to continually enhance Leon County's emergency preparedness and ability to respond to and recover from disaster events. These opportunities are detailed throughout this report.

Recommendation 2.1: Update the Leon County CEMP to incorporate the findings and recommendations identified in this report.

Lead Agencies: Leon County Emergency Management

Finding #3: The Tallahassee-Leon County Local Mitigation Strategy LMS is an important tool in identifying mitigation projects that may be suitable for various hazard mitigation grant opportunities and is scheduled for a comprehensive update in 2020.

Recommendation 3.1: Engage each work area in Leon County government to review the hazard mitigation initiatives currently included in the plan and identify any new initiatives to consider including in the 2020 LMS update.

Lead Agencies: Leon County Emergency Management

Support Agencies: Tallahassee-Leon County Planning Department

Finding #4: Enhanced training opportunities hosted at the Public Safety Complex, as recommended in the Hurricanes Hermine and Irma After-Action Reports, were useful in keeping County and partner agency staff prepared and ready to respond to Hurricane Michael. There exists a continual need to identify and provide emergency management training opportunities for response and recovery personnel throughout the community.

Recommendation 4.1: Continue to identify NIMS training needs for new and existing County staff as well as personnel from partner agencies and provide training opportunities to meet these needs.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Human Resources

Finding #5: As demonstrated by three consecutive years of hurricane damage by Hurricanes Hermine, Irma, and Michael, Leon County's practice of maintaining designated emergency reserves continues to be beneficial to ensure the vital availability of funds for disaster-related expenses.

Recommendation 5.1: Continue to maintain unrestricted emergency reserves in the General Fund/Fine and Forfeiture Fund budget and maintain the Catastrophe Reserve as specified in Policy No. 07-2.

Lead Agencies: Leon County Office of Financial Stewardship

Support Agencies: Leon County Administration

Finding #6: As a result of lessons learned from Hurricanes Hermine and Irma, Leon County has made significant enhancements to help our community become better prepared for and resilient to disasters.

Recommendation 6.1: Continue to distribute and promote the annual Disaster Survival Guide; host public events to educate citizens about the importance of disaster preparedness; and promote the Citizens Connect mobile app as the primary source of timely, accurate, and vetted emergency information during future emergencies.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Community and Media Relations

Hurricane Michael After-Action Report

Finding #7: The process of manually filling sandbags is slow and can result in long lines during major incidents. Additionally, Citizen Information Line personnel received several calls for information regarding assistance for senior citizens and disabled individuals to help fill and load sandbags at distribution sites.

Recommendation 7.1: Evaluate building or purchasing equipment, such as “sandbag tubes,” to assist citizens with filling sandbags more quickly during future emergencies.

Lead Agencies: Leon County Public Works

Support Agencies: Leon County Office of Resource Stewardship

Finding #8: Following Hurricane Michael, staff identified an opportunity to relocate the sandbag distribution site in northwestern Leon County to provide better ingress and egress, and to provide a single site for pre- and post-storm assistance.

Recommendation 8.1: Relocate sandbag operations from J. Lee Vause Park to Fred George Park to provide better accessibility and centralize multiple post-storm services such as Points of Distribution.

Lead Agencies: Leon County Public Works

Support Agencies: Leon County Office of Resource Stewardship

Finding #9: The Leon County EOC facilitated the close coordination of vital information and resources during its third major test in as many years and was a primary factor contributing to the success of response and recovery operations.

Finding #10: An embedded National Weather Service meteorologist assisted public safety agencies and emergency support functions in preparing for and responding to Hurricane Michael with timely updates on changing conditions, weather impacts, and timing and duration of hurricane-force winds.

Recommendation 10.1: As part of any weather-related activation of the Emergency Operations Center, Leon County will request that the National Weather Service embed a meteorologist with Emergency Management to support disaster response activities. Also, before hurricane season, Emergency Management will notify the National Weather Service of staff's intent to request a meteorologist should a weather-related activation occur.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #11: In addition to requesting resources from the State EOC to assist Leon County's response and recovery operations, the State EOC also requested mutual aid support from Leon County and our local emergency partners in the days and weeks following Hurricane Michael for other affected areas to our west.

Recommendation 11.1: Host a debriefing meeting in early 2019 with Leon County and partner agency personnel who were deployed to other affected areas following Hurricane Michael to extract additional lessons based on their experience.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Hurricane Michael After-Action Report

Finding #12: Hurricane Michael was the first full-scale incident for the State EOC utilizing the WebEOC platform. While most of Leon County's resource requests were fulfilled timely and accurately, there remains some opportunity for improved coordination with the State EOC regarding the process for submitting and managing resource requests through WebEOC, as indicated in the State of Florida's After-Action Report for Hurricane Michael.

Recommendation 12.1: Coordinate with the Florida Division of Emergency Management and statewide emergency management stakeholders to support FDEM's implementation of recommendations in its After-Action Report regarding the utilization of WebEOC.

Lead Agencies: Leon County Emergency Management

Finding #13: Leon County's extensive communications efforts related to Hurricane Michael resulted in its preparedness messaging being seen, heard, and read nearly 3 million times over the course of the incident.

Finding #14: As a result of implemented recommendations from the 2016 Hurricane Hermine After-Action Report, Leon County now maintains a partnership with WFSU as the definitive resource for emergency and public safety information on the radio.

Finding #15: The enhanced utilization of County personnel to support the Citizens Information Line was identified as a recommendation in the Hurricane Irma After-Action Report in 2017 and contributed significantly to the success of CIL operations during Hurricane Michael.

Finding #16: Citizen Information Line supervisors, team leaders, and staff often worked extended shifts during Hurricane Michael.

Recommendation 16.1: Identify and train additional CIL team leaders and supervisors.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Administration, Leon County Human Resources

Recommendation 16.2: Pre-schedule staffing for all CIL staff and volunteers, including any necessary just-in-time training and scheduled shift breaks

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Administration

Finding #17: During the Hurricane Michael activation, the Citizens Information Line received several calls from outside Leon County. Many of these callers sought information regarding available recovery assistance because phone service was interrupted in their home county.

Recommendation 17.1: Develop protocols to prepare vital information during future activations for other counties expected to be impacted, such as shelter locations, how to contact and receive information from local emergency management officials, and how to volunteer or donate.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Emergency Management

Finding #18: During the Hurricane Michael activation, the Citizens Information Line received many calls from contractors and owners of heavy equipment seeking to provide services during the recovery effort.

Recommendation 18.1: Develop protocols to route Citizen Information Line calls from contractors offering recovery assistance to Office of Economic Vitality representatives in the EOC.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Tallahassee-Leon County Office of Economic Vitality

Hurricane Michael After-Action Report

Finding #19: The Citizens Information Line continued to receive calls for assistance following the deactivation of the EOC on October 16.

Recommendation 19.1: Update protocols to keep the Citizens Information Line partially staffed following deactivation of the EOC to provide continued coordination with 2-1-1 Big Bend and to ensure service for citizens who may not know who to call for post-disaster assistance.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Emergency Management, Leon County Office of Information and Technology, Leon County Office of Resource Stewardship

Finding #20: WebEOC was a critical tool used by CIL call takers to route important information and requests for service to the appropriate personnel in the EOC and also to receive important situation updates to relay to callers.

Finding #21: Through coordination at the Leon County EOC, 6 general population emergency shelters were opened in a timely fashion prior to Hurricane Michael serving over 1,500 Leon County citizens and evacuees from other areas.

Finding #22: Risk sheltering operations during Hurricane Michael were significantly enhanced as a result of the recommendations implemented from the Hurricane Irma After-Action Report regarding the revised shelter operations plan in Leon County. However, some areas of risk shelter operations require further enhancement and continued coordination.

Recommendation 22.1: Coordinate with the Capital Area Chapter of the American Red Cross to ensure the availability of supply trailers at all five facilities on the list of preferred risk shelter sites maintained by Leon County Emergency Management and Leon County Schools during future incidents.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Recommendation 22.2: Coordinate with the Capital Area Chapter of the American Red Cross to provide Red Cross “shelter manager kits” and “shelter pocket guides” to all potential risk shelter locations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Recommendation 22.3: Coordinate with Leon County Schools to identify additional staff to support risk shelter operations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Recommendation 22.4: Evaluate the feasibility of utilizing Leon County Schools’ 800 MHz radios, which are already located at school facilities, for communications with risk shelter locations in the event that cellular service is interrupted or unavailable during future emergencies.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Hurricane Michael After-Action Report

Finding #23: Local nonprofit partner agencies have substantial resources available to deploy in support of shelter and mass feeding operations. Additional opportunities exist to further enhance coordination with these partners to more effectively allocate resources during future emergencies.

Recommendation 23.1: Convene a coordination meeting with COAD agencies each year at the beginning of the Atlantic Hurricane Season to discuss what needs may arise under different scenarios, resources that may be available from community partners, and how best to deploy these resources during a potential emergency activation.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Emergency Management

Finding #24: Leon County Animal Control has historically encountered difficulty recruiting volunteers to support pet-accessible shelter operations, including during Hurricane Michael. This can result in Animal Control staff working extended shifts to ensure proper care and service.

Recommendation 24.1: Coordinate with the Big Bend Disaster Animal Response Team to promote volunteer training opportunities in support of future pet-accessible sheltering operations.

Lead Agencies: Leon County Animal Control

Support Agencies: Leon County Volunteer Services

Recommendation 24.2: Engage the City of Tallahassee to discuss the feasibility of assigning Animal Services Center staff to support future pet-accessible sheltering operations.

Lead Agencies: Leon County Animal Control

Support Agencies: Leon County Administration

Finding #25: The Florida Disaster Volunteer Leave Act provides state agency employees with administrative leave to participate in disaster relief services for the American Red Cross. Given the significant turnover among state agency heads in recent years and new Governor's incoming administration, an opportunity exists to re-engage the American Red Cross and Governor's office to raise awareness of this opportunity locally during future disasters.

Recommendation 25.1: Engage the Capital Area Chapter of the American Red Cross and the Executive Office of the Governor to raise awareness and enhance promotion of the Florida Disaster Volunteer Leave Act.

Lead Agencies: Leon County Administration

Support Agencies: Leon County Emergency Management

Finding #26: The State of Florida's After-Action Report for Hurricane Michael included a recommendation regarding enhanced state support for County-managed risk shelters during future disasters.

Recommendation 26.1: Follow up with FDEM to assist and coordinate the availability of state shelter resources during future emergency activations requiring risk shelter operations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #27: The Capital Area Chapter of the American Red Cross Red Cross experienced challenges finding suitable host shelter locations with power, as electric service was disrupted for approximately 95% of utility customers countywide.

Recommendation 27.1: During future disasters involving risk shelter operations, host daily workgroup meetings with all agencies involved in shelter operations to begin planning for risk shelter demobilization and transitioning to host shelter locations as early as possible.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Hurricane Michael After-Action Report

Recommendation 27.2: Evaluate opportunities to assist the American Red Cross with maintaining updated contact lists for potential host shelter locations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Tallahassee-Leon County Consolidated Dispatch Agency

Finding #28: During any emergency requiring shelter operations, some citizens present to the special needs shelter who do not have critical care needs and should instead report to a general population risk shelter. This places additional strain on special needs shelter personnel and resources.

Recommendation 28.1: Engage special needs shelter partners to evaluate additional strategies to educate citizens about the scope and purpose of the special needs shelter and to help direct them to the most appropriate shelter location during future disasters.

Lead Agencies: Leon County Community and Media Relations

Support Agencies: Leon County Emergency Management

Finding #29: Upcoming renovations programmed for Florida High School will expand and enhance the space that can be utilized to support the special needs shelter during future emergencies.

Recommendation 29.1: At the request of Florida High School, engage special needs shelter stakeholders to review the construction plans for upcoming renovations to plan for the best use of the facility once complete.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County EMS

Recommendation 29.2: Identify a backup special needs shelter location in the event that Florida High School is unavailable or reaches capacity during future incidents.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Office of Resource Stewardship, Leon County Administration

Finding #30: The Florida Department of Health in Leon County has indicated a need for additional support for future special needs shelter operations, including personnel to assist with offloading clients from StarMetro buses as they arrive, sourcing and preparing food for special needs shelter clients, and serving food from the cafeteria to shelterees. Florida High School has indicated a willingness to assist in these areas, subject to the availability of resources.

Recommendation 30.1: Engage the Florida Department of Health in Leon County, Florida High School, COAD partner agencies, and Volunteer Leon to identify sources of assistance to meet FDOH's needs.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Volunteer Services

Finding #31: The number of citizens listed on the County's Special Needs Registry typically surges in the days immediately prior to a landfalling hurricane, presenting challenges in planning for the medical care needs of special needs shelterees during the incident.

Recommendation 31.1: Coordinate with StarMetro to include Special Needs Registry information on StarMetro's client intake application.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Hurricane Michael After-Action Report

Finding #32: Florida State University's Director of Emergency Management has expressed an interest in discussing ways that FSU can continue to support Leon County's emergency operations during future incidents.

Recommendation 32.1: To complement ongoing conversations regarding sheltering needs, engage FSU, FAMU, and TCC regarding their involvement in emergency operations, including an evaluation of typical space needs during emergencies and facilities that may be suitable for use.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #33: Following Hurricane Michael, at the October 23, 2018 Board of County Commissioners meeting Leon County received citizen feedback regarding the need to coordinate regional nonprofit agencies wishing to provide disaster relief services to affected areas. Leon County Volunteer Services reached out to the Apalachee Regional Planning Council to discuss the best way to coordinate nonprofit and community aid efforts throughout the region; the consensus recommendation was to continue following the protocol established in the State of Florida CEMP, which designates Volunteer Florida as the lead agency for the statewide coordination of information and activities of voluntary agencies responding in times of disaster and the effective utilization of donated cash, goods, and services. As indicated in Leon County's and the State of Florida's CEMPs, VolunteerLeon personnel were stationed in the EOC and maintained regular coordination Volunteer Florida throughout Hurricane Michael.

Finding #34: Neighboring small, rural counties need additional information and resources to better manage volunteers and donations.

Recommendation 34.1: Through the Leon County Emergency Management Director's leadership role on the Domestic Security Taskforce and as director of the region's most populous county, the County will coordinate with emergency management directors from across the region at standing quarterly meetings to share resources, information, and best practices on volunteers and donations. Additionally, Leon County will involve the Community Organizations Active in Disaster in these quarterly meetings so as to best prepare neighboring counties to receive and distribute donations following a disaster.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Volunteer Services

Recommendation 34.2: Engage Volunteer Florida to provide training on Volunteer and Donations Management for regional emergency management partners as part of the County's multi-year training plan.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Volunteer Services

Finding #35: The State of Florida's After-Action Report for Hurricane Michael included a recommendation to enhance the process of managing volunteers and donations in future disasters, particularly including the involvement of non-profit partners.

Recommendation 35.1: Follow up with FDEM to assist and coordinate the availability of potential local liaisons, including local non-profit partners, to assist the state with volunteer and donations management efforts during future disasters.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Volunteer Services

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Finding #36: Leon County Emergency Management staff, EMS staff, and representatives from the Big Bend Healthcare Coalition stationed in the EOC contacted all 21 skilled nursing home facilities and assisted living facilities in Leon County on a daily basis to conduct precautionary status checks and to ensure that these facilities' needs were met.

Recommendation 36.1: Continue to encourage local health care facilities' participation in the Big Bend Healthcare Coalition, including training opportunities and emergency management exercises.

Lead Agencies: Leon County Emergency Management

Finding #37: The Big Bend Healthcare Coalition served as a single point of contact in the EOC for healthcare facilities throughout the region and provided valuable coordination in conducting facilities' status checks.

Finding #38: Assigning staff to serve as liaison to the hospitals, skilled nursing home facilities and assisted living facilities provided enhanced communication and situational awareness throughout the event which improved overall service delivery.

Finding #39: Staffing paramedics at the special needs shelter provided additional medical services not otherwise available and assisted in alleviating transportation of patients to medical facilities. Resources at the special needs shelter were stressed in providing services for over 150 clients.

Finding #40: Leon County EMS was able to meet service demands throughout Hurricane Irma by pre-deploying ambulance and personnel in the field prior to the storm and utilizing a dynamic staffing model to accommodate an elevated level of demand.

Finding #41: The Leon County Sheriff's Office and Tallahassee Police Department each have one BearCat vehicle that may be useful in responding to life-threatening calls during the height of severe weather in future emergencies.

Recommendation 41.1: Coordinate Leon County EMS and law enforcement agencies to evaluate the feasibility of utilizing BearCat vehicles to support EMS operations while public safety agencies have suspended their response due to severe weather.

Lead Agencies: Leon County EMS

Support Agencies: Leon County Emergency Management

Finding #42: For personnel safety reasons, law enforcement, fire rescue, and EMS agencies suspend their response during high wind events; however, there is no common wind threshold at which each agency suspends its response.

Recommendation 42.1: Coordinate the Leon County Sheriff's Office, Tallahassee Police Department, Tallahassee Fire Department, and Leon County EMS to develop a common protocol for when to suspend and resume service during severe weather events.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County EMS

Recommendation 42.2: Evaluate the feasibility of developing a protocol for non-Countywide suspension of response operations; for instance, when severe weather only affects a portion of the County.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County EMS

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Finding #43: LCSO reported during an after-action debriefing that, for officer safety reasons, it plans to discontinue utilizing its deputies to assist with road clearing efforts during future emergencies.

Recommendation 43.1: Update the County's Debris Management Plan and road clearing protocols as needed to ensure adequate personnel and resources are available during future disasters.

Lead Agencies: Leon County Public Works

Support Agencies: Leon County Emergency Management

Finding #44: The Consolidated Dispatch Agency stationed a representative in the EOC, who provided valuable coordination by making updates to the computer-aided dispatch system with real-time situation information.

Recommendation 44.1: To best safeguard sensitive 911 call information, engage the CDA to review and determine the best location within the EOC for a CDA representative to be stationed during future activations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Consolidated Dispatch Agency, Leon County Office of Information & Technology

Finding #45: During Hurricane Michael, staff observed some duplication of WebEOC tickets, particularly regarding downed power lines, within the CDA workflow.

Recommendation 45.1: Convene a workgroup with law enforcement, fire, EMS, CDA, and electric utility stakeholders to develop a common workflow and training protocol.

Lead Agencies: Leon County Emergency Management

Support Agencies: Consolidated Dispatch Agency, Leon County Office of Information & Technology

Finding #46: County and City personnel quickly cleared all roadways of debris following the storm, enabling other response personnel such as paramedics, law enforcement personnel, and utility restoration workers to access all areas of the community in conducting their operations.

Finding #47: Pre-deploying Public Works crews at strategic locations throughout the County allowed for a faster and more efficient utilization of resources and accelerated the pace of road clearing efforts following Hurricane Michael.

Finding #48: The use of WebEOC significantly enhanced coordination between the EOC and Public Works crews and helped to expedite road clearing operations.

Finding #49: In anticipation of a quick turnaround time to close risk shelters and reopen schools, Public Works utilized downed tree reports to prioritize clearing operations in the vicinity of K-12 schools.

Finding #50: The Tallahassee Police Department was asked by, and assisted, Leon County Schools to drive school bus routes throughout the County to determine if routes were clear prior to schools reopening on Monday, October 15. Additional follow-up is needed to determine which agency is best suited for this task during future emergencies.

Recommendation 50.1: Engage Tallahassee Police Department and Leon County Schools to review this request during Hurricane Michael as well as available resources to determine the best strategy for verifying school bus access during future disasters.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

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Finding #51: County, City, and Talquin's coordination efforts resulted in a quicker response time in resolving power lines and tree entanglements.

Recommendation 51.1: Continue coordination with City of Tallahassee Electric and Talquin Electric to ensure continued assistance with road clearing task force efforts.

Lead Agencies: Leon County Public Works

Support Agencies: Leon County Emergency Management

Finding #52: The Florida Department of Transportation denied Leon County's two requests for assistance clearing storm-generated debris from federal-aid roadways.

Finding #53: Following disasters involving extensive damage to electrical system infrastructure, repairs to major power transmission and distribution systems are prioritized in order to expedite power restoration.

Finding #54: City of Tallahassee Utilities and Talquin Electric followed industry guidelines in the restoration of electrical service following Hurricane Michael – specifically, by restoring the critical transmission system first, followed by electrical substations, then the restoration of neighborhood-level circuits and sub-circuits.

Finding #55: Hurricane Michael caused outages to approximately 135,000 electric utility customers in Leon County. Power was restored to nearly all customers within one week.

Recommendation 55.1: Coordinate with local utility providers to have representatives stationed in the EOC for 1-2 days following full restoration for continued coordination regarding utility customer service.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #56: Some County residents have a Talquin meter box that receives power through the City's utility lines and vice-versa. As a result of lessons learned from recent hurricanes, both utilities have adopted new protocols, specifically for this group of customers situated along the other utility's infrastructure, to share outage information and best coordinate the restoration process.

Finding #57: City of Tallahassee Traffic Operations experienced communications challenges with FDOT's contractor in coordinating information regarding traffic signal outages. Notwithstanding this, other coordination with the State EOC regarding traffic signals and a request for backup generators was effective. Traffic signals were restored quickly following Hurricane Michael utilizing backup generators while main power restoration was ongoing.

Finding #58: Immediately following Hurricane Michael, the Florida Division of Emergency Management offered state-owned portable generators to counties to house and maintain for local public safety uses.

Recommendation 58.1: Coordinate with the Florida Division of Emergency Management to secure state-owned portable generators to be housed in Leon County for local public safety uses.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #59: Similar to Leon County's experience during Hurricanes Hermine and Irma, there was miscommunication from the State EOC during Hurricane Michael regarding the delivery of supplies and materials for Points of Distribution.

Recommendation 59.1: Coordinate with the Florida Department of Emergency Management to review and clarify future expectations for resource mission requests to improve coordination and distribution of disaster relief supplies during future emergencies.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

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Recommendation 59.2: Evaluate the feasibility of renting vehicles and equipment such as box trucks, forklifts, and pallet jacks to support Points of Distribution and warehousing during future disasters.

Lead Agencies: Leon County Office of Resource Stewardship

Support Agencies: Leon County Office of Financial Stewardship

Finding #60: Notwithstanding the logistical and communications challenges with the State EOC, Points of Distribution in Leon County distributed over 500,000 bottles of water, 265,000 meals ready to eat (MREs), and 7,000 bags of ice to Leon County citizens in the days immediately following Hurricane Michael.

Finding #61: Due to the catastrophic storm damage caused by Hurricane Michael, Leon County collected over 1 million cubic yards of storm debris – more than five times the volume collected following Hurricane Hermine in 2016.

Finding #62: On December 14, 2018, FEMA approved the County Administrator's request to remove debris from private rights-of-way, allowing for a federal cost-share reimbursement. It was determined that the removal of such debris was necessary and in the public interest in order to eliminate immediate threats to life, property, and public health and safety and ensure economic recovery of the community

Finding #63: Enhancements made since Hurricane Irma, including amendments to pre-existing debris removal contracts and the purchase of two grapple trucks, significantly expedited the removal of debris in Leon County.

Finding #64: County governments may enact a burn ban under a declared local state of emergency pursuant to Chapter 252, Florida Statutes. Generally, a County may issue a burn ban when conditions create an ongoing likely threat of brush and forest wildfires. Following Hurricane Michael, Leon County followed normal protocols and determined that there was no need to issue a burn ban. This decision was consistent with the Florida Forest Service's designation of hurricane-impacted areas with special requirements for outdoor burning, which did not include Leon County.

Finding #65: Following Hurricane Michael, Leon County received several reports of citizens burning debris piles in residential neighborhoods. The Board of County Commissioners has adopted regulations for debris burning, which should be shared with citizens through public information efforts following future hurricanes.

Recommendation 65.1: Coordinate with the Florida Forest Service and share information regarding local and state requirements for debris burning following future hurricanes.

Lead Agencies: Leon County Community and Media Relations

Support Agencies: Leon County Emergency Management

Finding #66: A segment of Interstate 10 west of Leon County was temporarily closed following Hurricane Michael for debris removal. To ensure the County's ability to provide solid waste disposal during future disasters, the County should evaluate expanding its existing solid waste emergency plans for potential damage scenarios involving disrupted access to the Springhill Landfill and backup landfills in Georgia.

Recommendation 66.1: Evaluate the County's solid waste emergency plans to determine if agreements with additional receiving landfills are needed.

Lead Agencies: Leon County Office of Resource Stewardship

Support Agencies: Leon County Emergency Management

Finding #67: Leon County waived permit fees for storm-related repairs following Hurricane Michael, which allowed citizens to immediately make emergency home repairs while permit offices were closed.

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Finding #68: FEMA's high level of support and visibility following Hurricane Michael ensured disaster survivors received the best case management and information. Also, FEMA's involvement in the County's community listening session led to direct, timely assistance for those in need.

Recommendation 68.1: Following any federally declared disaster that affects Leon County, Emergency Management will work directly with the State of Florida's State Emergency Response Team (SERT) to request FEMA provide staff liaisons and support similar to or exceeding the functions provided during Hurricane Michael: Disaster Survivor Assistance Teams, an embedded EOC liaison, public information support, and intergovernmental affairs.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #69: Following Hurricane Michael, the Leon County Board of County Commissioners approved an elevated level of Catastrophe Reserve funding for Fiscal Year 2019 in order to ensure adequate availability of funds to restore the community to pre-catastrophe levels prior to assistance and reimbursements being available from FEMA.

Finding #70: Storm-related damage identified during County and City staff-led initial impact damage assessments and verified by FEMA's Joint Preliminary Damage Assessment Team supported the federal authorization of the Individual Household Assistance program in Leon County.

Finding #71: Future disaster response and recovery operations would benefit from earlier coordination in the Leon County EOC with local telecommunications providers during future activations.

Recommendation 71.1: Coordinate with local telecommunications providers to designate representatives to staff the Leon County EOC earlier during future activations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #72: Leon County Tourism Division staff coordinated with local hoteliers to ensure that space was available to accommodate evacuees and mutual aid workers who arrived from out of state to expedite the recovery process.

Finding #73: The Tallahassee-Leon County Office of Economic Vitality regularly conducts an inventory of vacant commercial buildings to support its business recruitment and retention efforts. Vacant commercial properties can serve a variety of functions during emergencies and should also be surveyed for suitability to assist disaster response and recovery efforts.

Recommendation 73.1: When surveying vacant commercial buildings in Leon County, include information regarding these facilities' suitability for disaster response and recovery support, such as logistics support, sheltering, staging for mutual aid personnel, or temporary housing.

Lead Agencies: Tallahassee-Leon County Office of Economic Vitality

Support Agencies: Leon County Emergency Management

Finding #74: In a small number of instances during Hurricane Michael, some County staff were unsure whether and where they were required to report for duty.

Recommendation 74.1: Review procedures for notifying County staff of emergency duty to determine if additional enhancements to the procedures are needed.

Lead Agencies: Leon County Administration

Support Agencies: Leon County Human Resources

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Recommendation 74.2: Clearly define the organizational structure of the Leon County Emergency Operations Center, the roles and responsibilities of each position, and create an updated roster for County staff assignments in the EOC.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Human Resources

Recommendation 74.3: Evaluate strategies to further strengthen operational awareness for response and recovery personnel in the field, including providing EOC organizational charts as well the names and contact information for all EOC personnel at each shift change.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Human Resources

Finding #75: There are several tasks during response and recovery operations that require specialized knowledge, skills, and abilities.

Recommendation 75.1: Pre-identify County staff who may be expected to fill specialized roles (such as the Citizens Information Line, risk shelter support, and others) during future incidents.

Lead Agencies: Leon County Emergency Management, Leon County Administration

Support Agencies: Leon County Human Resources

Recommendation 75.2: Continue to identify and provide training opportunities throughout the year for personnel pre-designated to fill specialized roles during an emergency.

Lead Agencies: Leon County Emergency Management, Leon County Administration

Support Agencies: Leon County Human Resources

Finding #76: Staff and volunteers involved in all emergency operations frequently experience a range of emotional, behavioral, physical, and cognitive responses.

Recommendation 76.1: Evaluate opportunities to provide additional stress prevention and management support for responding personnel before, during, and after future emergency activations.

Lead Agencies: Leon County Human Resources

Support Agencies: Leon County Emergency Management

Finding #77: Although there was no mandatory evacuation order or curfew imposed in Leon County during Hurricane Michael, staff observed that there would be no consistent way to permit reentry and passage of necessary County staff in such instances.

Recommendation 77.1: Create a database with credentials and photographs of Leon County employees to support efforts to permit reentry and passage following a mandatory evacuation of non-critical staff.

Lead Agencies: Leon County Human Resources, Leon County Community and Media Relations

Support Agencies: All County Departments

Finding #78: During Hurricane Michael, payroll procedures created some instances of overpayments, requiring paycheck adjustments during the following pay period.

Recommendation 78.1: Survey other counties and the Florida Division of Emergency Management for best practices regarding payroll collection and processing for disaster response and update Human Resources administrative procedures accordingly.

Lead Agencies: Leon County Human Resources

Support Agencies: Leon County Emergency Management

Recommendation 78.2: Evaluate the feasibility of itemizing emergency pay on future pay stubs.

Lead Agencies: Leon County Human Resources

Support Agencies: Leon County Emergency Management

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Finding #79: Since it opened in 2013, the Emergency Operations Center has been activated several times, including three major activations for Hurricanes Hermine, Irma, and Michael which included full staffing from Leon County and partner agencies over multiple operational periods. Staff and partner agency personnel identified additional minor enhancements to improve the utilization of the PSC.

Recommendation 79.1: Provide additional supplies for the Citizens Information Line space including power strips, phone cleaning wipes, and wire shelves or baskets to store blankets, pillows, and overnight bags.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Office of Resource Stewardship

Recommendation 79.2: Evaluate the feasibility of installing an interactive whiteboard (SMART Board) within the Citizens Information Line room.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Office of Information and Technology

Recommendation 79.3: During future emergency activations, consider renting an additional roll-off dumpster to accommodate larger volumes of solid waste.

Lead Agencies: Leon County Office of Resource Stewardship

Support Agencies: Leon County Emergency Management

Finding #80: County staff and partner agency personnel consistently reported that food service at the EOC was excellent and significantly improved since Hurricanes Hermine and Irma, which helped to maintain elevated morale in the EOC during an extended activation.

Recommendation 80.1: Establish Standard Operating Procedures for food service in the EOC based on experiences during Hurricane Michael.

Lead Agencies: Leon County Office of Resource Stewardship

Support Agencies: Leon County Emergency Management

Recommendation 80.2: To enable Logistics Team members to prepare and serve meals at the EOC more effectively during future activations, evaluate purchasing equipment such as a convection oven, electric hot buffet table, salad bar, and double-glass refrigerator.

Lead Agencies: Leon County Office of Resource Stewardship

Support Agencies: Leon County Emergency Management

Finding #81: Building upon recommendations from the Hurricane Irma After-Action Report, Leon County MIS/GIS staff developed new GIS mapping applications for use during Hurricane Michael. Several staff and partner agency personnel reported these tools to be extremely useful in enhancing situational awareness during the activation.

Finding #82: WebEOC was a critical tool used by personnel in the EOC and in the field during Hurricane Michael. Leon County staff and partner agency personnel consistently reported that WebEOC was extremely useful in coordinating operations in and from the EOC.

Finding #83: Several partner agencies identified specific suggestions during debriefing meetings for minor adjustments to the WebEOC interface.

Recommendation 83.1: Convene stakeholder group meetings to evaluate ways to further enhance the use of WebEOC during future activations.

Lead Agencies: Leon County Office of Information and Technology

Support Agencies: Leon County Emergency Management

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1.1 Background

On October 10, 2018, Hurricane Michael made landfall as a high-end Category 4 hurricane near Mexico Beach, Florida with maximum sustained wind speed of 155 mph and a minimum pressure of 919 mb. Hurricane Michael was an historic and unprecedented storm 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. Hurricane Michael inflicted widespread damage throughout the Panhandle and Big Bend area which spread well inland as Michael remained at hurricane strength into southwest Georgia and presented tropical storm-force gusts as far north as Atlanta. Leon County experienced tropical storm-force wind gusts for a prolonged period of approximately 12 hours causing hundreds of downed trees that blocked over 1,000 roads, left approximately 135,000 electric utility customers in Leon County without power (95% of all customers countywide), and damaged homes and other infrastructure throughout the County. 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".

Leon County Emergency Management (LCEM) staff closely monitored Hurricane Michael beginning 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. In anticipation of the storm-related impacts from Hurricane Michael, the Chairman of the Leon County Board of County Commissioners declared a Local State of Emergency on October 8. In accordance with Florida Statutes and as authorized by Section 2-306 of the Leon County Code of Ordinances and the Leon County Comprehensive Emergency Management Plan (CEMP), the deceleration authorized 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 in 7-day increments until October 29, although recovery efforts continued for several more weeks.

However, immediate response and recovery efforts began and continued around the clock well in advance of Michael's landfall to make preparations for the storm, coordinate the activities of participating response agencies, and implement protective measures to safeguard the health and welfare of Leon County citizens. 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.

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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 to ensure citizens' safety during the height of the storm and to quickly begin response efforts immediately thereafter. 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. Leon County coordinated with Leon County Schools, the Capital Area Chapter of the American Red Cross, and other partners to open 6 emergency shelters, including special needs and pet-accessible shelters. As the intensity of the storm necessitated mandatory hurricane evacuations and emergency sheltering throughout the Florida Panhandle and Big Bend region, Leon County sheltered over 1,500 citizens 200 pets, many of whom were evacuees from neighboring counties.

1.2 Report Methodology

This After-Action Report, compiled by Leon County Emergency Management (LCEM) and Leon County Administration, reflects a thorough evaluation of the specific actions taken during the activation of the Emergency Operations Center for Hurricane Michael. This review examines the actions taken by LCEM and partner agencies for consistency with the County's emergency management plans and protocols, including the Leon County Comprehensive Emergency Management Plan (CEMP), Debris Management Plan, and the National Incident Management System, all of which prescribe the basic strategies, objectives, operational goals, and actions to be taken throughout the various phases of emergency events including a hurricane. This report details how these plans, processes, and protocols were successfully applied during Hurricane Michael as well as any facets of the County's emergency operations that present opportunities for specific improvement or action. To validate local emergency managers' response strategies and actions, the Federal Emergency Management Agency (FEMA) encourages the compilation of After-Action reports within 120 days of an incident to reflect upon operational effectiveness and to identify needed system improvements for future emergencies. This report was completed and presented to the Leon County Board of County Commissioners on January 22, 2019, 99 days following the deactivation of the Emergency Operations Center.

As with any post-incident report of this significance, this After-Action Report reflects the collaboration and input of emergency management partner agencies and Leon County citizens to fully document the County's successful response strategies and areas for continued improvement. Over a period of several weeks following Hurricane Michael, staff followed FEMA's guidance on post-incident reports for identifying operational lessons learned by conducting a thorough review of state and local emergency management documents, procedural manuals, and analyzing feedback collected on the preparedness, response, and recovery efforts of Leon County and partner agencies. In compiling this report, staff gathered input from emergency management professionals, staff and volunteers who participated in response and recovery operations, representatives from partner agencies activated during the emergency, and citizens who provided feedback during town hall listening sessions following Hurricane Michael.

In collaboration with the City of Tallahassee and the Leon County Sheriff's Office, Leon County hosted a community listening session on November 8, 2018 to collect citizen input and feedback

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from the incident. Six staff debriefing meetings were also conducted with key personnel from Leon County and partner agencies to elicit feedback on Hurricane Irma response and recovery efforts. Upon analyzing the information collected and following up with key department personnel for further input, staff compiled an assessment of the County's emergency activation and response tactics to identify strengths, weaknesses, and specific recommendations for continued improvement.

It is important to note while the EOC serves as a central command and control facility for the effective coordination of emergency response and recovery operations by the Leon County Emergency Management Director, each partner agency maintains direct control of its field assets in order to make the tactical decisions necessary toward the fulfillment of incident management objectives. Accordingly, the findings and recommendations identified herein include well-executed response activities; opportunities to strengthen plans, protocols, practices, and partnerships; and areas identified to improve future emergency operations based on the actions taken by LCEM, County departments, and other partner agencies activated in the EOC.

1.3 Organization of the Report

This After-Action Report provides an extensive summary of Leon County's emergency operations prior to, during, and immediately following Hurricane Michael. The report presents a series of specific findings and recommendations designed to highlight best practices that can be utilized during future emergency activations and to enhance Leon County's ability to protect life and property in the event of future large-scale emergencies. Specific findings and recommendations for improvement, as well as successful response strategies, are clearly identified throughout this assessment and summarized in the Executive Summary at the beginning of the report. In many cases, the findings and recommendations in this report are applicable beyond hurricane events and will enhance Leon County's overall preparedness to respond to various emergency incidents.

The After-Action Report was developed and structured based on FEMA's guidance for compiling post-incident reports for identifying lessons learned. The report is organized as follows:

- **Section 1: Introduction**
Provides background information about the plans, preparedness activities, and response and recovery efforts of Leon County and partner agencies during Hurricane Michael; outlines the methodology and organization of this After-Action Report; and describes the structure of the emergency management function in Leon County.
- **Section 2: Planning, Training, and Community Preparedness Efforts**
Details efforts taken by Leon County and community partners related to planning, training, mitigation efforts, and community preparedness initiatives.
- **Section 3: Overview of Hurricane Michael and its Impacts**
Describes Hurricane Michael's development, path, and storm-related impacts in Leon County.
- **Section 4: Hurricane Michael Preparedness, Response and Recovery**
Provides a detailed summary and assessment of emergency activation efforts taken by Leon County and partner agencies including preparations immediately prior to the storm; actions and strategies undertaken to address storm impacts (downed trees, road

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blockages, electrical outages, food and water distribution, comfort stations, etc.); and long-term recovery efforts (debris removal, damage assessments, FEMA assistance and reimbursement, etc.).

- **Section 5: Additional Discussion Regarding Leon County Operations**
Discusses the coordination of personnel, facilities, logistical, and other needs within Leon County Government during Hurricane Michael and provides findings and recommendations to further enhance support in these areas during future emergencies.
- **Section 6: Conclusion**
Provides a summary of this After-Action Report including next steps for the implementation of findings and recommendations contained herein.
- **Section 7: Appendices**
Following the conclusion of the report, several appendices are included containing plans, documents, and other materials referenced throughout this report.

1.4 Citizen Engagement and Community Feedback

Within days following Hurricane Hermine's landfall in 2016 and Hurricane Irma's landfall in 2017, Leon County, the City of Tallahassee, and the Leon County Sheriff's Office hosted community listening sessions to provide the most up-to-date information regarding response and recovery efforts and to gather feedback from citizens. These sessions provided important opportunities to discuss the County's emergency efforts and to learn directly from citizens impacted in different ways by the storm about how Leon County Government and partnering response agencies can best prepare to meet the needs of the community in future disasters. Accordingly, the first recommendation in the Hurricane Hermine After-Action Report was to provide for a community listening session to be held following each major emergency event in the future.

Following Hurricane Michael, the County and City jointly hosted a community listening session to discuss response and recovery operations and elicit citizen feedback. The County Administrator, Tallahassee City Manager, Leon County Sheriff's Office, LCEM Director, and other key emergency support staff attended and provided citizens with an overview of the emergency operations conducted by the County and its community partners, followed by an open question-and-answer session with citizens regarding the incident. The session was hosted on Thursday, November 8 at Trinity United Methodist Church (120 West Park Avenue) with approximately 10 citizens in attendance.

Although significantly fewer citizens attended the community listening session following Hurricane Michael than those hosted following prior storms, citizens in attendance expressed appreciation of local response and recovery efforts. Following remarks, citizens had the opportunity to directly express their concerns and ask questions one-on-one with County, City, and LCSO representatives.

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Table 1 below identifies the principal themes that emerged from the community listening session following Hurricane Michael as well as the corresponding findings and sections of this report that provide a discussion of each topic.

Table 1: Principal themes from Hurricane Michael community listening session

Theme:	Related Finding(s) & Recommendation(s):	Report Section(s):
Restoration of telecommunications service	Finding #52, Recommendation #52.1	4.18.1
Relief for evacuees from other affected counties	Findings #19 through #32 (and all associated recommendations)	4.5 4.6

Finding #1: The community listening session held following Hurricane Michael continued to provide important opportunities to learn from citizens about how Leon County Government and partnering response agencies can best meet the needs of the community during future disasters.

1.5 Structure of the Emergency Management Function in Leon County

1.5.1 Leon County Emergency Management

The Leon County Division of Emergency Management, established by Leon County Ordinance 93-16, is Leon County's Emergency Management agency. The Director of Emergency Management is appointed by the County Administrator and is tasked with the responsibility of coordinating emergency management activities, services and programs within the County. The Director is also responsible for developing a county emergency management plan and program that is consistent with the state emergency management plan and program.

In early 2017, following the recommendations contained in the 2016 Hurricane Hermine After-Action Report, Leon County Emergency Management (LCEM), which previously was a function housed within the Leon County Sheriff's Office only to return under the Board in the event of a disaster, returned 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. Today, LCEM is aligned with Leon County Community and Media Relations within the office of Community Relations & Resilience to ensure the highest level of coordination with other departments and divisions of Leon County government, enhance coordination of emergency management training opportunities for County staff, and facilitate even greater sharing of information and resources during emergency events and throughout the year. This realignment of LCEM under the County organization has also directly contributed to our community becoming better informed and prepared for natural disasters, as evidenced by the County's success in responding to and recovering from Hurricane Irma in 2017 and more recently from Hurricane Michael as reflected in the following sections of this After-Action Report. Today, the Leon County community is better informed and prepared for natural disasters as a direct result of lessons learned from Hurricane Hermine, which has led to greater attendance at the County's hurricane-related public events, enhancement and broader distribution of the annual Disaster

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Preparedness Guide, vastly increased use of the enhanced Citizens Connect mobile app, participation in training events and exercises, and much more.

1.5.2 State of Florida

The State of Florida CEMP provides for coordination between the state and local governments concerning natural, technological, and man-made disasters as well as the effective integration of state support for local emergency operations when local officials request state assistance. Pursuant to the State CEMP, local resources are first to respond to an emergency incident, and the state is responsible for providing assistance when local resources are exhausted and a county emergency management agency requests assistance from the State.

The Governor of Florida is responsible (statutorily and constitutionally) for meeting the needs of the state and its people in the event of emergencies and disasters. According to the State of Florida CEMP, the Governor may assume direct operational control over all or any part of the emergency management functions within the state once a state of emergency has been declared by executive order. The State CEMP calls for the State Coordinating Officer, generally the Director of the Florida Division of Emergency Management (FDEM), to be the authorized representative of the Governor charged with managing and coordinating state and local emergency response and recovery efforts.

1.5.3 City of Tallahassee

There is one municipality within Leon County; the City of Tallahassee. The City of Tallahassee operates under a Council-Manager form of government, and the City Manager serves as the Chief Administrative Officer of the City. The City Manager has designated the Chief of the Tallahassee Fire Department as the City's point of contact for coordinating the City's emergency management activities with Leon County Emergency Management.

Section 252.38, Florida Statutes authorizes and encourages municipalities to create municipal emergency management programs. Such programs shall be coordinated with the county emergency management agency and be consistent with a county's emergency plan. The City of Tallahassee has adopted an incident management plan, as contemplated in Section 252.38(2), as an all-hazard emergency guide based on the National Incident Management System. While the City's plan is consistent with the County's CEMP, Rule 27P-6.010 of the Florida Administrative Code enables the County to periodically review the City's plan to determine compliance with the established statutory criteria and existing CEMPs. In recent years, LCEM has reviewed and provided informal feedback to the City on its Incident Management Plan. Additionally, the City's plan is included as an annex to the County's CEMP, pursuant to a recommendation in the Hurricane Hermine After-Action Report in 2016.

Leon County's CEMP calls for close intergovernmental coordination with the City given its role as a service provider and capacity to marshal resources. This coordination occurred primarily at the EOC during the activations for Hurricanes Hermine, Irma, and Michael. Like the County CEMP, the City's Incident Management Plan follows NIMS and the Incident Command System (ICS) by defining the roles and responsibilities of City employees and related agencies during an emergency. It covers the sequence of events that should occur before, during, and after an emergency. Each City department is responsible for maintaining supplemental procedures based upon the City's Incident

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Management Plan. Consistent with the Leon County CEMP, the City Manager or his/her designee will mobilize City resources and personnel during an emergency to achieve overall incident management objectives identified by the County EOC.

In the past, the City has maintained a formal Emergency Preparedness program including an Emergency Preparedness Coordinator staff position to serve as the City's central point of contact for emergency management coordination and planning. However, in 2017 the City discontinued its formal Emergency Preparedness program and assigned general emergency and incident management responsibilities to the Tallahassee Fire Chief in coordination with LCEM, as indicated above. The City also staffs an emergency management coordinator who has actively participated in emergency management activities in close coordination with LCEM staff. The Tallahassee Fire Chief's Office is located in the Public Safety Complex, and the City's emergency management coordinator also has dedicated working space at the EOC.

1.5.4 Role of the Leon County Emergency Operations Center

The Leon County Emergency Operations Center serves as a central command and control facility for the effective coordination of disaster management functions during an emergency. The core functions of the EOC are to collect, gather and analyze data; make decisions that protect life and property; maintain continuity of government operations; and communicate critical operational information with all concerned agencies and individuals. During an emergency, the LCEM Director generally makes pre- and post-storm operational decisions rather than directly controlling field assets. Based on the operational decisions made at the EOC, each participating agency makes the tactical decisions necessary to direct its field assets toward the fulfillment of incident management objectives. Participating agencies work together to collectively resolve challenges and rely on the guidance provided by the Leon County CEMP and agencies' respective emergency plans.

For the coordination of immediate response and recovery activities, the LCEM Director serves as the recognized Coordinating Officer and point of contact for the community, participating local agencies, and the Florida Division of Emergency Management. Once the short-term recovery objectives have been met and long-term recovery begins, leadership transitions to the primary agency representatives (e.g., County Administration, City Administration, Talquin Electric Cooperative, etc.).

In anticipation of weather-related emergencies, Leon County Administration works in conjunction with LCEM to monitor the severity of the threat and determine an appropriate course of action. Once a determination is made that there is an emergent threat, the County Administrator coordinates with the Chairman of the Board of County Commissioners to execute a Declaration of a Local State of Emergency, coordinates resources across County departments, and directs the necessary personnel to the EOC. The LCEM Director ensures other critical organizations and agencies are prepared to activate and allocate staff resources to the EOC through the regular use of conference calls. A detailed discussion about preparations made in the EOC specifically during Hurricane Irma is included in Section 3.3 of this report.

In 2016, Hurricane Hermine presented the first major test for the Leon County Emergency Operations Center since the new Public Safety Complex opened in 2013, followed by Hurricane Irma just one year and ten days later. In 2018, Hurricane Michael

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was the greatest test to date of Leon County's emergency preparedness, response, and recovery capabilities, which have been significantly enhanced as a result of the County's Hurricane Hermine and Hurricane Irma After-Action Reports in the two previous years. 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 required an extended emergency activation involving the prolonged cooperation of partner agencies throughout the community and the systematic and timely execution of emergency plans, procedures, and protocols to meet the needs of the community during and after the storm. While this section of the After-Action Report provides discussion about the structure of the EOC, Section 4 provides greater detail about how the EOC facilitated the massive coordination of information, personnel, supplies, equipment, and other resources required during Hurricane Michael in the execution of established emergency plans and protocols.

The next section of this After-Action Report details the year-round planning, training, and measures taken under the existing policies and protocols that govern emergency management in Leon County. The information provided in the overview of Hurricane Michael offers a scope of the emergency event including the size, strength, and path of the storm and is critical to the context in which decisions are made by the EOC and participating agencies in preparation for the storm. Those operational decision points, response activities, and recovery efforts are detailed throughout Section 4 of the After-Action Report.

Section 2.0 Planning, Training, and Community Preparedness Efforts

2.0 Planning, Training, and Community Preparedness Efforts

Leon County Emergency Management (LCEM) works year-round to plan, train, and prepare for emergency events. LCEM coordinates with a variety of Leon County departments, City of Tallahassee agencies, and outside organizations throughout the year to prepare vital resources in the event of an emergency. This section of the Hurricane Michael After-Action Report includes an assessment of the various emergency plans and strategies in place to ensure the community's readiness to respond to disasters.

2.1 Emergency Plans and Protocols

Leon County has adopted a variety of emergency plans and protocols that govern the activities of emergency response personnel following an incident. Together, these documents provide a strategic and consistent framework with regard to pre- and post-disaster actions to keep the community safe and well-informed during emergency events. The following sections of this report describe these documents, their scope, and their purpose.

2.1.1 Comprehensive Emergency Management Plan

Chapter 252, Florida Statutes requires all Florida counties to take precautionary steps to prepare for emergencies by developing an emergency management plan that is coordinated and consistent with the State of Florida Comprehensive Emergency Management Plan. The Leon County Comprehensive Emergency Management Plan (CEMP) was developed in accordance with Chapter 252. The CEMP is the guide by which Leon County prepares for, responds to, and recovers from emergency events including Hurricane Irma. Each emergency event is unique and requires different types and degrees of response and recovery actions. Accordingly, the CEMP reflects an all-hazards approach that describes the basic strategies, assumptions, operational goals and objectives, and mechanisms by which the County will mobilize resources and conduct activities to guide and support emergency management efforts. The approach outlined in the CEMP applies to all phases of emergency management – preparedness, response, recovery, and mitigation.

The Leon County CEMP follows the National Incident Management System (NIMS). On September 13, 2005, the Leon County Board of County Commissioners adopted NIMS as the standard for incident management in Leon County. Adoption of NIMS by state and local organizations is a condition for federal preparedness assistance through grants, contracts, and other activities. NIMS provides a consistent nationwide framework and approach to enable government at all levels, the private sector, and nongovernmental organizations to work together during emergencies, regardless of the incident's cause, size, location, or complexity. It provides a common system and vocabulary that facilitates communication among emergency management and response personnel within and across agencies and jurisdictions. Many personnel from Leon County, the City of Tallahassee, the Leon County Sheriff's Office, and partnering response agencies have received NIMS training, contributing to the efficiency and fluidity of operations within the Leon County EOC as described in Section 2.2 of this report. NIMS, as well as the National Response Framework, and other Department of Homeland Security and FEMA protocols and requirements are subject to change frequently. Ongoing compliance with these various requirements is critical for ensuring the County's eligibility to receive grants and other disaster-related federal assistance.

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The Leon County CEMP is divided into three sections (Basic Plan, Recovery Annex, and Mitigation Annex). The Basic Plan section contains preparedness and response elements including general information about hazards in our community, geography, demographics, continuity of operations, responsibilities, financial management, and specific references to standard operating guides, supporting plans, and County and State authority to implement the CEMP. The Recovery Annex provides directions and steps the County must take to recover from an event by:

- Implementing damage assessment processes
- Opening disaster recovery centers to assist residents
- Managing debris
- Keeping citizens informed through community relations
- Identifying unmet needs, and
- Providing emergency housing for citizens

The Mitigation Annex contains the process for identifying mitigation projects, identifying sources of funding for projects, and providing mitigation education. This annex discusses the Tallahassee-Leon County Local Mitigation Strategy, discussed in further detail in Section 2.1.2 below. The Leon County CEMP is included for reference in Appendix B to this After-Action Report.

Following Hurricanes Hermine and Irma, LCEM made several updates to the CEMP to reflect findings and recommendations included in the respective After-Action Reports. The latest revision to the CEMP was approved by the Florida Division of Emergency Management on June 26, 2017. The CEMP is reviewed by FDEM every four years, with the next scheduled state review in June 2021. However, in order to best utilize the opportunity to incorporate lessons learned and best practices identified during Hurricane Michael, LCEM will incorporate the specific findings and recommendations identified in this After-Action Report into the CEMP in accordance with the state's Comprehensive Emergency Management Plan criteria.

Finding #2: Hurricane Michael was a valuable learning experience and provided several opportunities to continually enhance Leon County's emergency preparedness and ability to respond to and recover from disaster events. These opportunities are detailed throughout this report.

Recommendation 2.1: Update the Leon County CEMP to incorporate the findings and recommendations identified in this report.

Lead Agencies: Leon County Emergency Management

2.1.2 Local Mitigation Strategy

Some of the damage caused by severe weather or other emergencies can be minimized or eliminated by mitigating the effects of these incidents to protect property and infrastructure. In the summer of 1998, the Florida Department of Community Affairs provided funding to all Florida counties and municipalities to assist in preparing a comprehensive Local Mitigation Strategy (LMS) for each jurisdiction.

The Tallahassee-Leon County LMS was first adopted in the fall of 2000 by the Leon County Board of County Commissioners and the Tallahassee City Commission. The LMS is reviewed annually and is updated on a five-year cycle, or more frequently as needed following a disaster. Following Hurricanes Hermine and Irma, for example, the LMS was

Section 2.0 Planning, Training, and Community Preparedness Efforts

updated to include specific findings and recommendations related to mitigation initiatives contained in the respective After-Action Reports.

The LMS is a joint product of the participating local governments and represents a comprehensive set of goals, initiatives, programs, and capital projects intended to reduce risks for the citizens of both unincorporated and incorporated areas of Leon County. The LMS does so by:

- Identifying hazards to which the County is vulnerable, such as hurricanes, tornadoes, floods, fires, and hazardous materials releases;
- Determining where the community is most vulnerable to these hazards;
- Assessing the facilities and structures that are most vulnerable to hazards;
- Preparing a prioritized list of mitigation projects to take advantage of available funding;
- Identifying funding sources for the mitigation projects; and
- Making hazard awareness and education a community goal.

Since its development, the LMS has been a critically important element of local planning efforts to continuously reduce risk to Leon County citizens and their property from the effects of hazards. The LMS identifies specific strategies and initiatives to mitigate risks associated with disasters and emergency events. As an example, one initiative included in the LMS was the construction of a joint EOC, which was completed in 2013 and has significantly enhanced the County's ability to effectively respond to emergencies. Additionally, the LMS is an important tool in identifying mitigation projects that may be suitable for various hazard mitigation grant opportunities funded by FEMA and administered by the Florida Division of Emergency Management. FEMA requires state, tribal, and local governments to develop and adopt hazard mitigation plans, such as the Tallahassee-Leon County LMS, as a condition for receiving certain types of non-emergency disaster assistance, including funding for mitigation projects.

Similar to Hurricane Irma in 2017, efforts during Michael specifically were enhanced by the continued implementation and evolution of the LMS – for example, the LMS provides for the development of an emergency notification system for all hazards (discussed in Section 4.2 of this report), continuous identification of training opportunities for emergency responders (Section 2.2), and provision of community-based emergency shelters throughout the County (Section 4.4), among many other mitigation initiatives.

The LMS is scheduled for a comprehensive update in 2020. It is expected that the update process will take approximately one year to complete and will require LMS Committee members, local officials, and community members to actively participate in the update process by reevaluating the LMS and providing new information as appropriate.

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Finding #3: The Tallahassee-Leon County Local Mitigation Strategy LMS is an important tool in identifying mitigation projects that may be suitable for various hazard mitigation grant opportunities and is scheduled for a comprehensive update in 2020.

Recommendation 3.1: Engage each work area in Leon County government to review the hazard mitigation initiatives currently included in the plan and identify any new initiatives to consider including in the 2020 LMS update.

Lead Agencies: Leon County Emergency Management

Support Agencies: Tallahassee-Leon County Planning Department

2.1.3 Post-Disaster Redevelopment Plan and Disaster Housing Strategy

Leon County, in collaboration with the City of Tallahassee, developed the Leon County Post-Disaster Redevelopment Plan (PDRP) in 2012 to provide a framework to guide decisions for intermediate and long-term recovery and mitigation after a major disaster. The PDRP is coordinated with the Leon County Comprehensive Emergency Management Plan, the Tallahassee-Leon County Mitigation Strategy, and other relevant planning documents.

The Leon County Disaster Housing Strategy was developed in 2012 as part of the Post-Disaster Redevelopment Plan process. This document identifies roles and responsibilities of local government for interim housing as needed after a disaster and describes the roles of state and federal government for long-term housing assistance. This strategy details a framework for providing safe, sanitary, functional and accessible temporary housing options for displaced residents in order to expedite long-term community recovery.

The scope of the PDRP and Disaster Housing Strategy is primarily concerned with incidents involving extensive long-term redevelopment efforts. These are intended to be countywide, multi-jurisdictional plans providing for coordinated long-term recovery and redevelopment implementation across jurisdictional boundaries. The focus of these plans extends beyond the scope of traditional emergency management activities and federal disaster programs, especially in the case of a major or catastrophic disaster.

2.1.4 Debris Management Plan

Leon County maintains a Debris Management Plan that prescribes actions to be taken toward restoring public services and ensuring public health and safety following a disaster. The plan was developed in 2008 from lessons learned during severe weather events including Bonnie/Charley (2004), Frances (2004), Ivan (2004), Jeanne (2004), Dennis (2005), Fay (2008), and most recently updated in 2017. Consistent with Leon County Ordinance No. 10-18 regarding the removal and management of disaster-generated debris, the plan provides for the prioritization of roads to be cleared to allow access to critical facilities immediately following a storm, activation of debris removal and monitoring contractors, establishment of debris management sites, removal of debris along private roads, and public information efforts.

The most recent update to the Debris Management Plan included several modifications to address findings and recommendations identified in the Hurricane Hermine After-Action Report. Notable updates to the plan recommended in the Hurricane Hermine After-Action Report included:

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- Coordination with Leon County Schools to identify debris removal needs for roads, sidewalks, and bus stops in the vicinity of schools prior to reopening of schools;
- Submitting a pre-approval request to FEMA prior to the start of debris pickup to address uncertainty regarding FEMA's willingness to fully reimburse the County for private road debris removal; and
- Formalizing coordination with utility providers for assistance with downed trees entangled in electric lines.

In accordance with County Ordinance 10-18, the County Administrator determined on October 11, 2018 (prior to Hurricane Michael's impacts reaching Leon County) that the removal of disaster-generated debris accumulated within Leon County would be necessary in order to remove or reduce threats to life, public health, and safety; to eliminate immediate threats of significant damage to County property or facilities; or to ensure economic recovery of the affected community to the benefit of the community at large. Upon making this determination, the County Administrator immediately implemented the County's Debris Management Plan, which directed staff to initiate actions to remove debris from County-owned property and rights-of-way. This included mobilizing Leon County Public Works crews to collect yard debris before the storm, issuing emergency public information advising citizens to trim tree limbs and secure waste collection bins, and activating the County's contracted debris monitoring and collection contractors to pick up storm debris as quickly as possible after the storm passed. These and other activities taken by Leon County and its partner agencies are described in full detail in Section 4 of this report.

FEMA encourages state and local governments to take a proactive approach to coordinating and managing debris removal operations as part of their overall emergency management plan, which includes having pre-event debris contracts. The utilization of debris removal and monitoring contractors during Hurricane Michael is described in detail in Section 4.14.1 of this report, and information regarding FEMA's cost-sharing program for debris removal within federally declared disaster areas is provided in Section 4.17.1. When a disaster generates large amounts of debris that exceeds the capabilities of County staff and resources, debris removal contractors will assist with debris removal operations. Monitoring debris removal operations involves constant observation and documentation of debris removal work performed from the point of debris collection to final disposal. Debris monitoring documentation is critical to verify that debris operations are eligible for FEMA reimbursement, costs are reasonable, contract and procurement processes are appropriate, quantification of the debris is accurate, and the tracking of the debris to its final disposition is recorded and in compliance with all regulatory requirements.

In 2006 and 2011, the County and City of Tallahassee jointly selected debris removal vendors and a debris monitor. That process entailed the City issuing an RFP for debris removal services; the County issuing an RFP for debris monitoring services; and a joint County/City committee reviewing all submittals for recommendations to their respective Commissions. This resulted in the County and City executing separate agreements for the services yet utilizing the same vendors to reduce confusion and boundary issues during post-storm recovery. This approach proved to be successful

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during the previous two contract terms, resulting in staff continuing this practice as the current debris removal and debris monitoring contracts were set to expire on May 31, 2017 and July 31, 2017, respectively.

Immediately following the recovery from Hurricane Hermine in 2016, staff from County and City Public Works began reviewing debris contracts for potential modifications needed prior to the issuance of a new Request for Proposal for debris removal and monitoring services. Additionally, the County's disaster recovery services consultant reviewed the proposal documents to ensure compliance with FEMA and other industry standards. As such, a number of enhancements were identified in the release of the new Request for Proposal in February 2017 including, but not limited to, the following:

- Requiring the Debris Monitoring Contractor to provide an electronic automated debris management system that creates load tickets electronically, eliminating the need for hand-written and scanned tickets, significantly reducing the amount of time and resources required for reconciliation with the debris removal contractor;
- Requiring the contractors to conduct a joint planning and training exercise prior to the start of hurricane season;
- Requiring contractors to de-bag and pick up debris in containers; and
- Requiring contractors to mobilize to the County within 72 hours of a notice to proceed

The County entered into five-year contracts with three debris removal firms and two debris monitoring firms on May 30, 2017. Two of the debris removal firms (Ashbritt and Ceres Environmental) and Thompson Consulting Services (for debris monitoring) were activated for recovery efforts during Hurricane Michael. A thorough summary of debris removal operations in Leon County during Hurricane Irma, including findings and recommendations regarding the debris monitoring and removal process, is provided in Section 4.14.1 of this report.

2.2 Training for Emergency Management Response Personnel

The training and qualification of emergency management response personnel is critical to the successful implementation of the National Incident Management System (NIMS), which is the adopted standard for incident management in Leon County, as described above. According to FEMA, NIMS training is required under Homeland Security Presidential Directive (HSPD-5) to receive federal funding, contracts, grants, training, and reimbursement of disaster recovery costs. Under the NIMS training program, personnel must attend training based on their response role and the degree of incident complexity those personnel will likely face. Although each personnel role in an emergency response has different position-specific training requirements, each responder generally is required to take a core group of between two and seven training courses.

Leon County staff across the entirety of the organization are thoroughly trained in their role as response personnel during emergencies. There is a continual need, common among all local governments, to identify and provide training opportunities for new staff members who join the organization. To meet this need, LCEM hosts a variety of training and exercise opportunities throughout the year, including workshops, seminars, mock EOC activation exercises, and drills.

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LCEM maintains a Multi-Year Training and Exercise Plan (MYTEP) that includes these activities. The MYTEP serves as a roadmap to accomplishing emergency preparedness and training goals and enhancing community preparedness through a proposed schedule of training and exercises. Additionally, the Hurricane Hermine and Hurricane Irma After-Action Reports included recommendations to continue to identify NIMS training needs for new and existing County staff and provide the appropriate training opportunities to remain current with updates to NIMS and the Incident Command System (ICS) as well as natural turnover in the workforce. Accordingly, LCEM has significantly enhanced the training opportunities and NIMS course offerings available to County and partner agency staff at the Public Safety Complex in recent years. This includes a hurricane tabletop exercise conducted in at the beginning of the hurricane season in June 2017 as well as a full-scale shelter activation exercise conducted at the beginning of the hurricane season in June 2018, consistent with recommendations in the Hurricanes Hermine and Irma After-Action Reports.

Following is a list of training and exercise activities hosted by LCEM since the new Public Safety Complex was completed in 2013 (this list does not include the specialized training required of staff within individual County departments and other agencies):

Activity:	Date:
Hosted a coordination meeting with Leon County Office of Information Technology and Federal Bureau of Investigation	3/12/2014
Training: G-775 EOC Operations and Management Course	3/20/2014
Training: G-775 EOC Operations and Management Course	4/3/2014
Hosted the National Weather Service-Tallahassee Office's Regional Emergency Management Hurricane Training Day	5/6/2014
EOC Operations Integration Planning Meeting with City of Tallahassee	6/10/2014
Emergency Operations Center Full Activation Exercise	6/26/2014
Citizen Information Line Operator Training	6/30/2014
Citizen Information Line Operator Training	7/8/2014
Ebola Outbreak Briefing	10/10/2014
Leon County Citizen Engagement Series EOC Exercise	11/13/2014
Citizen Information Line Operator Training	3/31/2015
Hosted the Big Bend Health Care Coalition Regional Hurricane Exercise	4/22/2015
Citizen Information Line Operator Training	4/29/2015
Training: MGT-412 Sports and Special Event Evacuation Training and Exercise	5/5/2015
Citizen Information Line Operator Training	5/7/2015
EOC Operations Orientation Meeting	6/3/2015
Training: MGT-318 Public Information in an All-Hazards Incident	6/16/2015
Training: MGT-404 Sports and Special Events Incident Management	7/21/2015
EOC Emergency Support Functions Hurricane Table Top Exercise	2/19/2016
Training: L-926 All-Hazards ICS Planning Section Chief	4/4/2016
Hosted USFA All Hazards Incident Management Team Course	4/11/2016
Leon County Citizen Engagement Series EOC Exercise	5/17/2016
Leon County Sheriff's Office Special Operations Division hurricane planning meeting	6/23/2016
Training: G-202 Debris Management	6/29/2016

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Training: FL-604 Procurement Disaster Assistance	6/30/2016
Citizen Information Line Operator Training	7/15/2016
Hosted a Zika response coordination meeting with the Florida Department of Health	8/12/2016
Citizen Information Line Operator Training	9/3/2016
Training: G-300 Intermediate Incident Command System for Expanding Incidents	11/29/2016
Training: G-386 Mass Fatalities Incident Response	1/12/2017
Training: G-300 Intermediate Incident Command System for Expanding Incidents	1/17/2017
Training: PER-335 critical Decision Making for Complex Coordinated Attacks	2/2/2017
Training: G-358 Evacuation and Re-Entry Planning	3/29/2017
Training: G-400 Advanced Incident Command System Command & General Staff: Complex Incidents	4/25/2017
Training: G-191 ICS/EOC Interface	4/27/2017
"Community Coordination: After-Action, In Action" Hurricane Tabletop Exercise	6/8/2017
Citizens Information Line Operator Training	6/23/2017
Training: AWR-136 Essentials of Community Cyber Security	6/27/2017
Damage Assessment Team Training	7/7/2017
Training: G-300 Intermediate Incident Command System for Expanding Incidents	7/26/2017
Citizen Information Line Operator Training	5/10/2018
Citizen Information Line Operator Training	5/24/2018
Animal Shelter Training	5/24/2018
Citizen Information Line Operator Training	5/31/2018
Animal Shelter Training	6/6/2018
Full-Scale Shelter Activation Exercise for Leon County Schools and the American Red Cross	6/14/2018
Training: G-400 Advanced Incident Command System Command & General Staff: Complex Incidents	6/25/2018
Training: G-300 Intermediate Incident Command System for Expanding Incidents	7/17/2018
Training: L-956 NIMS ICS All-Hazards Liaison Officer	8/18/2018
Training: L-146 Homeland Security Exercised and Evaluation Program Training Course	9/18/2018
Training: G-300 Intermediate Incident Command System for Expanding Incidents	9/24/2018
WebEOC Training	Ongoing

Finding #4: Enhanced training opportunities hosted at the Public Safety Complex, as recommended in the Hurricanes Hermine and Irma After-Action Reports, were useful in keeping County and partner agency staff prepared and ready to respond to Hurricane Michael. There exists a continual need to identify and provide emergency management training opportunities for response and recovery personnel throughout the community.

Recommendation 4.1: Continue to identify NIMS training needs for new and existing County staff as well as personnel from partner agencies and provide training opportunities to meet these needs.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Human Resources

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2.3 Leon County Reserve Policy

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, "Reserves," included in Appendix C to this report). The fund was created to allow access to emergency funds needed in case of a declared local state of emergency. Policy 07-2 requires the County to maintain unrestricted emergency reserves between 3% and 8% of the General Fund/Fine and Forfeiture Fund budget, and to maintain the Catastrophe Reserve at 2%.

The Catastrophe Reserve Fund allows cash flow for expenses related to the disaster. Funds can be used in support of staff overtime, equipment, contractual support (i.e. debris removal) and materials or supplies in the event of a natural disaster. In addition, funds may also be used to pay for solid waste, building permit, and growth management fees for eligible residents for the purpose of home restoration or reconstruction. As discussed in Section 4.17.1 regarding FEMA's Public Assistance grant program, during the October 23, 2018 Leon County Board of County Commissioners meeting, the Board established Catastrophe Reserve funding at \$5.5 million, or 3.7% of the General/Fine and Forfeiture Fund appropriations for FY 2019. Pursuant to the County's reserve policy, through the carry forward process, the Catastrophe Reserve funds are normally appropriated at a level of 2% of the total appropriations of the General/Fine and Forfeiture Fund, or \$3,001,619. The additional reserves appropriated by the Board allowed immediate access to funds to assist with restoring the community to pre-catastrophe levels, prior to assistance and reimbursements being available from the Federal Emergency Management Administration (FEMA).

In addition, as discussed earlier in Section 1.5.1, the 2016 Hurricane Hermine After-Action Report included a recommendation to return Leon County Emergency Management (LCEM) under the County organization on a year-round basis, ensuring the highest level of coordination with other departments and divisions of Leon County government throughout the year. This realignment has enabled LCEM to work more closely with the Leon County Office of Management and Budget and other County departments to ensure that all documentation policies and procedures are being followed throughout an incident for the purposes of reimbursement of eligible storm-related expenses from the Federal Emergency Management Agency (FEMA).

Finding #5: As demonstrated by three consecutive years of hurricane damage by Hurricanes Hermine, Irma, and Michael, Leon County's practice of maintaining designated emergency reserves continues to be beneficial to ensure the vital availability of funds for disaster-related expenses.

Recommendation 5.1: Continue to maintain unrestricted emergency reserves in the General Fund/Fine and Forfeiture Fund budget and maintain the Catastrophe Reserve as specified in Policy No. 07-2.

Lead Agencies: Leon County Office of Financial Stewardship

Support Agencies: Leon County Administration

2.4 Community Preparedness

Individuals, families, and households play an important role in a community's overall emergency preparedness and response to disasters. By reducing hazards in and around homes through efforts such as raising utilities above flood level or securing unanchored objects against the threat of high winds, individuals reduce potential emergency response requirements. As a basic rule, emergency managers at the local, state, and federal levels encourage individuals, families,

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and households to prepare emergency supply kits and emergency plans so they can take care of themselves and their neighbors until assistance arrives.

In January 2017, the Board approved the return of the day-to-day oversight of Leon County Emergency Management under the Board, reporting to the County Administrator. Upon returning Emergency Management to Leon County, the County Administrator aligned Emergency Management with Community and Media Relations to further enhance communication and coordination with citizens, County personnel, and partner agencies throughout all phases of a disaster. The aligned and optimized function now called Community Relations and Resilience focuses on informing and preparing the public, building resilience throughout the community, and coordinating a multi-agency response to any disaster or hazard. The newly aligned Community Relations and Resilience function combines public information and emergency management expertise in order to enhance year-round readiness, response, and recovery efforts. To further strengthen Leon County for Hurricane Michael, staff coordinated several community engagement events, public information campaigns, and media partner engagement, resulting in Leon County's message being seen, heard, and read nearly 3 million times. These efforts are described in detail in Section 4.3 of this report.

Every community is exposed to some level of risk from hazards. Natural disasters cannot be avoided, but their potential effects can be effectively reduced through proper planning. Personal preparedness is the first and most effective intervention to reduce the impact of disasters. Leon County works throughout the year to provide opportunities for citizens to prepare for natural disasters. These opportunities are discussed in the following sections of this report.

Finding #6: As a result of lessons learned from Hurricanes Hermine and Irma, Leon County has made significant enhancements to help our community become better prepared for and resilient to disasters.

Recommendation 6.1: Continue to distribute and promote the annual Disaster Survival Guide; host public events to educate citizens about the importance of disaster preparedness; and promote the Citizens Connect mobile app as the primary source of timely, accurate, and vetted emergency information during future emergencies.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Community and Media Relations

2.4.1 Strengthening Community Resilience

Leading a disaster-resilient community is a year-round commitment for Leon County. The more resilient a community is, the better it is able to prepare for, respond to, and recover from disasters and unanticipated crises. Hurricanes Hermine and Irma provided the County with opportunities to strengthen our community's resilience. Accordingly, the After-Action Reports following those incidents included several findings and recommendations for targeted improvements – internal organizational improvements as well as citizen-focused public initiatives – to continuously improve Leon County's ability to respond to and recover from future disasters.

This commitment to learning and building community resilience led to Leon County being designated the nation's first #HurricaneStrong community in March 2018. Awarded by the Federal Alliance for Safe Homes (FLASH) and the Federal Emergency Management Agency (FEMA), #HurricaneStrong recognizes our entire community and

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all the efforts of our neighborhoods, partners, and citizens to be a model of resilience for the entire nation. The #HurricaneStrong initiative is designed to increase public safety and reduce economic losses by motivating individuals and families to undertake hurricane preparedness and mitigation activities. The public messaging is delivered through signature national efforts, including the White House observance of National Hurricane Preparedness Week, the NOAA/National Hurricane Center Hurricane Awareness Tour, and FEMA's National Preparedness Month. The messaging is reinforced by traditional and social media as well as dozens of community and corporate special events, expositions, employee trainings, and home improvement store workshops.

Under the #HurricaneStrong designation, the County has fulfilled the following initiatives, deliverables, and action items over the past year:

Community Events: Leon County, in partnership with other local agencies, hosted the following community events which featured and reinforced the #HurricaneStrong brand and mission to further ensure citizens are following national best practices for awareness, leading to a community better prepared to respond to and recover from disaster:

- Springtime Tallahassee Festival and Parade - April 7, 2018
- Ready Business Workshop - April 26, 2018
- Leon County Home Expo - April 28, 2018
- Hurricane Awareness Tour Webinar May 9, 2018
- Disaster Preparedness Citizen Engagement Series - May 23, 2018
- Hurricane Season Kickoff Press Conference - June 1, 2018
- Build Your Bucket - June 2, 2018
- Neighborhood of the Year - June 18, 2018
- Leon County Library Disaster Preparedness Display - Summer 2018

Local #HurricaneStrong Public Information Campaign: In support of Leon County's long-standing commitment to building resilience and increasing public awareness, the County provided the following in-kind support and promotion of the #HurricaneStrong initiative:

- Issued the news release announcing the #HurricaneStrong designation to over 30,000 local subscribers
- Incorporated the #HurricaneStrong brand identity into the Leon County Citizens Connect mobile application and the Leon County 2018 Disaster Survival Guide
- Featured the #HurricaneStrong brand identify on various Leon County resources and public information tools including the Leon County website, 24-hour public access television station, and the Leon County Emergency Information Portal
- Featured #HurricaneStrong through the Leon County LINK, a recurring monthly full-page publication, in the *Tallahassee Democrat* and Capital Outlook and through email blasts reaching more than 50,000 recipients
- Promoted #HurricaneStrong on local radio stations through the Adams Radio Group, WFSU, and Cumulus Radio
- Distribution of #HurricaneStrong branded material to all Leon County libraries, parks and recreation facilities, and general gathering sites throughout the community

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- Designed and deployed digital billboards across Leon County that featured the #HurricaneStrong brand identity
- Featured #HurricaneStrong as part of the 2018 hurricane season kickoff in a robust social media campaign across the County's various platforms (Facebook, Twitter, Instagram, LinkedIn, Pinterest, etc.)

While Leon County is proud to be #HurricaneStrong, it is not a one-time designation; rather, the designation represents a commitment to continually growing stronger and better in the face of disaster. With the #HurricaneStrong designation, Leon County will continue to reflect on the hard work we have done and the new opportunities we can leverage.

2.4.2 Disaster Survival Guide

Each year, Leon County partners with the Capital Area Chapter of the American Red Cross to create an annual Disaster Survival Guide. The guide is presented each year at a major news conference at the beginning of hurricane season; in 2018, this press conference was held on June 1. The Disaster Survival Guide provides essential information, applicable on a regional basis, regarding natural disaster preparedness, evacuation tips, and extensive information about the impacts of hurricanes. The 2018 Disaster Survival Guide is included in this report as Appendix D.

In 2017, reflecting recommendations included in the Hurricane Hermine After-Action Report, the Disaster Survival Guide was revised and refocused to be more intuitive, more informative, and to feature additional resources and assistance available from community partners. Hard copies of the Disaster Survival Guide are distributed in the *Tallahassee Democrat*, the Capital Outlook, and are available at the Red Cross office, libraries, the Leon County Courthouse, community centers, City facilities, and local businesses. Red Cross volunteers also distribute the Disaster Survival Guide at community events and neighborhood meetings throughout the year. Leon County staff also distribute the guide at various events such as the Council of Neighborhood Associations Neighborhood of the Year Awards and the annual Build Your Bucket event, described in the following section. The guide is also available for download from the Leon County Emergency Information Portal as well as Leon County's community preparedness website, www.haveahurricaneplan.com.

Today, the Leon County community is better informed and prepared for natural disasters as a direct result of lessons learned from Hermine, as evidenced by the exponential growth in demand for the Disaster Survival Guide. In 2018, more than 80,000 copies of the Disaster Survival Guide were distributed throughout the Big Bend Region – an increase of approximately 20,000 from previous years. In addition, from June 1 to November 30, 2018 the Disaster Survival Guide was downloaded 2,337 times.

2.4.3 “Build Your Bucket” Event

Leon County launched the “Build Your Bucket” initiative in 2015. Every year at the beginning of the hurricane season, the Build Your Bucket event is held to highlight the importance of having a disaster plan and kit. Now the area's largest single day promoting disaster preparedness, Build Your Bucket encourages attendees to develop a disaster plan and assemble supplies in order to safely shelter in place following any emergency or hazard.

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This year's event was held on June 2, 2018 in coordination with more than 40 community partners including the City of Tallahassee, the Capital Area Chapter of the American Red Cross, the Salvation Army and others. Over 2,000 citizens participated in the 2018 Build Your Bucket event, a substantial increase in attendance for the event in prior years, which was attended by approximately 1,500 citizens in 2017 and 250 citizens in 2016. Now the region's largest disaster preparedness event, the growth in attendance shows that community members recognize the event as critical to the disaster preparedness process. At this event, citizens assemble their own disaster supply buckets while learning readiness tips on how to further prepare for a disaster. The first 500 households in attendance received a five-gallon bucket including critical starter supplies such as batteries, first aid kits, and flashlights. In addition, emergency first responders attend the event to answer questions and provide additional insight regarding emergency preparedness to citizens.

2.4.4 Citizen Engagement Series Events

Leon County has hosted four Citizen Engagement Series events in recent years focused on the topic of public safety. These sessions were held at the Public Safety Complex in 2014, 2016, 2017, and 2018 and featured Leon County EMS, the Consolidated Dispatch Agency, and Leon County Emergency Management. Approximately 250 citizens have participated in these events to learn about the operations and services provided by Leon County to deliver high-quality public safety services to the community.

The most recent in this series of events, hosted prior to the start of the 2018 hurricane season, was titled "Prepared Now. When Disaster Strikes, it's Too Late to Plan." Building on the successful program in 2017, the event featured hands-on exercises and best practices from national, state, and local partners related to disaster preparedness and resilience. Citizens had the opportunity to learn about how the Emergency Operations Center functions during a disaster, the resources available through the County's Citizens Connect App, how to best prepare their home and family for an emergency, and the various resources and volunteer opportunities available during and after a disaster. To prepare the community before the next hurricane season begins, the event will be hosted again in May 2019.

2.4.5 Business Community

Building upon Leon County's designation as a #HurricaneStrong community by the Federal Alliance for Safe Housing (as discussed in Section 2.4.1 above), the County hosted a Ready Business Hurricane Preparedness Workshop on April 26, 2018 at the Leon County Public Safety Complex. This event, hosted free of charge for all businesses throughout the County, was sponsored by Leon County, FLASH, and FEMA. The workshop provided tools and information to help businesses develop or refine their plan to keep their doors open after a disaster.

The workshop focused on four core topics:

- Identifying Your Risk: Business continuity, disaster response, and the cost/benefit of preparing for hurricanes and other business interruptions
- Developing a Plan: Preparedness and mitigation actions needed to ensure safety and business continuity; assessments and planning for retrofit projects
- Taking Action: Performing preparedness and mitigation activities using the Ready Business model.

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- Being Recognized and Inspiring Others: Recognition certificate, window cling, and web badge to let customers and staff know that you are a Ready Business.

The agencies and departments that presented at the Ready Business Hurricane Preparedness Workshop included FLASH, the Tallahassee-Leon County Department of PLACE, the Florida Small Business Development Center, Florida Division of Emergency Management, FEMA, the National Weather Service, Leon County Emergency Management, and Disaster Resistant Business.

2.4.6 Citizens Connect Mobile App

In the County's after-action review following Hurricane Hermine in 2016, staff found that many citizens relied on mobile devices for emergency communications and identified opportunities to strengthen the County's ability to communicate with the public via mobile devices. As a result, the County enhanced its existing Citizens Connect mobile app to integrate information posted to the Emergency Information Portal, including the ability to send emergency information directly to app users. The mobile app was re-launched prior to the start of the 2017 hurricane season, providing citizens with a single source of emergency information verified by public safety agencies, emergency management professionals, and crews in the field. The app is available for iPhone and Android devices and provides citizens with up-to-the-minute emergency information for the following:

- Critical updates: provides citizens with the most important community updates such as comfort stations, points of distributions, and price gouging alerts
- Storm debris management: provides citizens with information following a disaster related to debris collection and removal
- Road closings: provides citizens with information related to storm-related road closures in real time from crews in the field
- Sandbag locations: provides locations, addresses, maps of sandbag distribution sites
- Power outages: provides information on power outages for the City of Tallahassee and Talquin Electric
- Evacuations: provides a map of evacuation routes in Leon County and other related real-time updates

The mobile app has significantly strengthened the County's ability to communicate with citizens during emergencies, as evidenced by the widespread utilization of the app during the 2017 and 2018 hurricane seasons. Immediately prior to and during the storm, County staff heavily promoted the app through television, radio, billboards, print media, the Leon County website and other platforms. As a result, more than 1,400 people have downloaded the app since October 9, 2018 bringing the total to nearly 17,500 users receiving push notifications with critical updates and more than 116,000 page views.

2.4.7 City and Talquin Electric Tree Trimming and Power Line Maintenance

The City of Tallahassee maintains tree trimming and pruning guidelines for electric line clearance. The City utilizes its staff and contracted work crews to trim and prune trees away from electric lines. The City's entire electric grid is maintained on an 18-month cycle. As reflected in the Hurricane Hermine After-Action Report, the City adopted a pilot program in 2014 to address areas with a higher than normal level of tree-related

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power outages. Under the pilot program, the City increased the clearance between trees and distribution circuits from 4'-6' to 10'-12'. In general, most electric utilities use a standard of 8'-12' clearance from the distribution circuit wires and attempt to remove any limbs that are above the wires. The City established its current distribution vegetation management program in 1977 based on recommendations from a citizen's committee for a trimming distance of 4'-6' from the wire in all directions for main circuits and branches. This can result in tree limbs remaining above the wire. If these limbs fall and contact the wire, they can and often do cause outages.

Following Hurricane Hermine, the City Commission approved the expansion of this pilot program to the City's entire electric grid. The City is currently transitioning from the current 4'-6' trim distance to ultimately maintain a trim distance of 8'-12' from all City power lines, with removal of as much vegetative material as possible above the wires. City staff analyzed outage data in the pilot areas completed to date and concluded that there is a clear demonstration of reduced outage impacts from increasing the line clearances on the distribution system. This work will be done in two phases – the current phase, which began in October 2017, is expanding clearance to 5'-9' system-wide over the first 18 months. The second phase will increase the clearance to 8'-12' over the subsequent 18 months.

In addition to the City's tree trimming and vegetation management program, City customers can also request that a tree be trimmed if it is threatening the power line. Any City Utilities customer can request that the City evaluate trees on private property for removal that may be of hazard to overhead power lines. The City's certified arborist, in consultation with the property owner, will make a determination on the potential impact to utility lines. If a determination is made that the tree needs to be removed, the City will pay for and perform the tree removal and grind stumps from trees removed by the City to six inches below the ground surface at no cost to the property owner. The City offers to provide a seven-gallon tree to any property owner as a replacement for a tree that has been removed.

Talquin Electric offers a program similar to the City to evaluate trees on private property that may be of hazard to overhead power lines. Upon determination by Talquin staff that a tree needs to be removed, Talquin will remove the tree at no cost to the property owner. Talquin has arranged for customers who have trees removed on their property to receive a voucher for a replacement from Tallahassee Nurseries.

Talquin Electric also conducts vegetation management activities. Talquin is recognized by the Arbor Day Foundation as a Tree Line USA utility for best management practices in utility arboriculture. Talquin is permitted by Leon County to perform the necessary trimming, pruning, or removal of trees to provide 15' of clearance on each side of a utility pole and to remove overhanging limbs no higher than 15' above primary wires. However, Talquin appraises each potential problem tree situation on a case-by-case basis and may remove trees on private property that are farther than 15' away from the power lines, in consultation with the property owner, if they provide a potential hazard to lines and equipment. Prior to removing trees on private property or along roadways, staff from Leon County's Department of Development Support and Environmental Management (DSEM) will verify that the tree meets the standards for removal and that the property owner has signed an affidavit granting Talquin permission to remove the tree.

Section 3.0 Overview of Hurricane Michael and its Impacts

3.0 Overview of Hurricane Michael and its Impacts

Hurricane Michael was the thirteenth named storm, seventh hurricane, and the second major hurricane of the 2018 Atlantic hurricane season. Michael was 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. The storm inflicted widespread catastrophic damage throughout the Panhandle and Big Bend area which spread well inland as Michael remained at hurricane strength into southwest Georgia and presented tropical storm-force gusts as far north as Atlanta. The following sections of this report discuss the path of Hurricane Michael, its associated weather impacts, and damage caused by the storm within Leon County.

3.1 Michael's Path and Development

Leon County Emergency Management (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. Forecasted to continue strengthening until landfall, Hurricane Michael reached the Northeastern Gulf Coast near Mexico Beach on October 10 as a high as a high-end Category 4 hurricane with maximum sustained wind speed of 155 mph and a minimum pressure of 919 mb. The rapid and continuous intensification of Michael presented destructive winds that remained at hurricane strength across northwest Florida and into southwest Georgia. Staff at the Emergency Operations Center closely monitored weather stations throughout the County during the storm to ensure the safety of County and City first responders and Public Works personnel who continued working until weather conditions became too dangerous.

Leon County experienced tropical storm-force wind gusts for a prolonged period of approximately 12 hours. The gauge at the Tallahassee International Airport recorded a maximum of 47 mph sustained winds with a peak gust of 71 mph; however, due to the intensity of the storm, many of the weather gauges in Leon County and throughout the affected area were knocked out. Accordingly, 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".

By comparison, the following table illustrates wind impacts in Leon County during Hurricanes Hermine and Irma in 2016 and 2017, respectively:

	Hurricane Hermine (2016)	Hurricane Irma (2017)	Hurricane Michael (2018)
Max. Gust	64 mph	54 mph	71 mph
Max. Sustained Winds	46 mph	43 mph	47 mph
TS-Force Wind Duration	4 hours	7.5 hours	12 hours

Hurricane Michael weakened to a tropical storm in central Georgia early on October 11 sustaining tropical-storm force winds across North and South Carolina, and further into a post-tropical cyclone while moving off the coast of Virginia on October 12.

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3.2 Declared States of Emergency

On October 7, Governor Rick Scott issued a State of Emergency in anticipation of Tropical Storm Michael (which would later become Hurricane Michael) for 26 counties including Leon County. The State of Emergency was subsequently expanded on October 8 to include nine additional counties and was extended for an additional 60 days on December 5, 2018 for Okaloosa, Walton, Holmes, Washington, Bay, Jackson, Calhoun, Gulf, Gadsden, Liberty, Franklin, Leon, Wakulla, and Jefferson Counties.

The Chairman of the Leon County Board of County Commissioners issued a Local State of Emergency for a seven-day period beginning on October 8 in anticipation of storm-related impacts from Hurricane Michael. The Local State of Emergency was subsequently extended for additional seven-day periods on October 15 and October 22. At the October 23 meeting, the Board authorized the Chairman to extend the Declared Local State of Emergency in 7-day increments as needed. On October 29, the County Administrator coordinated with the Chairman and determined that the Local State of Emergency was no longer needed, and the declaration was allowed to expire. Recovery operations, such as debris removal, continued for several weeks thereafter.

Under a Local State of Emergency, pursuant to Section, 252.38 Florida Statutes, procedures and formalities otherwise required of local governments are waived until such time that the declaration expires. This provides the County the authority to take emergency measures including, but not limited to, the use or distribution of any supplies, equipment, materials, and facilities assembled or arranged to be made available pursuant to the County's disaster emergency plans. The two extensions of the Local State of Emergency allowed for continued administration of debris removal operations, utilization of the County's Catastrophe Reserve funds, and to take any emergency measures needed to protect citizens immediately following the storm.

3.3 Preparations at the Leon County Emergency Operations Center

As illustrated in the Leon County CEMP, Leon County Emergency Management (LCEM) uses conference calls to exchange information between County, City, and other emergency response partners before, during, and after emergency situations. The CEMP provides for LCEM to initiate these conference calls when the state of Florida falls within the National Hurricane Center's 5-day error cone of a tropical cyclone. This protocol was enhanced pursuant to a recommendation in the Hurricane Hermine After-Action Report to provide more time to coordinate with Leon County departments and partner agencies. LCEM began conducting conference calls on October 7 as provided in the CEMP. LCEM conducted 12 conference calls throughout the Hurricane Michael incident 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 a.m. and 4:30 p.m.

The decision to activate the Leon County EOC was made on October 7 begin to coordinate the preparedness, response, and recovery efforts of our local emergency management partner agencies in anticipation of potential impacts from Hurricane Michael. The 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

Section 3.0 Overview of Hurricane Michael and its Impacts

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. Over 530 Leon County staff from 20 departments and divisions of Leon County government participated in response and recovery activities, as described in greater detail in Section 4.1 of this report. The following 58 entities were represented in the Leon County EOC, illustrating the extent of coordination among local agencies involved in the response and recovery efforts:

- Leon County Emergency Management
- Leon County Administration
- Leon County Public Works
- Leon County Emergency Medical Services
- Leon County Animal Control
- Leon County Community and Media Relations
- Leon County Volunteer Services
- Leon County Human Services & Community Partnerships
- Leon County Office of Resource Stewardship
- Leon County Office of Intervention & Detention Alternatives
- Leon County Office of Financial Stewardship
- Leon County Development Support and Environmental Management
- Leon County Office of Library Services
- Leon County Division of Tourism
- Leon County Office of Information Technology
- Leon County Human Resources
- Leon County Sheriff's Office
- Leon County Property Appraiser
- Leon County Schools
- Talquin Electric Cooperative
- Big Bend COAD
- The Salvation Army
- American Red Cross-Capital Area Chapter
- America's Second Harvest of the Big Bend
- Big Bend Disaster Animal Response Team
- 2-1-1 Big Bend
- Big Bend Healthcare Coalition
- Capital Regional Medical Center
- Florida State University Emergency Mgmt.
- City of Tallahassee Administration
- City of Tallahassee Communications
- Tallahassee Police Department
- Tallahassee Fire Department
- City of Tallahassee Electric Utility
- City of Tallahassee Underground Utilities & P.I.
- City of Tallahassee Comm. Beautif. & W.M.
- City of Tallahassee Customer Operations
- City of Tallahassee Technology & Innovation
- City of Tallahassee StarMetro
- City of Tallahassee Parks, Rec., and N.A.
- City of Tallahassee Real Estate Management
- City of Tallahassee Financial Services
- City of Tallahassee Human Resources & W.D.
- Tallahassee-Leon Co. Office of Economic Vitality
- Tallahassee-Leon County Planning Department
- Tallahassee-Leon County GIS
- Blueprint Intergovernmental Agency
- Consolidated Dispatch Agency
- Florida Department of Health-Leon County
- Florida Division of Emergency Management
- Florida Department of Transportation
- Florida Department of Law Enforcement
- Florida Department of Elder Affairs
- Florida Fish and Wildlife Conservation Commission
- Florida National Guard
- National Weather Service Tallahassee
- Federal Emergency Management Agency
- U.S. Coast Guard

Several personnel from Leon County and partner agencies commented during debriefing meetings following Hurricane Michael that the communication and coordination within the EOC continues to improve as a result of lessons learned from previous activations. These personnel credited the enhanced level of coordination to their greater familiarity with the EOC and personnel from other agencies activated during emergencies, lessons learned from Hurricanes

Section 3.0 Overview of Hurricane Michael and its Impacts

Hermine and Irma, and enhanced interagency training and coordination during “blue skies” in recent years.

3.4 Sandbag Distribution Prior to the Storm

Anticipating a heavy rainfall event, prior to Hurricane Michael’s landfall, Leon County and the City of Tallahassee established sandbag distribution sites at eight locations throughout the County. Staging for sandbag operations began on October 8 and staff replenished materials at several locations until weather conditions began to worsen on October 9. Leon County distributed over 70,000 sandbags and the City distributed tens of thousands more. Sandbag distribution sites were established at the following locations:

- J. Lee Vause Park
- Intersection of Ranchero and Oak Ridge
- Tekesta Park in Killbuck Lakes
- Solid Waste Management Facility
- James Messer Park
- Winthrop Park

Citizen Information Line personnel received several calls for information regarding assistance for senior citizens and disabled individuals to help fill and load sandbags at distribution sites. Several staff from Public Works and the Office of Resource Stewardship were on site to assist with staffing these locations; however, the process of manually filling sandbags is slow and can result in long lines during major incidents. As reflected in the findings and recommendations below, staff identified an opportunity to build or purchase equipment to assist citizens with filling sandbags more quickly during future emergencies, such as the “sandbag tubes” shown below:



Figure 1: Example of "sandbag tubes" that can assist with filling sandbags quickly

Following Hurricane Michael, staff identified an opportunity to relocate the County’s J. Lee Vause sandbag operation to Fred George Park during future incidents. This relocation creates better ingress and egress for citizens and for County staff tasked with restocking the location. Additionally, because Fred George Park would be utilized as a point of distribution for bottled water and other relief supplies, relocating the sandbag operation would provide better consistency and familiarity for citizens. During the next incident involving sandbag distribution, staff will post signage at J. Lee Vause to inform citizens that Fred George Park is the new designated location in northwestern Leon County.

Section 3.0 Overview of Hurricane Michael and its Impacts

Finding #7: The process of manually filling sandbags is slow and can result in long lines during major incidents. Additionally, Citizen Information Line personnel received several calls for information regarding assistance for senior citizens and disabled individuals to help fill and load sandbags at distribution sites.

Recommendation 7.1: Evaluate building or purchasing equipment, such as “sandbag tubes,” to assist citizens with filling sandbags more quickly during future emergencies.

Lead Agencies: Leon County Public Works

Support Agencies: Leon County Office of Resource Stewardship

Finding #8: Following Hurricane Michael, staff identified an opportunity to relocate the sandbag distribution site in northwestern Leon County to provide better ingress and egress, and to provide a single site for pre- and post-storm assistance.

Recommendation 8.1: Relocate sandbag operations from J. Lee Vause Park to Fred George Park to provide better accessibility and centralize multiple post-storm services such as Points of Distribution.

Lead Agencies: Leon County Public Works

Support Agencies: Leon County Office of Resource Stewardship

3.5 Weather Impacts Associated with Hurricane Michael

On October 10, 2018, Hurricane Michael made landfall near Mexico Beach, Florida as a high-end Category 4 hurricane 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. Devastating winds associated with Hurricane Michael 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 affecting approximately 135,000 City of Tallahassee and Talquin Electric Cooperative customers – 95% of all electric utility customers countywide. Additionally, the intensity of the storm necessitated widespread hurricane evacuations and emergency sheltering across the big bend region; during the event, Leon County sheltered over 1,500 citizens and approximately 200 pets, many of whom evacuated to Leon County from neighboring counties, at 6 emergency shelter locations.

Like any storm of this magnitude, Hurricane Michael presented significant challenges for short-term response operations. Section 4 of this report details the specific actions taken by Leon County and its partner agencies to overcome these challenges and effectuate a quick and thorough response.

3.6 School, University, and Government Office Closures

On October 8, Leon County Community and Media Relations issued a news release informing the public that Leon County Government offices and libraries would close at 12 PM on Tuesday, October 9 through Thursday, October 11 and the Tuesday, October 9, Leon County Board of County Commissioners Meeting was cancelled. The County’s news release also reminded residents that residential waste collection routes will be delayed until further notice and to stay tuned over the weekend for further updates through the Emergency Information Portal and the

Section 3.0 Overview of Hurricane Michael and its Impacts

County's Citizens Connect App. Most County facilities remained without power on Thursday, October 11; accordingly, County offices remained closed until Monday, October 15, with the exception of the Main Library which remained open as a comfort station and the branch libraries which re-opened during normal hours beginning on Saturday, October 13 subject to power restoration. Although local government offices were closed, hundreds of essential employees were called upon to support critical immediate response operations such as clearing debris from roadways, providing emergency medical services, coordinating response and recovery activities at the EOC, and more. These activities are described in detail in Section 4 of this report.

As is the common practice during emergency events, the County Administrator, City Manager, and Leon County Schools Superintendent coordinated school and office closures prior to Hurricane Michael's landfall. City of Tallahassee offices and Leon County Schools were also closed until Monday, October 15.

State offices were also closed in all 35 counties under the Governor's declared state of emergency, including Leon. The State of Florida generally follows the lead of county government closures with regard to the closure of state offices; however, following Hurricane Michael, state offices in Leon County remained closed until Monday, October 15. Some state offices also temporarily relocated workers to other state buildings. Similarly, FSU, FAMU, and TCC reopened to students on October 15.

Section 4.0 Hurricane Michael Preparedness, Response and Recovery

4.0 Hurricane Michael Preparedness, Response and Recovery

Section 4 of this After-Action Report highlights preparation, response and recovery efforts associated with Hurricane Michael taken by Leon County and emergency management partner agencies. This includes the actions taken in advance of the storm, immediate response efforts focused on protecting life and preventing further damage to infrastructure systems and property following an emergency event, and the stages of recovery operations in returning the community and the County organization to a normal state of affairs.

4.1 Inside the Emergency Operations Center during Hurricane Michael

As described previously in this report, the Leon County Emergency Operations Center (EOC) serves as a central command and control facility for the effective coordination of disaster management functions at a strategic level during an emergency. Located in the state-of-the-art Public Safety Complex (PSC) which opened in July 2013, the EOC allows for the full integration of staff and representatives from Leon County, the City of Tallahassee, the Leon County Sheriff's Office, and a variety of partner agencies during an emergency activation.

As the single-most intense storm to impact the Florida Panhandle in recorded history, Hurricane 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. These included recommendations to further enhance the County's emergency plans and overall strategies for emergency management, as well as recommendations addressing tactical, operational, technological, and procedural components of the County's response and recovery efforts coordinated from within the EOC.

As indicated in Section 3.3 of this report, 58 separate agencies were represented in the EOC during the Michael incident including staffing of approximately 120 personnel per day during the activation. An additional 42 County staff members and 19 non-staff citizen volunteers supplemented these efforts by staffing the Citizen Information Line, discussed in further detail in Section 4.3.7 of this report. In all, the Leon County Emergency Operations Center facilitated the massive coordination of information, personnel, supplies, equipment, and other resources required during Hurricane Michael in the execution of established emergency plans and protocols.

Finding #9: The Leon County EOC facilitated the close coordination of vital information and resources during its third major test in as many years and was a primary factor contributing to the success of response and recovery operations.

4.2 Statewide Mutual Aid Agreement and Resource Requests

Leon County and the City of Tallahassee requested state support during Hurricane Michael through the Statewide Mutual Aid Agreement (SMAA), which enables local governments to coordinate the sharing of resources for emergency aid and assistance before, during, or after a major or catastrophic disaster. The Leon County Board of County Commissioners approved entering into the SMAA in 1995 and approved an updated version of the agreement in 2001.

Section 4.0 Hurricane Michael Preparedness, Response and Recovery

Under the agreement, mission requests must come through the EOC and be submitted by the County's Emergency Management Director to the state.

To facilitate requests for resources and other assistance, the state utilizes WebEOC, which is a web-based crisis management software platform for managing and coordinating information and resources during a disaster. WebEOC is the state's official mission tasking and tracking system as well as a conduit for sharing information with state and local responders during activations. It allows county, state, federal and mutual aid entities to use the same operating environment when responding to and recovering from an emergency. To illustrate the formal communication taking place between the state and local emergency management personnel, staff has included a report of the 61 resource requests associated with Hurricane Michael that were made through the Leon County EOC in Appendix E to this report.

For the first time, the National Weather Service embedded a meteorologist in the Leon County Emergency Operations Center to assist with weather prediction and interpretation for all emergency support functions. The meteorologist offered real-time updates on the storm's changing conditions and prepared specific, detailed briefs related to Hurricane Michael's impact in Leon County. The meteorologist arrived the day before landfall, stayed in the Emergency Operations Center throughout Michael's duration, and provided updates on Michael's impacts after the winds subsided.

In addition to requesting resources from the State EOC to assist Leon County's response and recovery operations, the State EOC also requested mutual aid support from Leon County and our local emergency partners in the days and weeks following Hurricane Michael for other affected areas to our west. Leon County and partner agency staff deployed personnel to assist with emergency management coordination, sheltering operations, power restoration, staffing the State EOC, and more. As reflected in the findings and recommendations below, these personnel were able to extract important lessons from their experiences in other severely impacted areas which would benefit Leon County's planning and preparation for future disasters.

Hurricane Michael was the first full-scale incident for the State EOC utilizing the WebEOC platform. It was not tested statewide with County EOCs during the Statewide Hurricane Exercise in May 2018, so a full load test was not executed on the new program and process prior to Hurricane Season 2018. Although most of Leon County's resource requests were fulfilled timely and accurately, there remains some opportunity for improved coordination with the State EOC regarding the process for submitting and managing resource requests through WebEOC. The State of Florida's After-Action Report for Hurricane Michael, published on January 8, 2019, included several recommendations for improving the state's utilization of WebEOC.

[Associated findings and recommendations on the following page]

Section 4.0 Hurricane Michael Preparedness, Response and Recovery

Finding #10: An embedded National Weather Service meteorologist assisted public safety agencies and emergency support functions in preparing for and responding to Hurricane Michael with timely updates on changing conditions, weather impacts, and timing and duration of hurricane-force winds.

Recommendation 10.1: As part of any weather-related activation of the Emergency Operations Center, Leon County will request that the National Weather Service embed a meteorologist with Emergency Management to support disaster response activities. Also, before hurricane season, Emergency Management will notify the National Weather Service of staff's intent to request a meteorologist should a weather-related activation occur.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #11: In addition to requesting resources from the State EOC to assist Leon County's response and recovery operations, the State EOC also requested mutual aid support from Leon County and our local emergency partners in the days and weeks following Hurricane Michael for other affected areas to our west.

Recommendation 11.1: Host a debriefing meeting in early 2019 with Leon County and partner agency personnel who were deployed to other affected areas following Hurricane Michael to extract additional lessons based on their experience.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #12: Hurricane Michael was the first full-scale incident for the State EOC utilizing the WebEOC platform. While most of Leon County's resource requests were fulfilled timely and accurately, there remains some opportunity for improved coordination with the State EOC regarding the process for submitting and managing resource requests through WebEOC, as indicated in the State of Florida's After-Action Report for Hurricane Michael.

Recommendation 12.1: Coordinate with the Florida Division of Emergency Management and statewide emergency management stakeholders to support FDEM's implementation of recommendations in its After-Action Report regarding the utilization of WebEOC.

Lead Agencies: Leon County Emergency Management

4.3 Communications and Public Information

Emergency-related public information efforts are guided by the Leon County CEMP, Appendix 14 – Public Information, which provides guidelines for disseminating and managing information for the public before, during and after emergencies. During Hurricane Michael, a joint Public Information function was established between Leon County Community and Media Relations and City of Tallahassee Communications to coordinate emergency communication efforts. This section of the After-Action Report addresses the efforts taken by Public Information personnel at the EOC to communicate critical emergency-related information with the public.

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4.3.1 Multimedia Communications Campaign

To help Citizens prepare for Hurricane Michael, CMR staff deployed a comprehensive public information campaign that included the following:

- Distributed more than 80,000 copies of the 2018 Disaster Survival Guide through the Tallahassee Democrat, Capital Outlook, American Red Cross faith-based partners, and in County and City facilities
- Promoted the Citizens Connect App and Emergency Information Portal (EIP) through radio, digital media, social media and other platforms
- Issued 13 news advisories and releases
- Provided a “Hurricane Michael Daily Brief” to the public for six days starting on October 8, beginning with more than 32,000 email subscribers (each day) and posted on social media.
- Communicated to citizens through social media, press releases, GovDelivery, the Citizens Connect App and the Leon County EIP prior to the storm regarding disaster preparedness, sandbag locations, and preliminary office and facility closures
- Ran 300 radio spots on Adams Radio Group, Cumulus, and WFSU stations to promote preparedness and Leon County’s “Stay Informed. Stay Connected.” message

The digital and radio impressions, added to the social media, radio, and media impressions described in more detail below resulted in our preparedness messaging being seen, heard, and read nearly 3 million times. Beyond this multimedia public information campaign, Leon County’s emergency communications efforts described in the following sections earned national, state, and local publicity for television and radio from October 8 through October 15 valued over \$4,000.

Finding #13: Leon County’s extensive communications efforts related to Hurricane Michael resulted in its preparedness messaging being seen, heard, and read nearly 3 million times over the course of the incident.

4.3.2 Emergency Information Portal

Leon County’s Emergency Information Portal (EIP) is a website utilized by Community and Media Relations staff during emergency events to provide critical information to the public. According to FEMA guidelines, the dissemination of information from one centralized portal is a key to ensuring clear, timely, and accurate information which is accessible to the entire affected population. Even in the age of social media, the source of this information should be the centralized portal. Notwithstanding the tremendous potential benefits of social media (discussed in further detail in Section 4.3.5), when information is disseminated disparately, unofficially and/or inconsistently, it exacerbates the spread of rumor, speculation and misinformation which can complicate emergency response efforts. Leon County’s EIP serves as this central portal of vetted, accurate information. During Hurricane Michael, the EIP was utilized to provide information on the status of available shelters, sandbag locations, road closures, local office and schools closings, health advisories, and volunteer information. The interface allows for quick posting of information in real time. The EIP was visited more than

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42,250 times before, during, and after Hurricane Michael, or an average of 5,281 visits per day during the period when the EOC was activated (October 8 through October 15, 2018).

The City of Tallahassee maintains its own emergency information page on the City website. As a result of establishing a joint Public Information function with the City (as described above), the County and City websites coordinated to provide identical emergency information on both webpages. Additionally, City of Tallahassee Utilities and Talquin Electric Cooperative both maintain online maps allowing the public to view the status of electrical outages during an emergency. Web links to these maps are provided on the County's Emergency Information Portal. Following Hurricane Hermine in 2016, the City of Tallahassee made several improvements to enhance communications to its customers during a disaster. The City upgraded its web-based outage mapping application to accommodate a larger volume of web traffic, and the new outage map system (outagemap.talgov.com) was deployed during Hurricane Irma and continued to be used during Hurricane Michael. Also, in order to communicate the location where crews were working to restore power, the City developed an online mapping tool that showed each circuit in the City's electric grid, its current restoration status, and where crews were currently working to restore service.

4.3.3 Citizens Connect Mobile App

The Leon County Citizens Connect mobile app provides a single source of emergency information verified by public safety agencies, emergency management professionals, and crews responding in the field during a disaster. Through the mobile application, citizens can access Leon County's Facebook page, Twitter account, and other important resources. The Citizens Connect App was redesigned in 2017 to include emergency information as well as other information about Leon County services and programs previously available through the app.

Leon County promoted the redesigned Citizens Connect app before and during Hurricane Michael through television, radio, billboards, print media, the Leon County website, 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.

With nearly 8,000 devices opted in to receive push notifications through the app, 242,853 push notifications were sent from October 7 through October 14. With the total number of app downloads totaling nearly 17,500 users, critical information was shared more than 525,000 times.

4.3.4 GovDelivery

Leon County utilizes GovDelivery, a digital communications platform used to communicate with citizens who register to receive information from the County. GovDelivery allows Public Information staff to communicate via e-mail, text message, and RSS feed, as well as via Facebook and Twitter. During Hurricane Michael, EOC Public Information staff utilized GovDelivery to send emergency-related information such as sandbags and National Weather Service warnings to subscribers. Staff developed a "Hurricane Michael Daily Brief" for public distribution during the incident. From October 8 to October 13, Hurricane Michael Daily Briefs were distributed to nearly

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32,000 email subscribers and posted on social media. The daily briefs were also distributed to all media outlets and asked to share with their audiences.

4.3.5 Social Media Communications

Social media has become a key part of our modern lifestyle, providing immediate access to a wide variety of information sources and connectivity to other people within one's network. Citizens continue to use social media as a primary tool to receive emergency information and updates during a disaster. As such, social media provides opportunities to quickly reach citizens during emergency events to provide critical information to a vast audience.

During Hurricane Michael, Public Information staff in the EOC utilized social media, among the other communications tools described in this report, to keep citizens informed and safe. The County provided consistent and timely outreach throughout the EOC activation, providing 100 Facebook updates before, during, and after the event which received 1,867 likes, comments or shares. The County's Facebook posts reached more than 330,500 people and increased page likes by more than 500 since the storm. In addition, The County issued 118 tweets through its Twitter account reaching over 446,100 people, which were shared over 1,100 times. For the first time, Public Information staff utilized Instagram and LinkedIn during Hurricane Michael. Instagram reached more than 14,000 people with 19 posts. An additional 1,000 businesses were reached through posts on LinkedIn. Public Information staff also coordinated ten Facebook live updates that included emergency preparedness messages and updates from the Emergency Management Director. Each press conference was also shown on Facebook Live. The outreach provided through social media granted County officials the opportunity to promptly respond to citizen's concerns, questions, and feedback. The County's other social media accounts, such as the Office of Resource Stewardship and the Library accounts, directed citizens to Leon County's primary page as the official source of emergency information.

In addition to social media, staff utilized the Citizens Connect app to send more than 240,000 push notifications with critical information. With citizens receiving timely information at their fingertips (as referenced in Section 4.2.3), it may have impacted the number of people utilizing social media to receive updates. The following table illustrates the County's expanded social media outreach during recent disasters:

4.3.6 Radio Communications

At the community listening sessions following Hurricane Hermine in 2016, citizens shared their need for timely, relevant disaster information on the radio. As recommended in the Hurricane Hermine After-Action Report, staff coordinated with WFSU management to ensure that one or more radio journalists activate with the Emergency Operations Center and remain embedded at the Emergency Operations Center throughout future disasters. During Hurricane Michael, WFSU personnel performed live updates from the Public Safety Complex. Radio programming featured tips on how to prepare the inside and outside of your home for disaster, an online resource of the list of businesses that were open, and much more. Leon County ran 300 radio spots during Hurricane Irma on Red Hills Radio, Cumulus, and WFSU stations to promote preparedness and Leon County's "Stay Informed. Stay Connected." message.

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For Hurricane Michael, Leon County also partnered with iHeartRadio to provide updates to their six regional stations. The stations include WFLA-FM 100.7, WFLF-FM 94.5, WTNT 94.9, KISS-FM 107.1, X-FM101.5, and The Beat-FM 105.3. Citizens were notified of these additional stations as a resource through the Hurricane Michael Daily Brief, social media, and an update to the EIP. Staff was also made available for on air interviews on two of iHeartMedia's biggest platforms.

Following Hurricane Michael, Leon County and iHeartMedia met to determine a way for iHeartMedia to broadcast future press conferences from the Public Safety Complex. iHeartMedia is currently working to get the equipment necessary to be able to provide updates and press conferences at the Public Safety Complex, before the next event.

Leon County also coordinates closely with all local and regional radio stations to ensure their newsroom and on-air talent have the most up to date information. All media partners were encouraged to follow the Leon County Emergency Information Portal online at www.LeonCountyFL.gov during Hurricane Michael or to coordinate directly with Leon County Community and Media Relations staff.

Finding #14: As a result of implemented recommendations from the 2016 Hurricane Hermine After-Action Report, Leon County now maintains a partnership with WFSU as the definitive resource for emergency and public safety information on the radio.

4.3.7 Citizens Information Line

The Leon County CEMP provides for the establishment of a Citizen Information Line (CIL), which is a 13-station phone bank established in a dedicated space at the EOC, utilized to receive a large volume of citizen inquiries during an emergency. Leon County's Director of Volunteer Services recruits, trains, and supervises both citizens and County employees to staff the CIL.

Leon County Volunteer Services staff reported to the EOC on October 7 to prepare the CIL for activation the following day. The CIL was operational from October 8 through October 19. During the activation, 42 County staff and 19 citizen volunteers answered 3,442 citizen calls, working a combined 1,759 hours. The enhanced utilization of County personnel was identified as a recommendation in the Hurricane Irma After-Action Report in 2017 and contributed significantly to the success of CIL operations during Hurricane Michael. This section of the report includes findings and recommendations highlighted during post-incident debriefing meetings to continue to enhance the integration of County staff in CIL operations.

During the Hurricane Michael activation, the CIL received several calls from outside Leon County. During post-incident debriefing meetings, participants reported that out-of-County callers found Leon County's non-emergency phone number through a national news agency that published the number during a broadcast. A review of WebEOC entries indicates that calls were received from Bay, Gulf, Walton, Calhoun, and Jackson counties, with the bulk of out-of-County calls coming from Bay county. Many of these callers sought information regarding available recovery assistance because phone service was interrupted in their home county. All other calls were escalated and forwarded to dispatch personnel as appropriate. More detailed discussion of 9-1-1 dispatch operations is included in Section 4.10 of this report. Additionally, the CIL

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received many calls from contractors and owners of heavy equipment seeking to provide services during the recovery effort. As discussed in Sections 2.1.4 and 4.14.1, Leon County maintains pre-existing contracts with designated debris haulers. Accordingly, Public Works advised CIL personnel to refer these callers to the County's contracted debris haulers who typically hire several subcontractors to assist with cleanup efforts.

Following deactivation of the Emergency Operations Center, Leon County Volunteer Services works with 2-1-1 Big Bend to ensure the continued coordination of resources to meet citizens' needs such as finding gas cards to help evacuees from other parts of the state return home, removing downed trees from private property, and securing tarps for damaged roofs. Following Hurricane Michael, Volunteer Services staff demobilized the CIL and transitioned all calls to Big Bend 2-1-1 beginning on October 19. As reflected in the findings and recommendations below, staff observed that it would be beneficial to keep the CIL partially staffed following the deactivation of the EOC to provide continued coordination with 2-1-1 Big Bend and to ensure service for citizens who may not know who to call for post-disaster assistance.

Hurricane Michael was only the second incident during which Leon County utilized WebEOC incident management software (discussed further in Sections 4.2 and 5.4 of this report). WebEOC was a critical tool used by CIL call takers to route important information and requests for service to the appropriate personnel in the EOC and also to receive important situation updates to relay to callers. WebEOC enabled County staff to follow up with citizens who called requesting information regarding assistance with downed trees on their property, general clean-up in their yards, food and utility payment assistance, and other similar calls. Leon County staff followed up with each of these citizens to check if they still had any unmet needs and to provide additional referrals that were not available or known at the time of their initial call.

Finding #15: The enhanced utilization of County personnel to support the Citizens Information Line was identified as a recommendation in the Hurricane Irma After-Action Report in 2017 and contributed significantly to the success of CIL operations during Hurricane Michael.

Finding #16: Citizen Information Line supervisors, team leaders, and staff often worked extended shifts during Hurricane Michael.

Recommendation 16.1: Identify and train additional CIL team leaders and supervisors.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Administration, Leon County Human Resources

Recommendation 16.2: Pre-schedule staffing for all CIL staff and volunteers, including any necessary just-in-time training and scheduled shift breaks

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Administration

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Finding #17: During the Hurricane Michael activation, the Citizens Information Line received several calls from outside Leon County. Many of these callers sought information regarding available recovery assistance because phone service was interrupted in their home county.

Recommendation 17.1: Develop protocols to prepare vital information during future activations for other counties expected to be impacted, such as shelter locations, how to contact and receive information from local emergency management officials, and how to volunteer or donate.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Emergency Management

Finding #18: During the Hurricane Michael activation, the Citizens Information Line received many calls from contractors and owners of heavy equipment seeking to provide services during the recovery effort.

Recommendation 18.1: Develop protocols to route Citizen Information Line calls from contractors offering recovery assistance to Office of Economic Vitality representatives in the EOC.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Tallahassee-Leon County Office of Economic Vitality

Finding #19: The Citizens Information Line continued to receive calls for assistance following the deactivation of the EOC on October 16.

Recommendation 19.1: Update protocols to keep the Citizens Information Line partially staffed following deactivation of the EOC to provide continued coordination with 2-1-1 Big Bend and to ensure service for citizens who may not know who to call for post-disaster assistance.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Emergency Management, Leon County Office of Information and Technology, Leon County Office of Resource Stewardship

Finding #20: WebEOC was a critical tool used by CIL call takers to route important information and requests for service to the appropriate personnel in the EOC and also to receive important situation updates to relay to callers.

4.3.8 Media Relations and Information

During any emergency, Public Information staff work around the clock in the EOC to communicate critical information to the public about the status of the emergency, measures taken by response personnel to manage the emergency, and the progress of response and recovery efforts. As indicated above, a joint Public Information function between County and City staff was established for Hurricane Michael. Leon County and City of Tallahassee staff jointly issued three media advisories and releases during the incident. County and City Public Information staff also issued several additional news releases and media advisories with information specific to their operations.

Public Information staff also facilitated four press conferences with local elected and appointed officials on October 8, October 9, October 10, and October 11, which provided consistent and unified information about the progress of response efforts to the public and media partners.

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Staff provided live hourly updates to WFSU on Wednesday, October 10 and Thursday, October 11. The County Administrator interviewed with The Weather Channel on Tuesday, October 9 and with National Public Radio on Wednesday, October 10.

4.4 Voluntary Evacuation Order

On October 8, the County Administrator coordinated with the Chairman to issue a voluntary evacuation order for citizens living in manufactured or mobile homes to give citizens adequate time to leave the area if they chose to do so. As provided in Section 2-309 of the Leon County Code of Ordinances under the declared Local State of Emergency due to the likelihood of hurricane-force winds for an extended period of time. The voluntary evacuation order was consistent with the current National Weather Service forecast which indicated that tropical-storm-force or hurricane force winds were expected for at least 18 hours.

Following the destructive hurricane seasons of 2004 and 2005, the Florida Legislature appropriated \$29 million to support hurricane evacuation planning for communities throughout the state. The Statewide Regional Evacuation Study Program began in 2006 as a direct result of this funding. Under this program, a Regional Evacuation Study was conducted for each region in the state. The Apalachee Regional Evacuation Study was originally published in 2010 with revisions and updates in 2014 and 2015. The evacuation philosophy used by coastal states, including Florida, for determining mandatory evacuations is to protect citizens in storm surge-prone areas by ordering mandatory evacuations. Historically, storm surge (as opposed to wind) presents the greatest hazard to life safety in coastal areas. Since each hurricane presents storm surge hazards differently in every area of the state, evacuation zones have been established throughout Florida according to their vulnerability to storm surge risk based on models produced by the National Hurricane Center. In Leon County, there is a minimal risk for storm surge potential. Some areas in southern Leon County are within storm surge zones based on impact models for a Category 3 hurricane or stronger. Depending on the size, intensity, and direction of a tropical cyclone, a mandatory evacuation order may be issued for areas vulnerable to storm surge. However, each hurricane presents different hazards, so evacuation orders would be issued based on official National Weather Service storm surge forecasts. During Hurricane Michael, nearby coastal areas received 9- to 11-foot storm surge impacts; however, no inland storm surge impacts were observed in Leon County.

As indicated above, wind impacts tend to present less of a hazard to life safety than storm surge in most instances. With modern building codes and construction, most structures can withstand strong winds for a long duration. However, Leon County's dense tree canopy makes homes susceptible to tree damage hurricanes and tropical storms. Additionally, mobile and manufactured homes are generally unable to withstand wind stresses associated with hurricanes as well as site-built structures. Individuals living in these structure types may be urged to voluntarily evacuate to a safer location during severe wind events. For site-built structures, sheltering in place within one's home is usually recommended unless the home pre-dates current building codes or if there is a significant risk of tree damage.

The following map is included in the Tallahassee-Leon County Local Mitigation Strategy and illustrates the location of storm surge zones and mobile home clusters in the County:

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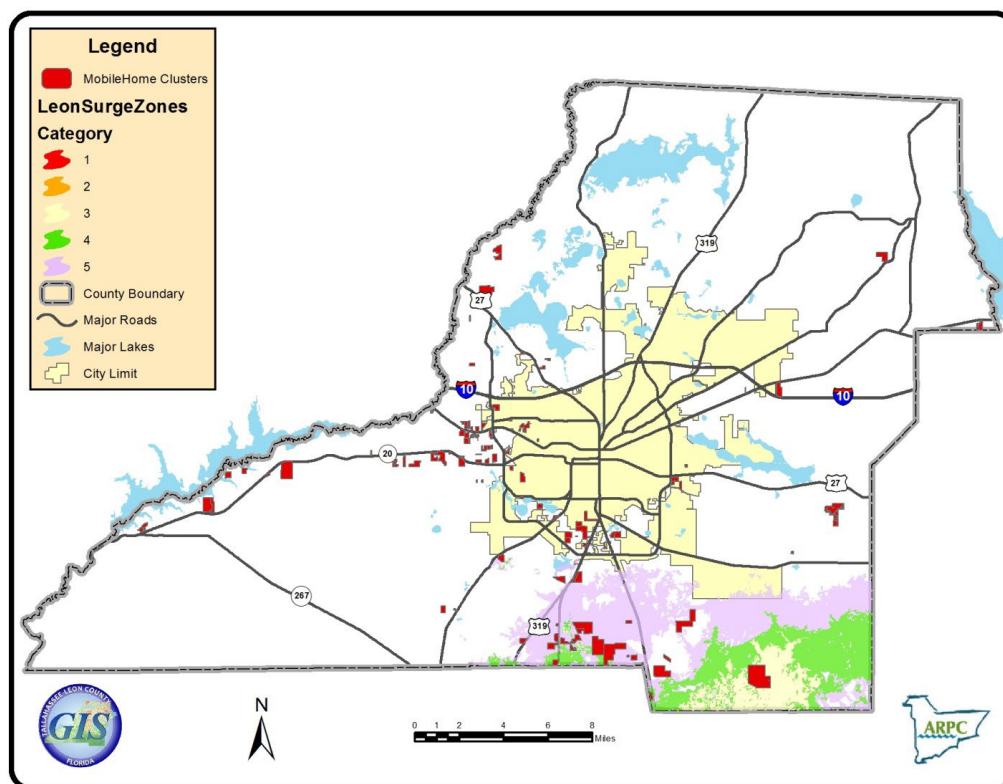


Figure 2: Mobile home clusters and storm surge zones in Leon County

4.5 Emergency Shelters

The Recovery Annex of the Leon County CEMP provides for emergency sheltering operations to accommodate citizens who are displaced as a result of an emergency event. During Hurricane Irma in 2017, the Capital Area Chapter of the Red Cross (Red Cross), as designated in the CEMP, served as the lead agency for opening, managing, and supplying general population shelters and evacuees during any type of disaster response. As is the case with any emergency event or disaster, Hurricane Irma presented a unique set of challenges for residents and responders, specifically in the area of sheltering operations resulting from the largest mass evacuation in the history of the state. The unprecedented scale of risk sheltering operations leading up to and through Hurricane Irma revealed opportunities to enhance plans and partnerships to better serve the community and make a strong response even stronger.

As recommended in the Hurricane Irma After-Action Report, the County developed a revised shelter operations plan in collaboration with Leon County Schools and the American Red Cross to enhance shelter staffing, the management of shelter facilities, and provision of food and shelter 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 effectuating the 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. Overall, the tri-party agreement outlines that Leon County Government will continue to direct the opening of risk shelters staffed by Leon County Schools with training and resources from the American Red Cross. These areas of responsibility build upon Leon County's long-time partnership in sheltering and disaster recovery with both the Leon County Schools as well as the American Red Cross.

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As reflected in the tri-party agreement for shelter operations, Leon County Emergency Management, in coordination with Leon County Schools, maintains a list of preferred risk shelter sites to be opened in preparation for and in response to disaster. This preferred risk shelter list is a subsection of Leon County Schools facilities that are geographically diverse, have storm hardening, and would best serve the community during a disaster. When directing the opening of school facilities as risk shelter locations, Leon County Emergency Management considers the preferred risk shelter list while also reserving the right to open other school facilities as community need dictates.

In addition to general population shelters, improvements to the shelter operations plan seeks to enhance operation of special needs shelters through enhanced coordination among partner agencies. As provided in the Leon County CEMP, the Florida Department of Health in Leon County (FDOH) is the lead agency for the medical operation of the special needs shelter to ensure care and attention for those with special medical needs. This is supported by Section 381.0303(2)(b), Florida Statutes, which designates FDOH as having the lead responsibility to staff special needs shelters and to recruit assistance from health care practitioners. In accordance with Section 252.355, Florida Statutes, and as outlined in the CEMP, LCEM maintains a special needs registry in order to plan for the needs of persons with physical, mental, cognitive, or sensory disabilities who will need assistance with evacuation and sheltering during emergencies. Citizens can register online through the Florida Division of Emergency Management website or by using a paper form provided by Leon County Emergency Management. LCEM promotes the special needs registry as part of its public awareness and outreach program.

4.5.1 General Population Risk Shelters

In response to Hurricane Michael, the first test of County's improved plan for risk sheltering operations discussed above, the County coordinated with Leon County Schools, the Red Cross, and other partner agencies to open six emergency shelters to ensure citizens' safety during the height of the storm. During Hurricane Michael, LCEM and partner agencies opened general population emergency shelters at 6 locations beginning on October 9, serving 1,572 Leon County citizens and evacuees from other areas as well as 200 pets:

- Chiles High School
- Lincoln High School
- SAIL High School
- Ft. Braden Elementary
- Godby High School
- Leon High School

Of note, Rickards High School is a top-tier priority facility for risk sheltering operations. However, Rickards is currently undergoing a major construction project, during which time it would be impractical to utilize as a shelter. Accordingly, SAIL High School (which is a second-tier priority facility) was utilized in its place due to its large capacity and proximity to the southside neighborhoods typically served by Rickards. The current project at Rickards has a two-year construction schedule; accordingly, Leon County Schools and Leon County Emergency Management anticipate that it will become available to serve as a risk shelter location again during the 2021 hurricane season.

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The initial determination was made on Monday, October 8 to open 5 locations at Chiles, Lincoln, SAIL, Ft. Braden, and Godby. As Hurricane Michael approached and continued to strengthen, these shelters quickly filled with Leon County citizens and evacuees from other areas. On Tuesday, October 9, the decision was made to open a sixth location at Leon High School. As provided in the revised shelter operations plan discussed above, Leon County Schools provided staffing for each shelter location, with support and coordination provided by the Capital Area Chapter of the American Red Cross. Leon County Schools requested the County to provide additional staffing to support risk sheltering operations, and approximately 48 Leon County staff were assigned to shelter locations. The City of Tallahassee's StarMetro bus service provided transportation assistance to shelter locations for citizens who did not have their own means of transportation.

During debriefing sessions following Hurricane Michael, staff and community partners identified an opportunity to potentially enhance staffing in support of risk shelters and other response and recovery operations during future emergencies. In 1994, the Florida Legislature enacted the Florida Disaster Volunteer Leave Act. Under the Act, an employee of a state agency who is a certified disaster service volunteer of the American Red Cross may be granted a leave of absence with pay to participate in disaster relief services for the American Red Cross. During post-incident debriefing meetings, participants observed that other states have similar provisions and have been successful in supplementing local disaster relief operations using state agency personnel, especially while state offices are closed due to the disaster. A recommendation to engage State of Florida officials to raise awareness and enhance promotion of the Florida Disaster Volunteer Leave Act among state employees.

In the State of Florida's After-Action Report for Hurricane Michael, published on January 8, 2019, the Florida Division of Emergency Management included a recommendation regarding state support for County-managed risk shelters during future disasters. The findings and recommendations below include following up with FDEM to assist and coordinate the availability of resources during future emergency activations requiring risk shelter operations. From the state's report:

"While shelters in Florida are county managed, the [State Emergency Response Team, or SERT] often supports operations, especially after initial impact. Recognizing this, rather than creating ad-hoc packages specific to each shelter as requested, the SERT can expedite assistance by developing pre-typed packages based on shelter size, feeding/preparation capabilities, restroom, and other amenities. These typed packages would correlate to shelters in Florida, and assist counties in requesting assistance, and the SERT in fulfilling."

Leon County Animal Control deployed resources to each shelter location, including the special needs shelter (discussed in Section 4.5.2 below), to make these locations pet-accessible, hosting approximately 200 pets at shelter locations during Hurricane Michael. Animal Control staff coordinated with the Tallahassee-Leon County Animal Service Center (TLCASC) for pet food and supplies and with the Big Bend Disaster Animal Response Team (DART) for kennels and additional staffing. Resources deployed for pet-accessible shelter accommodations were purchased by Leon County as a lesson learned after Tropical Storm Fay in 2008. Animal Control also requested and received additional resources from the Florida Department of Agriculture and Consumer Services through the State EOC.

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As provided in the revised shelter operations plan among Leon County Government, Leon County Schools, and the Red Cross, Leon County is the lead agency for directing the opening of risk and host shelters as the disaster dictates, as well as directing the transition of sheltering operations from risk shelters to host shelters. As risk shelter operations began to demobilize following Hurricane Michael, remaining shelterees were transferred to a single location at SAIL High School on Thursday, October 11. Although this was consistent with the shelter operations plan, the Red Cross indicated a preference to keep all six risk shelter locations open until host sheltering space was identified. Leon County and Leon County Schools personnel made extensive efforts to ensure that shelterees at all locations were aware of the consolidation to SAIL High School.

In order to allow SAIL High School to re-open to students, all shelterees remaining on Sunday, October 14 were transferred to Tallahassee Community College, which provided space in its gymnasium to serve as a host shelter until all shelterees checked out or were transferred to their home county on October 19. Following Hurricane Michael, the Red Cross experienced challenges finding suitable host shelter locations with power, as electric service was disrupted for approximately 95% of utility customers countywide. The Red Cross maintains a list of potential host shelter locations and agreements with these sites for their potential use as host shelters following a disaster. After a disaster requiring host shelters, the Red Cross checks these sites for suitability as a host shelter location, including electrical service status, backup generator capacity, ADA accessibility, and more. Potential sites can always decline; for example, if they need to host church events, have other pre-planned events, etc. Following Hurricane Michael, no host shelter locations had power immediately, requiring the use of Tallahassee Community College as a host shelter for an extended period. As reflected in the findings and recommendations below, Leon County and partner agencies should begin contemplating a transition to host shelters at the outset of any emergency which requires risk shelter operations. Agencies should operate on the presumption that host shelters will ultimately be required in some form during any emergency that requires risk shelters, and as such, should hold regular coordination meetings as early as possible to begin identifying and coordinating with potential host shelter locations.

As the first full-scale incident requiring the activation of the revised shelter operations plan, Hurricane Michael revealed opportunities further strengthen our partnerships to better serve our community and make a strong response even stronger. To further improve shelter operations for future large-scale activations, staff has met with both Leon County Schools and the American Red Cross during post-storm debriefing meetings discuss further improvements to shelter operations during future disasters. These improvements, summarized in the findings and recommendations below, best leverage the assets and resources of each agency involved in risk sheltering operations and will result in vastly greater coordination of facilities, staffing, supplies, and communication with the public during future emergencies.

Finding #21: Through coordination at the Leon County EOC, 6 general population emergency shelters were opened in a timely fashion prior to Hurricane Michael serving over 1,500 Leon County citizens and evacuees from other areas.

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Finding #22: Risk sheltering operations during Hurricane Michael were significantly enhanced as a result of the recommendations implemented from the Hurricane Irma After-Action Report regarding the revised shelter operations plan in Leon County. However, some areas of risk shelter operations require further enhancement and continued coordination.

Recommendation 22.1: Coordinate with the Capital Area Chapter of the American Red Cross to ensure the availability of supply trailers at all five facilities on the list of preferred risk shelter sites maintained by Leon County Emergency Management and Leon County Schools during future incidents.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Recommendation 22.2: Coordinate with the Capital Area Chapter of the American Red Cross to provide Red Cross “shelter manager kits” and “shelter pocket guides” to all potential risk shelter locations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Recommendation 22.3: Coordinate with Leon County Schools to identify additional staff to support risk shelter operations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Recommendation 22.4: Evaluate the feasibility of utilizing Leon County Schools’ 800 MHz radios, which are already located at school facilities, for communications with risk shelter locations in the event that cellular service is interrupted or unavailable during future emergencies.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #23: Local nonprofit partner agencies have substantial resources available to deploy in support of shelter and mass feeding operations. Additional opportunities exist to further enhance coordination with these partners to more effectively allocate resources during future emergencies.

Recommendation 23.1: Convene a coordination meeting with COAD agencies each year at the beginning of the Atlantic Hurricane Season to discuss what needs may arise under different scenarios, resources that may be available from community partners, and how best to deploy these resources during a potential emergency activation.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Emergency Management

Finding #24: Leon County Animal Control has historically encountered difficulty recruiting volunteers to support pet-accessible shelter operations, including during Hurricane Michael. This can result in Animal Control staff working extended shifts to ensure proper care and service.

Recommendation 24.1: Coordinate with the Big Bend Disaster Animal Response Team to promote volunteer training opportunities in support of future pet-accessible sheltering operations.

Lead Agencies: Leon County Animal Control

Support Agencies: Leon County Volunteer Services

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Recommendation 24.2: Engage the City of Tallahassee to discuss the feasibility of assigning Animal Services Center staff to support future pet-accessible sheltering operations.

Lead Agencies: Leon County Animal Control

Support Agencies: Leon County Administration

Finding #25: The Florida Disaster Volunteer Leave Act provides state agency employees with administrative leave to participate in disaster relief services for the American Red Cross. Given the significant turnover among state agency heads in recent years and new Governor's incoming administration, an opportunity exists to re-engage the American Red Cross and Governor's office to raise awareness of this opportunity locally during future disasters.

Recommendation 25.1: Engage the Capital Area Chapter of the American Red Cross and the Executive Office of the Governor to raise awareness and enhance promotion of the Florida Disaster Volunteer Leave Act.

Lead Agencies: Leon County Administration

Support Agencies: Leon County Emergency Management

Finding #26: The State of Florida's After-Action Report for Hurricane Michael included a recommendation regarding enhanced state support for County-managed risk shelters during future disasters.

Recommendation 26.1: Follow up with FDEM to assist and coordinate the availability of state shelter resources during future emergency activations requiring risk shelter operations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #27: The Capital Area Chapter of the American Red Cross Red Cross experienced challenges finding suitable host shelter locations with power, as electric service was disrupted for approximately 95% of utility customers countywide.

Recommendation 27.1: During future disasters involving risk shelter operations, host daily workgroup meetings with all agencies involved in shelter operations to begin planning for risk shelter demobilization and transitioning to host shelter locations as early as possible.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Recommendation 27.2: Evaluate opportunities to assist the American Red Cross with maintaining updated contact lists for potential host shelter locations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Tallahassee-Leon County Consolidated Dispatch Agency

4.5.2 Special Needs Shelter

As indicated above, the Florida Department of Health in Leon County (FDOH) is the lead agency for the medical operation of the special needs shelter with logistical support from the American Red Cross. The Florida Division of Emergency Management maintains a registry of persons with special evacuation assistance needs, which allows for LCEM and FDOH to identify and plan for the care needs of residents with special medical needs during disasters. LCEM staff reviews the Special Needs Registry throughout the year to ensure information for registrants is current.

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A special needs shelter was established at Florida High School during Hurricane Michael, which operated from October 9 to October 16 and served 138 citizens, including 30 from outside the Big Bend region. Including caregivers and other family members, peak occupancy at the special needs shelter was 197 immediately after the storm's passage on October 11. Leon County Animal Control also deployed resources to the special needs shelter to make the shelter pet-accessible, accommodating 20 pets. To assist with demobilizing the special needs shelter following the storm, City of Tallahassee Customer Operations personnel helped by "pinging" special needs shelterees' utility meters to determine if electrical service had been restored to their homes, and also by coordinating with StarMetro to provide transportation home for shelterees.

During the 2018 Florida Legislative Session, Florida State University Schools received a legislative appropriation to support the renovation of the gymnasium and cafeteria, which will expand the community services capacity of the space. This will provide additional room for the special needs shelter, the ability to connect the facility to a generator, and upgrade the kitchen so that food can be prepared and served during a disaster. Improvements are contemplated to allow Florida High School to re-open for normal operations even while the special needs shelter remains active. Construction of the renovations is anticipated to be complete by August 2019.

FDOH organized personnel and coordinated with LCEM to request additional assistance to staff the special needs shelter during Hurricane Michael. FDOH received assistance from other counties' health departments, and Leon County EMS and the Tallahassee Fire Department also assisted FDOH by providing staff to support the special needs shelter. The Florida State University Police Department provided security. Transportation services to the shelter were provided by StarMetro for registered citizens that did not have their own means of transportation. During debriefing sessions following Hurricane Michael, FDOH personnel noted that there were instances of citizens presenting to the special needs shelter who did not have special medical needs. These individuals were appropriately directed to general population shelters without incident. During debriefing sessions following Hurricane Michael, FDOH indicated a need for additional support in several areas, including personnel to assist with offloading clients from StarMetro buses as they arrive, sourcing and preparing food for special needs shelter clients, and serving food from the cafeteria to shelterees. Florida High School indicated a willingness to assist in these areas, subject to the availability of resources.

Prior to Hurricane Michael's arrival, Leon County EMS worked with Leon County Emergency Management and FDOH to contact individuals on the special needs registry to identify those who needed shelter accommodations. Prior to Hurricane Michael, there were 862 citizens on the Special Needs Registry. In the days immediately preceding Michael's landfall, 100 additional citizens self-registered. This last-minute surge in registrations was also experienced by other affected counties, presenting challenges in planning for the medical care needs of special needs shelterees during the incident. During debriefing sessions following the incident, participants identified an opportunity for coordination between Leon County Emergency Management and StarMetro based on best practices in other areas, as reflected in the findings and recommendations below.

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Immediately following Hurricane Michael, the State of Florida coordinated with Florida State University to establish a regional special needs shelter for critical care clients from other affected areas in the Panhandle. This facility operated beginning on Friday, October 12, and the state transferred all patients to a longer-term facility in Pasco County on Monday, October 15. Florida State University's Director of Emergency Management has expressed an interest in discussing ways that FSU can continue to support Leon County's emergency operations during future incidents.

Finding #28: During any emergency requiring shelter operations, some citizens present to the special needs shelter who do not have critical care needs and should instead report to a general population risk shelter. This places additional strain on special needs shelter personnel and resources.

Recommendation 28.1: Engage special needs shelter partners to evaluate additional strategies to educate citizens about the scope and purpose of the special needs shelter and to help direct them to the most appropriate shelter location during future disasters.

Lead Agencies: Leon County Community and Media Relations

Support Agencies: Leon County Emergency Management

Finding #29: Upcoming renovations programmed for Florida High School will expand and enhance the space that can be utilized to support the special needs shelter during future emergencies.

Recommendation 29.1: At the request of Florida High School, engage special needs shelter stakeholders to review the construction plans for upcoming renovations to plan for the best use of the facility once complete.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County EMS

Recommendation 29.2: Identify a backup special needs shelter location in the event that Florida High School is unavailable or reaches capacity during future incidents.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Office of Resource Stewardship, Leon County Administration

Finding #30: The Florida Department of Health in Leon County has indicated a need for additional support for future special needs shelter operations, including personnel to assist with offloading clients from StarMetro buses as they arrive, sourcing and preparing food for special needs shelter clients, and serving food from the cafeteria to shelterees. Florida High School has indicated a willingness to assist in these areas, subject to the availability of resources.

Recommendation 30.1: Engage the Florida Department of Health in Leon County, Florida High School, COAD partner agencies, and Volunteer Leon to identify sources of assistance to meet FDOH's needs.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Volunteer Services

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Finding #31: The number of citizens listed on the County’s Special Needs Registry typically surges in the days immediately prior to a landfalling hurricane, presenting challenges in planning for the medical care needs of special needs shelterees during the incident.

Recommendation 31.1: Coordinate with StarMetro to include Special Needs Registry information on StarMetro’s client intake application.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #32: Florida State University’s Director of Emergency Management has expressed an interest in discussing ways that FSU can continue to support Leon County’s emergency operations during future incidents.

Recommendation 32.1: To complement ongoing conversations regarding sheltering needs, engage FSU, FAMU, and TCC regarding their involvement in emergency operations, including an evaluation of typical space needs during emergencies and facilities that may be suitable for use.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

4.6 Volunteer Assistance

During emergency events, Leon County Volunteer Services takes a lead role with respect to volunteer recruitment and donation management. This includes the overall management, coordination and prioritization of volunteer support and distribution of donated resources to meet the needs of impacted areas following a disaster. In 2007, Leon County Volunteer Services partnered with LCEM and the City of Tallahassee’s Emergency Preparedness Division to form the Big Bend Community Organizations Active in Disaster (COAD) coalition to improve volunteer coordination during emergency situations. COAD is an association of local, regional, and national humanitarian organizations with operations in the Big Bend region. In accordance with the Leon County CEMP, Leon County Volunteer Services is responsible for activating COAD during emergency events to ensure the effective delivery of services and to eliminate unnecessary duplication of effort. COAD has developed a strategic plan and is actively working to recruit and train civic groups, clubs, and faith-based organizations to support recovery assistance operations during future emergencies.

During Hurricane Michael, Leon County Volunteer Services utilized the “Get Connected” online volunteer matching system as well as the Citizens Information Line to connect citizens with agencies who were in need of assistance. Leon County Volunteer Services also coordinated volunteers from local civic groups and faith-based organizations to assist America’s Second Harvest in managing food donations at its warehouse, to assist the Red Cross with shelter operations, and to assist with staffing the County’s Comfort Station at the Main Library (discussed in Section 4.13 below). Volunteer Services also coordinated with COAD member organizations to ensure that no community needs went unmet. Services provided by COAD member agencies included the following and more:

- Providing food, water, and snacks
- Providing supplies such as blankets and hygiene kits
- Assisting the homeless population in Leon County
- Supporting pet-accessible sheltering operations

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- Assisting with tree removal and yard cleanup
- Roof tarping
- Emergency messaging to citizens and neighborhood groups

Following Hurricane Michael, at the October 23, 2018 Board of County Commissioners meeting Leon County received citizen feedback regarding the need to coordinate regional nonprofit agencies wishing to provide disaster relief services to affected areas. Hurricane Michael's impact and lengthy disaster recovery presented significant challenges for smaller, rural counties to manage volunteers and donations. Following Hurricane Michael, Leon County and other neighboring communities sought to offer relief to those disaster survivors hardest hit. However, some of the small rural counties in the affected area had difficulty receiving and distributing aid. Following the October 23 Board meeting, Leon County Volunteer Services staff reached out to the Apalachee Regional Planning Council to discuss the best way to coordinate nonprofit and community aid efforts throughout the region. During that discussion, the consensus recommendation was to continue following the protocol established in the State of Florida CEMP, which designates Volunteer Florida as the lead agency for coordinating volunteers and donations throughout the state during emergencies, as described below.

At the local and regional level, Leon County Volunteer Services activates and coordinates the Big Bend COAD coalition. At the state level, Volunteer Florida serves as the central point for the coordination of information and activities of voluntary agencies responding in times of disaster and the effective utilization of donated cash, goods, and services. The State of Florida Comprehensive Emergency Management Plan (CEMP), Emergency Support Function 15 designates Volunteer Florida as the lead agency responsible for coordinating with local counterparts in each county to facilitate the delivery of donated goods and services to areas of need. As indicated in Leon County's and the State of Florida's CEMPs, VolunteerLeon personnel were stationed in the EOC and maintained regular coordination Volunteer Florida throughout Hurricane Michael.

During any given emergency, the State CEMP prescribes that operations in the area of volunteers and donations management may include a Florida Volunteer and Donations Hotline, the Florida Donations Portal, a coordinated media relations effort, effective liaison with other emergency support functions, and the management of such facilities as Volunteer Reception Center(s) and a Multi-agency Donations Warehouse, each of which are designed to assist in the coordination of available goods and services to affected areas. All of these resources were utilized during Hurricane Michael, and Leon County Volunteer Services assisted with referring volunteers to assist in staffing the Multi-agency Donations Warehouse at Volunteer Florida's request. Volunteer Florida also administers the Florida Disaster Fund, which is the State of Florida's official private fund established to assist Florida's communities as they respond to and recover during times of emergency or disaster. In partnership with the public sector, private sector and other non-governmental organizations, the Florida Disaster Fund supports response and recovery activities. Funds raised through the fund are designated for disaster-related response and recovery through the Volunteer Florida Foundation, a 501(c)(3) charitable organization, and are tax deductible.

Additionally, the State of Florida's After-Action Report for Hurricane Michael, published on January 8, 2019, included discussion and a recommendation to enhance the process of managing volunteers and donations in future disasters, particularly including the involvement of non-profit partners. From the state's After-Action Report:

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“Multiple counties requested assistance with Volunteer and Donations Management and other Human Services positions, as the county emergency management offices were getting overwhelmed with the amount of assistance that was arriving into the impacted area. ESF-15 does not have a large cadre of deployable Volunteer or Donation Management liaisons. To assist impacted counties, Human Services and ESF-15 should work with counties to establish [Statewide Mutual Aid Agreement] inventories of potential liaisons, as well as to work with non-profit organizations to train staff as Liaisons who can deploy as a [State Emergency Response Team] asset.”

Finding #33: Following Hurricane Michael, at the October 23, 2018 Board of County Commissioners meeting Leon County received citizen feedback regarding the need to coordinate regional nonprofit agencies wishing to provide disaster relief services to affected areas. Leon County Volunteer Services reached out to the Apalachee Regional Planning Council to discuss the best way to coordinate nonprofit and community aid efforts throughout the region; the consensus recommendation was to continue following the protocol established in the State of Florida CEMP, which designates Volunteer Florida as the lead agency for the statewide coordination of information and activities of voluntary agencies responding in times of disaster and the effective utilization of donated cash, goods, and services. As indicated in Leon County’s and the State of Florida’s CEMPs, VolunteerLeon personnel were stationed in the EOC and maintained regular coordination Volunteer Florida throughout Hurricane Michael.

Finding #34: Neighboring small, rural counties need additional information and resources to better manage volunteers and donations.

Recommendation 34.1: Through the Leon County Emergency Management Director’s leadership role on the Domestic Security Taskforce and as director of the region’s most populous county, the County will coordinate with emergency management directors from across the region at standing quarterly meetings to share resources, information, and best practices on volunteers and donations. Additionally, Leon County will involve the Community Organizations Active in Disaster in these quarterly meetings so as to best prepare neighboring counties to receive and distribute donations following a disaster.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Volunteer Services

Recommendation 34.2: Engage Volunteer Florida to provide training on Volunteer and Donations Management for regional emergency management partners as part of the County’s multi-year training plan.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Volunteer Services

Finding #35: The State of Florida’s After-Action Report for Hurricane Michael included a recommendation to enhance the process of managing volunteers and donations in future disasters, particularly including the involvement of non-profit partners.

Recommendation 35.1: Follow up with FDEM to assist and coordinate the availability of potential local liaisons, including local non-profit partners, to assist the state with volunteer and donations management efforts during future disasters.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Volunteer Services

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4.7 Health Care Agencies and Facilities

Section 400.23, Florida Statutes requires certain licensed health care facilities including hospitals, surgical centers, nursing homes, assisted living facilities, and others to prepare Comprehensive Emergency Management Plans for their facilities. County emergency management agencies are statutorily responsible for reviewing these plans (however, for some other facilities, such as home health agencies, hospices, and others, County Health Departments review emergency plans). The Agency for Health Care Administration (AHCA) has developed compliance criteria which county emergency management agencies must use to review facilities' CEMPs. Among other protocols, AHCA's compliance criteria require facilities' CEMPs to describe the procedures to ensure the following needs are supplied:

- Food, water, and sleeping arrangements
- Emergency power
- Transportation
- 72-hour supply of all essential supplies

Additionally, facilities must make provisions for 24-hour staffing on a continuous basis until the emergency has abated and must also describe the policies, roles, responsibilities and procedures for the evacuation of residents from the facility if needed. When disasters occur, health care agencies and facility administrators are charged with the responsibility to care for their clients and residents by executing the provisions of their CEMP. During Hurricane Hermine in 2016, several local health care facilities experienced the loss of electrical power, requiring many of these facilities to activate their emergency plans.

During Hurricane Michael, Leon County Emergency Management staff, EMS staff, and representatives from the Big Bend Healthcare Coalition stationed in the EOC maintained regular contact with all 21 skilled nursing home facilities and assisted living facilities in Leon County to conduct status checks and to ensure that these facilities' needs were met. In anticipation of severe impacts from Hurricane Michael, one assisted living facility (Allegro Senior Living) evacuated its residents to Jacksonville, without incident.

The Big Bend Healthcare Coalition served as a dedicated liaison for these facilities in the EOC throughout the activation, building upon a recommendation contained in the Hurricane Irma After-Action Report. Many local healthcare agencies participate in the Big Bend Healthcare Coalition. Nationwide, healthcare coalitions serve as multi-agency coordinating groups that assist emergency management professionals with preparedness, response, recovery, and mitigation activities specifically related to disasters. Healthcare coalitions also assist with providing situational awareness and coordination of resources for healthcare organizations during a disaster. Locally, the Big Bend Healthcare Coalition provides free training and exercises which aid in complying with the federal emergency preparedness regulations for these facilities.

Finding #36: Leon County Emergency Management staff, EMS staff, and representatives from the Big Bend Healthcare Coalition stationed in the EOC contacted all 21 skilled nursing home facilities and assisted living facilities in Leon County on a daily basis to conduct precautionary status checks and to ensure that these facilities' needs were met.

Recommendation 36.1: Continue to encourage local health care facilities' participation in the Big Bend Healthcare Coalition, including training opportunities and emergency management exercises.

Lead Agencies: Leon County Emergency Management

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Finding #37: The Big Bend Healthcare Coalition served as a single point of contact in the EOC for healthcare facilities throughout the region and provided valuable coordination in conducting facilities' status checks.

4.8 Emergency Medical Service

On Sunday, October 7, Leon County EMS initiated its emergency operations plan for tropical system impacts. At that time, EMS advised staff to initiate their personal emergency plan and to prepare for extra shift assignments during Hurricane Michael. Due to the forecasted severity and timing of the storm impacts, EMS initiated a staff recall on Tuesday, October 9 where members required to provide coverage on Wednesday, and not already on duty, reported for duty at 6 p.m. Tuesday. Additional ambulances and personnel were deployed at varying levels consistent with the demand for service from October 9 through October 12.

In preparation for the storm, EMS identified strategic ambulance staging locations and areas of last refuge throughout the County for staff deployed on ambulances. Response plans were finalized based on these locations which included County facilities, schools, fire stations and hospital facilities. In addition, EMS deployed specialized all-terrain vehicles, ambulances, and other specialized equipment and personnel throughout the County in anticipation of potentially extreme weather-related impacts.

An EMS member was assigned as a liaison to all 21 skilled nursing home and assisted living facilities in the County which were contacted at least once per day from Monday, October 8 through Friday, October 12 and provided a dedicated liaison for these facilities in the EOC, as described in Section 4.7 above. EMS also deployed a dedicated liaison to the TMH Emergency Operations Center and participated in Capital Regional Medical Center's situational conference calls. All three hospital emergency departments remained operational and capable of accepting patients throughout the event and there was no loss of medical service capability at any of the facilities.

EMS staff compiled information from the U.S. Department of Health & Human Services regarding the number of Medicare beneficiaries reliant on oxygen and power in each county in the region to assist in identifying vulnerable populations. EMS assigned a member to the EOC beginning on October 8 to assist LCEM and the Florida Department of Health in Leon County to coordinate special needs registrants and to provide logistical support and transportation coordination for the establishment of the special needs shelter, as discussed in Section 4.5.2 above. Paramedics were deployed to provide assistance with medical care at the special needs shelter at Florida High School from October 9 through October 13.

EMS 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. Throughout the event, EMS continued to respond to 9-1-1 requests for service as well as provide support to citizens with medical equipment concerns, assisted citizens in moving mobility-challenged individuals from residences to sheltering locations, refreshed oxygen cylinders, and coordinated services with citizen's medical supply providers. Staffing and operations returned to normal pre-storm conditions on Saturday, October 13.

During post-incident debriefing meetings, public safety stakeholders identified a potential opportunity to enhance EMS service during future disasters. Consistent with public safety protocols, first responders and road clearing personnel suspend response operations and shelter

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in place when sustained winds rise above 45 mph. However, the Leon County Sheriff's Office and Tallahassee Police Department both have one BearCat vehicle, which is a wheeled armored personnel carrier designed for military and law enforcement use. Public safety partners indicated that the BearCats should be evaluated for potential use to support life-threatening rescue operations during peak severe weather in future incidents.

Finding #38: Assigning staff to serve as liaison to the hospitals, skilled nursing home facilities and assisted living facilities provided enhanced communication and situational awareness throughout the event which improved overall service delivery.

Finding #39: Staffing paramedics at the special needs shelter provided additional medical services not otherwise available and assisted in alleviating transportation of patients to medical facilities. Resources at the special needs shelter were stressed in providing services for over 150 clients.

Finding #40: Leon County EMS was able to meet service demands throughout Hurricane Irma by pre-deploying ambulance and personnel in the field prior to the storm and utilizing a dynamic staffing model to accommodate an elevated level of demand.

Finding #41: The Leon County Sheriff's Office and Tallahassee Police Department each have one BearCat vehicle that may be useful in responding to life-threatening calls during the height of severe weather in future emergencies.

Recommendation 41.1: Coordinate Leon County EMS and law enforcement agencies to evaluate the feasibility of utilizing BearCat vehicles to support EMS operations while public safety agencies have suspended their response due to severe weather.

Lead Agencies: Leon County EMS

Support Agencies: Leon County Emergency Management

4.9 Law Enforcement

Local law enforcement agencies played a crucial role in efforts to prepare, respond to, and recover from Hurricane Michael. Leon County Sheriff's Office (LCSO) and Tallahassee Police Department (TPD) representatives worked together in the EOC to address law enforcement and public safety needs during the incident. Prior to the storm's arrival, LCSO established an agency operations center at the Sheriff's administration building to coordinate missions related to LCSO and established its operations using the Incident Command System. LCSO maintained close coordination with LCEM through a dedicated staff liaison posted at the EOC during every shift.

LCSO and TPD both staffed extra patrols and activated Alpha/Bravo shifts in preparation for the storm, which are consecutive 12-hour shifts that provide for continuous around-the-clock staffing. Also, because search and rescue operations are sometimes needed following a disaster, the Leon County CEMP provides for some law enforcement officers from both agencies to be supplied with chainsaws during emergency events. As a result, law enforcement personnel were able to assist in road clearing efforts following the storm in addition to their primary law enforcement roles. LCSO reported during an after-action debriefing that it plans to discontinue its capacity to assist with road clearing efforts for future emergencies due to officer safety reasons.

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Finding #42: For personnel safety reasons, law enforcement, fire rescue, and EMS agencies suspend their response during high wind events; however, there is no common wind threshold at which each agency suspends its response.

Recommendation 42.1: Coordinate the Leon County Sheriff's Office, Tallahassee Police Department, Tallahassee Fire Department, and Leon County EMS to develop a common protocol for when to suspend and resume service during severe weather events.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County EMS

Recommendation 42.2: Evaluate the feasibility of developing a protocol for non-Countywide suspension of response operations; for instance, when severe weather only affects a portion of the County.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County EMS

Finding #43: LCSO reported during an after-action debriefing that, for officer safety reasons, it plans to discontinue utilizing its deputies to assist with road clearing efforts during future emergencies.

Recommendation 43.1: Update the County's Debris Management Plan and road clearing protocols as needed to ensure adequate personnel and resources are available during future disasters.

Lead Agencies: Leon County Public Works

Support Agencies: Leon County Emergency Management

4.10 Consolidated Dispatch Agency

The Consolidated Dispatch Agency (CDA) activated its emergency plan on Tuesday, October 9 in preparation for potentially catastrophic impacts from Hurricane Michael. Due to the potentially devastating power of the storm on the CDA's service area, the Alpha-Bravo schedule was implemented to maintain a cadre of 12 call takers throughout the three critical stages of the emergency (times are approximations):

- 18 hours leading up to the projected landfall.
- 12 hours during the storm's impact.
- 18 hours during the immediate response to storm damage.

The CDA was fully activated with two CDA personnel assigned as EOC liaisons from October 9 through October 11, with elevated staffing levels continuing through October 14. 12,696 calls for service were processed between October 8 and October 14, including 4,354 calls to the 9-1-1 emergency line and 8,342 on the 606-5800 non-emergency line. The CDA also received 109 incoming calls from citizens in surrounding counties (Bay, Calhoun, Franklin, Gadsden, Gulf, Jackson, Liberty, and Wakulla counties in Florida, and Grady County in Georgia) where local communications centers had lost their operational capacity (including the loss of their buildings) to receive 911 calls due to storm damage.

The CDA worked closely with its public safety liaison partners (TPD, LCSO, EMS, TFD) and other agencies dependent on its communications center to make operational changes designed to improve each agency's responsiveness during Hurricane Michael, such as reconfiguring the primary law enforcement radio channels from three to four channels and dispatching law enforcement calls directly to LCSO's operations center. Also, as a lesson learned from Hurricane Hermine, A computer-aided dispatch workstation was installed in the EOC. This asset allowed

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for one CDA team member to coordinate calls for service through WebEOC and eliminated the need for a "runner" to carry information between the CDA operations floor and the EOC.

Finding #44: The Consolidated Dispatch Agency stationed a representative in the EOC, who provided valuable coordination by making updates to the computer-aided dispatch system with real-time situation information.

Recommendation 44.1: To best safeguard sensitive 911 call information, engage the CDA to review and determine the best location within the EOC for a CDA representative to be stationed during future activations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Consolidated Dispatch Agency, Leon County Office of Information & Technology

Finding #45: During Hurricane Michael, staff observed some duplication of WebEOC tickets, particularly regarding downed power lines, within the CDA workflow.

Recommendation 45.1: Convene a workgroup with law enforcement, fire, EMS, CDA, and electric utility stakeholders to develop a common workflow and training protocol.

Lead Agencies: Leon County Emergency Management

Support Agencies: Consolidated Dispatch Agency, Leon County Office of Information & Technology

4.11 Infrastructure Restoration

4.11.1 Road Clearing

On October 10, 2018, as Hurricane Michael's impacts began entering our area, Leon County and City of Tallahassee Public Works began "cut and toss" operations. Cut and toss involves cutting and/or pushing debris off of the roadway sufficiently to allow safe vehicular traffic on all travel lanes. The County activated Alpha/Bravo staffing shifts prior to the storm, consisting of seven crews working 12 to 24 hour shifts as well as administrative support staff. County crews were pre-deployed to six previously-selected hardened school locations (Canopy Oaks Elementary, Chaires Elementary, Chiles High, Ft. Braden School, Montford Middle, and Oak Ridge Elementary), as well as one crew stationed at the Public Works facility. Public Works crews continued clearing debris prior to the storm until approximately 5:30 P.M. on October 10 when they were pulled back to the deployment locations due to the arrival of tropical storm-force winds. After the peak weather impacts of the storm passed through Leon County later that evening and early morning, crews reactivated cut and toss operations at approximately 8:30 A.M. on October 11 to clear local roadways. Overall, Leon County Public Works cleared over 1,000 roads with downed trees blocking roadways, representing approximately 45% of all County-maintained and private roads in the County. All roads were passable and reopened by 5:00 PM on Sunday, October 14. As indicated in several other sections of this report, the use of WebEOC significantly enhanced coordination between the EOC and Public Works crews involved with road clearing operations.

To assist with and expedite clearing roadways following the storm, the County's Public Works crews were assisted by City of Tallahassee and Talquin Electric personnel to de-energize power lines tangled in downed trees. This collaborative effort to clear roads as quickly as possible enabled electric utility crews and supporting mutual aid crews to expedite the restoration of electrical services throughout the County. During Hurricane

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Hermine in 2016, the City and Talquin anticipated significant damage to their infrastructure as a result of the storm's direct path through the County, resulting in a decision not to deploy utility staff with Public Works crews to assist with discharging power lines wrapped around downed trees as had been standard practice in prior events. The Hurricane Hermine After-Action Report identified the need to coordinate to ensure support from Utilities personnel from the beginning of the incident. County and City of Tallahassee Public Works, along with representatives from City Electric and Talquin met several times after Hermine to develop a plan to ensure that future road clearing efforts are not delayed. As a result, a more coordinated effort was identified with each entity, resulting in a quicker response time for Hurricanes Irma and Michael in subsequent years. Staff will continue to work with the utility providers to ensure continued support for future events.

During the road clearing process, staff was also in close contact with the Florida Department of Transportation (FDOT) regarding the removal of debris on state roadways. During that time, staff learned that FDOT would only make one pass to clear debris that was on its right of way immediately after the storm. As a result, this excluded the collection of debris brought to the curb of state roadways by citizens on private property following FDOT's first and only pass, which resulted in Public Works and contracted debris removal crews having to collect residential debris from state roadways in many locations. In the case of Hurricane Michael, the debris along state roadways was minimal but did require County resources to coordinate the collection of debris from state roadways in addition to County-maintained and private roads.

Another lesson learned during Hurricane Hermine in 2016 was the need for better coordination with Leon County Schools with regard to debris removal needs along roads, sidewalks, and bus stops prior to the reopening of schools. Leon County's Debris Management Plan was updated after Hurricane Hermine to include coordination with Leon County Schools to identify debris removal needs for roads, sidewalks, and bus stops in the vicinity of schools prior to reopening schools. As a result of this improvement, Public Works crews were able to successfully clear all school entrances and exits and bus stops in the unincorporated area before schools reopened on Monday, October 15.

Overall, Leon County responded to approximately 1,000 downed trees blocking roadways following Hurricane Michael, and all County roads were cleared by 5:00 PM on Sunday, October 14, approximately 4 days after the storm. By comparison, Leon County Public Works responded to 400 downed trees during Hurricane Hermine and 110 during Hurricane Irma.

Prior to landfall on October 9, Leon County submitted two mission requests through EM Constellation to the State requesting assistance with cut and toss and debris removal on Federal Highway Administration (FHWA) roads but was denied by FDOT staff in the State EOC. An FDOT representative at the State EOC advised on October 10 that FDOT would be spread thin due to the storm's path being projected through the entire panhandle and suggested the County utilize contractor crews instead.

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Finding #46: County and City personnel quickly cleared all roadways of debris following the storm, enabling other response personnel such as paramedics, law enforcement personnel, and utility restoration workers to access all areas of the community in conducting their operations.

Finding #47: Pre-deploying Public Works crews at strategic locations throughout the County allowed for a faster and more efficient utilization of resources and accelerated the pace of road clearing efforts following Hurricane Michael.

Finding #48: The use of WebEOC significantly enhanced coordination between the EOC and Public Works crews and helped to expedite road clearing operations.

Finding #49: In anticipation of a quick turnaround time to close risk shelters and reopen schools, Public Works utilized downed tree reports to prioritize clearing operations in the vicinity of K-12 schools.

Finding #50: The Tallahassee Police Department was asked by, and assisted, Leon County Schools to drive school bus routes throughout the County to determine if routes were clear prior to schools reopening on Monday, October 15. Additional follow-up is needed to determine which agency is best suited for this task during future emergencies.

Recommendation 50.1: Engage Tallahassee Police Department and Leon County Schools to review this request during Hurricane Michael as well as available resources to determine the best strategy for verifying school bus access during future disasters.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #51: County, City, and Talquin's coordination efforts resulted in a quicker response time in resolving power lines and tree entanglements.

Recommendation 51.1: Continue coordination with City of Tallahassee Electric and Talquin Electric to ensure continued assistance with road clearing task force efforts.

Lead Agencies: Leon County Public Works

Support Agencies: Leon County Emergency Management

Finding #52: The Florida Department of Transportation denied Leon County's two requests for assistance clearing storm-generated debris from federal-aid roadways.

4.11.2 Electrical & Underground Utilities

Pursuant to the Leon County CEMP and as outlined elsewhere in this report, the Leon County Director of Emergency Management is responsible for the overall coordination of response efforts to emergency events. Leon County departments, City of Tallahassee departments, volunteer agencies, and other community partners convene at the Leon County EOC to communicate and coordinate their individual action plans to respond to, recover from, and mitigate the effects of emergencies. In doing so, each participating agency involved in a response will follow their own policies and procedures in order to achieve the overall incident management objectives established at the County EOC. In addition, the City of Tallahassee maintains its own Incident Management Plan that details the actions and procedures the City will follow in response to an emergency. As indicated in Section 1.5.3 of this report, the City's Incident Management Plan is consistent with and supports the Leon County CEMP. As provided in the Leon County CEMP as well as the City of Tallahassee Incident Management Plan, City of Tallahassee

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Utilities and Talquin Electric are the lead agencies for power restoration activities following a disaster.

City and Talquin electric utilities both reported the most substantial damage to their respective transmission and distribution systems from Hurricane Michael that either utility has ever experienced. Notwithstanding this, both utilities deployed crews to begin making repairs to damaged system components as long as safely possible before the peak severe weather. As soon as it was safe to do so, both utilities deployed personnel into the field to survey storm-related damage to power transmission and distribution systems and resume restoration efforts. In total, Hurricane Michael caused outages to approximately 135,000 electric utility customers in Leon County, including over 111,000 City customers and 23,000 Talquin customers – over 95% of all utility customers in Leon County. In three consecutive years, Hurricanes Hermine, Irma, and Michael caused damage to electric utility systems not experienced in Leon County since Hurricane Kate in 1985.

Shortly following Hurricane Michael, the City of Tallahassee announced a goal to restore electric service to 90% of its customers by Sunday, October 14. The City met its goal and achieved full restoration by Wednesday, October 17 (one week following the storm), notwithstanding properties that sustained damage to the service line connecting the structure to the power source. Talquin Electric completed its restoration efforts in Leon County approximately one day after the City of Tallahassee, despite also facing extensive damage in the remainder of its service area – particularly in Gadsden and Liberty Counties. Duke Energy also has a small number of customers in eastern Leon County near the Jefferson County line. Duke reported that service was disrupted to all 66 of its customers following Hurricane Michael. By Sunday, October 14, power had been restored to all Duke Energy customers in Leon County whose properties were able to receive power. Power restoration was conducted safely by all utility and mutual aid crews and no accidents occurred in Leon County during Hurricane Michael response and recovery efforts.

City and Talquin restoration activities after Hurricane Michael followed industry-standard electric utility restoration priorities, which are also outlined in the Leon County CEMP – restoration of the critical transmission system, followed by substation restoration, then the restoration of circuits and sub-circuits. Following the restoration of major transmission lines, pursuant to the CEMP, the focus shifts to restoring critical circuits that serve facilities such as hospitals; 9-1-1 answering points; potable water, waste water transmission and treatment systems; and other related facilities in support of the health and safety of the affected population. Utility crews then focus on restoring customers, working from the largest outages to smallest outages. City of Tallahassee Electric conducted an internal After-Action review following Hurricane Hermine in 2016 which included re-evaluating the City's classification of its utility customers and updating the listing of critical circuits for priority restoration. The City's current priority circuit listing includes the community's hospitals, nursing homes, and assisted living facilities.

City of Tallahassee Utilities and Talquin Electric both participate in mutual aid agreements to facilitate the emergency procurement of resources such as equipment, supplies, and labor as needed during disaster events. Consistent with the Electric Utility and industry practices, mutual aid was sought for a number of other utilities within and

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outside of Florida to provide the needed additional support to restore the electric system. To support power restoration efforts, the City engaged the Florida Municipal Electric Association (FMEA) for mutual aid assistance from its partners across the country. In response, over 400 mutual aid employees from over 50 cities across 15 states came to Leon County to assist. Many of these employees arrived in Tallahassee prior to Hurricane Michael and rode the storm out with our community so that restoration work could commence as soon as the storm passed. Mutual aid personnel arrived from Florida, Mississippi, Arkansas, Missouri, Indiana, Nebraska, Massachusetts, Tennessee, Texas, Rhode Island, Connecticut, Oklahoma, Kentucky, Louisiana, and Ohio to support the City's restoration efforts, working 16-hour days until restoration was complete. Consistent with lessons learned from previous storms, the City split up these arriving mutual aid crews and combined them with City Electric personnel in order to maximize the use of mutual aid resources. To further expedite the restoration process, the City also requested approximately 15 additional utility damage assessors to assist with conducting preliminary damage surveys to electric infrastructure. Once the City's utility service was restored, mutual aid teams were released to support Quincy, Blountstown and Chattahoochee. Later, City of Tallahassee utility crews also deployed to provide mutual aid assistance to other affected areas, including providing assistance to Talquin Electric. Talquin Electric also secured support throughout its service territory from 500 mutual aid personnel. Talquin sustained damage to approximately 1,000 utility poles throughout its service territory and replaced over 500 transformers; by comparison, Talquin replaced 160 poles system-wide following Hurricane Hermine.

To accommodate the volume of mutual aid personnel deployed to Leon County and other affected areas for assistance with response and recovery operations, Leon County Emergency Management coordinated with the State of Florida to establish a "tent city" at the Tallahassee International Airport with the capacity to accommodate 1,000 relief workers. Tent cities are a logistical preference to serve as a singular location providing overnight accommodations for the high volume of relief workers anticipated over an extended period of time rather than hotels spread out across the County. Relief workers' accommodations are typically arranged and managed in bulk by a union, association, parent company, or client (for example, City of Tallahassee Utilities, Talquin Electric, Verizon). Section 4.18.2 of this report provides a more detailed discussion regarding the County's coordination with local hoteliers during Hurricane Michael response and recovery operations. Talquin Electric arranged its own accommodations for its mutual aid crews following Hurricane Michael. Additionally, the City of Tallahassee arranged directly with FSU to lodge approximately 100 members of the mutual aid teams sleep at the Donald L. Tucker Civic Center. These teams were from line clearance contractors and other utilities that were in Leon County supporting City of Tallahassee restoration activities. Mutual aid personnel stayed at the Civic Center from Monday, October 15 through Friday, October 19.

As an improvement identified since Hurricane Hermine, City of Tallahassee Utility Customer Service personnel were assigned to the EOC during the activation. These personnel took the lead on inputting outage reports from citizens into the City's outage management system and also assisted the Special Needs Shelter by verifying outages at shelterees' address, allowing the Special Needs Shelter to safely demobilize more efficiently.

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During Hurricane Hermine in 2016, a common challenge in the power restoration process was providing timely and accurate customer service for a small number of customers who reside along the edges of the service territories for City Utilities and Talquin Electric, where both providers have facilities that extend into the other's service area. As a result of this, some County residents have a Talquin meter box that receives power through the City's utility lines and vice-versa. In past years, some citizens reported frustration in contacting the correct utility provider to report outages. For example, a City Electric customer whose property is served by Talquin power lines might report an outage to the City, but the City's customer service personnel were unable to confirm that the outage was properly reported, as the restoration work would be Talquin's responsibility as the owner of the utility lines (and vice-versa). Affecting approximately 2,000 total residents, this matter had previously been identified by both the City and Talquin, both of whom have committed to resolving reports of outages in these limited areas through closer coordination with each other, specifically as the result of feedback gathered from citizens following Hurricane Hermine. During Hurricane Michael, a small number of citizens in these areas reported to Leon County that they received unclear responses from the utilities' customer service representatives regarding the pace and process of utility restoration. As an example, one citizen reported:

"Folks from our neighborhood were making phone calls into the City of Tallahassee asking about hurricane related power restoration and we got several different answers. We were told that Talquin serviced our neighborhood. We were told that some of us were serviced by Talquin and some were serviced by City of Tallahassee Electric. Our delay was blamed on Talquin Electric. 'Those are Talquin lines, and they weren't serviced properly and that's why it's taking so long to restore.'"

Following Hurricane Michael, Leon County Emergency Management engaged City of Tallahassee Electric and Talquin Electric to discuss enhancements to coordination between the two utilities for citizens in these overlapping service areas. The City and Talquin indicated that they developed a protocol following Hurricane Hermine specifically for this group of customers situated along the other utility's infrastructure which was followed during Hurricane Michael. Both utilities ran outage reports twice daily, specifically for this group of customers, to share outage information and best coordinate the restoration process. In providing feedback for this After-Action Report, both utilities expressed following Hurricane Michael that they remained in continual communication throughout the restoration process to ensure that no customers were missed, and further expressed a belief that the previous coordination issues have been resolved.

Finding #53: Following disasters involving extensive damage to electrical system infrastructure, repairs to major power transmission and distribution systems are prioritized in order to expedite power restoration.

Finding #54: City of Tallahassee Utilities and Talquin Electric followed industry guidelines in the restoration of electrical service following Hurricane Michael – specifically, by restoring the critical transmission system first, followed by electrical substations, then the restoration of neighborhood-level circuits and sub-circuits.

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Finding #55: Hurricane Michael caused outages to approximately 135,000 electric utility customers in Leon County. Power was restored to nearly all customers within one week.

Recommendation 55.1: Coordinate with local utility providers to have representatives stationed in the EOC for 1-2 days following full restoration for continued coordination regarding utility customer service.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Finding #56: Some County residents have a Talquin meter box that receives power through the City's utility lines and vice-versa. As a result of lessons learned from recent hurricanes, both utilities have adopted new protocols, specifically for this group of customers situated along the other utility's infrastructure, to share outage information and best coordinate the restoration process.

4.11.3 Traffic Signals

Electrical service was disrupted to at least 150 to 200 traffic signals throughout Leon County during Hurricane Michael, or 40% to 55% of signals countywide at minimum. City of Tallahassee Traffic Operations personnel indicated following Hurricane Michael that it was impossible to determine the exact number of signals without grid power, due in part to disruption of data received back from the signals and also because a contractor hired by the Florida Department of Transportation to assist with coordination of traffic signal restoration was not communicating with City Traffic Operations personnel in the EOC. As a result, the number of signals without grid power was likely higher. At peak, 159 signals countywide were operating on generator power. The table below indicates data available to City of Tallahassee Traffic Operations during the incident and illustrates the pace of restoration progress following Hurricane Michael's landfall.

Table 2: Traffic Signal Status following Hurricane Michael

Date	Time	Signal Status				Other than Normal Status	Signals on Generator Power
		Normal	Flash	Dark	Unk.		
10/9	5:30 PM	356	0	0	0	0	0
10/10	5:00 PM	156	15	40	145	200	0
10/10	7:00 PM	140	13	72	131	216	0
10/10	9:00 PM	137	11	102	106	219	5
10/11	7:45 AM	154	0	127	75	202	25
10/11	9:40 AM	175	2	114	65	181	52
10/11	11:15 AM	186	2	114	54	170	69
10/11	12:50 PM	202	1	101	52	154	84
10/11	2:00 PM	208	2	97	49	148	94
10/11	4:00 PM	219	1	91	45	137	106
10/12	7:00 AM	257	0	74	25	99	138
10/12	1:45 PM	308	0	48	0	48	159
10/12	4:00 PM	321	0	35	0	35	159
10/12	7:00 PM	334	0	22	0	22	157
10/13	7:00 AM	334	0	22	0	22	139
10/13	4:30 PM	349	1	6	0	7	122
10/14	6:00 AM	353	0	3	0	3	79
10/14	11:00 AM	353	0	3	0	3	28

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As discussed in Section 4.2 above, Leon County Emergency Management coordinated a request from the City to the State EOC for portable generators to temporarily restore traffic signals. Notwithstanding the communications challenges discussed above, the State EOC was responsive to this request and deployed approximately 200 generators to Leon County to bring as many traffic signals back online as possible immediately following the storm. Major intersections with the most expected traffic were prioritized, and generators were redeployed as signals were restored to main grid power. This is an enhancement from previous years, during which the State EOC did not fulfill the County's requests for backup generators, as reflected in the Hurricanes Hermine and Irma After-Action Reports. Main power was restored to all traffic signals at critical intersections by Friday, October 12, and all traffic signals countywide were restored to main power by Monday, October 15.

Following Hurricane Michael, the Florida Division of Emergency Management offered state-owned portable generators to counties to house and maintain for local public safety uses under a memorandum of understanding that would detail that:

- The generator(s) will be state tagged;
- The generator(s) is/are subject to relocation and redeployment in a future disaster, paid for by the state (transportation, logistics, etc.);
- The receiving county can utilize the generator(s) as they deem necessary during blue and gray sky scenarios;
- The receiving county will test and maintain the generator(s) to ensure functionality and readiness; and
- When the receiving county deems the generator(s) is/are no longer serviceable, they will coordinate with the Division of Emergency Management in completing the paperwork for removing the generator(s).

205 generators have been allocated to Leon County for potential use. As communicated to Leon County Emergency Management, FDEM will enter into agreements with counties to take possession of the generators, to include storage and maintenance, and counties may subsequently enter into a sub-agreement with their municipalities for their use, storage, and maintenance as well (for example, to operate traffic signals maintained by the City of Tallahassee).

Finding #57: City of Tallahassee Traffic Operations experienced communications challenges with FDOT's contractor in coordinating information regarding traffic signal outages. Notwithstanding this, other coordination with the State EOC regarding traffic signals and a request for backup generators was effective. Traffic signals were restored quickly following Hurricane Michael utilizing backup generators while main power restoration was ongoing.

Finding #58: Immediately following Hurricane Michael, the Florida Division of Emergency Management offered state-owned portable generators to counties to house and maintain for local public safety uses.

Recommendation 58.1: Coordinate with the Florida Division of Emergency Management to secure state-owned portable generators to be housed in Leon County for local public safety uses.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

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4.12 Points of Distribution

The Leon County CEMP provides for establishing Points of Distribution for the bulk delivery of bottled water and other disaster relief supplies in certain instances to citizens following a disaster. Generally, the County, through the Office of Resource Stewardship, establishes a system to warehouse supplies and identifies Leon County parks, community centers, and alternative sites as needed to distribute supplies. Since many residents in rural areas rely on private wells for drinking water which require electricity to operate, distribution points are typically established in outlying areas of the community following disasters in which widespread power outages are expected to exceed 72 hours.

Immediately following the storm, Leon County Facilities Management staff began to assess County properties for any reports of damage in order to determine which facilities could be used for Points of Distribution and comfort stations (discussed in the Section 4.13). No major damage was reported at any County property. On October 11, Leon County placed a mission request for disaster relief resources and assistance from the Florida National Guard to supply and set up 10 Points of Distribution throughout the community. Five Points of Distribution were staged at County sites throughout the outlying areas of the county with the remainder staged within city limits at the following locations:

- Ft. Braden Community Center - 16387 Blountstown Highway
- Fred George Park - 4830 Fred George Road
- Miccosukee (Concord School) - 15011 Cromartie Road
- Apalachee Regional Park - 7550 Apalachee Parkway
- J. Lewis Hall Sr., Woodville Park - 1492 J. Lewis Hall Sr. Lane
- Fire Station #1 – 327 North Adams Street
- Fire Station #2 – 2805 Sharer Road
- Fire Station #3 – 3005 South Monroe Street
- Fire Station #4 – 2899 West Pensacola Street
- Fire Station #15 – 1445 Bannerman Road

These sites operated for three days from Friday, October 12 through Sunday, October 14 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. County staff from various departments, along with supplemental Florida National Guard personnel, staffed the distribution sites in the unincorporated area, assisting with the set-up and distribution of resources. Staff from Leon County Office of Resource Stewardship provided logistical management of unloading and staging of supplies upon arrival at the Lake Jackson Town Center.

Consistent with established protocols, Leon County Emergency Management entered a request through WebEOC on October 10 for 10 “Type III POD Packs.” As indicated in the Florida Division of Emergency Management’s Standard Operating Guideline for County Logistics Planning (included as Annex 2355 to the State CEMP), this resource includes sufficient ice, water, MREs, and tarps capable of serving 5,000 persons per day, as well as logistics equipment such as a forklift, pallet jack, and other items. Similar to Leon County’s experience during Hurricanes Hermine and Irma, there was significant miscommunication from the State EOC regarding the delivery of supplies and materials. Specifically, some supplies and equipment were delivered out of order (for example, food and water had arrived, but no forklifts or equipment to off-load), County staff were expecting a different number of trucks than ultimately arrived, and there was little to no notice provided regarding time of arrival. Findings and recommendations below

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reflect the need to continue coordinating with FDEM counterparts throughout the year to review and clarify future expectations for mission requests.

Notwithstanding these challenges, staff and partner agencies reported during post-incident debriefing meetings that the site locations selected for POD sites were well-distributed throughout the community, served citizens effectively, and that the Huntington Oaks Plaza at Lake Jackson Town Center served well as the County's staging area for POD supplies.

Finding #59: Similar to Leon County's experience during Hurricanes Hermine and Irma, there was miscommunication from the State EOC during Hurricane Michael regarding the delivery of supplies and materials for Points of Distribution.

Recommendation 59.1: Coordinate with the Florida Department of Emergency Management to review and clarify future expectations for resource mission requests to improve coordination and distribution of disaster relief supplies during future emergencies.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

Recommendation 59.2: Evaluate the feasibility of renting vehicles and equipment such as box trucks, forklifts, and pallet jacks to support Points of Distribution and warehousing during future disasters.

Lead Agencies: Leon County Office of Resource Stewardship

Support Agencies: Leon County Office of Financial Stewardship

Finding #60: Notwithstanding the logistical and communications challenges with the State EOC, Points of Distribution in Leon County distributed over 500,000 bottles of water, 265,000 meals ready to eat (MREs), and 7,000 bags of ice to Leon County citizens in the days immediately following Hurricane Michael.

4.13 Comfort Stations

The Leon County CEMP provides for the establishment of comfort stations to help residents cool off, hydrate and to receive information and recovery assistance from area nonprofit agencies. Leon County opened a comfort station at the Main Library Friday, October 12 through Sunday, October 14 serving nearly 6,000 citizens. The City of Tallahassee also opened several community centers as comfort stations following the storm and distributed bottled water at fire stations. Information about comfort stations was announced during press conferences and was disseminated by EOC Public Information staff through news releases, social media posts, the County's Emergency Information Portal, and the City's emergency information webpage.

The CEMP also provides for establishing points of distribution, in certain instances, for the bulk delivery of bottled water to citizens following a disaster. Generally, the County establishes bottled water distribution points in outlying areas of the community following disasters in which widespread power outages are expected to exceed 72 hours, since many residents in rural areas rely on private wells for drinking water which require electricity to operate. There were two rural distribution centers activated at Fred George Park and Miccosukee Concord School. As discussed in Section 4.2 above, citizens are advised through all public information efforts to prepare food, water, medicine, and other supplies in order to be self-sufficient for at least 72 hours following a disaster.

In preparation to activate the Comfort Station post-storm, the water and food were positioned to the Main Library. The Comfort Station distributed over 4,000 bottled waters and sports drinks as well as nearly 14,000 snacks to citizens who visited. There were 114 charging stations set up

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as well. 2-1-1 Bend was based in the Comfort Station during the three-day period providing information and recovery assistance to residents impacted by Hurricane Michael.

4.14 Solid Waste and Debris Removal

4.14.1 Debris Removal and Monitoring

On June 6, 2018, Leon County Public Works coordinated with the County's debris monitoring and removal contractors to ensure that contractors' resources and personnel would be available throughout the 2018 Atlantic Hurricane Season to meet local needs. This coordination was a direct result of recommendations contained in Leon County's 2016 Hurricane Hermine After-Action Report. Prior to Hurricane Michael's landfall, staff was in contact with the County's prime contractors for both debris removal (AshBritt) and debris monitoring (Thompson Consulting Services) should Leon County experience a direct impact from the storm and require extensive debris removal services. The City of Tallahassee utilizes the same contractors and activated their contracts on the same timeline as the County. In accordance with County Ordinance 10-18, on October 11, 2018 the County Administrator determined that the removal of disaster-generated debris accumulated within Leon County would be necessary following Hurricane Michael and activated the County's Debris Management Plan.

In anticipation of extensive storm-related debris following Hurricane Michael, on October 10, 2018, Leon County contacted the Florida Department of Environmental Protection (FDEP) for authorization of five of the County's eleven pre-approved Disaster Debris Management Sites as well as one new site to be used for temporary storage and processing of disaster debris. Authorization was received from FDEP on October 12. Two additional sites were authorized by FDEP on October 15, for a total of eight sites. Pursuant to the County's Debris Management Plan, Leon County issued Notices to Proceed to AshBritt and Thompson on October 9. Due to the vast amount of debris observed around the community, on October 23 staff also activated the secondary debris removal contractor, Ceres Environmental. These notices required the contractors to mobilize and commence debris removal operations within 72 hours. As indicated above, the City of Tallahassee followed the same schedule as the County for activating its contractors. Immediately following the mobilization of contractors, they began identifying subcontractors, hiring and training debris monitors, and certifying trucks for FEMA compliance and reimbursement. Resources from Ashbritt arrived early on October 11 to supplement Leon County Public Works "cut & toss" road clearing operations, discussed further in Section 4.11.1.

Debris removal operations began on Saturday, October 13 and occurred in two full passes throughout the County until all debris was removed from public and private roads on December 22. During the operations, two Leon County crews and 95 contractor crews worked to remove debris in the County. Several types of debris were collected following Hurricane Michael including vegetative material, building materials, furniture, appliances, household hazardous waste, and other items. Also, as part of the debris removal process, debris contractors removed hazardous "leaners and hangers," which are trees and limbs that have not completely fallen but are within the right-of-way. On December 14, 2018, FEMA approved the County Administrator's request to remove debris from private rights-of-way, allowing for a federal cost-share reimbursement. It was determined that the removal of such debris was necessary and in

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the public interest in order to eliminate immediate threats to life, property, and public health and safety and ensure economic recovery of the community. Overall, Leon County and contractor crews picked up over 1 million cubic yards of debris as a result of Hurricane Michael, compared to 200,000 following Hurricane Hermine and 40,000 following Hurricane Irma. As of the publication of this report, Leon County Public Works anticipates debris removal operations to be fully complete (including grinding and haul-out of debris to final disposal locations) by early February 2019.

As a result of the lessons learned from Hurricanes Hermine and Irma, the County's debris collections map has been modified to mirror Waste Pro's collection zones for a seamless transition to normal yard waste collections. Another enhanced feature to this online tool is an interactive map. The map on the County's Emergency Information Portal (EIP) website allowed residents to zoom in to find their neighborhood, enter a street address to identify what zone they are in, click on a zone to find out what areas in that zone are currently being served, or determine whether their debris collection will be served by the City. Additionally, to better assist citizens with information about the debris collection schedule, the debris collection map on the EIP identified the neighborhoods where crews would be working over the next three days in each zone, followed by a listing of neighborhoods scheduled to be served later in the week. In addition to the helpful tips available on the EIP for residents to organize and safely place debris at the curb, the map and debris collection information was updated every two to three days following Hurricane Michael.

The debris removal process was more efficient during Hurricane Michael due to lessons learned from Hermine and Irma, including:

- Amending the pre-existing contracts to require a minimum number of resources (trucks and monitors). During Hurricane Irma, an average of five contractor crews assisted Public Works at various points of the debris removal process. However, due to the high demand for debris removal services in other parts of Florida and in Texas as a result of Hurricane Harvey, the County routinely lost debris removal subcontractors to other jurisdictions. In accordance with the recommendations from the Hurricane Irma After-Action Report, Leon County amended its pre-existing contracts to require a minimum number of debris removal trucks and monitors to be deployed at the time of contract activation and to impose financial penalties should a subcontractor abandon the job prior to completion. As a result of these actions, the County did not experience any loss of subcontractors and had 95 debris removal crews active in the field removing debris following Hurricane Michael. In future storm events of this magnitude, staff will continue to activate a minimum of two contractors to expedite the debris removal process.
- The purchase of two new grapple trucks. Also, in accordance with recommendations from the Hurricane Irma After-Action Report, Leon County purchased two additional grapple trucks in 2018 for Public Works staff to deploy for debris removal needs. Both trucks were operational during Hurricane Michael, expediting the debris removal operations.

Following Hurricane Michael, Leon County received several reports of citizens burning debris piles in residential neighborhoods. Some citizens raised concerns regarding

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health and environmental impacts related to smoke from burning debris piles. Leon County's regulations regarding outdoor burning are contained in Section 18-142 of the Leon County Code of Ordinances, which states that "Leon County shall follow the regulations set forth by the Florida Department of Agriculture and Consumer Services, Florida Forest Service's outdoor burning and forest fire regulations and laws." The City of Tallahassee has, in practice, also deferred to the State's regulations on burning yard waste, which is administered through the Florida Forest Service. The state's regulations regarding outdoor burning are contained in Sec. 590.125, F.S. and Chapter 5I-2, F.A.C., and Chapter 62-256, F.A.C. Pursuant to these regulations, debris burning generally requires a permit from the Florida Forest Service unless the debris is:

- Burned within an 8-foot diameter pile;
- 25 feet from any wildlands, brush or combustible structure;
- 25 feet from the burner's house;
- 150 feet from other occupied buildings;
- 50 feet from paved public roads;
- Lit after 9 A.M. eastern time and extinguished one hour before sunset; and
- Not burned during windy conditions

As the designated fire safety agency in Leon County, the Tallahassee Fire Department investigates complaints of illegal burning in the County. If the Tallahassee Fire Department is called to investigate a complaint about open burning, they will allow the burning to continue as long as the property owner has a permit. If the fire area is less than eight feet by eight feet, they will determine whether it meets the setback requirement and allow it to continue if it does.

Following Hurricane Michael, Bay, Calhoun, Franklin, Gadsden, Gulf, Jackson, and Liberty Counties enacted burn bans of varying duration. County governments may enact a burn ban under a declared local state of emergency pursuant to Chapter 252, Florida Statutes. Additionally, open burning of yard debris is prohibited year-round by County ordinance in Duval, Orange, Pinellas, Hillsborough, and Sarasota Counties. Generally, a County may issue a burn ban when conditions create an ongoing likely threat of brush and forest wildfires. In the counties listed above, Hurricane Michael caused significant damage to nearly 3 million acres of timberland. The volume of timber on the ground created a serious threat of catastrophic wildfire danger in the region. In response, the Florida Forest Service created two geographical zones, primary and secondary, to identify hurricane-impacted areas with specific open burning requirements. From November 2, 2018 through January 7, 2019, the Florida Forest Service required an on-site inspection and burn authorization for burning hurricane vegetative debris in the impact area zones. During that time, non-permitted pile burning was prohibited within the primary zone but allowed in the secondary zone. Leon County was not included in either zone requiring special burn authorizations. A map of the primary and secondary zones established by the Florida Forest Service is included below.

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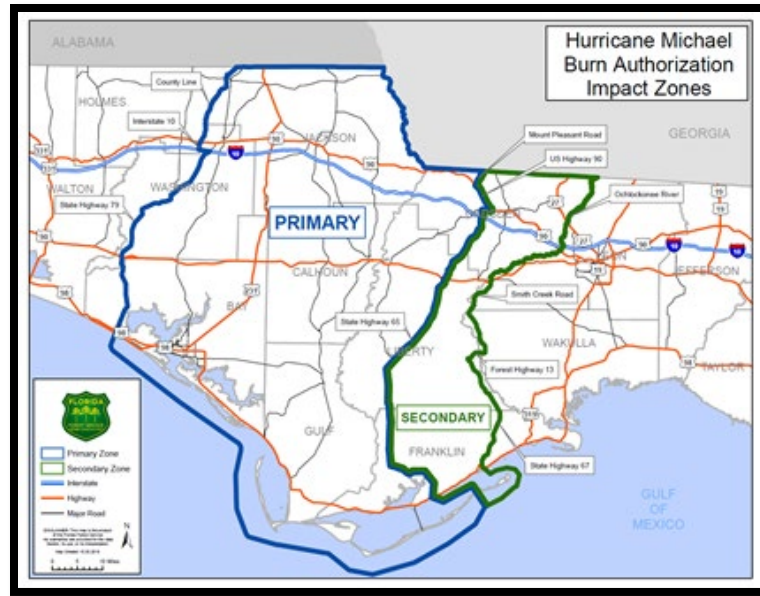
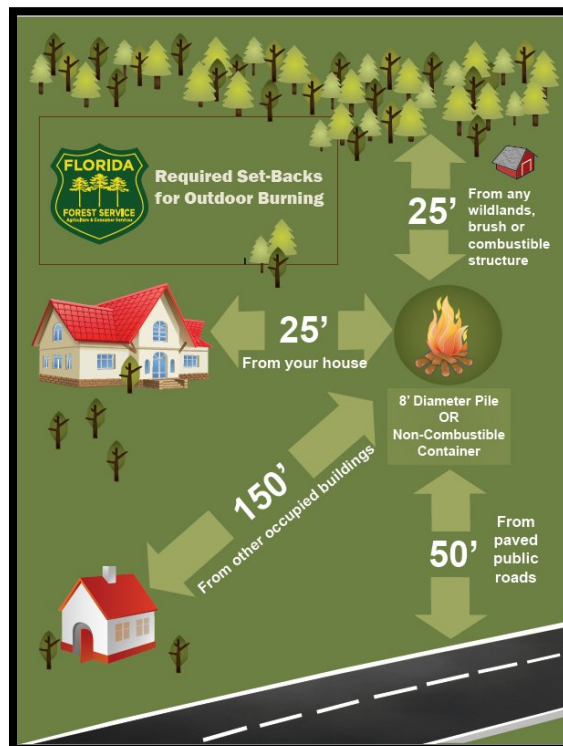


Figure 3: Florida Forest Service – Hurricane Michael Burn Authorization Impact Zones

To help citizens throughout the affected area understand the state requirements regarding open burning following Hurricane Michael, the Florida Forest Service also issued a news release, also shared on the Forest Service’s social media pages, on October 15, 2018 advising citizens to check with local city and county officials or visit the Florida Forest Service website to see if there are any active burn restrictions in their area. The advisory also included information for citizens regarding the requirements for legal burning of hurricane debris and yard waste, including the following graphic:



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As reflected in the findings and recommendations below, Leon County Community and Media Relations staff will coordinate with the Florida Forest Service and share information regarding local and state requirements for debris burning following future hurricanes.

Finding #61: Due to the catastrophic storm damage caused by Hurricane Michael, Leon County collected over 1 million cubic yards of storm debris – more than five times the volume collected following Hurricane Hermine in 2016.

Finding #62: On December 14, 2018, FEMA approved the County Administrator's request to remove debris from private rights-of-way, allowing for a federal cost-share reimbursement. It was determined that the removal of such debris was necessary and in the public interest in order to eliminate immediate threats to life, property, and public health and safety and ensure economic recovery of the community

Finding #63: Enhancements made since Hurricane Irma, including amendments to pre-existing debris removal contracts and the purchase of two grapple trucks, significantly expedited the removal of debris in Leon County.

Finding #64: County governments may enact a burn ban under a declared local state of emergency pursuant to Chapter 252, Florida Statutes. Generally, a County may issue a burn ban when conditions create an ongoing likely threat of brush and forest wildfires. Following Hurricane Michael, Leon County followed normal protocols and determined that there was no need to issue a burn ban. This decision was consistent with the Florida Forest Service's designation of hurricane-impacted areas with special requirements for outdoor burning, which did not include Leon County.

Finding #65: Following Hurricane Michael, Leon County received several reports of citizens burning debris piles in residential neighborhoods. The Board of County Commissioners has adopted regulations for debris burning, which should be shared with citizens through public information efforts following future hurricanes.

Recommendation 65.1: Coordinate with the Florida Forest Service and share information regarding local and state requirements for debris burning following future hurricanes.

Lead Agencies: Leon County Community and Media Relations

Support Agencies: Leon County Emergency Management

4.14.2 Solid Waste Services

To help Leon County citizens to clear their yards and neighborhoods of storm debris, Leon County waived all fees for citizens to bring yard debris to the Solid Waste Management Facility and all Rural Waste Service Centers from Friday, October 12 through Sunday, October 21, receiving an estimated 181 tons of citizens' yard debris. Waste Pro's residential garbage collection was delayed by two days immediately following the storm but resumed its normal pickup schedule by Monday, October 15.

Leon County also maintains an agreement with Waste Management, Inc. for the hauling and disposal of residential solid waste to the Springhill Landfill in Jackson County. In addition to the County's hauling and disposal contract, in an extremely rare situation where the Springhill Landfill is inaccessible, or if the Leon County Transfer Station facility is destroyed and unable to accept waste, the County would need the ability to bring waste directly to landfills other than Springhill. Leon County entered into backup disposal agreements in 2015 with landfills in Decatur and Thomasville, Georgia to ensure stability of service. Following Hurricane Michael, an approximately 80-mile

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stretch of Interstate 10 west of Leon County was closed for debris removal until the afternoon of Thursday, October 11. Staff observed that this would have significantly disrupted solid waste shipment to the Springhill Landfill if the highway was closed for an extended period. As reflected below, staff identified the need to evaluate expanding the County's solid waste emergency plans for potential damage scenarios involving the backup receiving sites in Georgia.

Finding #66: A segment of Interstate 10 west of Leon County was temporarily closed following Hurricane Michael for debris removal. To ensure the County's ability to provide solid waste disposal during future disasters, the County should evaluate expanding its existing solid waste emergency plans for potential damage scenarios involving disrupted access to the Springhill Landfill and backup landfills in Georgia.

Recommendation 66.1: Evaluate the County's solid waste emergency plans to determine if agreements with additional receiving landfills are needed.

Lead Agencies: Leon County Office of Resource Stewardship

Support Agencies: Leon County Emergency Management

4.15 Initial Impact Damage Assessment

Immediately following Hurricane Michael, Leon County began collecting information on homes damaged by the storm. 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. The establishment of joint County/City damage assessment teams was the result of a recommendation in the Hurricane Hermine After-Action Report.

To facilitate County/City initial damage assessments, Leon County Office of Information Technology staff developed a damage assessment application and workflow to collect information with a smart phone and provided just-in-time training on the use of the application and ongoing support while damage assessment teams were in the field. Also, Leon County deployed a web portal developed by staff during Hurricane Hermine in 2016 for citizens to self-report damage, which assisted in directing the teams deployed in the field. Obtaining accurate and timely standardized information to support a request for federal assistance is critical to delivering appropriate assistance to impacted individuals and households. As the majority of the information required to assess impacted residents is available only at the local level, it is paramount that local emergency management personnel understand the information required by decision-makers and develop systems and assessment teams capable of collecting standardized information quickly following a disaster. Data collected from Leon County's initial impact damage assessments following Hurricane Michael was submitted to FDEM so that the state could request a Preliminary Damage Assessment for Individual Assistance, discussed further in Section 4.17 below.

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4.16 Permit Fee Waivers and Relaxed Inspection Requirements

To help the community rebuild after Hurricane Michael, Leon County waived growth management and building permit fees for storm-related repairs, as well as permit fees to remove storm-damaged trees, as long as the work was completed by either the homeowner or a licensed contractor. This practice reflects an enhancement from the Hurricane Hermine After-Action Report in 2016 and is now codified in the Leon County CEMP as a result. Additionally, in order to expedite power restoration, electrical service was allowed to be reconnected by a licensed electrical contractor with final inspections conducted at a later date. This allowed citizens to begin making emergency repairs immediately without having to worry about securing permits in advance. Additionally, because internet and cellular service was disrupted following the storm which required contractors to submit permit requests for electrical reconnections in person, Leon County Development Support & Environmental Management waived the requirement to submit owner affidavits, consistent with the County's online permitting process.

As indicated in Section 2.3 above, Leon County maintains a Catastrophe Reserve Fund to allow access to emergency funds during a declared local state of emergency. The Catastrophe reserve Fund can be used in support of staff overtime, equipment, contractual support (i.e. debris removal) and materials/supplies in the event of a natural disaster. In addition, funds may also be used to pay for solid waste and building/growth fees for eligible residents for the purpose of home restoration/construction. Leon County's Catastrophe Reserve Fund was utilized to reimburse the building fund for fees waived in support of the restoration effort. At the time this report was prepared, fees have been waived or refunded for 204 County building permits totaling over \$67,000 in fees, although staff is still receiving additional requests generally associated with after-the-fact permits and delays associated with insurance related issues.

Finding #67: Leon County waived permit fees for storm-related repairs following Hurricane Michael, which allowed citizens to immediately make emergency home repairs while permit offices were closed.

4.17 FEMA Assistance

In advance of Hurricane Michael, Governor Scott declared a State of Emergency for 26 counties in Northwest Florida, the Big Bend region and North Central Florida on Sunday, October 7. That declaration stretched from Escambia County in the western end of the Panhandle to Columbia County in North Central Florida and Levy County along the Gulf Coast. Subsequently, on Monday, October 8 the Governor expanded the declaration to include Bradford, Pasco, Hernando, Pinellas, Hillsborough, Manatee, Alachua, Union and Baker counties. Based on anticipated impacts throughout the state, Governor Scott requested a Presidential Disaster Declaration for Hurricane Irma on October 8. President Trump issued a major disaster declaration on October 11 for the State of Florida, authorizing federal funds to be made available through the Public Assistance Grant Program to 18 counties stretching from Okaloosa to Hamilton County, and to affected individuals through the Individual Assistance program in 12 counties. Leon County was designated eligible under the Presidential Major Disaster Declaration for both Public Assistance and Individual Assistance.

With past federally declared disasters in Leon County, FEMA has always had a presence whether through email, conference calls, and/or a Disaster Recovery Center at the downtown Leon County Main Library. During Hurricane Michael, however, FEMA provided even more physical and hands-on support throughout the disaster recovery process, including Disaster Survivor Assistance Teams, damage assessment teams for individual and public assistance,

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intergovernmental affairs, public information, and various other federal disaster recovery efforts as discussed throughout this report. FEMA also attended the County's Hurricane Michael listening session, and as a result FEMA representatives provided direct, face-to-face disaster assistance for those who attended. In addition to the individual disaster survivor assistance, FEMA engaged in various public information activities to update Leon County citizens on programs and aid, through a WFSU Perspectives interview to Facebook Live Q&A sessions, to coordinated news releases with local media partners. Lastly, FEMA embedded a liaison in the Emergency Operations Center to help coordinate Leon County-specific federal activities with the County's Emergency Management Director.

Finding #68: FEMA's high level of support and visibility following Hurricane Michael ensured disaster survivors received the best case management and information. Also, FEMA's involvement in the County's community listening session led to direct, timely assistance for those in need.

Recommendation 68.1: Following any federally declared disaster that affects Leon County, Emergency Management will work directly with the State of Florida's State Emergency Response Team (SERT) to request FEMA provide staff liaisons and support similar to or exceeding the functions provided during Hurricane Michael: Disaster Survivor Assistance Teams, an embedded EOC liaison, public information support, and intergovernmental affairs.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

4.17.1 Public Assistance Grant Program

The FEMA Public Assistance Grant Program is authorized through the Robert T. Stafford Disaster Relief and Emergency Assistance Act to assist state, tribal, and local governments, and certain private non-profit entities, severely affected by a disaster. To be eligible for the FEMA Public Assistance Grant Program, a state must reach a damage cost threshold (\$1.50 per capita), and individual counties must reach a county-specific damage cost threshold (\$3.78 per capita). The 2018-19 threshold for the State of Florida is \$28,201,965 and Leon County's threshold is \$1,041,341 including all eligible entities within the County.

As indicated above, Leon County was included in the major disaster declaration for public assistance on October 11. Included in the declaration was: 100% percent reimbursement for the first five days of debris removal and emergency protective measures; 87.5% reimbursement for the remainder of the first 30 days for eligible emergency protective measures for the of the storm event; and up to 87.5% reimbursement for debris removal costs. Other reimbursement categories (i.e. permanent work, such as road, culvert and other infrastructure repair) will be reimbursed by 87.5%. Initial estimates indicate that the total disaster costs associated with Hurricane Michael are approximately \$22.6 million including debris removal costs estimated at \$20.5 million; Emergency Protective Measures at \$893,000; Consulting Services at \$900,000 and Permanent Work at \$265,000.

In response to the after effects of Tropical Storm Fay in 2008, the Board approved the creation of the Catastrophe Reserve Fund (described earlier in Section 2.3 of this report). The fund was created to allow access to emergency funds needed in case of a

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declared local state of emergency. The fund allows cash flow for expenses related to the disaster.

During the FY 2019 carryforward process, the Board established Catastrophe Reserve funding at \$13.0 million, or 8.7% of the General/Fine and Forfeiture Fund appropriations for FY 2019. Pursuant to the County's reserve policy, through the carry forward process, the Catastrophe Reserve funds are normally appropriated at a level of 2% of the total appropriations of the General/Fine and Forfeiture Fund, or \$3,001,619. The additional reserves appropriated by the Board allowed immediate access to funds to assist with restoring the community to pre-catastrophe levels, prior to assistance and reimbursements being available from the Federal Emergency Management Administration (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 from Hurricane Michael, Leon County again engaged its contracted Emergency Management Consultant to assist with the Hurricane Michael FEMA reimbursement process.

Finding #69: Following Hurricane Michael, the Leon County Board of County Commissioners approved an elevated level of Catastrophe Reserve funding for Fiscal Year 2019 in order to ensure adequate availability of funds to restore the community to pre-catastrophe levels prior to assistance and reimbursements being available from FEMA.

4.17.2 Individual and Households Program Assistance

FEMA's Individuals and Households Program (IHP) provides up to \$33,000 per household for necessary housing-related expenses and critical needs that cannot be met through other means. For a state or county to be eligible for FEMA IHP assistance, a damage assessment must be completed. Following Hurricane Michael, Leon County and the City of Tallahassee began collecting information on damaged homes as outlined in the County CEMP. As described in Section 4.15 above, Leon County's initial damage assessment results found 25 homes destroyed, 248 homes with major damage, 660 homes with minor damage, and another 239 homes affected by Michael.

For the FEMA IHP to be considered under the declaration, a variety of pertinent factors are considered for a given incident such as:

- The amount and type of damages
- The impact of damages on affected individuals, the state, and local governments
- The available resources of the state and local governments, and other disaster relief organizations
- The extent and type of insurance in effect to cover losses
- Assistance available from other federal programs and sources
- Imminent threats to public health and safety
- Recent disaster history in the state
- Hazard mitigation measures taken by the state or local governments, especially implementation of measures required as a result of previous major disaster declarations

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As described in Section 4.15 of this report, 21 joint County-City damage assessment teams were sent into the field over the course of four days immediately following Hurricane Michael to conduct initial impact damage assessments. Upon completion of these damage assessments, these teams summarized the data collected and submitted it to the Florida Division of Emergency Management to request a Preliminary Damage Assessment for FEMA IHP assistance.

The FEMA IHP consists of two program elements: Housing Needs Assistance and Other Needs Assistance for individuals. Housing support may include financial assistance for homeowners or renters in need of temporary housing solutions, reimbursement of lodging expenses, damage repair costs for a primary residence, and the replacement of a destroyed primary residence. According to the most recent update from FEMA, as of January 4, 2019, Leon County residents have received more than \$4.4 million in federal funds through this program.

To aid citizens with registration for assistance programs, FEMA activated two outreach programs to facilitate registration, Disaster Survivor Assistance and Disaster Recovery Centers. FEMA accepted registrations for disaster-related assistance until December 17, 2018.

- The Disaster Survivor Assistance Program Teams arrived on October 2, 2016 and made contact with storm victims at their homes and at community events. As of FEMA's most recent update in January 2019, Disaster Survivor Assistance Program Teams conducted outreach with 3,850 citizens in Leon County, assisting with registration, answering questions, providing case updates and making referrals to other recovery partners for needs beyond what FEMA can assist with.
- A Disaster Recovery Center is a readily accessible facility where survivors may go for information about FEMA programs or other disaster assistance needs or questions related to their circumstance. The Disaster Recovery Center for Leon County was established in the large program rooms at the LeRoy Collins Main Library and operated between October 23 and December 17, 2018, assisting over 1,000 visitors from 8 AM to 7 PM daily. Representatives from the Florida Division of Emergency Management, the Federal Emergency Management Agency, U.S. Small Business Administration (SBA), volunteer groups, and other agencies helped storm victims apply for federal disaster assistance and provide information on low-interest disaster loans for homeowners, renters, and businesses.

Additionally, on October 17, 2018, Leon County was included in Operation Blue Roof, a partnership among the state of Florida, the Federal Emergency Management Agency, and the U.S. Army Corps of Engineers to provide temporary roof repairs to eligible property owners. Operation Blue Roof provided temporary repairs for 30 Leon County residents following Hurricane Michael.

Finding #70: Storm-related damage identified during County and City staff-led initial impact damage assessments and verified by FEMA's Joint Preliminary Damage Assessment Team supported the federal authorization of the Individual Household Assistance program in Leon County.

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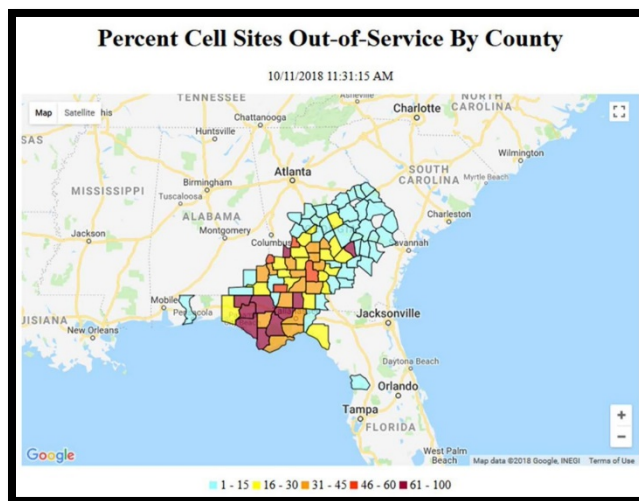
4.18 Business, Industry, and Economic Stabilization

During a disaster, the Leon County Division of Tourism Development and the Tallahassee-Leon County Office of Economic Vitality provide coordination with and support to local business and industry stakeholders. In general, this includes assistance finding hotel rooms for citizens and mutual aid responders; coordination with hotels, restaurants and attractions regarding evacuation orders and emergency-related closures; locating resources such as facility space, fuel, and other items to directly support response and recovery operations; and more. The findings and recommendations below reflect observations made during Hurricane Michael to continue to enhance coordination with business and industry partners during future emergencies.

4.18.1 Telecommunications Providers

In addition to causing widespread damage to electric utility infrastructure, Hurricane Michael also damaged fiber optic networks and other infrastructure necessary for delivering broadband and mobile phone service within affected areas. Verizon, Sprint, and AT&T customers in Leon County reported outages in the days following Hurricane Michael. Staff from the Tallahassee-Leon County Office of Economic Vitality (OEV) were stationed in the Leon County EOC and assisted by coordinating with the State EOC to gather the most up-to-date information regarding the restoration process for cellular service. Additionally, OEV staff coordinated with mobile carriers to deploy equipment in Leon County to temporarily provide service while restoration efforts were ongoing, as described below.

On October 11, 2018, the Federal Communications Commission issued a report that included the status of cell tower outages in Florida and Georgia related to Michael:



In instances where electric utility service is disrupted causing mobile outages, cell towers can be powered by permanent or portable backup generators. Wireless carriers deployed backup generators following Hurricane Michael to power cell tower sites that lost power during the storm and staged personnel to keep generators fueled. Additionally, carriers deployed mobile cell units to temporarily provide voice and data service to customers during the restoration process.

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Comcast also experienced extensive damage throughout Leon County, disrupting video and internet service to customers for several days following Hurricane Michael. To assist customers, Comcast deployed its Xfinity “WiFi on Wheels” van to provide free wireless internet service so residents and emergency personnel can stay connected. The vehicle was set up at the LeRoy Collins Leon County Main Library, which was also open to the public as a comfort station (discussed in further detail in Section 4.13 of this report), on Saturday, October 13 and Sunday, October 14. The customized van was outfitted with six WiFi access points which can provide wireless internet connectivity to thousands of users over a 500 square foot area. In addition, Comcast opened its network of more than 8,000 Xfinity WiFi hotspots throughout the Florida Panhandle, including in Leon County, for anyone to use for free, including non-Xfinity customers.

Finding #71: Future disaster response and recovery operations would benefit from earlier coordination in the Leon County EOC with local telecommunications providers during future activations.

Recommendation 71.1: Coordinate with local telecommunications providers to designate representatives to staff the Leon County EOC earlier during future activations.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Administration

4.18.2 Coordination with Local Hotels

The Leon County Division of Tourism Development is called upon during a hurricane for a variety of support including finding hotel rooms for residents who may have experienced damage to their home, out-of-town responders (electricians, contractors, EMTs, etc.) assisting with restoration and recovery efforts, and evacuees to Leon County from other areas. For the latter, Tourism embraces its role as a host for evacuees and communicates with hoteliers, restaurants, and attractions to share up-to-date information on evacuation orders, road and bridge closings, power outages, and when it is safe to return to evacuated areas.

Hotel rooms in Leon County and surrounding areas were in a sold-out state beginning October 9, 2018 due to last-minute evacuations from nearby coastal areas, the arrival of mutual aid crews to assist with response and recovery operations, and the upcoming FSU Invitational/Pre-State Cross Country meet at Apalachee Regional Park on October 12-13, which was cancelled due to anticipated storm impacts. Tourism staff acted as a conduit surveying local lodging properties to monitor the availability of hotel rooms. Leon County Tourism Division staff coordinated with local hoteliers to ensure that space was available to accommodate mutual aid workers who arrived from out of state to expedite the recovery process. Additionally, Tourism Division staff coordinated extensively with local and regional hoteliers and Florida State University regarding the Homecoming football game against Wake Forest on October 20. Hotels in Leon County became over-booked in the week leading up to the Homecoming game, with the vast majority of rooms being utilized for relief workers and evacuees from other areas. Leon County Tourism staff actively worked to survey hotel availability in unaffected areas throughout the region to help coordinate space for visitors arriving for the Homecoming game without displacing relief workers or evacuees.

Additionally, as indicated in Section 4.11.2, the State of Florida established a “tent city” at the Tallahassee International Airport to accommodate relief workers throughout the

Section 4.0 Hurricane Michael Preparedness, Response and Recovery

affected area. The tent city is a logistical preference to serve as a singular location providing overnight accommodations for the high volume of relief workers anticipated over an extended period of time, rather than lodging relief workers in hotels spread out across the County. Tourism Division staff also coordinated with area hoteliers to provide information for the tent city to ensure lodging for incoming relief workers.

During the Hurricane Michael activation, Tourism Division staff also posted special weather alerts on VisitTallahassee.com, surveyed hoteliers to gauge inventory and identify any special rate offers, and regularly updated the website to reflect the availability of hotel rooms for citizens. Tourism staff paused all active marketing efforts and shifted social media activity during Hurricane Michael to advisories for travelers and evacuees and continually re-posted official social media communications from the EOC throughout the storm event, leveraging the Tourism Division's significant following on all social media platforms.

Tourism staff extensively utilized the GroupMe mobile app to communicate with industry partners for securing current hotel availability, maintaining current information on the operating status of local businesses, sharing updates on the status of emergency shelters, airport operations, event cancellations, curfew announcements and seeking products and services needed for supporting emergency shelter operations. Tourism also assisted in securing meals for the EOC by leveraging relationships with the Florida Restaurant and Lodging Association as well as staff relationships with local hotels throughout the incident. Tourism staff also provided support for the Points of Distribution (discussed in Section 4.12) and helped share information regarding the Office of Economic Vitality website which included a mapping tool to indicate which restaurants, stores, attractions, hotels, and other businesses were open (Section 4.18.3).

Finding #72: Leon County Tourism Division staff coordinated with local hoteliers to ensure that space was available to accommodate evacuees and mutual aid workers who arrived from out of state to expedite the recovery process.

4.18.3 Business Stabilization and Recovery Efforts

Several businesses in Leon County incurred storm-related damage from Hurricane Michael, and some experienced power outages that caused food loss or lost productivity. Staff from the Tallahassee-Leon County Office of Economic Vitality (OEV) worked to coordinate recovery assistance for affected businesses following Michael. As in previous years following Hurricanes Hermine and Irma, Domi Station once again opened its doors to provide temporary office space for businesses experiencing power outages or facility damage following Hurricane Michael.

OEV staff also engaged its 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. The Governor activated the Florida Small Business Administration disaster declaration Emergency Bridge Loan Program on October 12, 2018, which provides interest-free financial assistance in a timely fashion for small businesses that experienced physical or economic damage as a result of Hurricane Michael. The Florida Small Business Emergency Bridge Loan Program is offered through the Florida Department of Economic Opportunity and administered locally by the Florida Agricultural and Mechanical University's Small Business Development Center (SBDC). OEV coordinated closely with

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the SBDC, the Florida Department of Economic Opportunity, and the U.S. Small Business Administration to communicate the availability of disaster-related financial assistance programs to local businesses.

To help Leon County citizens' awareness regarding which businesses were open following Hurricane Michael to find essential needs such as groceries, gas, hardware, and pharmacy stores, OEV staff also coordinated with Tallahassee-Leon County GIS to develop a mapping application that was published on OEV's website and linked through from the Emergency Information Portal. OEV also coordinated with the Leon County Division of Tourism Development to gather and share reports from restaurants when they were open for business.

As of December 21, 2018, there were 134,656 insurance claims filed statewide due to Hurricane Michael, with total estimated insured losses over \$4.65 billion. There were 9,313 claims in Leon County, which account for 6.9% of the total number of claims filed statewide. At this time, approximately 15% of Leon County claims remain open. The Florida Office of Insurance Regulation has not released a dollar figure of total insured losses at the county level. In other counties within the Tallahassee Metropolitan Statistical Area, there were 5,712 insurance claims filed in Gadsden County, 1,150 in Wakulla County, and 164 in Jefferson County, and approximately 20% of these claims remain open. Claims in Gadsden and Wakulla may likely be more severe than those in Leon County due to the severity of wind and storm surge in those counties. By comparison, 1,162 insurance claims were filed in Leon County following Hurricane Irma, and 3,782 claims in Leon County following Hurricane Hermine.

Finding #73: The Tallahassee-Leon County Office of Economic Vitality regularly conducts an inventory of vacant commercial buildings to support its business recruitment and retention efforts. Vacant commercial properties can serve a variety of functions during emergencies and should also be surveyed for suitability to assist disaster response and recovery efforts.

Recommendation 73.1: When surveying vacant commercial buildings in Leon County, include information regarding these facilities' suitability for disaster response and recovery support, such as logistics support, sheltering, staging for mutual aid personnel, or temporary housing.

Lead Agencies: Tallahassee-Leon County Office of Economic Vitality

Support Agencies: Leon County Emergency Management

Section 5.0 Additional Discussion Regarding Leon County Operations

5.0 Additional Discussion Regarding Leon County Operations

During any large-scale emergency activation, a substantial amount of coordination for personnel, logistical, finance, and facilities-related needs is required to support response and recovery operations. This section of the Hurricane Michael After-Action Report discusses Leon County's internal coordination to meet these needs during Hurricane Michael and provides findings and recommendations to further enhance support in these areas during future emergencies.

5.1 County Staffing at the Emergency Operations Center and in the Field

Throughout Hurricane Michael, over 530 Leon County staff from 20 departments and divisions of Leon County government, in partnership with many hundreds more partner agency and mutual aid personnel, participated in response and recovery activities from the EOC and in the field. These personnel worked tirelessly throughout the activation by coordinating efforts to keep citizens prepared and informed, establishing 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 sections of this report.

Leon County's Personnel Policy includes provisions designed to maximize staffing levels for response and recovery operations following a disaster. For employees who are aware that they will not be able to work during a declared local state of emergency, the policy also allows for employees to request a hardship exemption from their supervisor. Hardship exemptions are to be approved by the employee's Division Director and Department Director. Those employees with an approved hardship exemption are not eligible to receive Administrative Leave during emergencies. Consistent with recommendations included in the Hurricane Irma After-Action Report, the Board of County Commissioners in April 2018 approved revisions to the County's Human Resources Policies and Procedures Manual to ensure that all emergency response functions are managed with adequate staffing levels and to clarify each County employee's roles and responsibilities during future emergency activations. Specifically, these revisions included:

- Classification of all Leon County employees as either "Emergency Critical" or "Emergency Support," including clarification of responsibilities for each category;
- Statement of the expectation that all employees are required to work before, during, and after a declared local state of emergency;
- Statement of the responsibility of each employee to make arrangements for family and personal needs in advance of an emergency;
- Requirement for all employees to work either in their own divisions or in work locations outside their divisions unless released from work by the County Administrator;
- Clarification that working during a declared local state of emergency is a condition of employment and that failure to respond is subject to disciplinary action up to and including termination of employment; and
- Re-statement of the existing provision for employees to request a Hardship Exemption for medical or family related issues.

Following the Board's approval of these policy revisions, Leon County Human Resources provided the updated policy to all County employees. However, as is common in any large-scale emergency activation, in a small number of instances some County staff were unsure whether

Section 5.0 Additional Discussion Regarding Leon County Operations

and where they were required to report for duty. Additionally, staff observed an opportunity to strengthen awareness of personnel operating in the field by more clearly defining the organizational structure of the Emergency Operations Center, regularly updating the EOC roster, and providing current information to personnel in the field at each shift change, as reflected in the findings and recommendations below.

During staff and partner agency debriefing meetings following Hurricane Michael, stakeholders provided constructive feedback specifically regarding the operation of the Citizens Information Line (discussed in detail in Section 4.2.7) and risk shelter operations (Section 4.4.1). These functions typically require personnel with specialized knowledge, skills, and abilities for optimum performance. For instance, Citizen Information Line personnel frequently receive calls from citizens who are upset, terrified, panicking, and confused. These personnel must handle those calls quickly, and it can become overwhelming for some. Similarly, risk shelter operations occur very quickly and require staff and volunteers who are able to adapt to rapidly changing and unpredictable situations. For this reason, feedback from the Hurricane Michael debriefing meetings included pre-identifying Leon County staff who may be suitable for certain specialized tasks during future emergencies and continuing to provide training opportunities in these areas.

Likewise, staff and volunteers involved in all emergency operations frequently experience a range of emotional, behavioral, physical, and cognitive responses. Further, individuals who have had a mental illness (whether diagnosed or not) prior to the event may experience re-triggering or increased severity of symptoms, which could be exacerbated by decreased access to behavioral healthcare and/or medications following a disaster. While many individuals are resilient and will recover on their own, others may require additional support. The findings and recommendations below reflect opportunities to provide additional stress prevention and management support for responding personnel before, during, and after future emergency activations.

Finding #74: In a small number of instances during Hurricane Michael, some County staff were unsure whether and where they were required to report for duty.

Recommendation 74.1: Review procedures for notifying County staff of emergency duty to determine if additional enhancements to the procedures are needed.

Lead Agencies: Leon County Administration

Support Agencies: Leon County Human Resources

Recommendation 74.2: Clearly define the organizational structure of the Leon County Emergency Operations Center, the roles and responsibilities of each position, and create an updated roster for County staff assignments in the EOC.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Human Resources

Recommendation 74.3: Evaluate strategies to further strengthen operational awareness for response and recovery personnel in the field, including providing EOC organizational charts as well the names and contact information for all EOC personnel at each shift change.

Lead Agencies: Leon County Emergency Management

Support Agencies: Leon County Human Resources

Section 5.0 Additional Discussion Regarding Leon County Operations

Finding #75: There are several tasks during response and recovery operations that require specialized knowledge, skills, and abilities.

Recommendation 75.1: Pre-identify County staff who may be expected to fill specialized roles (such as the Citizens Information Line, risk shelter support, and others) during future incidents.

Lead Agencies: Leon County Emergency Management, Leon County Administration

Support Agencies: Leon County Human Resources

Recommendation 75.2: Continue to identify and provide training opportunities throughout the year for personnel pre-designated to fill specialized roles during an emergency.

Lead Agencies: Leon County Emergency Management, Leon County Administration

Support Agencies: Leon County Human Resources

Finding #76: Staff and volunteers involved in all emergency operations frequently experience a range of emotional, behavioral, physical, and cognitive responses.

Recommendation 76.1: Evaluate opportunities to provide additional stress prevention and management support for responding personnel before, during, and after future emergency activations.

Lead Agencies: Leon County Human Resources

Support Agencies: Leon County Emergency Management

Finding #77: Although there was no mandatory evacuation order or curfew imposed in Leon County during Hurricane Michael, staff observed that there would be no consistent way to permit reentry and passage of necessary County staff in such instances.

Recommendation 77.1: Create a database with credentials and photographs of Leon County employees to support efforts to permit reentry and passage following a mandatory evacuation of non-critical staff.

Lead Agencies: Leon County Human Resources, Leon County Community and Media Relations

Support Agencies: All County Departments

Finding #78: During Hurricane Michael, payroll procedures created some instances of overpayments, requiring paycheck adjustments during the following pay period.

Recommendation 78.1: Survey other counties and the Florida Division of Emergency Management for best practices regarding payroll collection and processing for disaster response and update Human Resources administrative procedures accordingly.

Lead Agencies: Leon County Human Resources

Support Agencies: Leon County Emergency Management

Recommendation 78.2: Evaluate the feasibility of itemizing emergency pay on future pay stubs.

Lead Agencies: Leon County Human Resources

Support Agencies: Leon County Emergency Management

5.2 Public Safety Complex

The Leon County Office of Resource Stewardship, Facilities Management Division manages the physical space at the Public Safety Complex (PSC), which opened in July 2013 and includes the Leon County Emergency Operations Center. As reported in the 2016 Hurricane Hermine After-Action Report, Leon County engaged one of the premier emergency management consulting firms in the nation for its expert and objective guidance in conducting its after-action review.

Section 5.0 Additional Discussion Regarding Leon County Operations

The consulting firm noted that the PSC is “a state-of-the-art facility with significant resources available for all aspects of homeland security and emergency management.”

Since it opened in 2013, the Emergency Operations Center (which is housed within the PSC) has been activated several times, including three major activations for Hurricanes Hermine, Irma, and Michael which included full staffing from Leon County and partner agencies over multiple operational periods. The findings and recommendations below reflect opportunities for further enhancements as observed by staff and partner agency personnel following Hurricane Michael.

Finding #79: Since it opened in 2013, the Emergency Operations Center has been activated several times, including three major activations for Hurricanes Hermine, Irma, and Michael which included full staffing from Leon County and partner agencies over multiple operational periods. Staff and partner agency personnel identified additional minor enhancements to improve the utilization of the PSC.

Recommendation 79.1: Provide additional supplies for the Citizens Information Line space including power strips, phone cleaning wipes, and wire shelves or baskets to store blankets, pillows, and overnight bags.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Office of Resource Stewardship

Recommendation 79.2: Evaluate the feasibility of installing an interactive whiteboard (SMART Board) within the Citizens Information Line room.

Lead Agencies: Leon County Volunteer Services

Support Agencies: Leon County Office of Information and Technology

Recommendation 79.3: During future emergency activations, consider renting an additional roll-off dumpster to accommodate larger volumes of solid waste.

Lead Agencies: Leon County Office of Resource Stewardship

Support Agencies: Leon County Emergency Management

5.3 Logistics and Resource Support

The Leon County CEMP, Annex 7 provides for logistical and resource support to local entities involved in delivering emergency response and recovery efforts for natural disasters and other catastrophic events. In general, this includes coordination for locating, procuring, and assigning resources such as supplies, fuel, heavy equipment, transportation, and other items to directly support response and recovery operations.

During Hurricane Michael, and as the case for any large-scale emergency activation, a substantial amount of logistics and facilities-related needs were required to support response and recovery operations. The County planned for post-storm staffing and logistical needs by identifying vacant office space and available equipment to be deployed the day following the storm. Leon County Facilities Management prepped, fueled and pre-staged key equipment to provide for rapid response. Following the storm, the EOC Logistics team, coordinated the management of the acquisition, mobilization, staging, and allocation of resources throughout the County. During Michael, the logistical management of resources was better supported with the utilization of smaller County-owned vehicles to courier small quantities of material. As an improvement identified in the Hurricane Irma After-Action Report, the EOC Logistics team was provided with a list of smaller, non-emergency essential County-owned vehicles to support to the mobilization of resources in the field.

In addition, the EOC Logistics team is responsible for coordinating meal service for personnel activated to the EOC during emergencies. During any emergency activation, scores of Leon

Section 5.0 Additional Discussion Regarding Leon County Operations

County employees and staff from various partner agencies are represented in the EOC on day and night shifts around the clock to ensure the success of response and recovery operations during a disaster. These personnel work tirelessly behind the scenes to provide critical support to resources in the field by maintaining technology systems, supporting logistical needs, coordinating efforts to keep citizens prepared and informed, and various other vital services. During an activation, providing balanced meals is key to maintaining the morale, focus, and energy of the personnel fulfilling these critical roles.

During Hurricane Hermine and Irma, the EOC Logistics team found that finding local restaurants or caterers to provide meal service following a disaster could be difficult depending on the extent and duration of power outages. To better prepare for future disasters, the Hurricane Irma After-Action Report included a recommendation to establish a standardized plan to provide meal service for the EOC during future activations by potentially contracting with a private vendor. To support meal service during Hurricane Michael, the EOC Logistics Team, supported by Leon County Division of Tourism staff, polled and compiled a list of local restaurants willing to provide meal service for the EOC during activation. The EOC Logistics Team provided over 3,500 meals to personnel stationed at the EOC during Hurricane Michael.

The following findings and recommendations below reflect observations made during Hurricane Michael to continue to enhance the coordination of logistical and resource support during future emergencies.

Finding #80: County staff and partner agency personnel consistently reported that food service at the EOC was excellent and significantly improved since Hurricanes Hermine and Irma, which helped to maintain elevated morale in the EOC during an extended activation.

Recommendation 80.1: Establish Standard Operating Procedures for food service in the EOC based on experiences during Hurricane Michael.

Lead Agencies: Leon County Office of Resource Stewardship

Support Agencies: Leon County Emergency Management

Recommendation 80.2: To enable Logistics Team members to prepare and serve meals at the EOC more effectively during future activations, evaluate purchasing equipment such as a convection oven, electric hot buffet table, salad bar, and double-glass refrigerator.

Lead Agencies: Leon County Office of Resource Stewardship

Support Agencies: Leon County Emergency Management

5.4 Information Technology Resources in the EOC

The Leon County CEMP, Annex 5 – Information and Planning describes the coordination of overall information and planning activities in the EOC during emergency events. The mission of Information and Planning is to collect, analyze, and disseminate information about an actual disaster or potential disaster situation and to coordinate the overall activities of all responders in providing assistance to the affected area. The Leon County Office of Information and Technology assists these efforts by providing Geographic Information Systems (GIS) support, computer and network equipment support, and general IT support during EOC activations. During Hurricane Michael, the Office of Information and Technology assigned staff from Management Information Systems (MIS) and Tallahassee-Leon County GIS to provide support to the EOC during each shift throughout the activation to provide technical support for devices, audio/visual equipment, website and networking needs, mapping needs, and supporting the WebEOC incident management system. Other staff members rotated shifts at Public Works, the

Section 5.0 Additional Discussion Regarding Leon County Operations

Courthouse, and the Jail and also provided remote on-call support for mission critical applications.

Hurricane Michael was the second incident during which Leon County utilized WebEOC and personnel from Leon County and several partner agencies reported it to be a significant enhancement for communication and coordination within the EOC. This standardized incident management software platform allows for paperless notification and messaging in the EOC which allows for easier tracking of task and mission assignments during an emergency. The system also interfaces with the Florida Division of Emergency Management and other agencies.

The Hurricane Irma After-Action Report included finding and recommendations related to improving and expanding the utilization of WebEOC for incident management during future emergencies including increased training, coordination, and real time data sharing with Public Information staff and Citizens Information Line call takers. To ensure the highest level of information coordination, LCEM continued to conduct WebEOC training on a regular basis and expanded training opportunities for more County and partner staff, which further enhanced operations and contributed to the County's successful response during Hurricane Michael.

As recommended in the Hurricane Irma After-Action Report, GIS and MIS partnered with Leon County Emergency Management to evaluate additional opportunities to develop and integrate mapping tools during future emergencies. Accordingly, GIS and MIS staff leveraged the use of WebEOC mapping tools to develop several mapping applications and WebEOC dashboards to centrally store and present various data sets such as roadway obstructions, shelters, traffic signal status, and traffic signals requiring generator power.

Overall, these enhancements proved to be successful in enhancing situational awareness during Hurricane Michael response and recovery operations. During Michael, WebEOC was utilized to support the tracking of over 4,200 EOC activities. These activities included citizen requests for assistance or information regarding downed trees on property, debris clean-up, food and utility payment assistance, and other issues through the Citizens Information Line. By tracking and storing citizens requests and information through WebEOC, CIL call-takers could easily follow-up with citizens to ensure their requests was fulfilled by following up on any unmet needs or provide additional referrals that were not available at the time of the initial call. Additionally, as discussed further in Section 4.2, WebEOC facilitated requests for resources and support from the State EOC.

The findings and recommendations below reflect opportunities for further enhancements as observed by staff and partner agency personnel following Hurricane Michael.

Finding #81: Building upon recommendations from the Hurricane Irma After-Action Report, Leon County MIS/GIS staff developed new GIS mapping applications for use during Hurricane Michael. Several staff and partner agency personnel reported these tools to be extremely useful in enhancing situational awareness during the activation.

Finding #82: WebEOC was a critical tool used by personnel in the EOC and in the field during Hurricane Michael. Leon County staff and partner agency personnel consistently reported that WebEOC was extremely useful in coordinating operations in and from the EOC.

Section 5.0 Additional Discussion Regarding Leon County Operations

Finding #83: Several partner agencies identified specific suggestions during debriefing meetings for minor adjustments to the WebEOC interface.

Recommendation 83.1: Convene stakeholder group meetings to evaluate ways to further enhance the use of WebEOC during future activations.

Lead Agencies: Leon County Office of Information and Technology

Support Agencies: Leon County Emergency Management

Section 6.0 Conclusion

6.0 Conclusion

The unprecedented level of activation and mobilization of resources before, during, and after Hurricane Michael provided another unique opportunity for Leon County to extract every possible lesson learned so that we can continue to improve our ability to respond to future disasters. In reviewing all aspects of Leon County plans, preparations, response, and recovery efforts from Hurricane Michael, staff has identified the 83 findings and 68 recommendations presented in this report. Reflecting Leon County's continuous commitment to enhancing our community's preparedness, response, and recovery capabilities, we recognize that we must continue to enhance our plans and capabilities to prepare for even greater, more severe disasters. The implementation of this Hurricane Michael After-Action Report will result in the overall implementation of 288 findings and 213 specific recommendations for improvement in total over the past three years and will once again serve to make a strong response by Leon County even stronger.

Hurricane Michael was 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. The storm developed and strengthened extremely quickly, caused catastrophic damage throughout the Florida Panhandle and Big Bend region, and as such, demanded the highest level of agility and responsiveness by emergency professionals. Leon County experienced tropical storm-force wind gusts for a prolonged period of approximately 12 hours that downed thousands of trees, blocking over 1,000 road segments and causing widespread power outages to up to 95% of utility customers throughout the county; damaged nearly 1,200 homes in Leon County including 25 that were destroyed; and required a massive debris collection operation to remove storm-generated debris from homes and roadways. The storm-related damage caused by Hurricane Michael required the longest and most extensive activation of the Leon County Emergency Operations Center to date; however, Leon County emerged with no major flooding issues and more importantly, no loss of life from the storm.

While Leon County's Emergency Operations Center has been activated several times since opening, no test was more significant than Hurricane Michael. The challenges presented by Michael rigorously tested Leon County's plans, training, partnerships, and response capabilities. Ultimately, Leon County conducted its largest emergency response ever, activating the Emergency Operations Center for a total of 194 hours, establishing shelters to house over 1,500 citizens and evacuees, collecting over one million cubic yards of debris, and coordinating efforts to return our community to normal as quickly as possible. While we were fortunate that Leon County did not receive the same catastrophic impacts as our neighboring counties to the west, Hurricane Michael nonetheless required an unprecedented level of emergency activation and coordination of resources to keep our community safe.

Section 7.0 Appendices

7.0 Appendices

Appendix A: List of Acronyms

Appendix B: Leon County CEMP

Appendix C: Leon County Board Policy No. 07-2, "Reserves"

Appendix D: 2018 Leon County Disaster Survival Guide

Appendix E: WebEOC Mission Requests

Appendix A: List of Acronyms

AHCA	Florida Agency for Healthcare Administration
CDA	Consolidated Dispatch Agency
CEMP	Comprehensive Emergency Management Plan
CIL	Citizen Information Line
COAD	Big Bend Community Organizations Active in Disaster
DART	Big Bend Disaster Animal Response Team
DSEM	Leon County Department of Development Support and Environmental Management
EIP	Emergency Information Portal
EMS	Leon County Emergency Medical Services
EOC	Emergency Operations Center
FDEM	Florida Division of Emergency Management
FDEP	Florida Department of Environmental Protection
FDOH	Florida Department of Health
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FLASH	Federal Alliance for Safe Homes
FMEA	Florida Municipal Electric Association
GIS	Geographic Information Systems
HSPD-5	Homeland Security Presidential Directive #5
ICS	Incident Command System
IHP	Individuals and Households Program
LCEM	Leon County Emergency Management
LCSO	Leon County Sheriff's Office
LMS	Local Mitigation Strategy
MIS	Leon County Management Information Systems
MRE	Meal Ready to Eat
MYTEP	Multi-Year Training and Exercise Plan
NIMS	National Incident Management System
OEV	Tallahassee-Leon County Office of Economic Vitality
PDRP	Post-Disaster Redevelopment Plan
PSC	Public Safety Complex
SBA	U.S. Small Business Administration
SBDC	Small Business Development Center
SERT	State Emergency Response Team
SMAA	Statewide Mutual Aid Agreement
TFD	Tallahassee Fire Department
TLCASC	Tallahassee-Leon County Animal Service Center
TPD	Tallahassee Police Department



EMERGENCY MANAGEMENT

Comprehensive Emergency Management Plan 2017

Board of County Commissioners

Leon County, Florida

Policy No. 93-2

Title: Emergency Management

Date Adopted: January 12, 1993

Effective Date: January 12, 1993

Reference: Ch. 252, F.S.

Policy Superseded: N/A

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

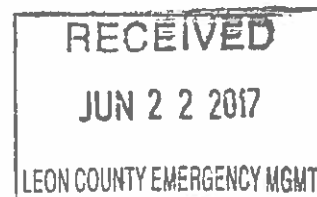
In order to provide for the safety and welfare of the citizens of Leon County in the event of a natural, man-made or technological emergency, and to ensure a constant state of readiness, the most current element of the Leon County Comprehensive Emergency Management Plan, upon approval of the State of Florida, Division of Emergency Management, shall be in effect.



STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director



June 26, 2017

Mr. Kevin Peters, Director
Leon County Department of Emergency Management
911 A Easterwood Drive
Tallahassee, FL 32311

CERTIFIED MAIL – RETURN RECEIPT REQUESTED

Dear Director Peters:


In accordance with the provisions of Rule Chapter 27P-6 Florida Administrative Code (FAC), the Florida Division of Emergency Management (FDEM) has completed its review of the Leon County Comprehensive Emergency Management Plan (CEMP). The review team has determined that your plan meets the CEMP compliance criteria. We hope that the comments and discussions the review team had with you and your staff during the review will assist you in future planning efforts and enhance the update of your CEMP.

As per Policy No. 93-2, Ch. 252, F.S., the Leon County Comprehensive Emergency Management Plan is in effect upon approval of the State of Florida, Division of Emergency Management.

Mr. Kevin Peters
June 26, 2017
Page Two

If you have any questions or need additional information regarding the plan's approval, please contact your review team leader, Elise Fisher, at (850) 815-4304 or by email: elise.fisher@em.myflorida.com.

Sincerely,


for Linda McWhorter, Chief
Bureau of Preparedness

LM/ef

cc: John Dailey, Chairperson of BOCC, Leon County
Jim Roberts, DEM – Regional Coordination Team Manager
Brian Bradshaw, DEM – Regional Coordinator
Gina Mendicino, RPC Representative
Caroline Edwards, DEM – Recovery
Miles Anderson, DEM – Mitigation
Elise Fisher, DEM – CEMP Planner

The Leon County Division of Emergency Management is Leon County's Emergency Management agency. The Division of Emergency Management was established by Leon County Ordinance 93-16, with the responsibility of coordinating emergency management activities, services and programs within the county. The Division is under the office of Community Relations and Resilience, a part of County Administration.

The Director of Emergency Management is selected by the County Administrator and confirmed by the Board of County Commissioners. The Director of Emergency Management is responsible for the coordination of emergency management activities, services, and programs within the county. The Director is also responsible for developing a county emergency management plan and program that is consistent with the state emergency management plan and program.

There is one municipality within Leon County; the City of Tallahassee. The City of Tallahassee is a Charter City. The City of Tallahassee operates under a Commission-Manager form of government administration. The City Manager is the Chief Administrative Officer of the City. The City Manager has designated the Chief of the Tallahassee Fire Department as the City's point of contact for coordinating emergency management activities with Leon County Emergency Management.

Continuity of Operations and Government

Continuity of Operations Planning is an effort to ensure that the capability exists to continue essential government services and agency functions across a wide range of hazards and emergencies.

Continuity of Operations Planning is different than Emergency Management Planning. A Continuity of Operations Plan is focused on the resumption of business operations after an emergency or disaster. Agencies which have a lead or support role in an Emergency Support Function are mission essential and must have a Continuity of Operations Plan to maintain their Emergency Support Function capabilities. Continuity of Operations Plans support the Comprehensive Emergency Management Plan.

Orders of Succession for organizational leadership are a key element of Continuity of Government and Operations. The orders of succession for Leon County are as follows.

- Person empowered to declare a local State of Emergency
 - Chairman of the Board of County Commissioners
 - Vice-chairman of the Board of County Commissioners (in the absence of the Chairman)
 - County Administrator or his or her designee (in the absence of the Chairman and Vice-chairman)
- Person empowered to execute executive responsibilities and the power of the County

- County Administrator
- Deputy County Administrator
- Assistant County Administrator
- Assistant to the County Administrator

The preservation of vital records is essential for continuing government functions during and after an emergency or disaster. The Leon County Clerk of Courts and Comptroller is responsible for keeping and maintaining the official records of Leon County.

The Director of Leon County's Office of Information Technology provides redundant networked data storage and retrieval for agencies of Leon County Government. Vital data and records stored in this manner, as part of the technology disaster recovery plan, are backed up and sorted out of county for retrieval in cases of catastrophic disaster. The Director of the City of Tallahassee's Technology & Innovation Department provides this service for agencies of Tallahassee Government.

The safekeeping of printed records are the responsibility of the individual in possession of them.

Financial Management

The Leon County Office of Financial Stewardship provides financial management assistance to the County Administrator and county departments. Under the leadership of the Director of the Office of Financial Stewardship Leon County has established accounting and reporting systems to:

- Maintain accounting and reporting practices in conformance with the Uniform Accounting System of the State of Florida and Generally Accepted Accounting Principles (GAAP).
- Maintain accounting system records on a basis consistent with the accepted standards for local government accounting according to Governmental Accounting and Financial Reporting (GAFR), the National Council on Governmental Accounting (NCGA), and the Governmental Accounting Standards Board (GASB).
- Provide regular monthly financial reports that include a summary of activity for all funds.
- Provide regular monthly trial balances of line item financial activity by type of revenue and expenditure.
- Ensure that an annual financial and compliance audit of the County's financial records is conducted by an independent firm of certified public accountants whose findings and opinions are published and available for public review.
- Provide that the Office of Management and Budget (OMB) will submit to the County Commission quarterly reports on the operating condition of the County and, where applicable, to identify possible trends and, where necessary, to recommend options for corrective action.

- Seek, annually, the Government Finance Officers Association (GFOA) Certificate of Achievement in Financial Reporting and the GFOA's annual budget award.

The Director of Leon County's Office of Financial Stewardship will coordinate with County agencies on financial management issues related to the FEMA Public Assistance Program.

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 over time, 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.

The Director of the City of Tallahassee Financial Management will coordinate with City agencies on financial management issues.

Planning

State and local emergency planning in Florida uses an all-hazards approach to planning. All-hazards planning is based on the fact that the consequences of disasters are similar regardless of the hazard, and most of the functions core performed during emergency situations are not hazard-specific.

Chapter 252.38 of Florida Statutes places the responsibility for emergency management planning on the Leon County Division of Emergency Management. The Chapter also places the responsibility for leading emergency management planning efforts on the Leon County Director of Emergency Management.

The lead and support agencies for Emergency Support Functions will maintain a printed copy of the Leon County Comprehensive Emergency Management Plan for their use and reference.

The lead and support agencies for Emergency Support Functions are responsible for reviewing their Emergency Support Function annex and providing input to the Leon County Division of Emergency Management so that necessary updates may be made and planned for accordingly.

Elements of the plan are discussed annually in workshops hosted by the Leon County Division of Emergency Management. During workshops, notes will be taken and evaluated to determine new guidelines, policies, procedures, or capabilities discussed by

Emergency Support Function agencies. As necessary this information will be used to update the Leon County Comprehensive Emergency Management Plan. Drafts of changes to the Comprehensive Emergency Management Plan will be distributed to Emergency Support Function agencies for comment prior to insertion to the plan.

Additionally, after exercises, emergencies, disasters, and events an After Action Report will be produced. The After Action Report will identify elements of the Leon County Comprehensive Emergency Management Plan that work as planned and elements that need improvement. Areas for improvement will be analyzed and addressed by Emergency Support Function agencies. As improvements are addressed they will be incorporated into the Leon County Comprehensive Emergency Management Plan.

Completed updates to the Leon County Comprehensive Emergency Management Plan will be sent to lead and support agencies for Emergency Support Functions for inclusion in their printed copy of the Comprehensive Emergency Management Plan. Updates will include a remove and replace memo as a cover sheet, directing recipients as to which pages to remove and destroy and to insert the newly received updates.

Additionally, Rule 27P-6.006(2), Florida Administrative Code states the Division (Florida Division of Emergency Management) shall review each county comprehensive emergency management plan at a minimum of every four years. To comply with this rule Leon County Division of Emergency Management will prepare a fully updated version every four years for submission to the Florida Division of Emergency Management. The Division will provide the county with the results of its review and its finding as to the compliance of the plan with Rule 27P-6.006(2), Florida Administrative Code.

Training

Training provides Emergency Support Function agencies and cooperating state, federal, and non-government agencies an understanding of Leon County's emergency/disaster response goals and concept of operations. The Leon County Division of Emergency Management's Coordinator will facilitate the local training program.

Multi-Year Training and Exercise Plan

Leon County Emergency Management maintains a Multi-Year Training and Exercise Plan. The purpose of the Multi-Year Training and Exercise Plan is to identify the top priorities for improving the preparedness and response capabilities. The Multi-Year Training and Exercise Plan will define a cycle of training and exercise activities that will provide the most benefit in the development, refinement and maintenance of those capabilities.

Input for the Multi-Year Training and Exercise Plan comes from Emergency Support Function Agencies, coordinating state and federal agencies, and non-government disaster relief agencies. Plan updates will be completed annually in March. The Multi-Year Training and Exercise Plan contains the schedule for training and exercises.

Recommended Baseline Training

The National Incident Management System Training Program identifies the national baseline training curriculum for emergency responders. The guide below describes the implementation of the National Incident Management System baseline training for Leon County. Advanced courses, specialized courses, or threat specific courses will be identified and scheduled by the Emergency Management Training Workgroup.

	National Incident Management System Training Courses										
	IS-700	ICS-100	IS-775	ICS-200	IS-800	ICS-300	G-775	ICS-400	G-191	IS-706	ICS Position Specific
Do you have an emergency/disaster field response role?	R	R	R								
Are you an agency essential employee during an emergency/disaster?	R	R	R								
Do you lead a team of people during an emergency/disaster?	R	R	R	S	S						
Do you lead multiple teams during an emergency/disaster?	R	R	R	S	S	S					
Are you an agency director?	R	R	R	S	S	S	S				
Are you an EOC liaison for your agency?	R	R	R	R	R	R	R	R	R		
Are you a staff member of Leon County Emergency Management?	R	R	R	R	R	R	R	R	R	R	*
Are you a staff member of City of Tallahassee Emergency Preparedness Program?	R	R	R	R	R	R	R	R	R	R	*
Are you a member of the EOC Support Team?	R	R	R	R	R	R	R	R	R	R	*

R= Completion of this course is required

S= Completion of this course is suggested

***= ICS Position Specific Course will be based on individual's assignment on
EOC Support Team
Course Descriptions**

IS-700 National Incident Management System, An Introduction

Purpose: This course provides training and resources for personnel who require a basic understanding of the National Incident Management System.

Target Audience: This course is intended for individuals with emergency management responsibilities.

ICS-100 Introduction to the Incident Command System

Purpose: This course introduces the Incident Command System and provides the foundation for higher level Incident Command System training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between Incident Command System and the National Incident Management System.

Target Audience: The target audience includes persons involved with emergency planning, response, or recovery efforts.

IS-775 EOC Management and Operations Awareness

Purpose: This course describes the role, design, and functions of Emergency Operations Centers and their relationships as components of a multi-agency coordination system.

Target Audience: The target audience includes persons involved with emergency planning, response, or recovery efforts.

ICS-200 Incident Command System for Single Resources and Initial Action Incidents

Purpose: This course is designed to enable personnel to operate efficiently during an incident or event within the Incident Command System. This course focuses on the management of single resources.

Target Audience: The primary target audience is response personnel at the supervisory level.

IS-800 National Response Framework, An Introduction

Purpose: This course provides an introduction to the National Response Framework.

Target Audience: This course is intended for individuals with emergency management responsibilities.

ICS-300 Intermediate Incident Command System for Expanding Incidents

Purpose: ICS - 300 provides training and resources for personnel who require advanced application of the Incident Command System. The course expands upon information covered in the ICS - 100 and ICS - 200 courses.

Target Audience: This course is intended for individuals who may assume a supervisory role in expanding incidents.

G-775 Emergency Operations Center Management and Operations

Purpose: This course provides participants with the knowledge and skills to effectively manage and operate EOCs and multiagency coordination systems at the Federal, State, tribal, and local levels of government. This course describes the role, design, and functions of EOCs and their relationships as components of a multiagency coordination system.

Target Audience: The target audience includes emergency management and response personnel; first responders including incident commanders from all emergency management disciplines; private industry personnel responsible for coordination activities during a disaster; and voluntary organizations active in disaster personnel.

ICS-400 Advanced Incident Command System

Purpose: This course provides training and resources for personnel who require advanced application of the ICS. This course expands upon information covered in ICS - 100 through ICS - 300 courses.

Target Audience: The target audience for this course is personnel who are expected to perform in a management capacity in an incident command or multiagency coordination (EOC) entity.

G-191 Incident Command System / Emergency Operations Center Interface

Purpose: The course reviews ICS and EOC responsibilities and functions and depends heavily on exercises and group discussions to formulate an interface.

Target Audience: Participants should be personnel who are active in a community's ICS and EOC activities.

IS-706 National Incident Management System Intrastate Mutual Aid, An Introduction

Purpose: This course provides an introduction to National Incident Management System intrastate mutual aid and assistance. The course explains how to develop mutual aid and assistance agreements and mutual aid operational plans.

Target Audience: This course is intended for individuals with emergency management responsibilities.

All Hazards Incident Command System Position Specific Courses

Purpose: These courses help students establish the essential core competencies required for performing the duties of the specific Positions.

Target Audience: Personnel assigned to serve on the EOC Support Team.

Courses (based on individual's assignment):

- L-950 All Hazards Position Specific Incident Commander
- L-952 All Hazards Position Specific Public Information Officer
- L-954 All Hazards Position Specific Safety Officer
- L-956 All Hazards Position Specific Liaison Officer
- L-958 All Hazards Position Specific Operations Section Chief
- L-960 All Hazards Position Specific Division/Group Supervisor
- L-962 All Hazards Position Specific Planning Section Chief
- L-964 All Hazards Position Specific Situation Unit Leader
- L-965 All Hazards Position Specific Resource Unit Leader
- L-967 All Hazards Position Specific Logistics Section Chief

- L-970 All Hazards Position Specific Supply Unit Leader
- L-973 All Hazards Position Specific Finance/Administration Section Chief

Training Delivery

Local Training

The Leon County Emergency Management Training Workgroup maintains a cadre of Emergency Management course instructors. These instructors are qualified to teach Emergency Operations Center and Incident Command System courses.

The Leon County Emergency Operations Center, in the Public Safety Complex, contains a 40-seat training center where Emergency Operations Center and Incident Command Systems courses will be taught.

The Emergency Management Training Workgroup will coordinate with the Training Unit of the Florida Division of Emergency Management to post all local Emergency Operations Center and Incident Command Systems course offerings on the state's training calendar at <https://trac.floridadisaster.org/trac/loginform.aspx#>.

Every agency should have a training coordinator to ensure “discipline specific” training is complete. An agency training coordinator should also ensure appropriate staff attend emergency management training to maintain operational capability and readiness.

Some disciplines (such as law enforcement, fire, EMS) require the completion of a basic training program and licensure prior to employment. Other disciplines allow for professional certification after hire.

State Sponsored Training

The Training Unit of the Florida Division of Emergency Management coordinates the delivery of emergency management training courses with county emergency management agencies. To ensure the Leon County Emergency Management training program is coordinated with the Florida Division of Emergency Management, the Leon County Emergency Management Director submits a copy of the updated Leon County Multi-Year Training and Exercise Plan to the Florida Division of Emergency Management during the State's annual Multi-Year Training and Exercise Plan update process. The Florida Division of Emergency Management's Training Unit collaborates with the Federal Emergency Management Agency's Emergency Management Institute and the National Domestic Preparedness Consortium to bring specialized emergency management training courses to the State of Florida. The Training Unit uses the counties Multi-Year Training and Exercise Plans to identify training needs. When the Florida Division of Emergency Management's Training Unit schedules a course with a county, it will be posted on their web-based training calendar at <https://trac.floridadisaster.org/trac/loginform.aspx#>.

Federally Sponsored Training

The Federal Emergency Management Agency's Emergency Management Institute offers the Independent Study Program. This is a distance learning program which offers training, free of charge, to the Nation's emergency management network and the general public. It serves as both an alternative means to deliver valuable training to the professional and volunteer emergency management community, and an opportunity to improve public awareness and promote disaster preparedness nationally. The Independent Study Program offers more than 100 training courses online at <https://training.fema.gov/is/>.

Exercise Program

Standards: [EMAP16 – 4.10]

Leon County will follow the Homeland Security Exercise and Evaluation Program. The Homeland Security Exercise and Evaluation Program is a capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises.

Discussion Based Exercises

The Homeland Security Exercise and Evaluation Program identifies Discussion Based Exercises as seminars, workshops, tabletop exercises (TTXs), and games.

Discussion based exercises allow open conversation on response activities for various scenarios.

Operations Based Exercises

The Homeland Security Exercise and Evaluation Program identifies Operations Based Exercises as drills, functional exercises, and full-scale exercises.

The exercise schedule is maintained in the Multi-Year Training and Exercise Plan. The exercise schedule is updated annually in March.

Evaluation

Leon County will follow the Homeland Security Exercise and Evaluation Program. The Homeland Security Exercise and Evaluation Program provides the methodology for evaluating and documenting exercises and implementing an Improvement Plan. Implementing Improvements and Lessons Learned

During exercises notes will be taken and evaluated to determine new guidelines, policies, procedures, or capabilities discussed by Emergency Support Function agencies, and cooperating state, federal, and non-government agencies. As necessary this information will be used to update the Leon County Comprehensive Emergency Management Plan.

After functional exercises, full-scale exercises, emergencies, and disasters an After Action Report will be produced. The After Action Report will identify elements of the Leon County Comprehensive Emergency Management Plan that work as planned and elements that need improvement. Areas for improvement will be analyzed and addressed. As improvements are addressed they will be incorporated into the Leon County Comprehensive Emergency Management Plan.

Public Awareness & Education

Standards: [EMAP16 – 4.11.4]

Disaster Survival Guide

Each year, Leon County produces a Disaster Survival Guide. The guide is presented each year at a major news conference at the beginning of hurricane season. The Disaster Survival Guide provides essential information, applicable on a regional basis, regarding natural disaster preparedness, evacuation tips, and extensive information about the impacts of hurricanes. The guide recommends that each household stock a two-week supply of food and water, based upon the timeframe for power restoration following Hurricane Kate in 1985.

The Disaster Survival Guide is promoted in the Tallahassee Democrat and is available at the Red Cross office, libraries, the Leon County Courthouse, community centers, City facilities, and local businesses. Red Cross volunteers also distribute the Disaster Survival Guide at numerous community events and neighborhood meetings. Approximately 100,000 printed copies of the Disaster Survival Guide are distributed annually throughout the Big Bend region, which is also available for download from the Leon County website, as well as the Capital Area Chapter of the American Red Cross website.

Leon County also maintains a website specifically focusing on hurricane preparedness, www.haveahurricaneplan.com. During hurricane season, the hurricane-specific website is continually highlighted on Leon County's website to urge residents to prepare for the hurricane season

Build Your Bucket

Leon County launched the “Build Your Bucket” initiative in 2015. Every year at the beginning of the hurricane season, the Build Your Bucket event is held to highlight the importance of having a disaster plan and kit. The Build Your Bucket event is coordinated with 25 community partners including City of Tallahassee departments and community nonprofit service providers. At a Build Your Bucket event, citizens assemble their own disaster supply buckets while learning readiness tips on how to further prepare for a disaster. Buckets include critical starter supplies such as batteries, first aid kits, and flashlights. In addition, emergency first responders attend to answer questions and provide additional insight regarding emergency preparedness to citizens.

Citizen Engagement

As a part of the ongoing mission to create and maintain social attachments between citizens and their County government, Leon County continues to promote citizen involvement to guide policy and shape our community. One program Leon County utilizes is its nationally recognized Citizen Engagement Series.

Leon County has developed a Citizen Engagement Series events focused on the topic of public safety. One session of the Series, titled “Public Safety: Preserving Life, Improving Health, and Promoting Safety,” is held at the Public Safety Complex and features Leon County EMS, the Consolidated Dispatch Agency, and Leon County Emergency Management. This session highlights the operations and services provided by Leon County to deliver high-quality public safety services to the community. The session includes scenario-based exercises that demonstrate the operation and coordination of the Leon County EOC during activation.

Another session of the Series, titled “Prepare Now. When Disaster Strikes, It’s Too Late to Plan” is held at the Public Safety Complex and features Leon County Emergency Management and nonprofit community partners. This session highlights the emergency services provided by nonprofit community partners, how to receive emergency information during disaster, the importance of an emergency plan and kit, as well as a scenario-based exercises that demonstrate the operation and coordination of the Leon County EOC during activation.

Citizen Engagement Series events are scheduled annually.

Demographics

The Tallahassee-Leon County Office of Economic Vitality is the region’s most comprehensive demographic and economic data source. Office of Economic Vitality analysts track approximately 80 metrics. Interactive graphics are available on the Tallahassee-Leon County Office of Economic Vitality website at

<http://oevforbusiness.org/data-center/> . Demographic and economic data is updated annually.

The Tallahassee-Leon County Planning Department maintains a variety of land-use and zoning maps which can be found on their website at: <http://www.talgov.com/place/pln-stats.aspx> . Additional community maps can be found at the Tallahassee-Leon County GIS website at: <http://www.tlcfgis.org/> .

Special Needs Registry

In accordance with Chapter 252.355, Florida Statutes, the Florida Division of Emergency Management maintains a registry of persons with special evacuation assistance needs. The registry is a web based system and can be accessed at the following web address; <https://snr.floridadisaster.org/> .

The Leon County Division of Emergency Management promotes the registry as part of its public awareness and outreach program. This includes information on how to access the online registry.

All appropriate agencies and community-based service providers, including home health care providers, hospices, nurse registries, and home medical equipment providers, shall assist emergency management agencies by collecting registration information for persons with special needs as part of program intake processes, establishing programs to increase the awareness of the registration process, and educating clients about the procedures that may be necessary for their safety during disasters.

On or before May 31st of each year each electric utility shall annually notify residential customers in its service area of the availability of the registration program available by:

An initial notification upon the activation of new residential service with the electric utility, followed by one annual notification between January 1 and May 31; or

Two separate annual notifications between January 1 and May 31.

All records, data, information, correspondence, and communications relating to the registration of persons with special needs are confidential and exempt from the provisions of s. 119.07(1) "Public Records".

Mutual Aid

Standards: [EMAP16 – 4.6.5]

An emergency or disaster has the potential to exceed the resource capabilities of Leon County. The Statewide Mutual Aid Agreement provides a system for obtaining the support needed to carry out emergency or disaster response operations.

Leon County is a Participating Party to the Statewide Mutual Aid Agreement. This allows the County to invoke assistance under the Agreement by requesting it from any other Participating Party, or from the Florida Division of Emergency Management if the County's resources are inadequate to meet the disaster.

Any special districts, educational districts, or other local and regional governments are eligible to sign the Statewide Mutual Aid Agreement and become Participating Parties. Other Participating Parties to the Statewide Mutual Aid Agreement in Leon County are:

- City of Tallahassee
- Leon County Schools
- Florida Agricultural & Mechanical University
- Florida State University

The Statewide Mutual Aid Agreement consists of twelve Articles. The Articles describe the processes for invoking the Agreement, responsibilities of Requesting and Assisting Parties, financial management procedures for Requesting and Assisting Parties, and other conditions of the agreement.

In general, the process for a Participating Party to request assistance through the Statewide Mutual Aid Agreement is:

- A Governor's Executive Order is in place or a Local State of Emergency has been declared for a disaster.
- Requesting Party identifies resource needed
 - Detailed description of resource needed
 - Date resource needs to report for duty
 - Duration of resource deployment
 - Reporting location
 - Point-of-Contact resources can communication with
 - Special conditions for deployment (e.g. self-sustained, communications capability, special vehicles)
- Requesting Party forwards request to Leon County Emergency Operations Center
- Emergency Operations Center Staff (most likely a State Emergency Response Team Liaison) places request with State Emergency Operations Center
 - A New Mission will be filled out in EM Constellation database
 - A Mission Number will be generated
 - The Mission Number will be given to Requesting Party
 - All information related to Mission will be tracked and shared with Requesting Party

When mutual aid has been requested from Leon County, under the Statewide Mutual Aid Agreement, Form B of the agreement will be used to document

- Type of assistance available to respond
- Timeframe of availability for deployment

- Estimated daily cost for type of assistance
- Transportation costs to respond
- Logistical needs for type of assistance being offered

The requestor will review and approve Form B before Leon County resources deploy in response to a request for mutual aid. At the conclusion of the deployment, the requestor will be responsible for reimbursing Leon County for assistance rendered. Leon County must bill the requestor within 30 days of the completion of mutual aid assistance. A Statewide Mutual Aid Agreement – Mutual Aid Responder Claim Narrative must accompany the bill.

The Statewide Mutual Aid Agreement can be found at:

<http://www.floridadisaster.org/Response/Operations/EMAC/index.htm3>

CEMP 2016 -2017

Basic Emergency Operation Plan

Leon County, Florida

PURPOSE

Standards: [FDEM CEMP0001 – Basic - I.A.], [EMAP16 – 4.4.2(1)]

The purpose of this plan is to establish the framework for interagency coordination and collaboration in preparing for, responding to, and recovering from emergencies and disasters in Leon County.

This plan outlines roles and responsibilities, emergency management structures, and concept of operations for response to emergencies and disasters.

An additional purpose of this plan is to ensure compliance with Leon County's statutory requirement to have a county emergency management plan that is coordinated and consistent with the state comprehensive emergency management plan.

SCOPE

Standards: [FDEM CEMP0001 – Basic – I.B.], [EMAP16 – 4.4.2(1)]

This plan is in effect within the territorial limits of Leon County, Florida. It provides the framework for interagency coordination and collaboration of response to emergencies or disasters as defined in Chapter 252.34, Florida Statutes. It is not intended to address the routine incidents which are handled daily by first response agencies.

This plan applies to all hazards whether natural, technological, or human-caused.

This plan applies to the agencies of Leon County Government and Leon County's Constitutional Officers. This plan also applies to agencies of City of Tallahassee Government and non-government emergency relief organizations which have emergency response roles or responsibilities outlined in this plan. Agencies which respond to requests for assistance by Leon County, through the Statewide Mutual Aid Agreement, will operate under this plan.

This plan is always in effect. Elements of this plan describe actions taken during all phases of an emergency or disaster (pre-emergency, emergency response, post-emergency).

This plan is compliant with the State of Florida Comprehensive Emergency Management Plan, the National Planning Frameworks, the National Incident Management System, and the National Preparedness Goal.

County agencies, City agencies, and non-governmental emergency relief organizations with roles or responsibilities outlined in this plan shall develop agency level emergency response plans or procedures that provide details for how their agency responds to emergencies. To ensure unity of effort, agency level emergency response plans shall be consistent with this plan.

SITUATION

Standards: [FDEM CEMP0001 – Basic – II.A.], [EMAP16 – 4.4.2(3)]

Leon County is exposed to a wide variety of natural, man-made, and technological hazards.

The County has experienced numerous disasters associated with various natural hazards events in the last two decades. Over this period of time eighteen of these disasters have received a federal disaster declaration. The most recent federally declared disaster was Hurricane Hermine.

Terrorism remains a real threat to Leon County and communities across the nation. In 2016, Orlando, Florida experienced a mass shooting incident, killing 49 people and injuring 53 others. Internationally, terrorists have targeted stadiums (Paris 2016) and community gatherings (Niece 2016). Leon County is home to one NCAA FBS Football stadium, an NCAA FCS Football Stadium, and numerous parades and community gatherings.

While Leon County has not experienced recent civil unrest, the possibility exists. Leon County is home to the State Capitol which serves as the focus of many peaceful protests by Florida's citizens every year. However, controversial issues could change the dynamic of protests, as-well-as opposing groups staging simultaneous protests over a controversial issue. While the Capitol Complex is a likely focus, other locations in the County could experience congregation and unrest due to a local situation.

Technological hazards are the results of human actions. Hazardous material release, through transportation accidents or malfunction of storage devices at fixed sites, is a hazard to the County. Recent studies by the Apalachee Local Emergency Planning Committee for Hazardous Materials show flammable liquids as the most commonly transported hazardous commodity on area highways. It shows Flammable Solids closely followed by Toxic and/or Corrosive as the most common classes of hazardous commodities transported by CSX Railroad. Studies showed that for fixed sites, chlorine is the most common stored (by EPA Emergency Planning and Community Right-to-know Act standard) hazardous chemical in Leon County.

The Tallahassee-Leon County Mitigation Strategy contains a detailed Hazards and Vulnerability Analysis for the County. The Tallahassee-Leon County Mitigation Strategy is maintained by the Tallahassee-Leon County Planning Department. Below is a chart summarizing the County's Hazard Risk Rating.

High Risk	Medium Risk	Low Risk
Hurricanes and Tropical Storms	Thunderstorms	Wildfires
Flooding	Tornados	Sinkholes
	Lightning	Terrorism
	Droughts	Dam Failure
	Hazardous Materials Storage and Transportation	Storm Surge/Tsunami
	Energy Failures/Disruptions	Exotic Pest Infestations
		Diseases and Pandemics
		Aviation Incidents

ROLES AND RESPONSIBILITIES

Standards: [FDEM CEMP0001 – Basic – III.], [EMAP16 – 4.4.2(4)]

Safeguarding the life and property of its citizens is an innate responsibility of the governing body of each political subdivision of the state. Florida Statutes grants the following power and authority to political subdivisions of the state:

“to assign and make available for duty the offices and agencies of the political subdivision, including the employees, property, or equipment thereof relating to firefighting, engineering, rescue, health, medical and related services, police, transportation, construction, and similar items or services for emergency operation purposes, as the primary emergency management forces of the political subdivision for employment within or outside the political limits of the subdivision.” (Ch 252.38(3)(a.)4., Florida Statutes)

The personnel and equipment of Leon County Government are the community’s emergency management force. They will be supplemented and supported by the personnel and equipment of elements of the City of Tallahassee to carry out this role.

The work of Leon County’s emergency management force is organized by the Emergency Support Function structure. The Emergency Support Functions structure provides for multiagency coordination of incident support. Specific Emergency Support Function missions, organizational relationships, response actions, and primary and support agency responsibilities are described in the Emergency Support Function annexes. The Emergency Support Functions structure used by Leon County is consistent with the organization of State and Federal emergency management response.

Below are charts identifying agencies with lead and support responsibility and for an Emergency Support Function.

Standards: [FDEM CEMP001 – Basic – III.A.5(a-r)]

Table: Agency/Organization with Lead Emergency Support Function Role

Agency/ Organization with Lead Emergency Support Function Role	ESF 1 Transportation	ESF 2 Communications and Information Technology	ESF 3 Public Works and Debris Management	ESF 4 Firefighting	ESF 5 Information Coordination and Planning	ESF 6 Mass Care and Shelter	ESF 7 Resource Management and Logistics	ESF 8 Public Health and Emergency Medical Services	ESF 9 Search and Rescue	ESF 10 Hazardous Materials	ESF 11 Food, Water and Commodity Distribution	ESF 12 Energy and Utilities	ESF 13 National Guard Coordination	ESF 14 Emergency Public Information	ESF 15 Volunteer and Donation Management	ESF 16 Law Enforcement and Homeland Security	ESF 17 Animal Control and Care	ESF 18 Private Sector Coordination
(COT) StarMetro	L																	
(LCGov) Management Information System		L																
(COT) Radio Shop		L																
(LCGov) Public Works			L															
(COT) Fire Department				L					L	L								
(LCGov) Emergency Management					L		L						L					
American Red Cross						L												
(FDOH) Health Department								L										
(LCGov) Emergency Medical Services								L										
The Salvation Army											L							
Talquin Electric																		
(COT) Utilities												L						
(LCGov) Community and Media Relations												L		L				
(LCGov) Volunteer Services															L			
(LC) Sheriff																L		
(LCGov) Animal Control																	L	
(TLC) Economic Vitality																		L

Standards: [FDEM CEMP001 – Basic – III.A.5(a-r)]

Table: Agency/Organization with Primary Supporting Emergency Support Function Role

Agency/ Organization With Primary Supporting Emergency Support Function Role	ESF 1 Transportation	ESF 2 Communications and Information Technology	ESF 3 Public Works and Debris Management	ESF 4 Firefighting	ESF 5 Information Coordination and Planning	ESF 6 Mass Care and Shelter	ESF 7 Resource Management and Logistics	ESF 8 Public Health and Emergency Medical Services	ESF 9 Search and Rescue	ESF 10 Hazardous Materials	ESF 11 Food, Water and Commodity Distribution	ESF 12 Energy and Utilities	ESF 13 National Guard Coordination	ESF 14 Emergency Public Information	ESF 15 Volunteer and Donation Management	ESF 16 Law Enforcement and Homeland Security	ESF 17 Animal Control and Care	ESF 18 Private Sector Coordination
(LC) School System	S																	
(COT) Technology and Innovations		S																
Capital District Amateur Radio Emergency Service		S																
CenturyLink		S																
(COT) Underground Utilities and Public Infrastructure			S															
Volunteer Fire Departments				S														
Florida Forest Service				S														
(COT) Emergency Preparedness					S													
Leon County Government					S		S							S	S			S
(TLC) Consolidated Dispatch Agency					S													
(LCGov) Tourism Development						S												
Tallahassee Memorial Healthcare								S										
Capital Regional Medical Center								S										
Big Bend Healthcare Coalition								S										
Big Bend Community Organizations Active In											S				S			

[illegible]

INCIDENT MANAGEMENT STRUCTURES

Standards: [FDEM CEMP0001 – Basic – III.A.3] [EMAP16 – 4.5]

On September 13, 2005, the Leon County Board of County Commissioners adopted the National Incident Management System as the standard for incident management in Leon County. The National Incident Management System provides a consistent nationwide template to enable Federal, State, tribal, and local governments, nongovernmental organizations (NGOs), and the private sector to work together to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity. The National Incident Management System identifies the Multiagency Coordination System and the Incident Command System as fundamental elements of incident management.

Multiagency Coordination System

A Multiagency Coordination System supports the on-scene response by providing external coordination and securing of additional resources. In Leon County, the Multiagency Coordination System is facilitated in the County Emergency Operations Center.

The Key Functions of the Emergency Operations Center are as follows.

- The Emergency Operations Center will gather, analyze, and evaluate disaster information.
- The Emergency Operations Center will use disaster information to develop a Common Operating Picture for emergency response and support agencies.
- The Emergency Operations Center will use disaster information to facilitate planning and decision making.
- The Emergency Operations Center will support on-scene response through the acquisition of additional resources.
- The Emergency Operations Center will activate to a level necessary to meet incident objectives.

The Emergency Operations Center utilizes the following activation levels.

- **Normal Operations / Duty Officer Monitoring (Steady State) –** Routine monitoring of incidents reported to the Consolidated Dispatch Agency. Conduct daily hazards assessments. No incidents or events are anticipated. No staffing of the Emergency Operations Center.

- **Enhanced Monitoring** - An incident, threat, or situation has developed that requires enhanced monitoring and coordination between jurisdictions and agencies. The Emergency Operations Center is staffed by a few personnel focused on situational awareness.
- **Partial Activation** – A serious incident, threat, or situation is developing or has occurred which requires face-to-face coordination of information and resources. This may require coordination of activities beyond normal business hours or on weekends. The Emergency Operations Center is partially staffed by agency representatives coordinating essential Emergency Support Function activities to meet the need of the incident.
- **Full Activation** – An incident has occurred, or is imminent, which is of such magnitude that it requires or may require extensive response and recovery efforts and significant resources. Agency representatives from all Emergency Support Functions are present in the Emergency Operations Center. Face-to-face coordination of information and resources is ongoing 24-hours per day.

The Emergency Management Director will lead the coordination efforts within the Emergency Operations Center. Full time Emergency Management staff will assist the Director.

To assist Emergency Management staff with Emergency Operations Center coordination, an Emergency Operations Support Team has been created. The Emergency Operations Center Support team is modeled on the Incident Command System Type-3 Incident Management Team structure, with adjustments to follow the coordination mission of Emergency Management and the Emergency Operations Center. The Emergency Operations Center Support Team consists of the following positions.

- **Operations Section Chief** – The Operations Section Chief assists Emergency Management staff in coordinating the efforts of the Emergency Support Functions. The Operations Section Chief gathers information on the operational objectives of lead and support agencies working in the Emergency Support Function structure. The Operations Section Chief also assists in the coordination of information and action tasking within between the Emergency Operations Call Center and the Emergency Support Functions.
- **Plans Section Chief** – The Plans Section Chief assists Emergency Management staff with gathering, analyzing, and evaluating disaster information. The Plans Section Chief help create the common operation picture through development of Emergency Operations Center Action Plans, Situation Reports, and Geographic Information System based products. The Plans Section Chief may be assisted by Situation Analysts to complete the information collection and analysis, report creation, and action plan creation tasks. The Plans Section Chief will be supported by the following unit.
 - **GIS Unit** – The GIS Unit consists of GIS Specialist(s) that create geospatial products depicting the incident, incident impacts, and response efforts.
- **Resource and Logistics Section Chief** – The Resource and Logistics Section Chief assists Emergency Management Staff with supporting the logistical needs of the Emergency Operations Center. The Resource and Logistics Section Chief may also coordinate logistical support for lead and support for Emergency Support Function agencies if requested. When a community logistics mission is necessary, (comfort stations, water/food distribution), the Resource and Logistics Section Chief will assist Emergency Management staff in coordinating of these activities.

- **Finance Section Chief** – The Finance Section Chief assists Emergency Management staff with the collection of incident cost data. Incident related costs will be consolidated and calculated from all agencies. Cost data will be reported to the Florida Division of Emergency Management in accordance with FEMA Public Assistance Program guidance. The Finance Section Chief may assist the Resource and Logistics Section Chief in areas of procurement or contracting if necessary during an incident.
- **Liaison Officer** – Liaison Officers will be utilized to provide a coordination link from Emergency Management staff and the Emergency Operations Center to leadership in County Administration and City Management.

Incident Command System

The Incident Command System is a standardized, on-scene, all-hazards incident management concept. The Incident Command System is used by agencies to manage their response in the field, and on-scene, to emergencies. The Incident Command System allows personnel from a variety of agencies to meld rapidly into a common management structure.

When multiple agencies respond to an emergency scene, Unified Command should be established. Unified Command enables agencies to manage an incident together by establishing a common set of incident objectives and strategies. Unified Command allows agencies to make joint decisions. Each participating agency maintains its authority, responsibility, and accountability.

A single Incident Command Post must be established. This will be the location from which an Incident Commander or a Unified Command will oversee on-scene tactical operations.

The Incident Command System employs a modular organization meaning that only functions/positions which are necessary to meet incident objectives will be filled.

When operating as part of the Incident Command System, personnel will use plain English or “clear text” to communicate.

Florida specific guidance for the implementation of the Incident Command System can be found in the Florida Field Operations Guide.

CONCEPT OF OPERATIONS

Standards: [FDEM CEMP001 – Basic – III.], [EMAP16 – 4.4.2(6)]

Emergencies and Disasters can occur at anytime. Often there is some previous indication an event is about to occur. Other times situations occur without warning. Regardless of onset, there are phases of an emergency with set activities that occur. The activities are the same with or without warning, the order in which they are carried out will be the only change. The chart below outlines the common response activities.

Emergency/Disaster With Warning	Emergency/Disaster Without Warning
Monitoring	Monitoring
Alert & Warning	Emergency/Disaster Occurs
Activation	Notification
Implement Protective Actions	Response & Activation
Emergency Disaster Occurs	Implement Protective Actions
Response	Impact Assessment
Impact Assessment	Clear/Decontaminate Scene
Clear/Decontaminate Scene	Initiate Short-term Recovery Activities
Initiate Short-term Recovery Activities	

Monitoring

Standards: [FDEM CEMP0001 – III.A.3], [EMAP16 – 4.4.3(8)]

The responsibilities of the Division of Emergency Management must continue on a 24/7 basis. An Emergency Management staff member will be assigned to serve as a Duty Officer. The Duty Officer is the primary point of contact for emergency issues when the Emergency Operations Center is not activated. The Duty Officer will perform the following basic daily duties:

- Conduct a daily threat assessment
- Distribute hazardous weather/hazardous situation outlooks to partner agencies
- Receive emergency notifications from the County Warning Point (Consolidated Dispatch Agency) and monitor reported incidents
- Keep an activity log of reported incidents
- Coordinate with on-scene incident command/unified command for resource support
- Coordinate with Florida Division of Emergency Management for state assistance
- Keep Emergency Management Director apprised of situation and any situational changes

Alert and Warning Reception

Standards: [FDEM CEMP0001 – Basic – III.A.3], [EMAP16 – 4.4.3(8)], [EMAP16 – 4.7.1]

The Consolidated Dispatch Agency is designated as Leon County's Primary Warning Point, commonly known as the County Warning Point. The County Warning Point receives emergency information 24/7 from a variety of sources. Sources include:

- The County Warning Point is the Primary Public Safety Answering Point for the Leon County 911 System. In this capacity the County Warning Point is the first point of emergency notification from the public.
- The Florida Division of Emergency Management utilizes EMNet (produced by Comlabs) as the primary method to relay emergency information and warnings to Florida's counties. EMNet features electronic messaging, point-to-point vice calling, and voice conference capability. Leon County's EMNet terminal is located in the County Warning Point.

- The Florida Division of Emergency Management has established a redundant system to the EMNet by utilizing a sub-circuit of the Federal Emergency Management Agency's National Warning System (NAWAS). The Florida Division of Emergency Management will use Florida NAWAS as a redundant system to relay emergency information and warnings to Florida's counties. The Florida NAWAS is a 4-wire telephone system. The Florida NAWAS is independent of the Federal NAWAS circuit, however the Federal Emergency Management Agency can bridge the Florida NAWAS with the Federal NAWAS to transmit national warnings to Florida Counties in a major emergency. Leon County's Florida NAWAS terminal is located in the County Warning Point.

Emergency Management staff maintain the capability to receive severe weather warnings from the National Weather Service through the following sources.

- A NOAA Weather Radio is placed in the Emergency Operations Center. NOAA Weather Radio is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. When a severe weather watch or warning is issued for Leon County, the NOAA Weather Radio produces an alert tone, and details of the severe weather watch or warning are transmitted by the NOAA Weather Radio.
- Emergency Management staff subscribe to the National Weather Service's InteractiveNWS (iNWS). InteractiveNWS provides emergency managers with real-time, customized, SMS and email notification of severe weather watches and warnings.
- Additionally, the Florida Division of Emergency Management's State Watch Office sends email notification of severe weather warnings to county Emergency Management Directors and key staff in counties where active warnings are issued by the National Weather Service.

Notification

Standards: [FDEM CEMP0001 – Basic – III.A.3], [EMAP16 – 4.4.3(3)], [EMAP16 – 4.7.2]

Notification routine of incidents is facilitated by the Consolidated Dispatch Agency. Dispatchers utilize an 800MHz P25 radio system for voice communications to dispatch first responders to incidents. Resources are tracked by dispatchers, and additional incident notes are shared with first responders, in a Computer Aided Dispatch system.

Routine incidents have the potential to escalate into serious situations, necessitating an extended response and possible activation of the Emergency Operations Center. Other times the occurrence of a human caused disaster may be first reported by citizens via 911. For this reason, a list of reportable incidents has been created. Upon receipt of a reportable incident, the Consolidated Dispatch Agency will notify the Leon County Division of Emergency Management Duty Officer and the Florida Division of Emergency Management's State Watch Office. Below is the list of incidents to be reported to County and State Emergency Management.

Incidents to be reported to County and State Emergency Management			
Active Shooter / Armed Assailant			HAZMAT – Other Hazardous Substance Release (Chemical, Biological, Radiological, Nuclear)
Aircraft Incidents (Alert 1, Alert 2, Alert 3)			Mutual Aid (Resources Deployed Out Of County or Assistance Requested From Other Counties)
Bomb Threat / Device Found			Public Health Advisories
Building Collapse			Railroad Incidents
Civil Events, Disturbance, Rioting			Road Closures (Major Roads)
Dam Failure			Search and Rescue
Evacuation / Shelter-in Place			Severe Weather Reports (Hail, Tornado, Strong Winds Gusts)
Explosion			Severe Weather Damage Reports
Fire – Structure (Apartment Complex, Healthcare Facility, Large Commercial Property, Industrial Complex)			School Lockdown
Fire – Wildland (Large wildfire or wildfire threatening structures)			Sinkholes/Ground Subsidence
Flooding			Telephone System Outages
HAZMAT – Gas Line Rupture			Terrorism (Threats or Actual Acts)
HAZMAT – Petroleum Spill			Utility Disruption/Power Outage
Other Incidents Not Listed With Significant First Responder Deployments			

The Consolidated Dispatch Agency will make notifications to County and State Emergency Management primarily by telephone. If the telephone system is unavailable, the following resources may be used for notification.

- The Florida Division of Emergency Management utilizes EMNet (produced by Comlabs) as the primary method to relay emergency information and warnings to Florida’s counties. EMNet features electronic messaging, point-to-point vice calling, and voice conference capability. The Consolidated Dispatch Agency will use EMNet to make notifications to the Florida Division of Emergency Management.
- Leon County and the City of Tallahassee have jointly procured Immediate Response Information System (produced by TechRadium) to make emergency notifications to County and City personnel. Immediate Response Information System broadcasts alerts to multiple communications devices simultaneously via secure web-based interface. The Consolidated Dispatch Agency has the ability to generate a notification to Leon County Emergency Management through the Immediate Response Information System. Notifications may be received via SMS and email.

Activation

Standards: [FDEM CEMP0001 – Basic – III.A.3], [EMAP16 – 4.4.3(9)]

The Emergency Operations Center will activate to a level necessary to address a threat, emergency, or disaster.

- **Normal Operations / Duty Officer Monitoring (Steady State)** – Routine monitoring of incidents reported to the Consolidated Dispatch Agency. Conduct daily hazards assessments. No incidents or events are anticipated. No staffing of the Emergency Operations Center.
- **Enhanced Monitoring** - An incident, threat, or situation has developed that requires enhanced monitoring and coordination between jurisdictions and agencies. The Emergency Operations Center is staffed by a few personnel focused on situational awareness.
- **Partial Activation** – A serious incident, threat, or situation is developing or has occurred which requires face-to-face coordination of information and resources. This may require coordination of activities beyond normal business hours or on weekends. The Emergency Operations Center is partially staffed by agency representatives coordinating essential Emergency Support Function activities to meet the need of the incident.
- **Full Activation** – An incident has occurred, or is imminent, which is of such magnitude that it requires or may require extensive response and recovery efforts and significant resources. Agency representatives from all Emergency Support Functions are present in the Emergency Operations Center. Face-to-face coordination of information and resources is ongoing 24-hours per day.

Implement Protective Measures

Standards: [FDEM CEMP0001 – Basic – III.A.3], [EMAP16 – 4.4.3(13)]

Protective Measures are those steps taken to preserve the health and safety of emergency responders and the public during an emergency or disaster. Protective measures include:

- **Evacuation** – Evacuation is a protective action which involves having people move from a place of danger to a place of relative safety.
 - For routine daily incidents which requires an evacuation to ensure the safety of nearby citizens, the on-scene Incident Command/Unified Command will order the evacuation and notify the Consolidated Dispatch Agency. The Consolidated Dispatch Agency will notify Leon County Emergency Management and the Florida Division of Emergency Management's State Watch Office.
 - In an emergency or disaster situation that requires a larger scale community evacuation, the Chairman of the Board of County Commissioners will declare a local State of Emergency and order the evacuation of the threatened area.
- **Shelter-In-Place** – Shelter-In-Place is a protective action which involves having people take cover immediately in their current location or nearby sturdy structure. Shelter-In-Place will be advised when evacuation is impractical or undesirable due to the hazard.

- **Mass Prophylaxis** – Mass Prophylaxis involves large scale antibiotic or vaccine dispensing due to an infectious disease emergency. The Florida Department of Health will lead mass prophylaxis activities with coordination support from Emergency Management staff and Emergency Support Function lead and support agencies.
- **Other Protective Measures** – Based on the nature of the emergency other protective measures may be required. Emergency Support Function agencies will develop protective measures and work with the Public Information Officer(s) to disseminate protective actions to the public.

Event Occurs

Standards: [FDEM CEMP0001 – Basic –III.A.3]

A Hazard Profile and Analysis can be found in the Leon County-City of Tallahassee Local Mitigation Strategy. The hazards most likely to occur are identified and their possible impacts analyzed. This gives Emergency Support Function agencies an idea of what to expect if an emergency or disaster occurs. This plan is developed with flexibility and adaptability so that it can address any event, both expected and unexpected.

Response

Standards: [FDEM CEMP0001 – Basic – III.A.3], [EMAP16 – 4.4.7]

Response consists of activities that address the short-term, direct effects of an incident. Response activities are primarily conducted at the incident scene. Representatives of Emergency Support Function agencies will report to the Emergency Operations Center as part of a response to an emergency or disaster,

Response priorities are:

- Life Safety
- Incident Stabilization
- Property Preservation
- Meeting Basic Human Needs of Survivors

Agencies involved in a response will follow their own policies and procedures. Agencies involved in a response should establish a Unified Command and follow the principals of the Incident Command System

Impact Assessment

Standards: [FDEM CEMP0001 – Recovery – III.A.1], [FDEM CEMP0001 – Recovery – III.A.3], [EMAP16 – 4.4.3(6)]

Quickly assessing the impact of an emergency or disaster will allow the Emergency Operations Center and response agencies to determine the magnitude of damage. The information from the impact assessment will be used to prioritize response activities, allocate resources, identify resource shortfalls and request mutual aid through the State Emergency Operations Center.

Impact assessment reports will come from a multitude of sources. The common sources include:

- Citizen calls to 9-1-1
- Reports from field staff of response agencies, relayed through their Emergency Support Function agency representative in the Emergency Operations Center
- Media reports
- Citizen calls to the Emergency Operations Center
- Reports from other agencies that are not represented in the Emergency Operations Center
- Assessments by Initial Impact Assessment Teams

Information to be collected for impact assessment includes:

- Life Safety Issues
 - Number of Individuals affected/exposed
 - Number of Fatalities
 - Number of Injuries
 - Number of Persons in Shelter
 - Number of Homes Damaged or Destroyed
 - Unmet Human Needs (First Aid, Food, Water, Shelter,)
- Infrastructure Status
 - Status of Public Safety Facilities (Law Enforcement, Fire, EMS, Hospitals, Shelters)
 - Status of Electric System (Number of outages and estimated restoration times, location of crews)
 - Status of Water (Water Supply and Sewer)
 - Status of Accessibility (Number of Roads Closed, Schools, Government Offices)
 - Status of Communications Systems (Telephone, Cellular, 9-1-1, 800MHz Public Safety Radio System)

Clear or Decontaminate Incident Scene

Standards: [FDEM CEMP0001 – Basic – III.A.3], [FDEM CEMP0001 – Recovery – III.D.1], [EMAP16 – 4.4.3(7)]

One response activity that continues into the Recovery Phase is clearing an incident scene. Once debris is removed from an incident scene restoration activities can begin. Hazardous materials, criminal, or

terrorist incidents may require a decontamination process and an investigative process prior to the removal of debris from an incident scene.

- **Debris Management Operations** – Debris Management is the process of clearing, collecting and disposing of emergency or disaster generated debris. The three phases of Debris Management (listed below) are explained further in the ESF 3 – Public Works and Debris Management Annex.
 - Debris Clearance/Emergency access Push
 - Debris Removal and Right-of-Way Pick-up
 - Temporary Debris Storage and Reduction
- **Decontamination** – Decontamination is the reduction or removal of toxic agents so they are no longer hazards. Hazardous materials, criminal, or terrorist incidents may require a decontamination process prior to the removal of debris from an incident scene. Response operations on hazardous materials, criminal, or terrorist incidents may require the establishment of containment zones.
 - **Containment Zones:**
 - **Hot Zone:** The Hot Zone is the area immediately surrounding the incident area.
 - **Warm Zone:** The Warm Zone is the area upwind, uphill, and outside the Hot Zone.
 - **Cold Zone:** The Cold Zone is the area upwind, uphill and outside the Warm Zone. Responders will stage in the Cold Zone.
 - **Decontamination of Individuals:**
 - Victims from within the Hot Zone will be taken to the Warm Zone to be decontaminated.
 - Decontamination consists of clothing/accessory removal and wash-down
 - Victims will be transferred to the Hospital or reunited with family from the Cold Zone.
 - **Decontamination of Debris:** Decontamination of the Hot Zone, (debris, exposed structures and environment) will require coordination with State Emergency Support Function #10-Hazardous Materials to ensure compliance with environmental regulations.
- **Investigation / Collection of Evidence in Criminal/Terrorism Events** – Incidents where criminal or terrorist activities occur are crime scenes. All items contained in the area may be considered as evidence. Debris movement should be kept to a minimum (limited to life saving activities) until a law enforcement investigation is complete. Personnel conducting decontamination should bag, seal, and label any contaminated items removed from victims and turn them over to law enforcement to be processed as evidence.

Initiate Short-term Recovery Activities

Standards: [FDEM CEMP0001 – Recovery – II.E.1], [EMAP16 – 4.4.4]

Response and short-term recovery efforts often occur simultaneously. Short-term recovery is focused on restoring critical services and infrastructure so that a level of community stability can be achieved. Community stability marks a starting point at which local government and community leaders may begin implementing provision of the Leon County-City of Tallahassee Post Disaster Re-development Plan.

Short-term recovery priorities include:

- Conduct Damage Assessment
- Debris Management Operations
- Restoration of Infrastructure
- Re-open Public Schools
- Activate Community Recovery Center(s)
- Activate Continuity of Operations Plans for Government Agencies

RECOVERY ANNEX

Introduction

The transition from emergency response to short term recovery is not “clear-cut”. Initially, response (life saving) and recovery (repair and restoration) functions will likely take place concurrently.

The National Disaster Recovery Framework identifies the following as core capabilities for the Recovery phase of a disaster:

- Planning
- Public Information and Warning
- Operational Coordination
- Economic Recovery
- Health and Social Services
- Housing
- Infrastructure Systems
- Natural and Cultural Resources

The Recovery Annex to the Leon County Comprehensive Plan is focused on applying core capabilities to short-term recovery objectives, stabilizing the disaster situation so that long-term, permanent, recovery activates can be implemented by County and City leadership.

Leon County and the City of Tallahassee have developed a Post Disaster Redevelopment Plan. This plan serves as tool to guide the elected leadership of each organization through the process of rebuilding and reinventing the community after a disaster. Elements of the plan can be implemented after minor, major, or catastrophic disasters.

Leadership

During the short-term recovery period, emergency conditions will likely still exist and a local State of emergency will be in place. In this situation County Administrator is responsible for the short-term recovery efforts.

To support the County Administrator, the Leon County Emergency Management Director will serve as the Emergency Management Director. The Emergency Management Director will coordinate short-term recovery activities from the Leon County Emergency Operations Center. The Emergency Management Director will ensure short-term recovery operations are synchronized between County, City, State, and non-government entities that are involved in short-term recovery operations.

After short-term recovery objectives have been met, and a transition to long-term recovery beings, leadership will transition to County and City administration.

County Administration Leadership
Leon County Board of County Commissioners
Leon County Administrator
County Constitutional Officers
Sheriff
Superintendent of Schools
Property Appraiser
Tax Collector
Clerk of Court
Supervisor of Elections

City of Tallahassee Administration Leadership
Tallahassee City Commission
Tallahassee Mayor
Tallahassee City Manager

Coordination

In the initial short-term immediate Recovery phase, the Emergency Management Director shall coordinate recovery activities for the county from the County Emergency Operations Center. The Leon County Emergency Operations Center is the joint Emergency Operations Center for Leon County Government and City of Tallahassee Government. Initial Recovery activities for Leon County and the City of Tallahassee will be synchronized through collaboration in the County Emergency Operations Center. State assistance will be requested by the Emergency Management Director through the State Emergency Operations Center.

A Florida Division of Emergency Management Recovery Liaison may be deployed to counties impacted by a disaster. The Recovery Liaisons help to facilitate post-event recovery missions and ensure a smooth transition from response to recovery. Recovery Liaisons assigned to the Leon County Emergency Operations Center will work with the Emergency Management Director.

During the intermediate Recovery phase, when the President has declared a disaster, individual agencies of Leon County Government and City of Tallahassee Government will work directly with Public Assistance Coordinators to coordinate disaster recovery project work.

For a major or catastrophic disaster, the Post Disaster Redevelopment Plan will be implemented. Under the Post Disaster Redevelopment Plan, a Long Term Recovery Coordination Group is defined. The Long Term Recovery Coordination Group has the responsibility for coordinating long term Recovery activities for Leon County and the City of Tallahassee. The Long Term Recovery Coordination Group is supported by Post Disaster Redevelopment Subcommittees. Each subcommittee is defined in the Post Disaster Redevelopment Plan, and coordinates a specific Recovery activity.

Other Non-government

Talquin Electric
Tallahassee Memorial Hospital
Capital Regional Hospital
Community Organizations Active in Disaster (COAD) Members

- Core Members
 - 211 Big Bend
 - Capital Area Chapter of the American Red Cross
 - America's 2nd Harvest of the Big Bend
 - Salvation Army
 - Big Bend Disaster Animal Response Team
 - Big Bend Homeless Coalition
 - Catholic Charities of Tallahassee/ Pensacola
 - Florida Baptist Disaster Relief
 - Florida Conference of the United Methodist Church
 - Capital District Amateur Emergency Radio Service

For a major or catastrophic disaster, the Post Disaster Redevelopment Plan will be implemented. Under the Post Disaster Redevelopment Plan, a Long Term Recovery Coordination Group is defined. The Long Term Recovery Coordination Group has the responsibility for coordinating long term Recovery activities for Leon County and the City of Tallahassee. The Long Term Recovery Coordination Group is supported by Post Disaster Redevelopment Subcommittees. Each subcommittee is defined in the Post Disaster Redevelopment Plan, and coordinates a specific Recovery activity.

Staffing

Each agency will determine their staffing needs to meet their short-term recovery objectives. Details of how an agency will organize itself and work schedules that will be utilized will be developed by individual agencies and made part of their agency emergency manual.

Leon County has a policy that all county employees that work for non-emergency response agencies will register with the Leon County Emergency Support Function #15 Coordinator for emergency assignments. Employees can register for Citizens Information Line call taker, Volunteer Reception Center staffing, and Damage Assessment Team Community Relations staffing.

While each agency will develop work schedules that allow them to meet their short-term recovery objectives safely, staffing schedules will usually follow one of the following plans.

Day Shift Operations Only (12 hours/day): 7:00 AM – 7:00 PM

Alpha/Bravo Shifts (Day & Night Operations 24 hours/day):

Alpha Shift: 7:00 AM - 7:00 PM

Bravo Shift: 7:00 PM – 7:00 AM

Equipment

Agencies will use the equipment assigned to them and used on a daily basis to meet their short-term recovery objectives.

In instances where the quantity of equipment may not be sufficient, such is the case for debris removal equipment, the County and City have entered into pre-disaster contracts. When needed these contracts can be activated and additional equipment and operators will deploy to Leon County.

In cases where services are not available through the private sector, such as law enforcement officers, patrol cars, firefighters, and fire fighting apparatus, the County and City will utilize the Statewide Mutual Aid Agreement and request needed support from the Florida Division of Emergency Management through the State Emergency Operations Center.

Planning

The Leon County Division of Emergency Management Plan prepares and maintains a Comprehensive Emergency Management Plan, which covers the three phases of a disaster: pre-disaster, disaster response, and post-disaster. The Comprehensive Emergency Management Plan establishes Leon County's system for the effective coordination of resources to cope with a wide variety of natural, man-made, and technological emergencies.

Leon County's Comprehensive Emergency Management Plan is consistent with the State of Florida's Comprehensive Emergency Management Plan. It also incorporates the federal disaster response concepts of the National Preparedness Goal, National Incident Management System, and the National Planning Frameworks.

The Plan is based on the Emergency Support Functions concept. Emergency Support Functions are the grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services which are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following a disaster.

Each agency that performs an Emergency Support Function role has an emergency plan outlining what they will do during a disaster (roles and responsibilities), and how they will do it (operational guides/check lists). Each Emergency Support Function agency has a Continuity of Operations Plan integrated (or Annexed) into their agency emergency plan. These plans essentially serve as Standard Operating Guides to the Leon County Comprehensive Plan.

In 2012 Leon County prepared a Post Disaster Redevelopment Plan. The plan identifies policies, operational strategies and roles and responsibilities for implementation that will guide decisions that affect long-term recovery and redevelopment of the community after a disaster.

Leon County's Post Disaster Redevelopment Plan is intended to be a countywide, multi-jurisdictional plan providing for coordinated long-term recovery and redevelopment implementation across jurisdictional boundaries within the County.

The Plan is based on Post Disaster Redevelopment Subcommittees which will carry our Recovery activates and initiatives. The Post Disaster Redevelopment Subcommittees take direction from and report progress to the Long Term Recovery Coordination Group, which is composed of leadership from Leon County Government and City of Tallahassee Government.

The Post Disaster Redevelopment Plan is consistent with the federal National Disaster Recovery Framework.

Training

Basic emergency management training, required by the National Incident Management System, is available from the Federal Emergency Management Agency on the Emergency Management Institute Independent Study web site. Agency training officers for each agency are responsible for ensuring agency staff completes IS-100, IS-200, IS-700, IS-800. The Federal Emergency Management Agency's Emergency Management Institute Independent Study web site also offers training on recovery operations. Agency training officers and agency heads have the responsibility coordinated this training internally.

Each agency has "industry specific" training sessions throughout the year. These training sessions are coordinated internally to meet the specific needs of the agencies. These training sessions help agencies perform their daily mission as-well-as prepare them for meeting their short-term recovery objectives.

The Leon County Division of Emergency Management utilizes the Multi-Year Training and Exercise Planning process to ensure the recovery operations training needs of local agencies are recognized and are appropriately planned for. The Leon County Division of Emergency Management will work with the Florida Division of Emergency Management

to host the following courses at least once during the Comprehensive Emergency Management Plan update cycle (once every four years):

- G-205 Recovery from Disaster, the Local Government Role
- G-202 Debris Management
- G-557 Rapid Assessment Workshop
- G-556 FEMA Local Damage Assessment

Public Information and Warning

Timeliness of public communication is key to ensuring successful community recovery and redevelopment. After residents are allowed to return to their homes, they should be made aware of potential safety issues to ensure caution is taken with personal health and safety. During post-disaster outreach, Public Service Announcements will be delivered regarding recovery assistance including the registration process with FEMA for housing assistance as well as assistance with filing insurance claims. Themes for key messages during Recovery include:

- **Infrastructure** - After a disaster has struck, Leon County is responsible for providing information to the public concerning key infrastructure in the community. This includes road and bridge closures, damage to critical facilities such as schools and hospitals, and all other infrastructure damaged in the disaster.
- **Housing** - Information regarding housing solutions will be made available for members of the public who are unable to return to their homes in the aftermath of the emergency.
- **Health and the Community** - In the immediate aftermath of a disaster, the public needs to be made aware of any and all health hazards that may have occurred as a side-effect of the disaster. Once these hazards have been identified, the public will be informed on the proper actions to take in order to limit their personal risk.
 - After a disaster, it is important to inform the public on resources available to them for maintaining their behavioral and mental health. Members of the community may display physical or psychological symptoms that could adversely affect their ability to respond and function. Information regarding resources such as 211 Big Bend and Disaster Behavioral Health Response Teams, which provide services to aid in the behavioral health of the community, will be made available to the affected community.
 - The public must also be informed on what local natural resources have been affected by the disaster (e.g. water source pollution, air pollution, etc.) and how best to protect themselves from any risks these damages might cause. The public must also be informed on what, if anything, can be done to aid in the restoration of these resources.

The resources available to carryout Emergency Public Information activities are detailed in the Emergency Support Function #14 – Emergency Public Information Annex.

Community Response is an information dissemination, collection, and public relations operation, facilitated by the Florida Division of Emergency Management, used to assist disaster affected communities and individuals in receiving assistance. Community Response aligns with the Public Information and Warning core capability identified in the National Preparedness Goal. Community Response is implemented once there is a Presidential Declaration. The State of Florida works in partnership with FEMA and Counties to conduct Community Response operations in affected communities. FEMA will deploy Disaster Survivor Assistance Teams to affected counties. Disaster Survivor Assistance Teams will team up with Florida Division of Emergency Management's Bureau of Recovery staff and go door-to-door to provide recovery information to citizens and assist with registration for FEMA individual assistance. The Director of Leon County Community and Media Relations, as lead agency for Emergency Support Function #14 – Emergency Public Information, shall be responsible for coordinating with the Florida Division of Emergency Management's Bureau of Recovery on local participation in Community Response operations.

Leon County Community and Media Relations staff may develop special County recovery content and provide to the Florida Division of Emergency Management's Bureau of Recovery for use in Community Response operations.

Other elements of Leon County Government that may assist Leon County Community and Media Relations including, but not limited to, the Assistant to the County Administrator for Citizen Engagement, Leon County Volunteer Services, and the Assistant County Administrator for Citizen Services.

Leon County Community and Media Relations may request assistance, through the Joint Information Center, of the City of Tallahassee Department of Communications in delivering the Florida Division of Emergency Management's Bureau of Recovery disaster aid information.

Operational Coordination

Short-term recovery is focused on restoring critical services and infrastructure so that a level of community stability can be achieved. Community stability marks a starting point at which local government and community leaders may begin implementing provision of the Leon County-City of Tallahassee Post Disaster Redevelopment Plan.

In addition to operations conducted by local government and local community and faith based relief organizations, state and federal assistance can be requested to help bring about community stability after an emergency or disaster.

During the recovery process a community is more vulnerable than ever to an emergency or disaster. Stabilizing the community and implementation of short-term recovery activities allows the Leon County Division of Emergency Management to focus on preparation for next emergency or disaster.

The short-term recovery objectives for Leon County are:

- Damage Assessment
- Debris Management
- Infrastructure Restoration
- Points of Distribution
- Reopen Schools
- Long-term Shelter/Emergency Housing
- Resume Government Operations/Implement Continuity of Operations Plans
- Request State and Federal Assistance

A further description of short-term recovery objectives follows.

- Damage Assessment

Residential Damage Assessment

Lead Agency: Leon County Division of Emergency Management

Support Agencies: Tallahassee-Leon County GIS

The Leon County Division of Emergency Management will coordinate residential damage assessments for Leon County. The Leon County Division of Emergency Management Director will activate personnel, teams, equipment, and make geographic assignments. Leon County Government personnel from non-emergency response agencies will register to participate on Damage Assessment Teams.

Emergency Management staff will collect reports of damaged structures from the Consolidated Dispatch Agency, Agency Representatives in the Leon County Emergency Operations Center, and citizens calls to the Citizen Information Line. The location data will be given to Tallahassee-Leon County GIS Staff in the Leon County Emergency Operations Center.

Tallahassee-Leon County GIS staff will plot locations of reported damage structures in the GIS, print street levels maps and street sheets and provide (printed or electronic files) to Damage Assessment Teams. The Damage Assessment Teams will use these maps to guide them in their damage assessment mission.

The Damage Assessment Teams will validate the reported level of structure damage to addresses provided by Emergency Management staff, as-well-as note additional

damaged structures Damage Assessment Teams will assess structure damage levels (Affected, Minor, Major, Destroyed) in accordance with the FEMA Damage Assessment Operations Manual (April 2016 edition).

After the assessment the Damage Assessment Teams will return their results the Leon County Emergency Operations Center and Tallahassee-Leon County GIS Staff will update the information plotted in GIS.

Completed damage assessment info will be turned over to the Florida Division of Emergency Management to be used as support documentation for a Presidential Disaster Declaration request, and to the County and City Building Officials so that they may conduct habitability assessments.

Infrastructure Damage Assessment

Lead Agency: Multiple (list below)

Support Agencies: Leon County Division of Emergency Management
Tallahassee-Leon County GIS

Individual agencies will follow processes for assessing damaged as outlined in the FEMA Public Assistance Program and Policy Guide (January 2016). At minimum infrastructure damage assessment reports will give a description of the damage, the location of damage (street address if possible) and the estimated cost of damage.

Damage reports collected by individual agencies will be forwarded to the Leon County Division of Emergency Management. This information will be given to Tallahassee-Leon County GIS Staff and plotted in GIS.

Infrastructure damage assessment information will be turned over to the Florida Division of Emergency Management to be used as support documentation for a Presidential Disaster Declaration request.

- Roads and Bridges:
 - County Roads – Leon County Public Works
 - City Roads – City of Tallahassee Public Works
 - State Roads – Florida Department of Transportation
- Electric:
 - City – City of Tallahassee Electric Utility
 - Unincorporated – Talquin Electric
- Drinking Water:
 - City – City of Tallahassee Water Utility
 - Unincorporated – Talquin Electric

- Sewer:
 - City – City of Tallahassee Water Utility
 - Unincorporated – Talquin Electric
- Government Facilities
 - City – City of Tallahassee Facilities Management
 - County – Leon County Facilities Management
 - Public Schools – Leon County Schools Division of Facilities,
Construction and Maintenance
 - Sheriff's Office & Jail – Leon County Sheriff's Office Facility
Maintenance
- Parks & Recreation Facilities
 - City – City of Tallahassee Parks and Recreation Department
 - County – Leon County Parks and Recreation
- Government Fleet
 - City – City of Tallahassee Fleet Management
 - County – Leon County Fleet Management Division
 - Public Schools – Leon County Schools Transportation Department
 - Sheriff's Office – Leon County Sheriff's Office Fleet Maintenance
- Debris Management
 - Lead Agency:
 - Leon County Department of Public Works
 - City of Tallahassee Underground Utilities & Public
Infrastructure
 - City of Tallahassee Community Beautification & Solid
Waste
 - Support Agencies:
 - Florida Department of Transportation
 - Debris Management Contractors

The Leon County Department Public Works and the City of Tallahassee have both developed Debris Management Plans. The Debris Management Plans describe in detail the concept of operations for debris management; and are considered as Standard Operating Guides to the Leon County Comprehensive Management Plan. The County and City plans are complementary to ensure unity of effort in debris management operations.

The County and the City have also entered into individual pre-disaster contracts with debris removal and disposal vendors. If an event occurs which generates a volume of debris greater than Leon County Department of Public Works and the City of Tallahassee can handle, the debris management contracts will be activated and the

commercial recovery companies will provide adequate resources to conduct collection and disposal services.

Monitoring of debris removal and disposal contractor activities is a critical component in successful debris operations and in the justification and documentation of any application for Federal Emergency Management Agency Public Assistance funding. Therefore, Leon County and the City of Tallahassee have entered in to individual pre-disaster debris removal monitoring contracts. Monitors will be on the look out for inappropriate contractor activities including: improper loading of trucks, picking up ineligible debris, posting trucks with inaccurate load capacities, etc.

Leon County and the City of Tallahassee have both agreed to allow the Florida Department of Transportation (or their debris removal contractor) to remove debris from Federal Highway Administration roadways within Leon County.

- Infrastructure Restoration

Lead Agency: City - City of Tallahassee Utilities
Unincorporated - Talquin Electric

Support Agencies: City – City of Tallahassee Underground Utilities & Public Infrastructure

Following road clearing activities, one of the most important emergency recovery missions is to restore electric power. In any power outage, utility crews restore service as quickly as safely possible. The initial focus for power restoration is critical facilities, such as hospitals, healthcare facilities, and 9-1-1 answering points. Utility crews then focus on restoring customers, working from the largest outages to smallest outages.

A clean and safe water supply is vital to life. Individuals rely on water for daily living (i.e. drinking, meal preparation, bathing) and the community relies on water for public safety (i.e. firefighting, health care). Utility crews will restore the system by repairing pipe breaks, flushing the water system to ensure water quality, then taking bacteriological samples. Lab results, of bacteriological samples, are reviewed to determine when water is safe to drink.

- Points of Distribution

Lead Agency: Leon County Division of Emergency Management

Support Agencies: VolunteerLeon
Big Bend Community Organizations Active in Disaster
The Salvation Army
Florida Division of Emergency Management

The purpose of a Point of Distribution is to establish initial points where the general public will obtain life sustaining emergency relief supplies (water and food) until such time as power is restored, water supply is restored, traditional facilities such as retail establishments reopen, or relief social service programs are in place.

The Leon County Division of Emergency Management will coordinate with Florida Division of Emergency Management, Logistics Section on:

- Pre-identifying possible Points of Distribution sites;
- Projecting commodity flow;
- Transition to alternative staffing for Points of Distribution sites;
- Demobilization of Points of Distribution sites.

Local staffing for Points of Distribution will be coordinated by Emergency Management Staff. County Employees that have reregistered for emergency assignments will be utilized. Members of the Big Bend Community Organizations Active in Disaster that identified “distribution” as a service they provide, will be called upon to support County staff.

The Salvation Army is Leon County’s Emergency Support Function #11 and can provide water and food on a smaller scale by setting up a canteen when the need for a full Point of Distribution is not required or feasible.

- Reopen Schools

Lead Agency: Leon County Schools

Support Agency: Capital Area Chapter of the American Red Cross
Leon County Department of Public Works
City of Tallahassee Underground Utilities & Public Infrastructure
City of Tallahassee Community Beautification & Solid Waste

It is important for schools to reopen quickly after a disaster to establish a sense of normalcy and consistency in students’ lives and to continue providing the community with a quality education. Having students return to school also allows parents time to restore homes and places of work.

To facilitate the reopening of schools and to maintain shelter availability for disaster survivors Capital Area Chapter of the American Red Cross will open other non-impacted facilities, with which they have shelter agreements, to provide shelter availability.

Leon County Department of Public Works, City of Tallahassee Underground Utilities & Public Infrastructure, and City of Tallahassee Community Beautification & Solid Waste will work with Leon County Schools to ensure sidewalks and right-of-ways near school zones have debris removed.

- Long-term Shelter/Emergency Housing

Lead Agency: Capital Area Chapter of the American Red Cross

Support Agency: Leon County Office of Human Services and Community Partnerships
City of Tallahassee Community Housing and Human Services

During certain emergency events or disasters, the Capital Area Chapter of the American Red Cross will utilize select schools in the county to serve as emergency shelters. However, one short-term recovery goal is to reopen schools as quickly as possible. To facilitate the reopening of schools and to maintain shelter availability for disaster survivors the Capital Area Chapter of the American Red Cross, in accordance with the Capital Area Chapter of the American Red Cross emergency plan, will open other non-impacted facilities, with which they have shelter agreements, to provide shelter availability.

If the need for emergency shelter is expected to last for an extended period of time, the Housing Strategy Element of the Leon County-City of Tallahassee Post Disaster Redevelopment Plan will be activated to facilitate placement of disaster survivors into temporary housing.

In a situation where the Housing Strategy is implemented the director of Leon County Division of Housing Services and the director of City of Tallahassee Community Housing and Human Services become the Lead Agencies for coordination of Emergency Housing. The Capital Area Chapter of the American Red Cross will move into a support role.

The Leon County Disaster Housing Strategy serves as the Standard Operating Guide for the Emergency Housing mission. It provides guidance to the director of Leon County Division of Housing Services and the director of City of Tallahassee Community Housing and Human Services in carrying out the Emergency Housing mission.

If State/Federal emergency housing mission is requested by the Emergency Management Director, through the State Emergency Operations Center, the director of Leon County Division of Housing Services the director of City of Tallahassee Community Housing and Human Services serve as liaisons to the State/Federal Disaster Housing team coordinator.

- Resume Government Operations/Implement Continuity of Operations Plans

Lead Agency: All Government Agencies

Support Agency: Leon County Division of Emergency Management

Government exist to serve the needs of the public, and government offices should be open and available to the public as soon as possible.

Each agency with and Emergency Support Function role has an emergency plan outlining what they will do during a disaster (roles and responsibilities), and how they will do it (operational guides/check lists). Each Emergency Support Function agency has a Continuity of Operations Plan integrated (or Annexed) into their agency emergency plan.

Elements of a Continuity of Operations Plan include

- Identification of Agency Mission Critical Functions;
- Identification and Preservation of Mission Critical Records/Data;
- Lines of Succession for Agency Leadership;
- Delegations of Authority to Successors;
- System to ensure Staff Accountability/Safety;
- Acquisition of Supplies/Systems for Alternate Operating Facility;
- Schedule of Tests and Exercises of Continuity of Operations capabilities; and
- Schedule for Continuity of Operations Plan updates.

- Request State and Federal Assistance

Lead Agency: Leon County Division of Emergency Management

Support Agencies: County and City Agencies
Non-government Agencies
211 Big Bend
Members of the Community Organizations Active in
Disaster

Following the initial damage assessment process the Emergency Management Director will forward all damage assessment reports and estimates to the State

Emergency Operations Center, via the State Emergency Response Team Recovery Liaison in the Leon County Emergency Operations Center.

The Emergency Management Director will request, through the State Emergency Response Team Liaison in the Leon County Emergency Operations Center, the state schedule and conduct a Joint Preliminary Damage Assessment in Leon County. A Joint Preliminary Damage Assessment for Individual Assistance and two Joint Preliminary Damage Assessments for Public Assistance (one for County and one for City) will be requested.

The Purpose of the Joint Preliminary Damage Assessment is to determine the magnitude and impact of an event's damage. The Joint Preliminary Damage Assessment team will follow FEMA damage assessment criteria in accordance with the FEMA Damage Assessment Operations Manual (April 2016 edition).

The State/FEMA Team assigned to the Joint Preliminary Damage Assessment for Individual Assistance will be joined by representatives of Leon County Division of Emergency Management. Copies of the Maps and Street Sheets developed by Tallahassee-Leon County GIS will be prepared for the Teams so that a logical route can be determined to best view the impacted areas. Each agency will provide their own equipment and vehicles to conduct the assessment.

The two State/FEMA Teams assigned to the Joint Preliminary Damage Assessment for Public Assistance will be joined by representatives of the Leon County Department of Public Works and the City of Tallahassee. The Joint Preliminary Damage Assessment for Public Assistance will follow processes outlined in the FEMA Public Assistance Program and Policy Guide (January 2016). Copies of the maps of damaged infrastructure developed by Tallahassee-Leon County GIS will be prepared for the Teams so that a logical route can be determined to best view the impacted areas. Each agency will provide their own equipment and vehicles to conduct the assessment.

After the Joint Preliminary Damage Assessments, Leon County's results will be combine with results from other impacted counties to determine statewide disaster impacts. If the total of these costs for both the affected counties and the state exceed the amount of assistance the state is able to provide, as established by the current fiscal year threshold developed by FEMA based on adjustments to the consumer price index, the state may then become eligible for a Public Assistance declaration.

Economic Recovery

The Leon County Post Disaster Redevelopment Plan describes the process for Economic Recovery. The Economic Redevelopment Subcommittee will be led by the Tallahassee-Leon County Office of Economic Vitality. Major activities of the Subcommittee will be:

- Identify business needs and provide technical assistance,

- Coordinate with businesses on available Small Business Administration funding opportunities,
- Work with state and federal agencies to identify disaster recovery funding for local businesses, and
- Identify economic opportunities for local businesses during recovery and redevelopment.

Health and Social Services

- Healthcare

Healthcare covers a broad spectrum of public health, emergency medical, and healthcare facility based stake holders.

The Florida Department of Health in Leon County services as the County Health Department. The Florida Department of Health in Leon County is responsible for the following Recovery functions:

- Epidemiological Surveillance – Epidemiological surveillance during and following a disaster allows for the detection of potential disease outbreaks and to track disease and injury trends. The Epidemiology Surveillance section is responsible for collection and management of cases of acute diseases required to be reported by physicians and laboratories. These diseases have been deemed as having public health importance and may require intervention by the state or local health department.
- Environmental Health – Environmental Health actively protects the community following a disaster by ensuring the County's drinking water is safe, investigating and identifying food safety concerns, ensuring basic sanitation services are available and functioning, and investigating and identifying animal and insect spread diseases.

In a hazardous materials incident, Environmental Health will work to limit the public's exposure to chemicals, toxins, or radiation released into the environment.

- Behavioral Health - The Florida Department of Health in Leon County will coordinate the Disaster Behavioral Health response following a disaster. All people involved in a disaster are affected in some way, from emergency response workers to disaster survivors, (including family members and friends), and the public at large. Disaster Behavioral Health responders apply the concepts of psychological first aid to help those affected overcome the initial impact of shock, denial, and depression when confronting disasters.

211 Big Bend supports the Florida Department of Health in Leon County with the Disaster Behavioral Health response. 211 Big Bend operates

Helpline 211 which provides counselling and referral services to the community 24-hours a day, 365 days per year.

Big Bend Healthcare Coalition - The Big Bend Healthcare Coalition is comprised of regional healthcare and support system partners, County Health Departments, and County Emergency Management Agencies. The Big Bend Healthcare Coalition is built upon existing public health and healthcare partnerships for the purpose of forming a broader collaborative network of public health and healthcare system and support stakeholders.

These stakeholders, and their respective public and private sector response partners utilize their shared knowledge and experience to facilitate integration, and coordination, within a defined structure to support the management of the complex healthcare and support issues which arise during disasters.

The Big Bend Healthcare Coalition is responsible for the following Recovery function:

- **Healthcare System Recovery** – The Big Bend Healthcare Coalition supports the County with the restoration of public health and medical infrastructure and to assure the continuum of care. Coalition stakeholders have developed processes and plans to collaborate and coordinate disaster recovery needs (resources, personnel, facilities) among the Coalition. A process to identify gaps and communicate through the appropriate channels to the Long Term Recovery Coordination Group has been established.
- **Social Services**

Unmet Needs and Recovery Centers

- **Unmet Needs** - Following a disaster, the Emergency Management Director will convene an Unmet Needs Coordinating Group. The Coordinating Group will include, at a minimum, representatives from the following organizations: American Red Cross, Salvation Army, 211 Big Bend, Leon County Volunteer Services, Big Bend Community Organizations Active in Disaster, Leon County Office of Human Services and Community Partnerships, and City of Tallahassee Community Housing and Human Services. The Unmet Needs Coordinating Group works in the short-term and intermediate Recovery phases to:
 - Analyze the disaster impact data that has been collected to develop an estimation of unmet needs,
 - Identify (through routine human services partnerships)

organizations and agencies that can provide capacity, and request their participation on the Coordinating Group, and

- Activate the Coordinated Assistance Network for case management process.
- Organize assessments. This may occur through:
 - An organization's response missions (i.e. Red Cross Shelter Operations, Salvation Army Canteen Operations),
 - Through emergency response operations (reported by agency representatives in the Emergency Operations Center)
 - Calls received through Helpline 211,
 - Door to door assessments, or
 - In a Disaster Recovery Center.

Identified needs will be reviewed, assessed by the Unmet Needs Coordinating Group, and then routed to an organization with the capacity to meet the need.

In a major or catastrophic disaster, when the Post Disaster Redevelopment Plan is activated the Unmet Needs Coordinating Group assumes the role for the Human Services Subcommittee for long term Recovery.

- Recovery Center – A Recovery Center is a centralized location for services and resource referrals for unmet needs following an emergency or disaster. They may be established in a fixed location or mobile. Initially, following a disaster, the County will establish a County Recovery Center. The State and Federal government may open a Disaster Recovery Center following the issuance of a Presidential Disaster Declaration. The Leon County Emergency Management Director will coordinate with the State, pre and post disaster, on State/Federal Disaster Recovery Center establishment.

The Emergency Management Director will recommend the activation of a County Recovery Center to the County Administrator. This recommendation will be based on disaster impact data and input from the Unmet Needs Coordinating Group.

The Director of Volunteer Services will coordinate staffing of the County Recovery Center. A lead agency for Emergency Support Function #15 – Volunteer and Donation Management, the Director of Volunteer Services will request activation of community based organizations that provide disaster relief assistance.

The Leon County Division of Facilities Management will assist in the physical set up of a County Recovery Center. Division of Facilities

Management staff will deliver and arrange tables and chairs, and ensure the cleanliness of the facility through its operations. The Director of Leon County Division of Facilities Management also maintains a list of County owned facilities which could be used as a County Recovery Center, or a State/Federal Disaster Recovery Center under a Presidential Disaster Declaration .

The Leon County Office of Information Technology will provide voice, network, and data services to support a County Recovery Center.

The Leon County Sheriff's Office will provide security for a County Recovery Center during hours of operation.

The Director of Volunteer Leon will request members of the Big Bend Community Organizations in Disaster activate and staff the County Recovery Center. Members of the Big Bend Community Organizations in Disaster have worked with 211 Big Bend to identify the disaster recovery services they provide and a service directory has been created. Members that have indicated they provide, water/food distributions services, voucher/cash services, or counseling/mental health services will be asked to staff the County Recovery Center.

If a Presidential Disaster Declaration for Individual Assistance is granted to Leon County, a State/Federal Disaster Recovery Center will be opened. The County Recovery Center will evolve into the State/Federal Disaster Recovery Center to maintain continuity of services to Leon County residents. The Director of Leon County Emergency Management will request a State/Federal Disaster Recovery Center by placing a mission request with the State Emergency Operations Center using EM Constellation.

In a situation where a County Recovery Center was not previously activated, the steps outlined above would be followed to accommodate establishment of a State/Federal Disaster Recovery Center.

Disaster Housing

Leon County has a Post Disaster Redevelopment Plan which includes a Disaster Housing Strategy. The Disaster Housing Strategy details the full array of interim housing options available to the leadership in the aftermath of the disaster. Based upon the severity and magnitude of the impact, decision-makers will have the flexibility to select the appropriate interim housing strategies including placement of displaced residents within local hotels, vacant rental units, or within mobile housing units. This strategy will also ensure that the needs of special populations within the community are addressed.

The Leon County Disaster Housing Strategy aligns with the Housing Recovery Support Function of the National Disaster Recovery Framework.

The Disaster Housing Strategy identifies the Director of the Leon County Division of Housing Services and the Director of City of Tallahassee Community Housing and Human Services as Unified Housing Coordinators.

The Disaster Housing Strategy also identifies the Disaster Housing Team. Members of the Disaster Housing Team make up the disaster housing task force.

To expedite recovery, in the event of a declared local state of emergency, the County Administrator is authorized to waive Leon County building/growth fees for eligible residents for the purpose of home restoration/reconstruction.

Post Disaster Evaluation and Improvement Planning

Following a disaster, the Leon County Emergency Management Director will conduct debriefings with Emergency Support Function agencies. The aim of these debriefings is to collect feedback on emergency operations. Participants in the debriefings will identify success in emergency response as well as areas for improving response.

To ensure whole community involvement with emergency management, community listening session will be scheduled following a declared disaster. The Director of Leon County Community and Media Relations, as lead agency for Emergency Support Function #14 – Emergency Public Information, shall be responsible for scheduling community listening session, once response operations have subsided and short-term recovery activities have begun. Community listening sessions provide important opportunities to discuss response and ongoing recovery efforts and to learn from citizens about how Leon County Government and partnering response agencies can best meet the needs of the community during future disasters.

To document the actions taken, lessons learned, and areas to improve response; an after action report will be created following a declared disaster. An after action report will typically be completed within 90 to 120 days following the cessation of emergency response activities. The report will provide a comprehensive description and analysis of the disaster event, response actions taken by Emergency Support Function agencies, identification of best practices performed during the response, and areas for improvement to be better prepared for future disasters. Information collected in debriefings with Emergency Support Function agencies and community listening sessions are integral to the development of the after action report. The after action report will include an improvement plan consisting of recommendations and actions to be taken to improve disaster preparedness. To insure transparency, and maintain whole community involvement with emergency management, after action reports will be posted to the County's website for all to view.

Federal Disaster Assistance

- **Individual Assistance**

If Leon County is granted an Individual Assistance Declaration, the Emergency Management Director will request the establishment of a State/Federal Disaster Recovery Center from the Florida Division of Emergency Management. The Leon County Division of Facilities Management maintains a list of County owned facilities which could be used as a Disaster Recovery Center. The Leon County Division of Emergency Management, Leon County Facilities Management Director, and the Florida Division of Emergency Management will coordinate with FEMA on meeting FEMA requirement for a Disaster Recovery Center location. Once a location is agreed upon and an opening date and time is agreed upon Leon County Community and Media Relations will issue media releases to announce the opening of the Disaster Recovery Center. Additionally, when given permission by FEMA the Individual Assistance Tele-Registration Number will be publicized by Leon County Community and Media Relations.

- **Public Assistance**

If Leon County is awarded a Public Assistance Declaration the Leon County Division of Emergency Management will reserve a conference room in the Public Safety Complex and the coordinate with the Florida Division of Emergency Management to schedule a date and time for the Applicants Briefing. The Division of Emergency Management will send a meeting notice (via email) to all agency heads in Leon County Government and coordinate with the City of Tallahassee have the invitation sent to all City agency heads (via email). The Leon county Division of Emergency Management will also work with VolunteerLeon and 211 Big Bend to determine which non-government cooperators and which members of the Community Organizations Active in Disaster are eligible private non-profit organizations and should be to the Applicants Briefing.

The Applicant Briefing provides high-level information regarding the Public Assistance Program. The Director of Leon County's Office of Financial Stewardship will coordinate with County agencies on financial management issues related to FEMA assistance. The Director of the City of Tallahassee Financial Management will coordinate with City agencies on financial management issues related to FEMA assistance.

Within 30 days of a federal disaster declaration, Applicants wishing to receive Public Assistance Program funding must submit a Request for Public Assistance form to FEMA.

Within 21 days of Request for Public Assistance approval, a Kickoff Meeting will be scheduled with FEMA and Applicants. At the Kickoff Meeting FEMA will discuss the following:

- Details of the Applicant's impacts from the incident
- Hazard mitigation opportunities
- Eligibility criteria for work and costs
- Project formulation
- Insurance requirements
- Environmental and Historic Preservation compliance requirements
- Documentation requirements
- Appeal process

Following the Kickoff Meeting, Applicants have 60 days to identify and report all of its disaster-related damage, Emergency Work activities, and debris quantities to FEMA.

FEMA works with Applicants to formulate incident-related damage and work into projects (i.e., subawards) based on logical groupings of the damage and work. This process is a collaborative effort beginning at the Kickoff Meeting and concluding with an Exit Briefing.

- FEMA uses the Project Worksheet as the Subaward Application. FEMA uses the Project Worksheet to document details of the Applicant's project, including a detailed description of the disaster-related damage and dimensions and the associated scope of work and costs. If the project involves multiple locations, FEMA may use site sheets to differentiate damage, work, and costs by site within the Project Worksheet. The disaster damage and dimensions, Scope of Work, and costs for each site are documented on separate site sheets.
- Additionally, FEMA requires documentation to support that the work is eligible in accordance with laws, regulations, Executive Order, and policies. Documentation should provide the "who, what, when, where, why, and how much" for each item claimed. It is the Applicant's responsibility to substantiate its claim as eligible. If the Applicant does not provide sufficient documentation to support its claim as eligible, FEMA cannot provide Public Assistance Program funding for the work.

Projects identified as Emergency Work, defined as, "Work that must be done immediately to save lives, protect improved property, protect public health and safety, or avert or lessen the threat of a major disaster.", must be completed within 6 months of the date of the federal disaster declaration.

Projects identified as Permanent Work, defined as, "Restorative work that must be performed through repairs or replacement to restore an eligible facility on the basis of its pre-disaster design and current applicable standards", must be completed within 18 months of the date of the federal disaster declaration.

Mitigation Annex

The Leon County-City of Tallahassee Local Mitigation Strategy is the community's primary planning tool to help mitigate the risks to individuals and property from natural and man-made hazards. The Local Mitigation Strategy is required by the Federal Emergency Management Agency to apply for and receive Federal pre- and post-disaster assistance funds allocated to Leon County.

The Local Mitigation Strategy directs local government to use these monies for mitigation measures such as: hardening of critical facilities like fire stations against flooding and high winds; expanding the availability of emergency shelters; rebuilding roads and other infrastructure affecting public and private property; increasing flood control measures, as well as other community hazard mitigation needs. The Local Mitigation Strategy work group also discusses flood damages to structures in the Special Flood Hazard Areas following flood events. This assists flood plain managers with the County and City make substantial damage determinations.

The Leon County Emergency Management Director serves on the Local Mitigation Strategy Steering Committee.

In May, 2015, the Federal Emergency Management Agency reviewed and approved the updated Leon County-City of Tallahassee Local Mitigation Strategy. The full document is available on the Tallahassee-Leon County Planning Department web site at: <http://www.talgov.com/place/pln-mitstrat.aspx> . The current Local Mitigating Strategy expires on May 21, 2020.

U.S. Department of Homeland Security
FEMA Region IV
3003 Chamblee Tucker Road
Atlanta, GA 30341



FEMA

May 4, 2015

Mr. Miles Anderson
State Hazard Mitigation Officer
Division of Emergency Management
2555 Shumard Oak Boulevard
Tallahassee, Florida 32399-2100

Reference: Leon County FL Multi-jurisdictional (MJ) Local Mitigation Strategy (LMS) Plan Update

Dear Mr. Anderson:

We are pleased to inform you that the Leon County FL MJ Local Mitigation Strategy Plan Update is in compliance with the federal hazard mitigation planning requirements resulting from the Disaster Mitigation Act of 2000 as contained in 44 CFR 201.6. We have recently received from your office the following resolution for inclusion within this plan in accordance with Program Administration by States (PAS) requirements, and subsequently concur that this community be included under the approved Leon County MJ LMS. The updated plan will become effective on May 21, 2015, and is therefore, approved for a period of five (5) years to May 21, 2020.

This plan approval extends to the following participating jurisdiction that provided a copy of its resolution adopting the Leon County MJ LMS plan:

- City of Tallahassee

The approved participating jurisdiction is hereby an eligible applicant through the State for the following mitigation grant programs administered by the Federal Emergency Management Agency (FEMA):

- Hazard Mitigation Grant Program (HMGP)
- Pre-Disaster Mitigation (PDM)
- Flood Mitigation Assistance (FMA)

National Flood Insurance Program (NFIP) participation is required for some programs.

We commend the participants in the Leon County FL MJ LMS Plan Update for the development of a solid, workable plan that will guide hazard mitigation activities over the coming years. Please note that all requests for funding will be evaluated individually according to the specific eligibility and other requirements of the particular program under which the application is submitted. For example, a specific mitigation activity or project identified in the plan may not meet the eligibility requirements for FEMA funding, and even eligible mitigation activities are not automatically approved for FEMA funding under any of the aforementioned programs.

We strongly encourage each Community to perform an annual review and assessment of the effectiveness of their hazard mitigation plan; however, a formal plan update is required at least every five (5) years. We also encourage each Community to conduct a plan update process within one (1) year of being included in a Presidential Disaster Declaration or of the adoption of major modifications to their local Comprehensive Land Use Plan or other plans that affect hazard mitigation or land use and development. When the plan is amended or revised, it must be resubmitted through the State as a "plan update" and is subject to a formal review and approval process by our office. If the plan is not updated prior to the required five (5) year update, please ensure that the draft update is submitted at least six (6) months prior to expiration of this plan approval.

The State and the participants in the Leon County MJ LMS should be commended for their close coordination and communications with our office in the review and subsequent approval of the plan. If you or Leon County have any questions or need any additional information please do not hesitate to contact Gabriela Vigo of the Hazard Mitigation Assistance Branch at (229) 225-4546 or Linda L. Byers of my staff at (770) 220-5498.

Sincerely,

Robert E. Lowe, Chief
Risk Analysis Branch
Mitigation Division



STATE OF FLORIDA
DIVISION OF EMERGENCY MANAGEMENT

RICK SCOTT
Governor

BRYAN W. KOON
Director

May 5, 2015

Mr. Gabriel Menendez
Local Mitigation Strategy Chair
300 South Adams Street Box A-16
Tallahassee, Florida 32301

Re: Local Hazard Mitigation Plan Approval Notification

Dear Mr. Menendez:

Congratulations! The enclosed letter constitutes the Federal Emergency Management Agency's (FEMA) formal approval of the Leon County Local Mitigation Strategy (LMS) plan for the following participating jurisdictions.

- Leon County Unincorporated

The plan has been approved for a period of five (5) years and will expire again on May 21, 2020

The mitigation planning unit would like to thank you for all of your hard work. It has been a pleasure working with you and we look forward to serving you in the future. If you have any questions regarding this matter, please contact Alexander Falcone at 850-921-9063 or Alexander.Falcone@em.myflorida.com.

Respectfully,

A handwritten signature in blue ink, appearing to read "M.E. Anderson".

Miles E. Anderson,
Bureau Chief, Mitigation
State Hazard Mitigation Officer

MEA/af

Attachments: FEMA letter

DIVISION HEADQUARTERS Tel: 850-413-0969 • Fax: 850-488-1016
2555 Shumard Oak Boulevard
Tallahassee, FL 32399-2100 www.floridacheapshot.com

STATE LOGISTICS RESPONSE CENTER
2702 Directors Row
Orlando, FL 32809-5831

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 1	Reference: NATIONAL RESPONSE FRAMEWORK ESF 1
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ANNEX 1 TRANSPORTATION

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ANNEX 1 TRANSPORTATION

LEAD AGENCY: City of Tallahassee, StarMetro

SUPPORT AGENCIES: Leon County School Board, Leon County Emergency Medical Services, Tallahassee Fire Department, City Liaison, City Public Information Officer, Tallahassee Police Department, Tallahassee Memorial Healthcare

I. INTRODUCTION

A. PURPOSE

The primary mission of the Transportation Group is to coordinate evacuation efforts with participating/available public and commercial transportation providers to ensure that people who desire or require evacuation are transported in a safe and expeditious manner to the nearest appropriate designated shelter or other applicable destination.

B. SCOPE

The transportation evacuation function will serve both ambulatory and non-ambulatory persons in designated or declared evacuation areas. Support will be provided during voluntary as well as mandatory evacuations. However, mandatory evacuation areas will receive priority support in the allocation and assignment of transportation resources.

StarMetro is the area coordinator for the transportation disadvantaged, a federally funded program providing assistance to individuals. StarMetro coordinates the pickup and delivery of individuals for several counties in the area.

II. POLICIES

StarMetro is assigned as the lead agency due to its responsibility for coordination of transportation for disadvantaged individuals. The coordinator for the transportation disadvantaged, or designee, is designated as the Coordinator for public transportation and will arrange for the pickup and transport of all special needs assistance population, and other effected citizens requiring transportation in Leon County.

III. SITUATION

A. Pre-positioning or staging of transportation will be done during the alert/mobilization phase. In the event of a no notice incident

transportation assets will be mobilized as rapidly as possible.

- B. Following a disaster of county-wide scope an assessment will be made of the overall condition of the transportation system within the County.
 - 1. If the situation requires, plans will be made to reschedule bus utilization and, within legal considerations, to arrange for the possible use of church, school, and private buses on a reimbursable or voluntary basis.
 - 2. When all local resources have been activated following a disaster and are clearly inadequate to handle the situation, assistance will be requested through the Leon County Division of Emergency Management to the Florida Division of Emergency Management (FDEM).

IV. CONCEPT OF OPERATIONS

- A. The coordinator for the transportation disadvantaged is responsible for assuming functional leadership over the Transportation Group. The Transportation Coordinator will report to the Emergency Operations Center (EOC) as requested or required.
- B. A listing of potential transportation providers and a summary of type of support offered is outlined in the Special Needs and Assistance Population Program (SNAPP) Standard Operating Guide (SOG).
 - 1. Supplemental transportation resources may be needed following a disaster as a result of increased transportation needs and the disruption of normal services.
 - 2. Transportation may be required to bring emergency equipment and supplies into the disaster area.
 - 3. Further emergency transportation may be necessary to provide access to assistance centers for disaster victims and access to places essential to the resumption of normal community life, such as stores, schools, government offices, and major employment centers.

The provision of emergency transportation may involve establishment of usage priorities as well as the provision of additional resources while normal systems are being restored.

The Special Needs and Assistance Population Program (SNAPP) provides transportation to individuals as identified in Florida Statute 252.355. The support transportation agencies are provided lists based on transportation needs; T-1A Ambulance, T-1 Stretcher capable bus or van, T-2 Wheel chair lift bus or van; T-3 Bus or van. The support transportation agencies are coordinated through the Emergency Operations Center to pickup and return Special Needs Assistance Population Program (SNAPP) clients. In the event that other citizens call and request transportation, the following procedures will be followed:

1. Prior to other citizens being transported, all SNAPP clients will have been transported to safe shelter.
2. Prior to transport, conditions (weather, plume) are determined to be safe by the Emergency Operations Center staff and transportation agency to allow safe transportation for both the driver and client.
3. Transportation will be provided in an orderly manner. Once all clients accepting the offer to be transported to safe shelter are delivered, others who request transportation will be dealt with on a first come first served basis, until such time as conditions have been determined unsafe to provide transportation.

V. RESPONSIBILITIES

All transportation group participating agencies fall into one of the following categories: Government (public) agencies; commercial (private for profit) transportation providers, and medical/social service agencies.

A. TRANSPORTATION DISADVANTAGED COORDINATOR - is designated as the Director/Coordinator for emergency transportation and, as such, will fulfill the following duties:

1. Coordinate all emergency transportation activities in the event of a declared disaster or emergency.
2. Make an assessment of the overall transportation system in the County immediately after the disaster.
3. Develop an Action Plan to implement the County evacuation plan developed for disasters.
4. Develop and maintain an updated, detailed list of vehicles which may be used for emergency transportation. This would include school and municipal buses, ambulances, and buses or vans operated by voluntary agencies or

private companies.

5. Select and train key personnel to assist in the implementation of disaster plans. Maintain a list of personnel and how to contact them or their alternates.
6. Notify drivers to report to work by telephone. In the event additional communications are needed, the Leon County EOC may elect to notify the media and request their support in announcing that all transportation providers need to contact StarMetro through the EOC.
7. Develop and maintain a list of refueling locations throughout the County.

B. LEON COUNTY SCHOOL BOARD TRANSPORTATION DIRECTOR

1. In coordination with the transportation disadvantaged coordinator, develop plans for the use of school buses as supplemental public transportation in the recovery phase of a disaster.
2. Develop an Action Plan to assist in the implementation of evacuations.
3. Provide an updated list of available resources, personnel, equipment, vehicles, and fuel that could be used in emergency operations.
4. Select and train key personnel to assist in the implementation of disaster plans when so directed by competent authorities. Maintain a list of personnel and how to contact them or their alternates.
5. Keep complete records of all resources used in providing emergency transportation services.

C. ALL TRANSPORTATION PROVIDERS IN LEON COUNTY

1. In coordination with the transportation disadvantaged coordinator, develop plans for the use of vehicles as supplemental public transportation in the recovery phase of a disaster.
2. Develop an Action Plan to assist in the implementation of the evacuations.
3. Provide an updated list of available resources, personnel, equipment, vehicles, and fuel that could be used in emergency operations.
4. Select and train key personnel to assist in the implementation of disaster plans when so directed by competent authorities. Maintain a list of personnel and how to contact them or their alternates.

5. Keep complete records of all resources used in providing emergency transportation services.

D. LEON COUNTY DIVISION OF EMERGENCY MANAGEMENT

1. Assist in establishing and maintaining communications with transportation providers.
2. Assist in development of Transportation Plans.
3. Maintain lines of communication with the State Division of Emergency Management and keep that agency informed as to the status of operations.
4. Assist in coordinating the services of support groups or volunteers who are assisting in the operation.
5. Coordinate record keeping and assessment operation in order to provide factual information to local, State, and Federal agencies as requested.
6. In coordination with the Public Information Officer (PIO), StarMetro, and the County EOC develop news releases or bulletins.
7. In coordination with County Fleet Management, develop a list of fuel sources for emergency vehicles.
8. Develop and maintain an updated list of people with special needs who will need special transportation and facilities.

E. LAW ENFORCEMENT AGENCIES

Provide traffic control or escorts to and from areas if necessary.

F. NOTIFICATION OF DRIVERS

In the event of a disaster, transportation agencies are requested to maintain a roster of drivers, including enough drivers to maintain operations on a 24-hour basis if needed, along with information on how they may be contacted. In the event that telephone communications have been disabled, the Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM) will make the request via television and radio for drivers to report to work.

G. DESIGNATED PICKUP ROUTES

StarMetro has identified areas of Tallahassee that are served by StarMetro whose residents may require evacuation from their homes. Those areas are: Frenchtown, Springfield, Bond, South City.

Residents of Frenchtown and Springfield Communities should report to the Dade Street Community Center or the Lincoln Neighborhood Center for transportation. Residents who do not have transportation would take **Route 13** buses to either of these centers for transportation to an evacuation center.

Residents of the Bond Community should report to Walker Ford Community Center. Those without transportation would take one of the **Route 14** buses to the center for further transportation.

South City residents should report to Jack McLean Community Center. Those individuals without transportation would take the **Route 7** bus to the center.

Citizens will be transported from Community Centers to the nearest open shelter.

Each driver will maintain radio contact with his/her agency and the agencies will provide updates to the Emergency Operations Center (EOC) through the Transportation Coordinator (StarMetro).

H. MUTUAL AID AGREEMENTS

There are no formal written agreements between Leon County and the School Board or StarMetro. Chapter 252, Florida Statutes provides the necessary understanding for the use of resources.

There are no formal agreements with outside jurisdictions for transportation purposes.

I. PRIORITY SYSTEM OF CLIENT PICKUP

Leon County has developed a separate annex for this transportation need. See Special Needs and Assistance Population Program (SNAPP) Standard Operating Guide (SOG). For emergency transportation purposes the individuals registered with the SNAPP will be picked up first, based on transportation needs. Actual routes cannot be determined due to the fluctuation of the registry. Individuals who call in and request transportation will be picked up after SNAPP clients and as conditions allow.

J. FUELING OF TRANSPORTATION VEHICLES

Leon County Operations, School Bus Maintenance, Leon County Jail, and City fueling facilities may be used for fueling if the situation warrants. The main facilities have generators for fueling.

K. LOCAL EMERGENCY TRAFFIC REGULATIONS

Leon County does not have an ordinance for special traffic flow. However, under a local state of emergency, the Board of County Commissioners may restrict access to roads to emergency vehicles only.

L. RECOVERY TRANSPORTATION ACTIVITIES

Vehicles used to provide transportation to shelters will provide return transportation as needed.

M. PRE-POSITIONING OF TRANSPORTATION VEHICLES

Pre-positioning of transportation vehicles will be staged under the direction of StarMetro and in coordination with law enforcement and emergency management.

N. SUPPORT TO DRIVERS AND VEHICLES

The Capital Area Chapter of the American Red Cross will provide food for drivers through the shelters. Each agency has predetermined fueling points. If these fueling points are not operational, then the driver will notify the Transportation Coordinator (StarMetro) for access to one of the City or County fueling points.

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 2	Reference: NATIONAL RESPONSE FRAMEWORK ESF 2
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ANNEX 2 COMMUNICATIONS

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ANNEX 2 COMMUNICATIONS

LEAD AGENCY: County Management Information Services Division

SUPPORT AGENCIES: Leon County Sheriff's Office, Embark, City of Tallahassee, Amateur Radio Emergency Service (ARES) / Radio Amateur Civil Emergency Services (RACES), Capital Area Chapter of the American Red Cross, Area Cellular Telephone Providers.

I. INTRODUCTION

Leon County is the host to several television stations, numerous radio stations, telephone and cellular telephone providers as well as the City and County's 800 MHZ radio system. In the aftermath of a major hurricane the number of communications systems that would be operational cannot be determined, due to power outages, flying debris, downed transmission lines, uprooted trees and damaged towers.

Leon County has established three (3) back up communications networks, utilizing the ARES/RACES group, Emergency Medical Services (EMS) and the Sheriff's Office old UHF/VHF radio system. Staff and radios would be deployed to key locations to provide critical communications links. EMS has an Amateur Radio system with eight handheld and two base stations.

Modes of Communications

- Primary:** The primary mode of communication from the County Emergency Operations Center (EOC) will be landline telephone communications to all agencies (both voice and data transmissions).
- Secondary:** The secondary mode of communication from the County Emergency Operations Center (EOC) will be cellular telephone communications to all agencies (both voice and data transmissions) and the Emergency Satellite Communications System (ESATCOM) owned and operated by the State of Florida.
- 1st Alternate:** The 1st alternate mode of communications from the County Emergency Operations Center (EOC) will be 800 MHz radio communications to all agencies. In addition, local radio stations may be used to provide information to emergency response teams if operational.

2nd Alternate: The (2nd) alternate mode of communications from the County Emergency Operations Center (EOC) will be UHF/VHF radio.

3rd Alternate: Use of a satellite telephone which reaches most of the area's FDEM Region 2 counties, SEOC and the Mobile Command Center.

4th Alternate: The 3rd alternate mode of communication will be runners from the County Emergency Operations Center (EOC) to the State EOC, and other facilities as necessary

All emergency facilities (shelters, EOCs, feeding sites, staging areas, disaster recovery centers and other essential sites) currently either have dedicated landline telephone communications or they can be quickly established by Embarq during an emergency situation. The Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM) through Embarq, Amateur Radio Emergency Service (ARES) / Radio Amateur Civil Emergency Service (RACES) and the Capital Area Chapter of the American Red Cross will assure clear communications are established. This will be accomplished either by installation of landline to the site, use of cellular telephones, radio communications, couriers delivering supplies or relief workers. In the event of an impending major or catastrophic emergency, radio communications may be pre-deployed to shelters, EOC's, and/or staged at key locations for quick deployment.

A. PURPOSE

The purpose of this communications annex is to assure provisions for communications to support local response efforts before, during, and immediately following an emergency.

B. SCOPE

The Communications Group coordinates and assists in providing communications support to County and local disaster response elements. This group will coordinate the support agencies communications assets (both equipment and services) available from voluntary groups, County agencies, and the telecommunications industry. This group will be the focal point of all communications activity at the County level before, during, and after activation of the Emergency Operations Center (EOC).

II. POLICIES

- Identify communications facilities, equipment and personnel located in and outside the affected area(s) that could be made available to support recovery efforts.

- Identify actual and planned actions of commercial telecommunications companies to restore services.
- Coordinate the deployment of communications equipment, personnel, and resources to establish temporary communications capabilities within the affected area(s).
- Each agency is responsible for identifying staffing patterns for 24-hour operations.

III. SITUATION

A. SITUATION

Leon County has telephonic and radio communications with response agencies throughout the County. These various nets operate from different sites rather than from a centralized Emergency Operations Center (EOC) and are established for day-to-day operations. In order to effectively communicate with other EOCs and forces in the field, provisions must be made for EOC members to have access to telephone, radio, or messenger systems.

B. ASSUMPTIONS

1. Each Emergency Operations Center (EOC) member will bring a current listing of personnel, operational dispatch center locations, and resources available to his/her department/agency. Included should be addresses, telephone numbers, and portable or mobile radios (if available), as well as a listing of vehicles from his/her department/agency.
2. EOC members will attempt to establish and secure communications with forces in the field and dispatch centers by using telephonic communications as long as possible.
3. Radio communications or existing departmental/agency nets will be used as sparingly as possible to avoid frequency saturation.
4. Auxiliary communications are available through assigned Amateur Radio Emergency Service (ARES) and Radio Amateur Civil Emergency Service (RACES) operators.
5. Landline communication may exist up to a Category 4 hurricane.
6. Radio and cellular towers are designed to be operational up to a Category 4 hurricane.

C. DISASTER CONDITION

A disaster condition may result from a significant natural disaster. Disasters such as hurricanes can cause widespread damage to commercial telecommunications and electric transmission facilities. All surviving communications assets of local government agencies, as well as the Florida telecommunications industry, will be needed to assure that victims are given an immediate and effective response.

D. PLANNING ASSUMPTIONS

- Initially, local emergency service organizations will focus on lifesaving activities. Local government officials will work toward re-establishing control in the disaster area. The Emergency Operations Center (EOC) will become the central point of coordination and control for local relief activities.
- Initial reports of damage may be fragmented and provide an incomplete picture of the damage to communications facilities.
- Weather and other environmental factors may restrict mobile or transportable communications equipment access into the affected area.
- The affected area's ability to communicate may be impaired.
- The type of natural disaster may necessitate the careful consideration of sites for establishing a consolidated agency operational area, such as a tent city for centralized field communications.

1. General

Normal radio nets will be used as long as possible for forces in the field. The Emergency Operations Center (EOC) members will direct actions using the following:

- a. Telephone.
- b. Message form to be sent through the Communications Group by:
 - (1) Dedicated landlines and cellular telephone.
 - (2) 800 MHz. Radio.
 - (3) Amateur Radio Emergency Service (ARES) / Radio Amateur Civil Emergency Service (RACES) radio net.
 - (4) EMS network with 8 HAM radios in conjunction with ARES.
- c. Runner.

2. Additional Requirements

In a widespread threat such as a hurricane, communications with field forces (e.g., Capital Area Chapter of the American Red Cross shelters, hospitals, traffic control units, the City of Tallahassee, Leon County School Board, the electronic media) become a primary concern. In order to establish a back-up communications network to the commercial telephone system, ARES/RACES volunteers have been assigned to these locations. Requests and instructions may be forwarded to any of these locations by utilizing the message log representative and the Communications Group.

IV. CONCEPT OF OPERATIONS

A. GENERAL

Under the leadership of the Communications Group, representatives from each of the support and volunteer agencies will staff the Emergency Operations Center (EOC). The role of the primary agency will be to focus the coordination of and ensure the management of combined agency efforts. The Communications Group will respond directly to the EOC.

B. NOTIFICATION

The Communications Group, in coordination with the County Coordinating Officer will notify each support agency and/or volunteer agency (as required), using commercial telephone.

C. RESPONSE ACTIONS

Pre-Impact

1. Begin assessing needs to pre-stage communications assets for rapid deployment into the affected area(s).
2. Determine what assets are available and nearest to the affected area(s) and the time frame for deploying those assets.

Post-Impact

1. Assess the need for and obtain telecommunications industry support as required.
2. Prioritize the deployment of services based on available resources and critical needs.
3. Prepare and process reports using established procedures, focusing specific attention to the production of after-action reports.

4. Coordinate communications support to all quasi-governmental and volunteer agencies as required.

D. PLANNING

- Accumulate damage information obtained from assessment teams, the telecommunications industry, the Emergency Operations Center (EOC) and other City, County and State agencies;
- Prepare a listing of all County communications assets available to support a recovery mission. Other volunteer, local, and State agencies with communications assets may be requested to contribute assets to the response effort. Business and industry resources may also be considered for availability and effectiveness. Furthermore, availability, operational condition, and duration of need must be considered. The logistical requirements necessary to obtain critically needed equipment will also be evaluated.

E. COMMUNICATIONS SYSTEMS

1. Land Line Telephone

The primary communication system during emergencies is landline telephone. Embarq is responsible for maintaining and restoring telephone service in the County. Embarq priorities for restoration of service are as follows:

- Internal communications including control circuits.
- Telecommunications Service Priority (TSP) System for National Security and Emergency Preparedness (NSEP) Telecommunications. These systems are registered in Washington D.C. for national security.
- Public safety systems such as 9-1-1, Emergency Operations Center (EOC), law enforcement, fire stations, essential government agencies and utilities, hospitals, major news media, and public telephones.
- Public service such as physician lines, data circuits, full-period circuits, foreign exchange service, local private lines, and other types of business services.

2. Cellular Phones

There are several cellular companies serving Leon County.

3. **800 MHz Radio System**
4. **UHF/VHF Radio**
The Sheriff's Office maintains this system and has over 100 radios available.
5. **Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services (ARES/RACES)**
ARES/RACES provide a valuable source of communications during an emergency situation. ARES/ RACES operators provide communications between public shelters, essential facilities, and the Emergency Operations Center (EOC) as their primary mission. Leon County EMS also has an Amateur radio system that can be used. See the RACES Standard Operating Guide for information on assignments, frequencies, and repeater locations.
6. **Statewide Emergency Satellite Communications (ESATCOM)**
ESATCOM is a statewide satellite-based communications system with the ability to transmit voice, high-speed data, facsimile, and video communications throughout the network. In addition to the terminals located in the 67 counties, the system is located in all National Weather Service Offices, the National Hurricane Center, and the primary Emergency Alert System (EAS) radio stations.
7. **NOAA Weather Radio (162.4 MHz)**
This system provides continuous broadcasts of meteorological conditions affecting the Tallahassee area. Protective action bulletins can be broadcast on the system at the request of the County.
8. **Mobile Communications**
There are 2 mobile communications units available in Leon County. Additionally, mobile communications resources could be requested through the Statewide Mutual Aid Agreement.

F. COMMUNICATIONS TESTS

Communications personnel are provided initial and refresher training as needed. All personnel and equipment are tested regularly on a daily basis through normal daily operations and in conjunction with local and State exercises.

- Amateur Radio Emergency Service (ARES) / Radio Amateur Civil Emergency Service (RACES) personnel conduct a weekly Net to further test communications. In addition, ARES/RACES personnel conduct annual intra/inter County and State tests as well as an annual national test.

- The State Warning Point conducts a weekly test of Emergency Satellite Communications (ESATCOM) voice capabilities.

V. RESPONSIBILITIES

A. PRIMARY AGENCY

The Leon County Management Information Services (MIS) is responsible for the County's communications needs. MIS will designate a representative to the Emergency Operations Center (EOC), along with Embarq, and Amateur Radio Emergency Services (ARES)/ Radio Amateur Civil Emergency Service (RACES) to ensure telephone, computer, and radio communications are maintained during an emergency. MIS will assign missions to support agencies based on needs to establish communications.

B. SUPPORT AGENCIES

Embarq will monitor telephone and cellular communications availability; Leon County Management Information Services (MIS) will monitor the county telephone network and computers; Amateur Radio Emergency Service (ARES) / Radio Amateur Civil Emergency Service (RACES) will provide radio communications when no other means of communication are available as well as supplement existing communications; and the Capital Area Chapter of the American Red Cross will provide radio communication between area shelters, County, and State Emergency Operations Centers (EOCs). Each agency is responsible upon notification of the EOC's activation to provide staff, a staffing roster to ensure 24-hour operations and an equipment inventory (vehicles, radios, and cellular phones).

1. Support representatives need to be aware of their organization's capacity for providing communications.
2. All agencies will ensure staffing patterns are in place to provide 24-hour operation of communications systems.
3. The Leon County Sheriff's Office will handle all requests for UHF/VHF radios, if needed.
4. The Amateur Radio Emergency Service (ARES) / Radio Amateur Civil Emergency Service (RACES) will be pre-deployed to provide communications between public shelters, essential facilities, the Emergency Operations Centers (EOC) and Capital Area Chapter of the American Red Cross Disaster Operations Center as their primary mission. Once shelters are closed or if additional operators are available, ARES/RACES will provide communications support to staging areas,

distribution points, and other disaster coordination sites as necessary and available.

5. The City of Tallahassee Fire Department has a forty (40) radio stand-alone system. EMS has eight handheld and two base station Amateur radios.

VI. RESOURCE REQUIREMENTS

A. CRITICAL ASSETS

The following assets are of critical importance to providing communications to an affected area:

- Mobile or transportable communications equipment;
- Multi-channel radio systems;
- Base station and hand-held portables;
- Mobile or transportable station equipment;
- Trained installation and operations personnel available for field deployment.

B. SUPPORT FOR FIELD ACTIVITIES

Amateur Radio networks/systems are capable of providing assistance with emergency public communications during major disasters. Mobile ham radio operators can be dispatched to Red Cross shelters and other operating locations to provide communications links.

Communication Restoration in coordination with Embark telephone communications, restoration will be made as rapidly as possible to the Emergency Operations Centers (EOCs), law enforcement, hospitals, and shelters.

Embark will coordinate the installation of phone banks, in coordination with the Director of Emergency Management and the Communications Group.

C. SCHEDULE FOR COMMUNICATION DRILLS AND EXERCISES

The Leon County Sheriff's Office, Division of Emergency Management (LCDEM) exercises communications systems on an on-going basis through tabletop, functional, full-scale exercises or actual events. LCSO/DEM transmits emergency weather conditions to key agencies, testing both the voice and data capabilities of clear communications regularly.

Amateur Radio Emergency Services (ARES)/Radio Amateur Civil Emergency Services (RACES) conduct weekly/annual exercises according to their Operations Plan.

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 3	Reference: NATIONAL RESPONSE FRAMEWORK ESF 3
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**ANNEX 3
PUBLIC WORKS AND DEBRIS MANAGEMENT**

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ANNEX 3 PUBLIC WORKS & DEBRIS MANAGEMENT

LEAD AGENCY:	Leon County Department of Public Works
SUPPORT AGENCIES:	Leon County Parks and Recreation, City of Tallahassee Underground Utilities and Public Infrastructure City of Tallahassee Community Beautification and Waste Management Leon County Sheriff's Office Leon County Emergency Management

I. INTRODUCTION

Emergency Support Function #3 is the coordinating structure for Public Works and Debris Management activities in Leon County. Emergency Support Function #3 is a mission essential function of local government, it is integral in safeguarding the lives and property of Leon County's citizens. The Emergency Support Function #3 coordinating structure helps establish relationships, plan, organize, and build capabilities before, during, and after a disaster occurs.

A. MISSION DESCRIPTION

Emergency Support Function #3 has three primary missions: provides the resources to maintain the functionality of the county's road network; reduces the risk of flooding by maintaining a storm water management system; and removes disaster generated debris from right-of-ways and public land. These missions contribute to the protection of lives, property, and the environment in Leon County.

B. PURPOSE

This annex provides guidance in coordinating Public Works activities before, during, and after a disaster occurs.

C. SCOPE

This annex applies to the functions of Public Works at the County level. This includes mobilizing and providing personnel, equipment, and supplies in support of the Emergency Support Function #3 primary missions.

Activities related to restoration of utility services (electric, water, wastewater, gas) are addressed in the Emergency Support Function #12 – Energy and Utilities annex.

II. POLICIES

The Leon County Public Works Department, as primary agency, will perform under the authority of Florida Statutes, Florida Administrative Code, Federal Highway Administration (FHWA) and Florida Department of Transportation (FDOT) procedures, County Ordinance No. 10-18, and other applicable County ordinances and policies, in addition to missions received under the authority of the Comprehensive Emergency Management Plan (CEMP).

III. RESOURCE AVAILABILITY AND CAPABILITY ASSESSMENT

A. RESOURCES

The following Public Works resources are available to Emergency Support Function #3.

- **Personnel:** The following organizations have personnel which serve a role under Emergency Support Function #3.
 - Leon County Department of Public Works has 216 employees.
 - City of Tallahassee Underground Utilities and Public Infrastructure has ### employees.
 - City of Tallahassee Community Beautification and Waste Management has ### employees.
 - Leon County Sheriff's Office has ### deputies trained and assigned to their Chainsaw Team.
- **Facilities:** The following facilities exist within Leon County to support Emergency Support Function #3 operations:
 - Public Works Operations facility at 2280 Miccosukee Road. This serves as Headquarters and is where equipment is stored during non-business hours and weekends. During an emergency or disaster, this will serve as the Agency Operations Center.
 - Fleet Management Facility at 1800-1 N Blairstone Road. This facility provides maintenance and repair of all county vehicles and provides fueling services.
 - Debris Task Force Staging Areas: Leon County Department of Public Works has eight Debris Task Force Staging Areas (Attachment # XX). In coordination with Leon County Schools, six staging areas are located in schools which meet hurricane shelter standards. The other two locations are the Public Works Operations Facility and the Leon County Transfer Station.
 - Disaster Debris Management Sites: Leon County and the City of Tallahassee have jointly identified 12 Disaster Debris Management Sites throughout the county (Attachment #XX). These sites are inspected annually by the Florida Department of Environmental Protection, and a pre-authorization for use issued.
- The following facilities are within the City of Tallahassee's jurisdiction:
 - Operations facility - where?

- Fleet maintenance facility at 400 Dupree Street. This facility provides maintenance and repair of all city vehicles and provides fueling services.
- Equipment: The County maintains the necessary equipment to respond to storm events. The following pieces of equipment and handtools are usually accompanied with each road clearing crew. The complete list of equipment at the County's disposal is included in Attachment # XXX.
 - Pickup Truck; Crew Truck; Dump Truck; Excavator, Backhoe, or Endloader; Bow Blade Chain Saw; Straight Blade Chain Saw; Wind Meter; Chain; Bushaxe; Pitch Fork; and a Flashlight.

City of Tallahassee has

What does city have (summary, numbers by equipment type)?

B. CAPABILITY ASSESSMENT

Emergency Support Function #3 has the capacity to mobilize and deploy resources for roadway debris clearance, also known as cut and toss operations. However, the sheer magnitude of debris that will be generated by a disaster far exceeds the capacity for Emergency Support Function #3 to remove debris in a timely fashion. To assist in the debris removal process the County and City have contracted, separate contracts through a joint Request for Proposal process, for debris removal services with companies that specialize in disaster debris removal and disposal. These contracts are reviewed annually and competitively rebid on a set schedule. The County and City have also contracted for third party monitoring services to ensure debris removal contractors perform their tasks according to the FEMA Public Assistance Program.

IV. CONCEPT OF OPERATIONS

A. PRE-DISASTER OPERATIONS

1. Community Mitigation

The Tallahassee-Leon County Local Mitigation Strategy is a comprehensive plan intended to reduce the community's long-term vulnerability to natural and technological hazards through various forms of mitigation. The Leon County Department of Public Works and City of Tallahassee Underground Utilities and Public Infrastructure are both voting members of the Local Mitigation Strategy Steering Committee. As Members of the Steering Committee, they provide Public Works perspective in the development of mitigation initiatives to address hazards that affect various areas and constituencies of Leon County.

2. Response Planning – Emergency Support Function #3 Operations

Emergency Support Function #3 agencies should regularly review and update their agency's emergency response policies, procedures, and plans. Emergency Support Function #3 agencies should have the following agency level plans.

- Agency-specific Emergency Response Plan
- Agency-specific Continuity of Operations Plan
- Jurisdiction Debris Task Force Plan
- Jurisdiction Debris Management Plan

Emergency Support Function #3 agencies will annually review this annex and provide input to Leon County Emergency Management so that necessary updates may be made and planned for accordingly. A record of these changes will be kept by Leon County Emergency Management.

3. Response Planning – Contracts

On an annual basis, Emergency Support Function #3 agencies review the debris removal and monitoring contracts to ensure contractor's resources and personnel will be available to meet local needs.

On an annual basis, before hurricane season, Emergency Support Function #3 agencies will host a meeting with representatives from the debris removal companies and debris removal monitoring company to discuss the coordination of activities when contracts are activated. Coordinated activities include, but are not limited to: location of contractor's command post; type and kind of equipment needed to operate on all roads within the county; removal priorities; communications protocols; logistical issues, other items covered in jurisdictional Debris Management Plans.

On a set schedule, the County and City will re-bid debris removal and debris removal monitoring contracts.

4. Response Planning – Disaster Debris Management Sites

Annually, before hurricane season, Emergency Support Function #3 agencies will jointly evaluate disaster debris management sites to ensure sites are configured in a way to accommodate sufficient volumes of debris and equipment.

During annual reviews, the need for additional sites, geographically dispersed throughout the county, will be assessed.

Emergency Support Function#3 agencies will ensure the Florida Department of Environmental Protection is included in annual site reviews, to ensure compliance with Florida Department of Environmental Protection requirements. Compliant sites will be pre-authorized for use by the Florida Department of Environmental Protection

5. Response Planning – Emergency Operations Center

Emergency Support Function #3 agencies will identify personnel to serve as Agency Representatives in the Emergency Operations Center at the Emergency Support Function #3 desk during activations.

6. Exercise

Emergency Support Function #3 will conduct an annual table top exercise. The exercise will coincide with the annual meeting with representatives from the debris removal companies and debris removal monitoring company. This provides the opportunity for open discussion on how best to respond to various scenarios which may generate debris.

Emergency Support Function #3 personnel will also participate in other exercises conducted by Emergency Management.

B. DISASTER OPERATIONS

Field Operations

1. **Debris Clearance** – Clear debris from roadways. This may include cutting trees, or tree parts from travel lanes of roads. It may also include clearance of sand, dirt, or clay from roadways. Construction debris from damaged structures may also need to be cleared from roadways.

Priorities for debris clearance have been identified. Priority roads include:

- Roads in proximity to critical facilities
 - Major arterial and collector roads
 - Roads serving school zones
 - Roads in public subdivisions
 - Roads in private subdivisions (FEMA notification will be provided)
2. **Debris Task Forces** have been established to work as roadway debris clearance teams. Debris Task Force teams consists of, at a minimum, staff from Leon County Public Works, City of Tallahassee Beautification and Waste Management, City of Tallahassee Underground Utilities and Public Infrastructure, and Talquin Electric. Separate procedures have been established to coordinate utility assistance with each of the County and City agencies responsible for road clearing. The Debris Task Forces may be activated in advance of known hazards, such as hurricanes. Debris Task Force Staging Areas have been established in strategic locations throughout the county to have crews in place and able to work in zones immediately following a land falling hurricane. In situations where no advanced notice is available for a disaster, Debris Task Forces will be assembled at an Agency Operations Center and deployed to impacted areas.

3. **Close Impassable Roads** – In some instances roadways are impassable (i.e. damage, flooding, in an area deemed off-limits). Emergency Support Function #3 agencies have the responsibility to close the road. Tools to close the road include signs, cones, barricades, and barriers. Emergency Support Function #16 – Law Enforcement and Homeland Security can provide support with closing roads.

For river flooding along the Ochlockonee River, Leon County Public Works will take the following actions as the river approaches key action stages.

- **Ochlockonee River at County Road 12:** As the river gauge at Concord approaches 37 feet (with a forecast to exceed 38.5 feet), road closing equipment will be staged on County Road 12. At 38.5 feet water begins to cross the road surface. In addition to monitoring, routine monitoring of County Road 12 by Leon Public Works Staff and Leon County Sheriff's Deputies begins. The road will be closed by Leon County Public Works staff when the water crosses roadway, which corresponds to a level greater than 38.5 feet at the Concord gauge.
 - **Ochlockonee River at Crooked Road:** As the river gauge at Boxham approaches 21 feet (with a forecast to exceed 22 feet), road closing equipment will be staged at Crooked Road. At 22 feet water begins to cross the road surface. In addition to monitoring, routine monitoring of County Road 12 by Leon Public Works Staff and Leon County Sheriff's Deputies begins. The road will be closed by Leon County Public Works staff when the water crosses roadway, which corresponds to a level greater than 22 feet at the Bloxham gauge.
4. **Detours** – When a road designated as an arterial/collector is closed, Emergency Support Function #3 is responsible for developing a detour, designating the detour route with signage, and coordinating with Emergency Support Function #14 – Emergency Public Information for public notification.
 5. **Create Alternate Emergency Access Route** – In instances where damage to the road network has isolated portions of the community, and first responder's ability to reach citizens is compromised, Emergency Support Function #3 has the responsibility to create temporary emergency access routes. Following the disaster, and repair to the road network is complete, temporary emergency access routes will be rehabilitated to a condition similar to pre-disaster conditions.
 6. **Emergency Road Repair** – Portions of the road network may be damaged during an emergency or disaster. The volume of tasks during such a time make permanent repairs impractical. Emergency Support Function #3 will make emergency road repairs where possible during disasters, with permanent repair to be made at a time following the crisis period. When emergency road repairs are not possible, a road will be closed.
 7. **Maintain Storm Water System** – Emergency Support Function #3 has the responsibility for ensuring the countywide storm water system is in working order and all drains and

flow-ways are clear of debris and overgrown vegetation. During disasters, involving heavy rainfall, Emergency Support Function #3 has the responsibility to make emergency repairs and clear of clogs of the storm water system.

8. Sand and Sandbags – Emergency Support Function #3 has a responsibility to maintain a supply of sand and sandbags for use in emergency response.
9. Variable Message Board Placement – In coordination with Emergency Support Function #14, Emergency Support Function #3 has the responsibility of placing Variable Message Boards in locations that aid in the identification of emergency response facilities such as shelters and recovery centers.

Emergency Operations Center

The Leon County Department of Public Works, City of Tallahassee Underground Utilities and Public Infrastructure, and City of Tallahassee Community Beautification and Waste Management will deploy personnel to serve as Agency Representatives in the Emergency Operations Center at the Emergency Support Function #3 desk during activations.

Agency Representatives in the Emergency Operations Center at the Emergency Support Function #3 desk will:

1. Establish communications with Emergency Support Function #3 Agency Operations Centers.
2. Coordinate with other Agency Representatives in the Emergency Operations Center.
3. Provide situation status reports of Emergency Support Function #3 activities during Emergency Operations Center briefings. Updates to include:
 - Number of closed roads
 - Areas of daily focus for debris clearance
 - Status of storm water system
 - Identify any mission support needs
4. Relay information from Emergency Operations Center briefings to Emergency Support Function #3 agencies.
5. Monitor assignment and use of mutual aid resources, and coordinate reassignment of mutual aid resources Emergency Management staff.
6. Emergency Operations Center activation may require 24 hour staffing of the Emergency Support Function #3 desk. During an emergency, Emergency Operations Center shifts typically last for 12 hours.

C. POST-DISASTER OPERATIONS

1. Conduct Debris Management Operations

- Appoint Jurisdiction Debris Manager – Leon County and the City of Tallahassee will appoint a Debris Manager to oversee debris removal and monitoring operations within their jurisdiction. Each jurisdiction Debris Manager will coordinate with one another to ensure coordination of activities in the County and the City.
- Activate Debris Removal and Monitoring Contractors
- Activate Disaster Debris Management Sites
- Remove Debris from Right-of-Ways, priority areas for debris removal include:
 - Roads in proximity to critical facilities
 - Major arterial and collector roads
 - Roads serving school zones
 - Roads in public subdivisions
 - Roads in private subdivisions (FEMA notification will be provided)
- Provide Emergency Support Function #14 with daily updates of planned work areas for debris removal
- In instances where debris is generated by a human caused incident, or technological failures, Emergency Support Function #3 will coordinate with Emergency Support Function #10 to ensure appropriate decontamination of debris is completed prior to removal and disposal.
- In instances where debris is generated by an actual or suspected act of terrorism, Emergency Support Function #3 will coordinate with Emergency Support Function #16 to ensure all evidence has been collected and all investigative work completed before debris is removed. Some debris may be transported to a location, as determined by Emergency Support Function #16, to be stored as evidence.

2. Inspect Damage Roadways – Conduct safety assessment of closed roads to determine which ones are able to be reopened and which will require repair.

- Request FDOT Conduct safety assessments of bridges closed due to damage or that were submerged by flooding. Requests for bridge inspections should be forwarded to the State Emergency Operations Center, through Emergency Management staff. Requests should include road name and FDOT Bridge number.

3. Variable Message Boards – In Coordination with Emergency Support Function #14, deploy or re-deploy variable message boards to assist public identification of shelters, comfort stations, distribution points, and recovery centers.

4. Assess Damage – Assess damage to the road network, storm water systems, and other infrastructure managed by Emergency Support Function #3 agencies in accordance with the FEMA Public Assistance Program. Cost estimates for emergency response and debris management work should also be compiled in accordance with the FEMA Public

Assistance Program. Completed assessments and estimates will be forwarded to Leon County Emergency Management.

5. Participate in FEMA/State Joint Preliminary Damage Assessment – Following major emergencies or disasters, Emergency Support Function #3 agencies will participate in Joint Preliminary Damage Assessments with FEMA and the Florida Division of Emergency Management. Joint Preliminary Damage Assessments allow FEMA and the State to verify damages reported by local governments.
6. Federal Disaster Declaration – If following a major emergency or disaster, a federal disaster declaration is issued for the county, Emergency Support Function #3 agencies will participate in the FEMA Public Assistance Program. The FEMA Public Assistance Program consists of the following elements.
 - Applicants Briefing - The Applicant Briefing provides high-level information regarding the Public Assistance Program.
 - Request for Public Assistance – Within 30 days of a federal disaster declaration, Emergency Support Function # agencies (applicants) wishing to receive Public Assistance Program funding must submit a Request for Public Assistance form to FEMA.
 - Kickoff Meeting – Within 21 days of Request for Public Assistance approval, a Kickoff Meeting will be scheduled with FEMA and Emergency Support Function #3 agencies (applicants). At the Kickoff Meeting FEMA will discuss the following:
 - Details of the Applicant's impacts from the incident
 - Hazard mitigation opportunities
 - Eligibility criteria for work and costs
 - Project formulation
 - Insurance requirements
 - Environmental and Historic Preservation compliance requirements
 - Documentation requirements
 - Appeal process

Following the Kickoff Meeting, Emergency Support Function #3 agencies (applicants) have 60 days to identify and report all of its disaster-related damage, Emergency Work activities, and debris quantities to FEMA.

- Project Formulation - FEMA works with the Emergency Support Function #3 Agencies (applicants) to formulate incident-related damage and work into projects (i.e., subawards) based on logical groupings of the damage and work. This process is a collaborative effort beginning at the Kickoff Meeting and concluding with an Exit Briefing.

FEMA uses the Project Worksheet as the Subaward Application. FEMA uses the Project Worksheet to document details of the Applicant's project, including a detailed

description of the disaster-related damage and dimensions and the associated scope of work and costs. If the project involves multiple locations, FEMA may use site sheets to differentiate damage, work, and costs by site within the Project Worksheet. The disaster damage and dimensions, Scope of Work, and costs for each site are documented on separate site sheets.

Additionally, FEMA requires documentation to support that the work is eligible in accordance with laws, regulations, Executive Order, and policies. Documentation should provide the “who, what, when, where, why, and how much” for each item claimed. It is the Applicant’s (Emergency Support Function #3 agencies) responsibility to substantiate its claim as eligible. If the Applicant does not provide sufficient documentation to support its claim as eligible, FEMA cannot provide Public Assistance Program funding for the work.

- **Project Completion** – Projects identified as Emergency Work, defined as, “Work that must be done immediately to save lives, protect improved property, protect public health and safety, or avert or lessen the threat of a major disaster.”, must be completed within 6 months of the date of the federal disaster declaration.

Projects identified as Permanent Work, defined as, “Restorative work that must be performed through repairs or replacement to restore an eligible facility on the basis of its pre-disaster design and current applicable standards”, must be completed within 18 months of the date of the federal disaster declaration.

V. RESOURCE MANAGEMENT AND MUTUAL AID

Leon County and the City of Tallahassee are signatories of the Statewide Mutual Aid Agreement. In the event of a declared disaster in which Leon County requires additional response capabilities, the Statewide Mutual Aid Agreement may be invoked in order to request assistance and resources from other participating parties including counties, cities, special districts, colleges, universities, or educational districts.

Resources regarding Public Works and Debris Management that are obtained or shared through the Statewide Mutual Aid Agreement will be managed by the Emergency Support Function #3 agency that requested the resource.

Any Request for assistance through the Statewide Mutual Aid Agreement shall be directed to Emergency Management staff in the Emergency Operations Center. Emergency Management staff will place the request with the State Emergency Operations Center using the state’s resource management software, EMConstellation.

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 4	Reference: NATIONAL RESPONSE FRAMEWORK ESF 4
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**ANNEX 4
FIRE FIGHTING**

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ANNEX 4 FIREFIGHTING

LEAD AGENCY:	City of Tallahassee Fire Department
SUPPORT AGENCIES:	Bradfordville Volunteer Fire Department Chaires-Capitola Volunteer Fire Department Lake Jackson Volunteer Fire Department Lake Talquin Volunteer Fire Department Leon County Division of Emergency Management Leon County Emergency Medical Services Miccosukee Volunteer Fire Department Woodville Volunteer Fire Department Florida Forest Service

I. INTRODUCTION

Emergency Support Function #4 is the coordinating structure for firefighting activities in Leon County. Emergency Support Function # 4 is a mission essential function of local government, it is integral in safeguarding the lives and property of Leon County's citizens. The Emergency Support Function #4 coordinating structure helps establish relationships, plan, organize, and build capabilities before, during, and after a disaster occurs.

A. MISSION DESCRIPTION

Emergency Support Function #4 provides structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types and complexities while protecting the lives, property, and the environment in the affected area.

B. PURPOSE

This annex documents the process for supporting the suppression of fires resulting from, or which become, a disaster.

C. SCOPE

This annex applies to the function of firefighting at the County level. This includes mobilizing and providing personnel, equipment, and supplies in support of local agencies involved in firefighting operations.

The functions of hazardous materials emergency response, which fall under the auspices of the fire service, are detailed in Emergency Support Function #10 – Hazardous Materials Response.

The functions of urban search and rescue emergency response, which fall under the auspices of the fire service, are detailed in Emergency Support Function #9 – Search and Rescue Response.

II. POLICIES

- The National Incident Management System is the standard for incident management in Leon County.
- Leon County and the City of Tallahassee have entered into an Interlocal Agreement in which the City agrees, through the Tallahassee Fire Department, to provide countywide fire services.
- The Florida Forest Service has the primary responsibility for prevention, detection, and suppression of wildfires wherever they may occur. The Florida Forest Service shall provide leadership and direction in the evaluation, coordination, allocation of resources, and monitoring of wildfire management and protection.
- Volunteer Fire Departments are volunteer firefighting organizations, approved by Leon County, in the unincorporated areas of the County. The Tallahassee Fire Department maintains mutual aid agreements with the Volunteer Fire Departments which detail dispatch protocols, required training, on scene command and control, communications, co-location, and procurement of supplies and equipment using City contracts.
- The Chief of Leon County Emergency Medical Service shall serve as the Volunteer Fire Department Coordinator.
- Requests for mutual aid will be coordinated through the Florida Fire Chief's Association Statewide Emergency Response Plan.

III. RESOURCE AVAILABILITY AND CAPABILITY ASSESSMENT

A. RESOURCES

The following firefighting resources are available to Emergency Support Function #4.

- **Personnel** – The following organizations have firefighting personnel which meet Florida State Fire Marshal certification standards.
 - The Tallahassee Fire Department has 261 firefighters certified to Firefighter II standards
 - The Bradfordville Volunteer Fire Department has ### firefighters certified to Firefighter ?? standards

- The Chaires-Capitola Volunteer Fire Department has ### firefighters certified to Firefighter ?? standards
- The Lake Jackson Volunteer Fire Department has ### firefighters certified to Firefighter ?? standards
- The Lake Talquin Volunteer Fire Department has ### firefighters certified to Firefighter ?? standards
- The Miccosukee Volunteer Fire Department has ### firefighters certified to Firefighter ?? standards
- The Woodville Volunteer Fire Department has ### firefighters certified to Firefighter ?? standards
- The Florida Forest Service has 5 firefighters and a Forest Area Supervisor certified to Forestry Firefighter standards in Leon County
- **Facilities** – The following facilities exist to support Emergency Support Function #4 operations:
 - The Tallahassee Fire Department has 16 fire stations countywide.
 - 9 Stations serve the urban/suburban areas of the county, primarily within the City Limits of Tallahassee.
 - 6 stations serve the suburban/rural areas of the county, primarily unincorporated Leon County.
 - 1 station is located at the Tallahassee International Airport and provides Aircraft Rescue and Fire Fighting services.
 - Leon County Government maintains ### unstaffed fire stations in unincorporated Leon County to support Volunteer Fire Departments
 - The Florida Forest Service's district office is located in western Leon County adjacent to the Lake Talquin State Forest. Florida Forest Service response equipment and personnel for Leon County are stationed at the district office.
- **Equipment** - The following firefighting equipment is available for disaster response. To the extent possible, Emergency Support Function #4 equipment meets National Incident Management System Resource Typing definitions.
 - The Tallahassee Fire Department has:
 - 14 Type I Engines
 - 1 Type I Ladder Truck
 - 1 Type II Ladder Truck
 - 4 Type I Aerial Platform Trucks
 - 4 Type II Brush Engines
 - 3 Type IV All-Terrain Vehicles
 - 7 Type II Water Tender Tankers
 - 2 Type I Aircraft Rescue and Fire Fighting Vehicles
 - 1 Type II Aircraft Rescue and Fire Fighting Vehicle
 - 1 Type II Foam Tender Truck
 - 2 Type II Air (SCBA) Supply Trucks
 - 3 Battalion Chief Sport Utility Vehicles

- The Bradfordville Volunteer Fire Department has:
 - 1 Type I Engine
 - 1 Type II Brush Engine
- The Chaires-Capitola Volunteer Fire Department has :
 - 1 Type I Engine
 - 1 Type II Water Tender Tanker
 - 2 Type VI Brush Engines
 - 2 Type V Light Rescue Engines
 - 1 SCBA Air Refill Trailer
- The Lake Jackson Volunteer Fire Department has:
 - 1 Type I Engine
 - 1 Type I Brush Engine
- The Lake Talquin Volunteer Fire Department has:
 - No Report
- The Miccosukee Volunteer Fire Department has:
 - No Report
- The Woodville Volunteer Fire Department has:
 - 2 Type VI Brush Engines
- The Florida Forest Service has:
 - 3 Type II Dozers
 - 1 Type VI Engine

B. CAPABILITY ASSESSMENT

Emergency Support Function #4 has a robust capability to respond to all types of fires: multi-structure conflagration, high-rise, wildland/urban interface, rural area, and wildland. However, long term extended attack fires or, multiple large fires will tax resource availability and necessitate mutual aid. Florida Emergency Management Region 2 does not have a deep pool of resources for mutual aid. Resource support would be required of other regions in the state and deployment times would exceed one hour.

The Florida Forest Service has the following additional resources within their district which can be called upon from other counties to respond into Leon County for wildfire incident response.

- 29 Forestry Firefighters
- 5 Supervisors
- 4Type I Dozers
- 13 Type II Dozers
- 8 Type VI Engines

IV. CONCEPT OF OPERATIONS

A. PRE-DISASTER OPERATIONS

1. Community Mitigation

The Tallahassee-Leon County Local Mitigation Strategy is a comprehensive plan intended to reduce the community's long-term vulnerability to natural and technological hazards through various forms of mitigation. The Chief of the Tallahassee Fire Department and the Chief of Leon County Emergency Medical Services are voting members of the Local Mitigation Strategy Steering Committee. As Members of the Steering Committee, they provide fire service perspective in the development of mitigation initiatives to address hazards that affect various areas and constituencies of Leon County.

The Florida Forest Service has district Wildfire Mitigation Specialists who educate homeowners and community professionals about creating defensible space around homes and other wildfire prevention activities, helping to protect them from the dangers of wildfire. They also coordinate fuel reduction activities (mowing or prescribed fire) in Wildland/Urban Interface zones with district Forestry Firefighters.

2. Florida Fire Code Enforcement

The Tallahassee Fire Department's Fire Prevention Division personnel interact with more than 2,500 local businesses and places of assembly, including schools and churches, to ensure fire safety for the public as well as the employees who work there. Inspectors assess compliance with all life safety and current NFPA fire codes. Additionally, Fire Prevention Division personnel review construction plans of all new commercial buildings and renovation projects to determine compliance with fire code requirements.

3. Training

The Tallahassee Fire Department's Training Division coordinates the delivery of in-service training to firefighting personnel through practical skills activities, classroom course delivery and on-line curriculum. The Training Division maintains a training facility consisting of 3 classrooms, a 6 story multi-use training tower, 2.5 story Class-A burn facility, as well as natural gas and propane burn stations.

The Florida Forest Service provides basic wildland firefighting, basic wildfire behavior, and firefighting operations in wildland/urban interface courses for structural firefighters.

4. Public Education

The Tallahassee Fire Department and Leon County's Volunteer Fire Departments engage the whole community through public education programs. Programs include:

- Fire station tours
- Fire engine displays
- Annual Volunteer Fire Truck Round Up
- Sparky the Fire Dog Programs
- Recognition of Fire Prevention Week

The Florida Forest Service engages community members that live in wildland/urban interface zones with Firewise presentations and workshops that teach homeowners specific actions they can take in preventing wildfire coming to their doorstep. Florida Forest Service personnel also educate children through Smokey Bear fire prevention programs performed in local area schools.

5. Response Planning

Emergency Support Function #4 agencies should regularly review and update their agency's emergency response policies and procedures.

Emergency Support Function #4 agencies will annually review this annex and provide input to the Leon County Division of Emergency Management so that necessary updates may be made and planned for accordingly. A record of these changes will be kept by the Leon County Division of Emergency Management.

The Tallahassee Fire Department will identify personnel to serve as Agency Representatives in the Emergency Operations Center at the Emergency Support Function #4 desk during activations. When activated the Tallahassee Fire Department's Agency Representative functions as the Florida Fire Chief's Association County Coordinator, in accordance with the Florida Fire Chief's Association Statewide Emergency Response Plan.

B. DISASTER OPERATIONS

1. Field Operations

Operational Coordination - Structural firefighting operations will be directed by the Tallahassee Fire Department utilizing the Incident Command System. A Fire Officer from the Tallahassee Fire Department will assume the role of Incident Commander on structure fires. All Emergency Support Function #4 agencies on the incident scene (Tallahassee Fire Department, Volunteer Fire Department, or Mutual Aid Fire Department) will be under the command of the Tallahassee Fire Department Incident Commander. When

multiple agencies, from other Emergency Support Functions, are on scene a Unified Command structure should be established.

For wildland fire response, the Tallahassee Fire Department and the Florida Forest Service should establish a Unified Command. For wildland fires on state lands, the Florida Forest Service will serve as the Incident Commander.

Environmental Response/Health and Safety - Emergency Support Function #4 agencies have pre-planned non-firefighting disaster missions.

Debris Task Force – Provide emergency medical support, serve as safety officer, and conduct rescue operations as required.

Electrical Hazards – Respond and secure downed electric lines.

Downed Trees – Respond and assist with the removal of trees blocking roadways or threatening public safety.

On-Scene Public Information – Assist the Incident Commander/on-scene Public Information Officer in the dissemination emergency public information through door-to-door notifications and/or vehicle based public address system announcements. See Emergency Support Function Annex #14 – Emergency Public Information for more details.

Rescue – Perform rescue from a variety of perils. See Emergency Support Function Annex #9 – Search and Rescue Response for more details.

Hazardous Materials – Contain releases of hazardous materials. See Emergency Support Function Annex #10 – Hazardous Materials Response for more details.

Situational Assessment - The Incident Commander should provide situation updates to the Emergency Operations Center, through the Emergency Support Function #4 Agency Representative.

Mutual Aid - The Incident Commander may request Mutual Aid assistance from the Florida Fire Chiefs Association Statewide Emergency Response Plan, through the Emergency Support Function #4 desk in the Emergency Operations Center.

Emergency Support Function #4 agencies will respond to requests for assistance from other Emergency Support Function agencies during disaster operations. Assistance will be rendered when Emergency Support Function #4 agencies are available, appropriately equipped, and capable to provide assistance requested. Requests for assistance from other Emergency Support Functions may come from the Emergency Operations Center or be initiated in the field.

2. Emergency Operations Center

The Tallahassee Fire Department will deploy personnel to serve as Agency Representatives in the Emergency Operations Center at the Emergency Support Function #4 desk during activations.

Agency Representatives in the Emergency Operations Center at the Emergency Support Function #4 desk will:

- Establish communications with Emergency Support Function #4 agencies.
 - Incident Commander(s) at incident scene(s)
 - Florida Forest Service's Forest Area Supervisor for Leon County
 - Chief of Leon County Emergency Medical Services, as Volunteer Fire Department Coordinator
- Coordinate with other Agency Representatives in the Emergency Operations Center.
- Provide situation status reports of Emergency Support Function #4 activities during Emergency Operations Center briefings.
- Relay information from Emergency Operations Center briefings to Emergency Support Function #4 agencies.
- Prepare, in coordination with the Leon County Division of Emergency Management, requests for assistance from the Florida Fire Chiefs Association Statewide Emergency Response Plan through the Statewide Mutual Aid Agreement.
- Monitor assignment and use of mutual aid resources, and coordinate reassignment of mutual aid resources among Incident Commanders.

Emergency Operations Center activation may require 24 hour staffing of Emergency Support Function #4 desk. During an emergency, Emergency Operations Center shifts typically last for 12 hours.

C. POST-DISASTER OPERATIONS

1. Forensics and Attribution

Following fire emergencies, Emergency Support Function #4 agencies will conduct investigations to determine origin and cause of fires. If a fire is deemed intentional, suspicious or undetermined in nature, Emergency Support Function #4 agencies will work with other city, county, state and federal investigators.

2. Impact Assessment

Following disasters Emergency Support Function #4 agencies working in the field will report observed damage (residential, commercial, and infrastructure) to Emergency Support Function #4 desk in the Emergency Operations Center.

3. Public Health

Following disasters where power remains out for extended periods of time, portable gasoline-powered generator use will increase. Improper use (running gasoline-powered generators indoors) will result in an increase in carbon monoxide poisoning calls. Emergency Support Function #4 agencies will proactively engage the whole community on safely using home generators.

4. Demobilization

Demobilize resources acquired through Florida Fire Chief's Association Statewide Emergency Response Plan

5. Financial Management

Emergency Support Function #4 agencies will collect all personnel time, equipment usage time/mileage, and supply costs incurred during emergency response operations and forward them to their agency's Budget Analyst.

6. After Action Review

After a disaster has occurred, an after action report will be written in order to evaluate how effectively Leon County was able to respond to the disaster and what can be improved upon in preparation for future events. Emergency Support Function #4 Staff will provide information, regarding firefighting activities, to the Leon County Division of Emergency Management for inclusion in the report.

V. RESOURCE MANAGEMENT AND MUTUAL AID

Leon County and the City of Tallahassee are signatories of the Statewide Mutual Aid Agreement. In the event of a disaster in which Leon County requires additional response capabilities, the Statewide Mutual Aid Agreement may be invoked in order to request assistance and resources from other participating parties including counties, cities, special districts, colleges, universities, or educational districts.

The Florida Fire Chief's Association, in coordination with the Florida Division of the State Fire Marshall and the Florida Division of Emergency Management, has developed a Statewide Emergency Response Plan for coordinating mutual aid requests for Emergency Support #4 resources through the Statewide Mutual Aid Agreement.

Under the Florida Fire Chief's Association Statewide Emergency Response Plan coordination is facilitated by the following positions:

Emergency Response Committee Chair (State Coordinator)

- Responsible for assigning staff in the State Emergency Support Function #4 positions at the State Emergency Operations Center.
- Responsible for the oversight and implementation of the Florida Fire Chief's Association Statewide Emergency Response Plan and providing guidance and direction to the Emergency Response Committee.
- The State Coordinator shall appoint, a Vice Chair and alternate(s) as needed.

Regional Emergency Response Coordinator (Regional Coordinator)

- Coordinates emergency assistance operations at the regional level, providing for the deployment of resources into the affected area(s).
- Appoints County Emergency Response Coordinators, Alternate(s), and other liaison positions as required.
- Each Regional Coordinator and appointed representatives is responsible for tracking all available resources within the region.
- Provides personnel to assist at State Emergency Operations Center during activations as requested.

County Emergency Response Coordinator (County Coordinator)

- This person shall coordinate assistance among fire rescue agencies in their respective county.
- This position also serves as the liaison between the County Emergency Manager and the Florida Fire Chief's Association Statewide Emergency Response Plan.

When a fire department is affected by an emergency situation, requests for Statewide Mutual Aid assistance can be made through the Florida Fire Chief's Association Statewide Emergency Response Plan, by directing such request to their County Emergency Operations Center. The County Emergency Operations Center will complete a Division of the State Fire Marshall Request for Assistance (RFA) form, on behalf of the requesting agency, and forward to the State Emergency Operations Center. Once received by the State Emergency Operations Center, the request will be forwarded to the Division of the State Fire Marshal at the State Emergency Support Function #4Desk, who will forward the request, once verified, to the Florida Fire Chief's Association Statewide Emergency Response Plan Statewide Coordinator.

The Florida Fire Chief's Association Statewide Emergency Response Plan Statewide Coordinator will assign the requests for assistance to one or more Florida Fire Chief's Association Statewide Emergency Response Plan Regional Coordinators to fill. The Regional Coordinator(s) will work with their County Coordinators in confirming availability of resources to be deployed as requested. Once a region has committed to filling a request, each responding agency is to complete the Division of the State Fire Marshall Response To Assistance Request (RTAR) form. The completed form shall be forwarded to the State Emergency Operations Center, State Emergency Support Function #4Desk.

See the Florida Fire Chief's Association Statewide Emergency Response Plan for full details.

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 5	Reference: NATIONAL RESPONSE PLAN ESF 5
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**ANNEX 5
INFORMATION AND PLANNING**

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ANNEX 5 INFORMATION and PLANNING

LEAD AGENCY: Leon County ~~Sheriff's Office~~, Division of Emergency Management

SUPPORT AGENCIES: Tallahassee-Leon County Planning Department, City of Tallahassee, Tallahassee-Leon County GIS

I. INTRODUCTION

A. PURPOSE

The purpose of this Annex is to address those procedures and activities assigned to the Information and Planning Group (ESF 5), in support of the Leon County Emergency Operations Center (EOC) in a major disaster or potential disaster. The mission of Information and Planning is to collect, analyze, and disseminate information about an actual disaster or potential disaster situation and to coordinate the overall activities of all responders in providing assistance to the affected area.

B. SCOPE

The objective of this function is to coordinate the overall information and planning activities in the Emergency Operations Center (EOC).

- Consolidate key information into reports and other materials, describe and document overall response activities, and keep the Emergency Management (EM) Director/County Coordinating Officer informed of the status of overall response operations.
- Maintain displays of key information and facilitate briefings using the automated systems, maps, charts, and status boards in the Emergency Operations Center (EOC).

II. POLICIES

- If the Emergency Operations Center (EOC) is activated, Information and Planning will automatically be activated to support information processing activities.
- This group will conduct an ongoing hazard/threat analysis using all resources and information available.

- Information and Planning will provide support to the Emergency Operations Center (EOC) and the EM Director. Information is gathered from a variety of sources and used to develop an accurate perspective of the emergency.
- The EM Director will provide primary support for the operation of the Emergency Operations Center (EOC). The EOC will be the focal point of all coordination and exchange of vital information between the departments during all response activities.
- The EM Director or designee will process information which is common to more than one department and contribute to the overall perspective of the emergency. Each department is required to keep this section fully informed regarding their response actions and initiatives. This will normally be done through round table briefings, situation reports, or written Emergency Operations Center (EOC) Messages.

III. SITUATION

A. DISASTER CONDITION

A disaster or other significant event will be of such severity and magnitude as to require activation of the Emergency Operations Center (EOC) and Information and Planning in order to coordinate and facilitate activities necessary to save lives and protect property.

B. PLANNING ASSUMPTIONS

- The response personnel will be the best available source of vital information regarding damage and initial unmet needs assessments.
- There will be an immediate and continuous demand for information on response and recovery actions.
- There will be delays in establishing full information processing capabilities.
- During a disaster, message flow may bottleneck in the Emergency Operations Center (EOC) due to extremely intense levels of activity.

IV. CONCEPT OF OPERATIONS

A. GENERAL

During an emergency or disaster, pre-identified personnel from County Departments will act as the Emergency Operations Center (EOC) Staff. The County Coordinating Officer will act as the overall coordinator. In the hours leading up to and following the impact of a disaster, Information and Planning

will sort and process information received. The EM Director, or designee, is responsible for directing message flow within the EOC, displaying information data, tracking mission assignments, and providing technical data in support of disaster operations. The EM Director or designee will disseminate information concerning the event to members of the Emergency Operations Center (EOC) Team. The EOC has the capability to provide the following types of information via ~~email~~~~fax~~, ~~internet~~, -posted notices on bulletin boards, and charts as directed by the County Coordinating Officer:

- Tracking information, including forecast tracks, projected wind speeds, barometric pressures, distance to impact, forward speed, and the time to impact.
- Severe weather forecast information including wind speeds, tides, time of impact, and current radar displays.
- Shelter capacity and demand.
- Clearance time, evacuation time, and pre-landfall hazard time figures.
- Demographics.
- Special needs information
- Evacuation maps - evacuation needs.
- Protective action recommendations.
- Information on departmental activities.
- Tracking of recovery resources.
- Situation reports.
- Damage assessment information.

B. ORGANIZATION

The Leon County Sheriff's Office, Division of Emergency Management Director will provide advice and direction to the Emergency Management Coordinator of the LCSO/DEM. The EM Coordinator shall serve as ESF 5 Coordinating Officer.

The Information and Planning (ESF 5) Coordinating Officer is responsible for receiving information from other ESFs and County Departments as well as distributing information to those ESFs and Departments. When information is received from another ESF or Department, the ESF 5 Coordinating Officer will

assign support staff to gather and organize the information, then ensure that the information is distributed and shared with the other ESFs and Departments. The ESF 5 Coordinating Officer is provided with records of all incoming and outgoing information which may also be incorporated into situation reports or EOC briefings.

C. NOTIFICATION

In anticipation of a significant event, the Leon County Division of Emergency Management will initiate notification of appropriate departments and agencies. If the Emergency Operations Center (EOC) is activated, the EM staff will be automatically activated to support information and planning activities.

D. RESPONSE ACTIONS

1. General

- Establish initial contact with departments.
- Establish contact with the State of Florida Division of Emergency Management (FDEM) and provide situation reports as appropriate;
- Establish a duty roster and phone lists.
- Activate additional support personnel as needed.
- Set up status boards, charts, and staff computers.
- Manage message flow in the Emergency Operations Center (EOC), including logging all protective actions taken (see the EOC Standard Operating Guide for additional information).
- Provide information in support of response and recovery.
- Anticipate types of information required.
- Develop situation reports at a minimum of once every 12-hours, unless otherwise directed.
- Continue to staff the Emergency Operations Center (EOC) on a 24-hour a day basis.

2. State Emergency Response Team Liaison Officer

The State Emergency Response Team Liaison Officer (SERTLO) position is established by the State of Florida Division of Emergency Management (DEM) to act as the State's on-scene representative to assist local government in responding to, and recovering from, a disaster event. This assistance will range from advising local government as necessary, and accepting requests for resources and assistance from sources outside the County. The SERTLO is also expected to assess the local disaster impact and keep the State Emergency Operations Center informed of the local situation.

The State Emergency Response Team Liaison Officer (SERTLO) coordinates with the Emergency Operations Center (EOC) County Coordinating Officer or designee and is assigned to a desk in the Leon EOC. The SERTLO provides a summary of State activities as part of the round table briefing and provides input to the Situation Reports. The SERTLO works with the ESF 5 Coordinating Officer to prepare and monitor requests for assistance.

V. RESPONSIBILITIES

A. PRIMARY AGENCY - Leon County Sheriff's Office, Division of Emergency Management

- Coordinate the overall efforts to collect, analyze, report, and display information to facilitate support for planning efforts in response operations.
- Coordinate pre-planned and event-specific aerial reconnaissance operations to assess the overall disaster situation.
- Synthesize findings into short and long-term plans for consideration by the Emergency Operations Center (EOC) County Coordinating Officer.
- Distribute plans and reports to other agencies.

1. Director

The Leon County Sheriff's Office, Division of Emergency Management Director will provide advice and direction to the EOC ESF 5 Coordinating Officer.

2. Emergency Operation Center (EOC) ESF 5 Coordinating Officer

The Emergency Operations Center (EOC) ESF 5 Coordinating Officer (Leon County Sheriff's Office, Division of Emergency Management) is the lead for Information and Planning and will act as the coordination and control point for EOC information flow. The EOC ESF 5 Coordinating Officer will be assisted by EOC Support Staff.

B. SUPPORT AGENCIES

1. Emergency Operation Center (EOC) Support Staff

EOC Support Staff has been formed by drawing upon staff from other County Departments. The EOC Support Staff will operate the Information and Planning Section, provide runners, and provide administrative support as required. The EOC Support Staff reports to the EOC ESF 5 Coordinating Officer. The EOC Support Staff will work two 12-hour shifts ("Alpha" 7 a.m.-7 p.m., or "Bravo" 7 p.m.-7 a.m.) (Alpha/Bravo shift start and end times may be adjusted depending upon conditions). 12-hour shifts will begin upon EOC activation.

a. Operations Officer

The ESF 5 Coordinating Officer is responsible for assigning personnel to positions and ensuring sufficient staffing. The supervisor will oversee the staff and will resolve conflicts in determining support needs for operating agencies.

b. Operations Assistant

The Operations Assistant will provide administrative support to the Emergency Operation Center County Coordinating Officer (CCO) and ESF 5 Coordinating Officer (CO). The Operations Assistant will answer the phone, monitor information and message flow and provide whatever support is necessary to the CCO/CO.

c. Runners

Runners will be available to distribute messages from the master log printer to and from agency tables and to provide support to the Emergency Operation Center (EOC). The runners will ensure that any written messages are logged, distributed to the addressee, and provided to the computer operator for entry into the Master Log.

d. Emergency Operations Center (EOC) Check-In Desk

The Check-In Desk will be staffed by one support person for security during the day and night shift. The check-in desk staff will ensure that every person signs in and out of the EOC. The check-in desk will also ensure that unauthorized persons are not granted access to the EOC. Security will be requested if needed.

e. Department EOC Support Personnel

Each department may wish to have support personnel to provide administrative assistance in telephone answering, computer operations, and message control.

2. Computer Operator

The Computer Operator reports directly to the Emergency Operation Center (EOC) Operations Officer. The Computer Operator will operate, update, and monitor the following information systems:

- HURRTRAK RM/PRO Hurricane Tracking Program.
- ~~DTN-Televent~~ Weather Radar.
- State Emergency ~~Satellite Communications System~~Managment Network (ESATCOMMNet) is operated out of LCSO Communications main office.
- ~~FDEM Groove Communications system.~~
- FDEM's Emergency Management-Constellation Incident Management Database

3. Mutual Aid Coordinator

The Mutual Aid Coordinator is the Emergency Operation Center (EOC) ESF 5 Coordinating Officer and coordinates closely with the Purchasing Director (Resources) and the State Emergency Response Team Liaison Officer (SERTLO). The Mutual Aid Coordinator processes and tracks all requests for mutual aid assistance from other counties and the State of Florida.

4. ~~Engineering and Survey Division~~GIS DESK

~~The Survey Division (Engineering and Management Information Services~~The GIS Desk~~)~~ will provide Geographic Information System (GIS) mapping support and access to maps, data and figures, including Property Appraiser data, Flood Zone, and other information as needed in support of Emergency Operations Center (EOC) operations. The ~~Survey Division~~GIS Desk reports to the EOC ~~Public Works and Engineering Department~~Operations Officer, and during recovery phase activities, provides support to the Damage Assessment Officer (DAO).

5. Point of Contact

All agencies with assigned disaster response roles will identify and provide a staff Point of Contact (POC) to support the damage information and operational information related to individual department activities.

VI. RESOURCE REQUIREMENTS

The following resource requirements are based on overall needs to carry out its missions.

A. COMMUNICATIONS

1. Telecommunications

At least 9 telephone devices (including a minimum of one TDD available at 9-1-1 dispatcher centers) will be required.

Cellular telecommunications and 800MHz radio capability between key field personnel and the EOC are available on a limited basis.

2. Radio

Additional radios will be required for communications with key agencies not currently on the County's system.

B. EQUIPMENT/SUPPLIES

1. Warning Point

- State Emergency ~~Satellite Communications System~~ Managment Network (ESATCOMNet)
- Warning Point Computer Network Client (The Counties' Network)
- Television and VCR

2. Emergency Operation Center (EOC)

- 1 copy machine
- 2 facsimile machines; one (1) for incoming; one (1) for outgoing transmissions
- 1 large screen projector linked to computers
- Flashlights, batteries
- Maps, wallboards, marking supplies
- Typewriter and ribbon
- Wall clocks
- CDR's
- First Aid kits
- Cots, blankets
- Food and drinks
- EOC Messaging
- EOC Action Logs
- Computers; ~~twenty-two~~ fifteen (22~~15~~) for EOC Staff
- Flat panel display monitors; four (4) linked computers
- Printer access
- Shower/locker capability
- Miscellaneous office supplies

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 6	Reference: NATIONAL RESPONSE FRAMEWORK ESF 6
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**ANNEX 6
MASS CARE**

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ANNEX 6 MASS CARE

LEAD AGENCY: Capital Area Chapter of the American Red Cross

SUPPORT AGENCIES: Leon County Volunteer Center, Salvation Army, Sheriff's Office, Leon County Health Department, Amateur Radio Emergency Service/Radio Amateur Civil Emergency Services, Leon County School Board, Leon County Emergency Medical Services, City of Tallahassee, and churches
Leon County Tourism Development

I. INTRODUCTION

A. PURPOSE

To provide coordination of activities involved with the provision of temporary shelters, mass feeding, and bulk distribution of relief supplies for evacuees and victims of disaster. To some degree, these services will also be provided to disaster workers as described below.

B. SCOPE

Responsibilities include the following:

- Coordinate sheltering activities before, during, and after a disaster to include location and support of shelters for people with special needs.
- Coordinate the establishment and operation of mass feeding facilities either through fixed sites or mobile feeding routes, in areas affected by disasters.
- Coordinate with Volunteers and Donations (ESF 14) relief efforts provided by volunteer organizations performing mass care functions.
- Coordinate the establishment of a system to provide shelter registration data to authorities as appropriate.
- Coordinate the provision of emergency first aid in shelters, fixed feeding sites, mobile feeding routes and emergency first aid stations.
- Coordinate with Health and Medical Services for the prevention of communicable diseases, to include epidemiological and environmental health activities, as related to sheltering and feeding evacuees and disaster victims.
- Provide quantitative mass care services data to Information and Planning and other agencies which require accurate data for response planning.

- Coordinate with law enforcement for additional facility security resources.
- Coordinate with Communications Amateur Radio Emergency Service (ARES/RACES) volunteers to ensure each shelter has a working system of communications.
- Coordinate bulk distribution of relief supplies.

II. POLICIES

The American Red Cross was chartered by Congress in 1905 and has responsibilities related to meeting human needs created by a disaster. The American Red Cross policies include "...a program of both emergency mass care and assistance to individuals with urgent and verified disaster-caused needs."

Mass Care will be implemented in Leon County for assistance during the threat of, or occurrence of a disaster. Activities will be coordinated through the Leon County Emergency Operations Center (EOC). The primary agency, and support agencies as required, will provide staff at the EOC 24-hours per day for the duration of activation.

To ensure that appropriate confidentiality regulations are enforced, Mass Care will not release confidential information to the general public. Shelter occupants' information will be handled in accordance with Capital Area Chapter of the American Red Cross Disaster Welfare Inquiry procedures.

The American Red Cross does not provide special needs shelters, but may coordinate the services provided by those shelters. This can include logistics and mass feeding support.

Shelter Opening/Closing

When an event threatens, or occurs, the Leon County Sheriff's Office, Division of Emergency Management in coordination with the Capital Area Chapter of the American Red Cross will identify the specific shelters to be opened. Notice to the public will be provided through the media or local law enforcement. Shelter closings will be conducted as evacuees are able to return home or are relocated to other facilities. A news release will be issued stating the location and time of shelter closings.

III. SITUATION

A. DISASTER CONDITION

1. Sudden Events

Transportation accidents, airplane crashes, flash floods, tornadoes, fire, or manmade events may necessitate immediate identifiable mass care for evacuees, victims, and emergency workers involved in the disaster response and aftermath. Shelters and feeding sites may need to be quickly established, with no advance notice.

2. Slowly Developing Events

Catastrophic disasters such as hurricanes and slow-rising floods provide warning and evacuation time, but may cause extended displacement and damage to the infrastructure. Shelters may be needed statewide to accommodate evacuees, and in some cases may be established in neighboring states. Damage from catastrophic disasters may cause extended displacement, the needs of which may extend into the long-term recovery phase.

B. PLANNING ASSUMPTIONS

- The most destructive natural hazard to which Florida is vulnerable are hurricanes. Consequently, advance warning is likely, with an opportunity to order evacuation in vulnerable areas.
- Shelter operations may be required to accommodate residents from outside the region when evacuations occur elsewhere along the Atlantic or Gulf coasts.
- Hurricane evacuation studies predict that people outside surge areas will evacuate.
- In a catastrophic disaster, it is likely that long-term mass care will be required until rental assistance and temporary housing resources become available. Impact Assessment Teams and technological equipment may provide a guide for the magnitude of housing needs and resource deficits.
- A significant influx of disaster workers will strain the resources of the impacted area(s).
- Mobile feeding operations may not be possible in major operations.
- Smooth transition from Mass Care response to Individual Assistance Recovery Operations will help ensure that disaster victims' needs are met.

IV. CONCEPT OF OPERATIONS

A. GENERAL

Mass Care will be organized in a manner that ensures rapid response to the needs of people affected by a disaster. Emphasis will be to have thorough and up-to-date response plans that have been coordinated through the primary agency.

Mass Care will focus on sheltering activities, mass feeding, bulk distribution of relief supplies, and the coordination of volunteer agency activities in mass care as

directed by the Capital Area Chapter of the American Red Cross. Support agencies will plan with the Capital Area Chapter of the American Red Cross and provide support services in times of disaster to ensure a coordinated response.

B. ORGANIZATION AND NOTIFICATION

1. Primary Agency

The Capital Area Chapter of the American Red Cross is designated as the Lead Agency and is responsible for planning and coordination with support agencies.

2. Support Agencies

Each support agency will be expected to establish operational procedures and direct its response resources in accordance with the agency's operating procedures.

Capital Area Chapter of the American Red Cross: Identify and survey shelters, shelter management, mass feeding, and general nursing care.

Volunteer Center: Support Capital Area Chapter of the American Red Cross in recruiting volunteers, managing shelters, and other mass care activities.

Salvation Army: Support Capital Area Chapter of the American Red Cross operations for feeding and volunteers.

Sheriff's Department/Tallahassee Police Department: Coordinate the provision of security at shelters if required.

Amateur Radio Emergency Services/Radio Amateur Civil Emergency Services: Provide radio communications.

Leon County Emergency Medical Service: Provide emergency medical services.

Leon County School Board: Support shelter operations by opening designated school shelter.

Leon County Health Department: Provides and manages special needs shelters.

Churches: Support shelter operation by opening churches when requested, providing for facility management, volunteers, and food preparation services as applicable.

Leon County Tourism Development:

- Establish dedicated GroupMe text system in place and tested by May 1 for exchanging information between Leon County lodging properties and Tourism staff about real-time availability, special needs during hurricane season.
- Include information about readiness, staff response and coordination in industry newsletter beginning early-May as well as notifications directly to hotels through IDSS
- Conduct an informational industry meeting and host two webinars to review of our plan in April.
- As commercial enterprises, lodging facilities will remain open and operational during hurricanes, given their ability to do so depending on availability of power service, etc. Extreme circumstances beyond the control of hotel management would obviously prevent these businesses from normal operations which was the case last fall with Hurricane Hermine.

3. Staffing

Primary and support agencies will provide sufficient personnel to staff the Mass Care function 24-hours per day, 7 days per week. The staff will be made up of qualified individuals able to facilitate decisions for the agency they represent. Higher level managers, skilled professionals with subject knowledge, and operations personnel are preferred.

C. RESPONSE ACTIONS

- Primary and support agencies will have and maintain appropriate listings of agency staff to call for performing response activities. The response personnel will be available 24-hours per day, 7 days per week.
- Primary and support agencies will have and maintain listings of all available resource providers used by the agency in disaster situations. These would include private sector vendors.
- All support agencies will ensure that all actions taken are recorded and communicated to the primary agency representative at the EOC.
- At all times, support agencies should be able to make brief and accurate status reports to the primary agency.

1. Sheltering

a. Public Shelters/Capital Area Chapter of the American Red Cross

- Coordination of all public shelters will be in accordance with Capital Area Chapter of the American Red Cross shelter guidelines. This includes shelters formed before, during, and

after the event. The Chapter will monitor evacuation activities to ensure shelters are opened in additional counties as needed.

- Shelters will be opened and closed in accordance with public need as assessed by the Capital Area Chapter of the American Red Cross, and the Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM). The Chapter will continuously monitor occupancy levels and ongoing evacuees and victims' needs, and provide at a minimum a daily listing of shelter status.
- All shelters will be managed in accordance with applicable Capital Area Chapter of the American Red Cross regulations and procedures.
- The Capital Area Chapter of the American Red Cross currently has an adequate number of trained shelter managers.
- The Capital Area Chapter of the American Red Cross will work with Leon County Schools, Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM), Florida Division of Emergency Management and applicable state and county agencies in activities related to surveying the suitability of facilities to serve as shelters following a disaster occurrence.
- Procure and regularly update lists of available shelters, and shelter agreements for Leon County in hazard specific situations. Shelter listings will include staffing and resource information.
- Coordinate the provision of relief staff and the replenishment of shelter supplies.
- Coordinate the consolidation of shelters, staff, resources (e.g., communications and law enforcement), and supplies as sheltering needs diminish.
- Work with other members of the Leon County Emergency Operations Center (EOC) team in determining extended sheltering needs.
- Work with appropriate agencies such as the Department of Health, Capital Area Chapter of the American Red Cross Family Services, and the Department of Elder Affairs for long-

term placement of disaster victims who cannot return to their normal living arrangements due to disaster damages.

- The Health and Medical Group (ESF 8) will be called to support any shelter requiring medical services and/or manpower beyond the Capital Area Chapter of the American Red Cross resource capabilities.

b. Special Needs Units

- Coordinate with Health and Medical Group (ESF 8) to ensure that people who need a higher level of care receive attention in an appropriate setting.
- Provide logistics support to special needs shelters (food, water, ice, registration for people with special needs).

2. Feeding

a. Mass Feeding

The establishment of a mass feeding locations will be coordinated through the Leon County Sheriff's Office, Division of Emergency Management, the County Volunteer Services Center Coordinator and the Capital Area Chapter of the American Red Cross. The Capital Area Chapter of the American Red Cross has an Emergency Response Vehicles to provide snacks and drinks, as well as to support mobile feeding routes. If needed, the Capital Area Chapter of the American Red Cross can operate the mobile feeding kitchen, and coordinate with other supporting agencies to their mobile feeding kitchens as well. These kitchens can be in place within two (2) to three (3) hours after activation.

- Coordinate with supporting agencies to establish mass feeding sites. Mass feeding activities will include feeding of evacuees, disaster victims, and emergency workers (when possible).
- Regularly update a list of all agencies (public and private) who have a mission to provide mass feeding in times of disaster. The list will include specific information such as:
 - Number of persons each agency can feed two (2) meals a day, and how long this level of feeding can be sustained.
 - Number of staff or volunteers available for cooking and/or serving.

- Major equipment lists, e.g., field ranges, mobile feeding units, refrigeration, vehicles, etc.
 - Coordinate mass feeding locations to ensure optimal logistics for public service.
 - Coordinate sanitation provisions and inspections, and garbage removal from mass feeding sites in coordination with Public Works and the Health and Medical Group.
 - Coordinate the provision of food and water to mass feeding sites. This will include procuring food from the USDA, donations, and private vendors.
- b. Individual Feeding**
The Capital Area Chapter of the American Red Cross and the Salvation Army will coordinate the provision of food for individuals not in shelters and unable to attend mass feeding sites. This coordination will be based on local disaster responders identifying people and locations with individual feeding needs.
- c. Food Storage and Distribution**
Distribution sites will be determined between the Capital Area Chapter of the American Red Cross, County Volunteer Services County Coordinator, and the Leon County Sheriff's Office, Division of Emergency Management. Locations may include local churches, and parking lots.
- The Capital Area Chapter of the American Red Cross will coordinate with Leon County regarding the storage of food in identified warehouse sites.
 - The Capital Area Chapter of the American Red Cross will coordinate the distribution of food from stores and identified warehouses sites.
 - The Capital Area Chapter of the American Red Cross will coordinate the transportation of food from identified warehouses to mass care feeding sites.
- 3. Bulk Distribution of Relief Supplies**
- In conjunction with the EOC, the County Volunteer Services Center will coordinate with local authorities in the identification of bulk supply depots and distribution sites in the impacted area.

- The Public Information Officer will publish information as to where donated bulk supplies should be delivered, and information as to how these supplies can be accessed.
- The Emergency Operations Center (EOC) will receive ongoing information from supply depots as to the type and quantity of relief supplies including foods that are available for distribution.
- The Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM) will coordinate with the State Emergency Operations Center to obtain supplies from elsewhere, in and out of State, based on actual needs assessments from the field.

4. Non-Medical Volunteers

In addition to those activities stated above, The Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM) will:

- Prevent the duplication of goods and services as they relate to mass care.
- Assist volunteers with logistics.
- Coordinate the delivery of goods and services as they relate to mass care.

County Volunteer Services Center/ ARC will maintain a listing of all non-medical volunteers active in mass care in the disaster area. The list will contain the following information.

- Type of service(s) being provided by each volunteer agency.
- Number of volunteers in the area.
- Resources each agency has available.
- Names and contact means of key persons in each organization.
- Logistical abilities of each organization, e.g. self-contained, require transportation, self-equipped, etc.

5. Emergency First Aid and Mental Health

The Capital Area Chapter of the American Red Cross will coordinate with the Health and Medical Group (ESF 8) for the provision of medical services and mental health services in shelters, and will ensure that trained and qualified personnel are present in shelters in sufficient numbers to care for people requiring assistance.

The Capital Area Chapter of the American Red Cross will coordinate with local officials to ensure that a sufficient number of first-aid trained and other qualified personnel are stationed at each mass care site.

6. Communications/Electrical Power

Shelters will coordinate with the Emergency Operations Center (EOC) to ensure that each shelter has a working system of communications with the County Emergency Operations Center and Capital Area Chapter of the American Red Cross per the Capital Area Chapter of the American Red Cross protocol. This may include radio, telephone, or cellular telephone communication devices. Each shelter will have an Amateur Radio Emergency Service (ARES/RACES) operator assigned to provide back-up communications should the telephone system fail. The Capital Area Chapter of the American Red Cross representative in the EOC will keep Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM) informed regarding conditions at the shelters and unmet needs. The Capital Area Chapter of the American Red Cross has five (5) generators (5 kW) available to support basic needs of shelters (lighting and fans for ventilation).

V. RESPONSIBILITIES

A. PRIMARY AGENCY

1. Develop and maintain a roster of personnel. Sufficient staffing will be available for 24-hours per day, 7 days per week coverage.
2. Ensure the presence of resource materials in sufficient quantity in the Emergency Operations Center (EOC). These materials would include:
 - Shelter listings for the region with names and contact numbers of each shelter management team.
 - Listing of all bulk food providers and contact personnel and phone numbers.
 - Listing of all hospital and ambulance services with contact numbers.
 - Locations of all mass feeding sites and the names of site managers.
 - Listing of all State and Federal human services agencies active in disaster response.
3. Provide a system for recording incoming requests for assistance, who was assigned to respond, and the action taken.

4. Establish a protocol for prioritizing response activities.

VI. RESOURCE REQUIREMENTS

A. ASSETS CRITICAL FOR INITIAL TWELVE HOURS

- 1. Shelters (Public and Special Needs)**
 - a. Food, water, ice, food service equipment, and fuel (e.g., generator)
 - b. Cleaning supplies
 - c. Toiletry items
 - d. Administrative supplies
 - e. Blankets, cots-(after 48 hours)
 - f. Portable toilets
 - g. First aid supplies
 - h. Vehicles (both passenger and cargo)
- 2. Personnel**
 - a. Shelter managers, additional shelter staff
 - b. Qualified first aid staff/volunteers
 - c. Medical staff/volunteers
 - d. Food service personnel
 - e. Security personnel

B. ASSETS REQUIRED FOR CONTINUING OPERATIONS

The assets noted above will be required for the immediate and long-term response phases (several days to several weeks). Increases and decreases in the number of shelters, feeding sites, and distribution sites will be adjusted through analysis and coordination within the EOC.

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 7	Reference: NATIONAL RESPONSE FRAMEWORK ESF 7
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ANNEX 7 RESOURCE SUPPORT

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ANNEX 7 RESOURCE SUPPORT

LEAD AGENCIES: Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM), Leon County Department of Management Services

SUPPORT AGENCIES: Office of Management and Budget, Purchasing Department, Sheriff's Office, Public Works Department, Facilities Management, Human Resources, City of Tallahassee, all other local government resources, and the Statewide Mutual Aid Agreement (SMAA).

I. INTRODUCTION

A. PURPOSE

The purpose of this annex is to provide logistical and resource support to local entities involved in delivering emergency response and recovery efforts for natural disasters and other catastrophic events.

B. SCOPE

The LCSO/DEM is responsible for coordinating the support of emergency response and recovery efforts during the initial response phase and immediate recovery phase following a disaster. This support includes coordination of locating, procuring, and assigning resources such as supplies, office space, office equipment, fuel, communications, contracting services, personnel, heavy equipment, and transportation.

II. POLICIES

- Coordinate and manage the resource support needed.
- Supplies and equipment will be provided from current county, municipal, and department stocks or surplus and, if necessary, from commercial sources and donations.
- Designated support agencies will furnish resources as required to support these department requirements. Support by these agencies will be terminated at the earliest practical time.
- Procurement will be made in accordance with current County, State and Federal laws and regulations, which include emergency procedures under local ordinance and Florida Statutes.

III. SITUATION

A. DISASTER CONDITION

A major or catastrophic disaster will have an immediate impact on county and local resources, and vitally needed supplies must be procured and provided to the impacted areas.

B. PLANNING ASSUMPTIONS

1. Resources within and outside the impacted area will be acquired to assist in fulfilling the unmet needs of the county and local governments.
2. Transportation of resources will require staging areas coordinated by Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM) after a declared state of local emergency and by assigned secondary support agencies prior to State and Federal activation.
3. Some resources of the County and local governments may not be available to the impacted area due to restricted access to transportation routes caused by fallen debris, flooding or other damage. In addition, many resources and buildings that contain them may be destroyed or damaged.
4. Logistical support for life-saving activities will receive priority.
5. Demand for resources may require a declaration of a local state of emergency, which would exempt normal procedures for purchasing.

IV. CONCEPT OF OPERATIONS

A. GENERAL

County-wide capabilities and resources will be allocated and coordinated by the Emergency Operations Center (EOC). Equipment, supplies, and personnel, including volunteers, shall be drawn from existing support agencies' resources and local sources outside the impacted area. Support which cannot be provided from these sources will be provided through commercial sources.

B. ORGANIZATION

1. The Director, Department of Management Services, or designee will serve as the Emergency Coordinator for the Resource Support Group (ESF 7).
2. The Resource Support Group (ESF 7) will operate under the direction of the Emergency Coordinator. The Resource Support function will continue to operate throughout the emergency situation.

4. Upon notification, the Emergency Coordinator will alert designated primary personnel of possible resource needs and report to the County Emergency Operations Center (EOC). Support operations will be coordinated through the EOC.
5. The Emergency Coordinator will maintain liaison with other departments and interested parties.
6. Space will be provided for Federal and State Advance Team (Federal Emergency Support Function (ESF 7) General Services Administration procurement officials at the Emergency Operations Center (EOC) until the Disaster Field Office is established.

C. NOTIFICATION

1. The Emergency Operations Center (EOC) will implement the activation plan to notify all support personnel. Personnel will be placed on standby or deployed for immediate response.
2. Inventories of resources, including but not limited to pre-arranged staging areas, government buildings, public facilities, and agency contacts, will be reviewed.

D. RESPONSE ACTIONS

1. **Initial**
 - a. Personnel will be placed on standby or directed to staging areas. Some facilities will be manned for immediate response.
 - b. Some resources will be staged near the pending emergency areas.
 - c. Support agencies may be alerted.
 - d. Some support agencies may be directed to deploy personnel and other resources.
 - e. Resources available for designation as emergency support will be identified and assessed (including facilities).
2. **Continuous**
 - a. Buildings may be leased for use as staging warehouses or to replace damaged or destroyed facilities.
 - b. Communication resources will be provided in coordination with the Management Information Systems Division.

- c. Transportation needs will be provided in coordination with local transportation providers for movement of persons. Public Works or private contractors will be used to move goods and materials.
- d. Office furniture, equipment, and supplies will be provided from existing inventories, or may be procured.
- e. Food and fuel will be provided with the cooperation of American Red Cross and Fleet Management.
- f. Security for staging areas and facilities will be provided by local law enforcement or private security firms.
- g. Maintain records of all properties loaned in support of the Emergency Operations Center (EOC) by the State or Federal Government.
- h. Coordinate contractual services between the County and commercial sources.

V. RESPONSIBILITIES

A. LEAD AGENCY

The Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM) will support the procurement of commodities and services and the leasing of buildings, facilities equipment, and associated materials. In addition, the County Volunteer Service Center will assist in the coordination and allocation of food and equipment made available through the local, State and Federal Surplus Property Program.

B. SUPPORT AGENCIES AND TYPE OF SUPPORT

- 1. Public transportation drivers, operators, buses, vans, and other support equipment will be coordinated through StarMetro.
- 2. Office of Management and Budget (OMB): Fiscal, grant/management consulting staff, Management Information Services (MIS) computers and computer programs.
- 3. Personnel: Employment and security, employment and job service counselors.
- 4. Sheriff's Office: Security personnel, inmate labor, and vehicles.
- 5. Fleet Management/Facilities Management: Building management, fuel and energy resources.

6. Community Services: Food distribution services and personnel, vehicles, equipment, and support equipment.
7. School Board: Facility use and building space at K-12.
8. Public Works: Personnel, equipment, heavy equipment operators, and support equipment.
9. Purchasing: Purchasing of supplies and development of agreements.

VI. RESOURCE REQUIREMENTS

A. HUMAN RESOURCES DIVISION

1. Departments will provide support staff in the Emergency Operations Center (EOC) consisting of the following:
 - A representative with knowledge of department material operations with the authority to commit and obtain resources.
 - Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM) will notify the departments that should respond to the Emergency Operations Center (EOC). Each event may require a different response.

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 8	Reference: NATIONAL RESPONSE FRAMEWORK ESF 8
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ANNEX 8 HEALTH AND MEDICAL SERVICES

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ANNEX 8 HEALTH AND MEDICAL

LEAD AGENCIES: Leon County Health Department
Florida Department of Health

SUPPORT AGENCIES: Tallahassee Memorial HealthCare, Leon County Emergency Medical Services, Capital Regional Medical Center, Capital Medical Society, Health South, Leon County Emergency Medical Services, StarMetro, Big Bend Transit, Leon County School Board, City of Tallahassee, and the Capital Area Chapter of the American Red Cross.

I. INTRODUCTION

A. PURPOSE

The primary mission of the Health and Medical Emergency Support Function (ESF) 8 is to respond to public health and medical needs before, during, and after a significant natural or manmade event.

B. SCOPE

Emergency Support Function (ESF) 8 is responsible for coordinating Leon County's health and medical response in the event of an emergency or disaster. To accomplish this goal, ESF 8 oversees the emergency management functions of preparedness, response, recovery, and mitigation with all agencies and organizations that carry out health or medical services.

The Leon County Health Department (LCHD) serves as the lead agency for ESF 8 and works closely with other health and medical providers, as well as other support agencies, to ensure that emergency medical needs and public health concerns are addressed in a timely, efficient and coordinated manner.

ESF 8 responsibilities are categorized in the following functional areas:

- Public Health to include but not limited to:
 - Coordination of mass care or mass casualty events;
 - Coordination of Strategic National Stockpile (SNS) and Regional Pharmaceutical Stockpile
 - Coordination of epidemiological investigations
 - Coordination of environmental health support
 - Prevention, control, and mitigation of disease spread through mass vaccination, distribution of prophylaxis or treatment medications;
 - Protection of the public from contaminated foods and drugs;
 - Restoration of a safe drinking water supply;

- Control of vermin and other public health hazards;
- Emergency Medical Service to include but not limited to:
 - Triage, treatment and transportation of victims of a disaster
- Special Needs to include but not limited to:
 - Establishment of special needs shelters when evacuation is required
 - Provision of support required for special needs transportation and sheltering
- Medical Facilities
- Alternate Medical Treatment Facilities
- Disaster Medical Assistance Teams (DMATs)

II. POLICY

It is the policy of ESF 8 to coordinate issues and activities regarding the timely and effective delivery of health and medical services within Leon County in accordance with plans and procedures established for the agencies and organizations identified within this annex and all applicable local, state and federal requirements. The lead agency, LCHD, follows public health policies and procedures established by the Florida Department of Health.

III. SITUATION

Coordination and mobilization of the Health and Medical ESF 8 will occur when a natural or manmade disaster threatens or occurs, that poses a significant risk or harm to public health.

Major assumptions include:

- Leon County must be prepared to rely on existing local resources for at least 72-hours; during this period, if available, other local jurisdictions may provide additional resources and support.
- The Special Needs and Assistance Population Program (SNAPP) shelters will possibly have more of a demand than pre-registration indicates.
- There may be a need to transport residential facility clients to other areas outside Leon County.
- Medical and health response to a disaster event will be coordinated through the Leon County Emergency Operations Center (EOC).

- In response to a terrorist attack, the LCHD may be requested to coordinate activities with the North Florida Regional Domestic Security Task Force (NFRDSTF).
- Response to a disaster event may require immediate medical treatment for mass casualties or infected persons, as well as long-term epidemiological and environmental monitoring, provisioning and staffing of special needs shelters and quarantine centers, and mental health care for both victims and responders. Emergency mass mortuary identification and disposition services may also be required.
- Disaster response may require the temporary suspension of routine county health and medical services in whole or in part.
- The LCHD is responsible for establishing special needs shelters in coordination with the Capital Area Chapter of the American Red Cross, when evacuation orders are anticipated or in effect.
- County infrastructure may be destroyed or damaged delaying the arrival of medical supplies and necessitating utmost restraint in the consumption of available supplies, continuous communications with the public and security of facilities.

IV. CONCEPT OF OPERATIONS

A. GENERAL

The Leon County Health Department (LCHD) provides staffing for ESF 8 to coordinate health and medical services delivery in response to and recovery from a disaster. Those issues which may arise during a disaster that are not addressed in the functional Standard Operating Guides will be discussed between the two primary agencies (Leon County Sheriff's Office/Division of Emergency Management and the responsible agency) for appropriate tasking.

B. ORGANIZATION

The LCHD will serve as the lead agency of ESF 8 and will work in coordination with all support agencies assigned responsibilities under this annex. Typically, the Leon County Administrator, in coordination with the Director, Division of Emergency Management, will designate staff as representatives at the County EOC. The Administrator can also request assistance from the Florida Department of Health, Office of Emergency Operations, North Florida Regional Advisor.

C. NOTIFICATION

The Leon County Sheriff's Office, Division of Emergency Management will notify the primary agency contacts for the Leon County Health Department (LCHD) of the need to begin activation procedures and respond to the Emergency

Operations Center (EOC). The LCHD will then notify all support agencies under this annex and provide them with a situation update and/or notice of activation of any or all components of this plan.

As specified in the Medical Facility Standard Operating Procedure, the County EOC will contact medical facility liaisons directly for activation of the facility notification procedure. This notification process will be coordinated through ESF 8.

D. RESPONSE ACTIONS

Upon activation of the Leon County Emergency Operations Center, the LCHD Director or designee, along with essential staff, will immediately report to the Emergency Operations Center (EOC).

1. Public Health

The LCHD will coordinate response by implementing emergency procedures to protect the public health of Leon County citizens in a disaster event. These procedures may include prevention, control, and mitigation of disease spread through mass vaccination or distribution of prophylaxis or treatment medications; protection of the public from contaminated foods and drugs; control of vermin and other public health hazards; and restoration of a safe drinking water supply, coordination of mass care or mass casualty events, the establishment of special needs shelters when evacuation is required, and provisioning and security for mass quarantine facilities.

2. Emergency Medical

The Leon County Emergency Medical Services (EMS) delivery team will coordinate rescue and respond to emergency medical calls. EMS teams will stabilize and transport patients to the nearest operating medical facility capable of handling the patient.

3. Special Needs

The special needs service delivery team will coordinate the registration, notification, transportation, and care in special needs units or appropriate facility for Special Needs and Assistance Population Program (SNAPP) clients. SNAPP clients are persons in the community who are unable to respond independently to an emergency or require evacuation assistance. For more information on special needs service delivery see the SNAPP Standard Operating Guide (SOG).

4. Medical Facilities

The Leon County Sheriff's Office, Division of Emergency Management will provide notification, information, updates, and the coordination of evacuation assistance to medical facilities (hospitals, nursing homes,

assisted living facilities, and other residential facilities) in event of a disaster. There will be representatives from the Leon County Health Department in the Leon County Emergency Operations Center (EOC) to coordinate with liaisons from hospitals, nursing homes, and assisted living facilities.

5. Disaster Medical Assistance Teams (DMAT)

A Disaster Medical Assistance Team (DMAT) is a group of medical volunteers serving under the auspices of the U.S. Public Health Services who have been organized, trained, and supplied to respond to disaster areas and set up "field hospitals" to supplement the capabilities of the local emergency care system. The DMAT service delivery team will coordinate with the DMAT team leader(s) and the U.S. Public Health Service to determine where Disaster Medical Assistance Teams (DMAT) will be located and to provide support for operations and recovery.

6. Fatality Management

The rapid and accurate identification of mass fatality victims is of critical importance to any disaster response operation. The Florida Emergency Mortuary Operations Response System (FEMORS) is available to provide support to Leon County, the District Medical Examiner's Office, and state agencies to assist with mass fatalities management. FEMORS is a state resource, developed in conjunction with the Florida Department of Health, Emergency Operations Section, to provide mass fatality professional assistance when an incident of this type overwhelms local resources. FEMORS consists of a statewide pool of volunteers and may be requested through State ESF 8. Duties that FEMORS may perform include:

- Initial Scene Response and Evaluation
- Processing the Scene
- Temporary Morgue Operations and Administration
- Victim Identification
- Disposition of Human Remains (Embalming/casketing)
- Return of human remains to families
- Evidence Collection
- Prevention of spread of infectious disease

In the event that federal resources are required to augment local and state response efforts, a Disaster Mortuary Operational Response Team (DMORT), may be requested through State ESF 8 to assist with fatality management. DMORT performs similar tasks to FEMORS and, like FEMORS, consists of a mix of volunteers with specific training/skills in victim identification, mortuary services, and forensic pathology. DMORTs are mission-tailored on an ad-hoc basis, and usually deploy only with personnel and equipment specifically required for a current mission.

7. Other Response Actions

- Coordinate with Leon County Public Information Officer to issue news media releases to the public on methods of sanitizing water and other health warnings as needed;
- Ensure that the shelters are appropriately staffed to serve the public health needs. Shelters are coordinated and staffed by the Capital Area Chapter of the American Red Cross on a 24-hour basis;
- Examine the need for additional medical assistance and supplies;
- Ascertain the need for patient evacuation;
- Determine what assistance is required for dealing with:
 - Hazardous materials;
 - Safety of food and drugs;
 - Radiological hazards;
 - Mental health needs for victims/workers;
 - Vector control;
 - Victim identification/mortuary services;
 - Potable water needs;
 - Waste water treatment;
 - Solid waste disposal;
 - Mass prophylaxis;
 - Mass immunization;
 - Mass decontamination;
 - Mass casualties; and
 - Isolation/Quarantine

E. RECOVERY ACTIONS

The primary effort in the recovery phase is to restore the affected community to normal condition. The Director of the LCHD is responsible for the welfare of County residents and will conduct/direct the assessments of health and medical needs, and will:

- Support emergency services staff and operations until the local system is self-sustaining.
- Maintain provision of long-term emergency environmental activities.
- Identify populations requiring event-driven health, medical or social services post-event.
- Provide emergency pharmacy/ laboratory services.

- Initiate financial reimbursement process for these activities when such support is available. Each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement (if available) from the appropriate resource after the event.
- Restore essential health and medical components of delivery systems and
- Permanent medical facilities to operational status.
- Restore pharmacy services to operational status.
- Monitor environmental and epidemiological systems.
- Initiate grants for environmental and epidemiological surveillance.

V. RESPONSIBILITIES

A. PRIMARY AGENCY

Primary responsibility rests with the Leon County Health Department which will:

- Provide leadership in directing, coordinating, and integrating the overall efforts of local, state, and federal agencies to provide health and medical assistance in the affected area.
- Establish active and passive surveillance systems, as needed, for the protection of the public health.
- Coordinate with Incident Commander or Lead Agency at remote operation centers to ensure the safety and care of emergency responders. Identify health personnel to monitor the health of workers.
- Coordinate the disposal of contaminated waste with trash collectors (City of Tallahassee/Waste Management).
- Staff and operate a command and control structure to assure that services and staff are provided to areas of need.
- Prepare, coordinate and deliver information to the public, health and medical partners, and other community response partners before, during and after a public health emergency. Coordinate risk communication within Leon County in concert with Leon County ESF 14, Public Information, and FDOH, Office of Communications through the Joint Information Center (JIC).

B. SUPPORT AGENCIES

1. StarMetro

Is responsible for the coordination and transportation services for the Special Needs Assistance Population Program (SNAPP) clients. They will be activated through emergency management.

2. Home Health Agencies

- Educate clients and assist in developing client disaster plans.
- Provide medical staffing (RNs, LPNs, Aides) in the Special Needs Shelters.
- Register clients as appropriate with the Leon County Special Needs and Assistance Population Program (SNAPP).

3. Leon County Emergency Medical Services

- Provide emergency medical triage and treatment of patients
- Provide emergency medical transportation to the level of capacity. When capacity is exceeded, Emergency Management will coordinate with StarMetro, City of Tallahassee, and the School Board for additional buses for transporting mass casualties.

4. Residential Health Care Facilities

- Develop and implement comprehensive disaster plans which include evacuation procedures.
- Establish a facility liaison with the Emergency Operations Center to coordinate and assist with the implementation of facility disaster plans.

5. Capital Area Chapter of the American Red Cross

- Coordinate with LCHD and the Community Crisis Response Team (CCRT) to provide mental health counseling for victims.
- Coordinate with LCHD and the Critical Incident Stress Debriefing teams to provide counseling to emergency responders.
- Coordinate with LCHD to provide sheltering, and provision of other mass care services.

6. Area Hospitals

- Coordinate the transfer of critically injured or ill patients to outside medical centers as needed.
- Provide care for the injured and ill.

VI. RESOURCE MANAGEMENT

The following resources are available through the ESF 8 agencies:

- Advance Life Support/Basic Life Support Vehicles
- Emergency Medical Technicians
- Paramedics
- Medical equipment and supplies
- Nurses (RNs/LPNs)
- Environmental specialists
- Nutritionists
- Pharmacy services/Pharmacists
- Physicians
- Laboratories and laboratory personnel
- Epidemiologists
- Aircraft (fixed wing/rotary wing/medical evacuation)

The following resources are not currently available or not available in sufficient quantities to satisfy the demand during a major or catastrophic disaster:

- Advance Life Support/Basic Life Support Vehicles
- RNs/LPNs/Aides
- Medical equipment and supplies
- Portable generators for shelters

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 9	Reference: NATIONAL RESPONSE FRAMEWORK ESF 9
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**ANNEX 9
SEARCH AND RESCUE**

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ANNEX 9 SEARCH AND RESCUE

LEAD AGENCY: Tallahassee Fire Department

SUPPORT AGENCIES: Leon County Sheriff's Office, Tallahassee Police Department, Leon County Public Works, City of Tallahassee Public Works, Leon County Emergency Medical Services.

I. INTRODUCTION

Urban Search and Rescue operations after a major emergency/disaster consist of locating victims and removing them from hazardous situations. Injured victims must be provided with medical treatment and then transported to a medical facility. The urban search and rescue effort within Leon County will be a coordinated effort involving law enforcement, fire-rescue, public works, and utilities.

In general, search and rescue teams should consist of one or more pieces of public works equipment (such as a front end loader) along with personnel with chain saws, fire-rescue vehicles (engine company and rescue company) with personnel to search for and treat victims, and law enforcement vehicles and officers to observe security problems and assist in marking, securing, and evacuating deceased victims. These teams should be augmented by electric and gas utility personnel.

The priority for search and rescue operations will vary, depending on the scope and magnitude of the disaster. For minor or localized disasters, the most severely impacted areas will receive priority. However, for catastrophic disasters, areas of high population concentration must receive the highest priority. Additional information and priorities may be determined by the State Incident Management Team if one has been deployed to the area.

The search and rescue teams will be assigned areas and will be deployed to predetermined staging locations prior to impact of a known disaster.

Marking of structures will follow the Federal Emergency Management Agency (FEMA) urban search and rescue standard marking system.

II. POLICIES

FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) URBAN SEARCH AND RESCUE STANDARD MARKING SYSTEM

1. SEARCH ASSESSMENT MARKING

A separate and distinct marking system is necessary to identify the victim location determinations in the areas searched.

The search assessment marking system is designed to be used in conjunction with the structure/hazards evaluations marking system.

A 2' x 2' "X" will be made with International Orange color spray paint. This X will be constructed in two operations:

- One slash drawn upon entry into the structure (or room, hallway, etc.) "/".
- A second crossing slash drawn upon exit "X".
- Distinct marking will be made inside the four quadrants of the "X" to clearly denote the search status and findings at the time of assessment.
- The marks will be made with carpenter chalk, lumber crayon, primary or duct tape, and black magic marker.
- The following illustrations define the Search Assessment marks:

Left quadrant	Department identifier
Top quadrant	Time and date that the Task Force personnel left the structure
Right quadrant	Personal hazards
Bottom quadrant	Number of live and dead victims still inside the structure ("0" = no victims)

- As with the Structure/Hazards Evaluation, it is important that markings are made specific to each area of entry or separate part of the building.
- If an area is searched and no victims are found it must be noted with an "X".
- It is also important that situation updates be noted as they are available to reduce needless duplication of search efforts.
 - Previous search markings would be crossed out.
 - New marking would be placed below (or next to) previous markings with the most recent information.

2. SEARCH AND RESCUE TEAM COMPOSITION

Search and rescue teams may consist of the following:

Fire-Rescue	1 - Task Force Leader 1 - Safety Officer <i>1- Medical Team Manager (Doctor on-line)</i> 1 - Rescue Team Manager 2 - Medical Specialists 2 - Logistics Specialists 1 - Structural Specialists 2 - Rescue Officers 8 - Rescue Specialists (3 of which are HazMat Specialist Qualified) 2 - Technical Search Specialists 2 - Canine Search Specialists w/canines (FEMA Basic Minimum Evaluation)
Law Enforcement	Two officers with vehicles to provide security and liaison to Medical Examiner's Office
Public Works	Personnel and heavy equipment to clear roads for search and rescue team
Utilities	Personnel for securing area of electrical and gas hazards

III. SITUATION

- A. Search and Rescue (S & R) is defined as the organized locating of victims of natural and manmade emergencies, and removal of victims from any hazardous situation.
- B. Search and Rescue (S & R) operations involving missing persons and/or drowning victims or downed aircraft, for example, can be necessary life-saving activities during and after disasters or emergencies. These S & R operations require the coordinated efforts of well-trained S & R personnel.
- C. If the emergency is small in scope and within incorporated municipalities, the local law enforcement agency will control the area in the vicinity of the Search and Rescue (S & R) effort.
- D. In emergency situations involving Search and Rescue (S & R) efforts within the jurisdiction of Leon County, the Sheriff's Department will direct local available resources, organize search teams, and control the area in the vicinity of the S & R effort.

IV. CONCEPT OF OPERATIONS

- A. Emergency responders are on call 24 hours a day; law enforcement officers are covering their zones; Firefighters are located at fire stations throughout the County, and emergency responders can be summoned by calling 9-1-1.

B. Non-urban Search and Rescue (S & R) efforts are directed by the Sheriff's Office. Depending on requirements of the situation, the Sheriff may request the assistance of the following agencies:

1. Local law enforcement agencies.
2. Tallahassee Fire Department.
3. Florida Highway Patrol.
4. Florida Division of Emergency Management, through Leon County Sheriff's Office, Division of Emergency Management.
5. Civil Air Patrol, through Leon County Sheriff's Office, Division of Emergency Management.
6. National Guard, through Leon County Sheriff's Office, Division of Emergency Management.

C. Within municipal boundaries:

1. The Tallahassee Fire Department will coordinate the Urban Search and Rescue (USAR) efforts.
2. If required, assistance may be requested from:
 - a. Other City Departments.
 - b. Leon County Sheriff's Office.
 - c. Other law enforcement agencies.

D. The Florida Division of Emergency Management acts as a monitoring agency for all Search and Rescue (S & R) operations in the State. In the event that: (1) local government requests State coordination of the S & R operations, (2) S & R requirements are multi-county in nature, (3) S & R operations are in conjunction with other State emergency efforts, or (4) the Governor so directs, the Florida Division of Emergency Management will assume the primary responsibility for coordination of S & R functions.

V. RESPONSIBILITIES

Leon County Sheriff's Office

1. Responsible for Search and Rescue (S & R) operations within non-urban areas and for coordinating countywide operations when necessary.

2. Coordinate plans, teams, and register all participants and procedures for accomplishing Search and Rescue (S & R) operations.
3. Maintain a reference file of local, State, Federal, and volunteer agencies with Search and Rescue (S & R) capabilities.
4. Assist the municipal government in organizing Search and Rescue (S & R) capabilities.
5. Assist the municipal government upon request in local Search and Rescue (S & R) operations.
6. Through the Leon County Sheriff's Office, Division of Emergency Management, notify the State Division of Emergency Management of Search and Rescue (S & R) operations and request assistance as necessary.
7. Through the team leader, account for search and rescue participants both leaving and returning from search efforts.
8. Determine placement and use of personnel and equipment.

Tallahassee Fire Department: Urban Search and Rescue.

1. Organize and develop Urban Search and Rescue (USAR) capabilities.
2. Initiate mutual aid agreements with adjacent jurisdictions.
3. Call upon the Leon County Sheriff's Office for assistance as required.
4. Assist Leon County if requested.
5. Through team leader, account for Urban Search and Rescue (USAR) participants both leaving and returning from search efforts.
6. Determine placement and use of personnel and equipment.

Leon County Emergency Medical Services

1. Provide medical exams of Search and Rescue (S & R) teams as required.
2. In incidents involving mass casualties, establish and perform triage.
3. Transport survivor(s) to Tallahassee Memorial HealthCare Center or Tallahassee Regional Medical Center. Examine and/or treat victims as conditions require.

Capital Area Chapter of the American Red Cross

1. Provide for feeding of emergency workers. If the search and rescue operation continues over an extended period, the Red Cross will provide meals.
2. Coordinate mental health counseling for victims and victims' families.

Search and Rescue Participants

1. All S & R participants are responsible for signing-in at the Incident Command Post, to include providing their names, addresses, agencies, home, work, and closest relatives' telephone numbers.
2. Participants will be assigned to teams, briefed, and deployed.
3. When teams return, participants will be checked in and provided food and drink as well as medical attention.

VI. RESOURCE MANAGEMENT

Resource lists are maintained by each agency and are available upon request. Any additional resources will be coordinated by the Leon County Sheriff's Office, Division of Emergency Management through mutual aid agreements. General resource needs for S&R teams are listed below:

Communications

- Each Search and Rescue team will be provided radio communications with their supporting agencies.
- All radio communications and coordination will be conducted at the Incident Command Post.
- Cellular telephones will also be used.

Support Equipment

- Radios
- Flashlights
- Compasses
- Maps
- Rain gear
- Boats

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 10	Reference: NATIONAL RESPONSE FRAMEWORK ESF 10
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ANNEX 10 HAZARDOUS MATERIALS

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ANNEX 10

HAZARDOUS MATERIALS

LEAD AGENCY: City of Tallahassee Fire Department

SUPPORT AGENCIES: Apalachee Local Emergency Planning Committee
Leon County Development Support and Environmental Management
Leon County Division of Emergency Management
Leon County Sheriff's Office
Leon County Solid Waste Management Division
Florida Department of Environmental Protection
Florida Department of Health

I. INTRODUCTION

Emergency Support Function #10 is the coordinating structure for hazardous materials incident response activities in Leon County. Emergency Support Function # 10 is a mission essential function of local government, it is integral in safeguarding the lives and property of Leon County's citizens. The Emergency Support Function #10 coordinating structure helps establish relationships, plan, organize, and build capabilities before, during, and after a disaster occurs.

Accidents involving hazardous materials may occur during transportation, industrial usage, medical or government operations, and may involve highway, rail, or air equipment. The accident may result in a fire or explosion at facilities using, or storing, such materials. This type of accident may involve radioactive materials, chemicals (including pesticides and explosives) or biological materials, and may pose an extremely hazardous threat to those responding to the incident and to the populated areas in which the incident occurs. Generally, this type of accident will be a localized emergency. However, there is always the possibility of large areas being affected, depending upon the nature and amount of the material involved and the magnitude of the incident. Immediate responsibility for safeguards at all times as related to hazardous materials belongs to the party who has legal possession of that material.

A. MISSION DESCRIPTION

The terms hazardous materials, hazardous waste, and hazardous substances are used to classify various chemicals depending on their use, type of hazard, and degree of hazard. The use of the term "hazardous material" in this Annex refers generically to any substance that falls into one or more of the above categories. For the purposes of this document, a hazardous material is defined as any substance that, if improperly handled, is capable of harming people, animals, plants, or the environment.

B. PURPOSE

The purpose of this annex is to provide for a coordinated response to hazardous material releases or spills which threaten public or emergency worker safety, or pose a threat to the environment.

C. SCOPE

This annex applies to the function of hazardous materials emergency response at the County level. This includes mobilizing and providing personnel, equipment, and supplies in support of local agencies involved in hazardous materials emergency response.

The functions of firefighting, which fall under the auspices of the fire service, are detailed in Emergency Support Function #4 – Firefighting.

The functions of urban search and rescue emergency response, which fall under the auspices of the fire service, are detailed in Emergency Support Function #9 – Search and Rescue Response.

II. POLICIES

- The National Incident Management System is the standard for incident management in Leon County.
- Leon County and the City of Tallahassee have entered into an Interlocal Agreement in which the City agrees, through the Tallahassee Fire Department, to provide countywide fire services, including hazardous materials emergency response.
- The Tallahassee Fire Department maintains a State of Florida Domestic Security supported Florida Type II Hazardous Materials Response Team. This team serves as a regional response asset.
- Requests for mutual aid will be coordinated through the Florida Fire Chief's Association Statewide Emergency Response Plan.

III. RESOURCE AVAILABILITY AND CAPABILITY ASSESSMENT

A. RESOURCES

The following resources are available to Emergency Support Function #10 for responding to a hazardous materials emergency.

The Tallahassee Fire Department has:

1 Type II Hazardous Materials Response Team
of trained (Florida 160-hour course) Hazmat Technicians

Leon County Sheriff's Office has:

of Deputies trained in Preventative Radiological/Nuclear Detection

Leon County Solid Waste Management Division has:

personnel trained to what? Hazmat Level (OHSA)

type? Of special equipment for containing hazardous materials

other? hazardous materials capability

Leon County Development Support and Environmental Management

of petroleum tank inspectors

other? hazardous materials capability

B. CAPABILITY ASSESSMENT

Emergency Support Function #10 has a robust capability to respond to hazardous materials emergencies. However, long term incidents will tax personnel availability and necessitate mutual aid. Florida Emergency Management Region 2 does not have another Hazardous Materials Response Team and mutual aid will need to be requested. Resource support would be required of other regions in the state and deployment times would exceed one hour.

IV. CONCEPT OF OPERATIONS

A. PRE-DISASTER OPERATIONS

1. Protection - Federal and State Regulation

To ensure the health and safety of Americans, and to protect the environment the Federal government has enacted regulations governing hazardous materials. These regulations set forth safe handling guidelines for hazardous materials, from creation through disposal.

Federal agencies and area of regulatory responsibility:

Occupational Safety and Health Administration

Safety Data Sheets

Environmental Protection Agency

Chemical Storage and Release

Hazardous Waste

Department of Transportation

Transportation (Highway, Rail, and Air)

Pipeline

Nuclear Regulatory Commission

Radiation

To ensure the health and safety of Floridians, and to protect the state's natural resources, the State of Florida has adopted Federal hazardous materials

regulations and in some cases enacted, through statute, additional safety requirements.

State Agencies and area of regulatory responsibility:

- Florida Division of Emergency Management
 - Chemical Storage and Release (Fixed Facility)
 - Radiological Emergency Preparedness (Power Plant)
- Florida Department of Environmental Protection
 - Hazardous Waste
 - Petroleum Storage Tanks
- Florida Department of Health
 - Radiation
 - Chemical Exposure (Monitoring and Treatment Guidelines)
- Florida Highway Patrol
 - Transportation (Highway)
- Florida Department of Transportation
 - Transportation (Rail)
- Florida Department of Agriculture
 - Liquefied Petroleum Gas

2. Community Mitigation

The Tallahassee-Leon County Local Mitigation Strategy is a comprehensive plan intended to reduce the community's long-term vulnerability to natural and technological hazards through various forms of mitigation. The Chief of the Tallahassee Fire Department and the Director of Leon County Emergency Management are voting members of the Local Mitigation Strategy Steering Committee. As Members of the Steering Committee, they provide hazardous materials response perspective in the development of mitigation initiatives to address hazards that affect various areas and constituencies of Leon County.

3. Vulnerability Reduction-Small Quantity Hazardous Waste

The Leon County Solid Waste Management Division operates a hazardous waste collection center. The center gives Leon County residents a place to safely and properly dispose of hazardous materials from their homes. Residents can drop off fertilizers, fungicides, pesticides, herbicides, household chemicals, cleansers, paints, paint thinners and removers, solvents, automotive fluids, wood preservatives, used motor oil, pool chemicals, compact fluorescent lamps and batteries.

The Leon County Solid Waste Management Division oversees the small quantity waste generator program. Staff provides technical assistance, site inspection, and enforcement for businesses using or storing hazardous materials which do not meet the requirements for reporting under the Superfund Amendments and Reauthorization Act (SARA) Title III, also referred to as the Emergency Planning Community Right-To-Know Act (EPCRA).

Additionally, Leon County Solid Waste Management Division plans for the collection, storage, and safe disposal of household hazardous waste generated by a disaster as part of the Leon County Debris Management Plan.

The Leon County Solid Waste Management Division provides guidance to the public on the proper disposal of post-disaster household hazardous materials. This assures household hazardous materials are disposed of in an environmentally safe manner.

4. Vulnerability Reduction-Petroleum Storage Tank Regulation

The Leon County Department of Development Support and Environmental Management is responsible for the enforcement of state regulations concerning underground and above ground petroleum storage tanks. This program protects the aquifer through limiting the discharge of petroleum into the environment. Over time, compliance inspections have resulted in:

- The closing of some older facilities that are out of compliance
- The detected and proper removal of abandoned storage tanks
- The clean-up of active facilities that had active leaks
- The installation of leak detection devices by active facilities

5. Hazardous Materials Analysis Planning

Apalachee Local Emergency Planning Committee (LEPC)

The Apalachee Local Emergency Planning Committee implements the Environmental Protection Agency's Emergency Planning Community Right-To-Know Act for Leon and surrounding counties. The Emergency Planning Community Right-To-Know Act requires the Apalachee Local Emergency Planning Committee to develop a hazardous materials emergency response plan. The plan is reviewed annually with stakeholder participation. Additionally, the Apalachee Local Emergency Planning Committee is required to provide information about chemicals in the community to citizens. This is accomplished through quarterly, publicly noticed, meetings.

6. Response Planning

Emergency Support Function #10 agencies should regularly review and update their agency's emergency response policies and procedures.

Emergency Support Function #10 agencies will annually review this annex and provide input to the Leon County Division of Emergency Management so that necessary updates may be made and planned for accordingly. A record of these changes will be kept by the Leon County Division of Emergency Management.

The Tallahassee Fire Department will identify personnel to serve as Agency Representatives in the Emergency Operations Center at the Emergency Support Function #10 desk during activations. When activated the Tallahassee

Fire Department's Agency Representative functions as the Florida Fire Chief's Association County Coordinator, in accordance with the Florida Fire Chief's Association Statewide Emergency Response Plan.

7. Training

The Tallahassee Fire Department maintains a cadre of trained Hazmat Technicians. Every year a new group of firefighters are entered into the Florida Hazardous Materials Technician training program. The Program consists of the 160 hour modified International Association of Fire Fighters Technician Program, meeting the performance competencies of the State Emergency Response Commission training guidelines, completion of the State Emergency Response Commission Hazmat Technician Task Book, and scoring 70% or better on the 100 question state exam.

The Apalachee Local Emergency Planning Committee utilizes United States Department of Transportation Hazardous Materials Emergency Preparedness grant funds to hold free hazardous material response training for public sector employees within the District. Examples of eligible training courses include:

- Hazardous Materials Awareness Level
- Hazardous Materials Operations Level
- Hazardous Materials Technician Level
- CAMEO ofm Training
- HAZWOPER Training
- Advanced Hazardous Materials Life Support
- Chemistry for Emergency Responders

8. Exercise

The Apalachee Local Emergency Planning Committee is required to conduct a Homeland Security Exercise and Evaluation Program compliant hazardous materials exercise biennially. The Apalachee Local Emergency Planning Committee exercise occurs in even numbered years. Emergency Support Function #10 Staff are invited to participate in the biennial exercises.

B. DISASTER OPERATIONS

1. Field Operations

Hazmat Team Response - The Tallahassee Fire Department's Hazardous Materials Team will respond to hazardous materials emergencies within Leon County. Hazmat response operations will be directed by the Tallahassee Fire Department utilizing the Incident Command System. When multiple Emergency Support Function #10 agencies, or agencies from other Emergency Support Functions, are on scene a Unified Command structure should be established.

The State Emergency Response Commission's Hazmat Field Operations Guide provides the following eight step process for responding to a hazardous materials emergency:

- Site Management and Determination of Control Zones
- Identification and Verification of a Hazardous Substance
- Hazard Risk Analysis
- Resource Allocation
- Personal Protective Equipment
- Development of an Incident Action Plan and Response Objectives
- Decontamination
- Termination

Mutual Aid - The Tallahassee Fire Department's Hazardous Materials Team Incident Commander may request Mutual Aid assistance from the Emergency Support Function #10 desk in the Emergency Operations Center. Possible forms of mutual aid include the following:

Hazmat Team Relief – A complex, long duration hazardous materials emergency response will require the dispatch of another hazardous materials team to relieve the Tallahassee Fire Department's Hazardous Materials Team. Mutual Aid assistance from the Florida Fire Chiefs Association Statewide Emergency Response Plan will be requested through the Emergency Support Function #10 desk in the Emergency Operations Center.

Technical Assistance and Environmental Response - The Florida Department of Environmental Protection's Office of Emergency Response provides technical and on-site assistance to ensure threats from hazardous materials emergencies to the environment and human safety are quickly and effectively addressed. The Office of Emergency Response can be requested to respond to an incident by making a request to the Florida Division of Emergency Management's State Watch Office.

The Office of Emergency Response has individual response staff that can deploy to an incident scene to provide technical assistance to a Hazmat Team Incident Commander. The Office of Emergency Response also coordinates assignment of Environmental Response Teams. Environmental Response Teams have environmental investigators and other law enforcement personnel who can enter contaminated areas for the purpose of documenting and collecting criminal evidence. Additionally, Environmental Response Teams have trained technician-level responders that have the ability to conduct forensic sampling of unknown materials for the purpose of field and analytical testing at an appropriate support laboratory.

Public Health/Environmental Health Response - The Florida Department of Health, Bureau of Environmental Health provides multiple services in support of a hazardous materials emergency.

Bureau of Environmental Health staff can be deployed to evaluate potential health risks from chemical, biological, radiological and physical agents in the environment. During an emergency, Bureau of Environmental Health staff can provide technical advice to a Hazmat Team Incident Commander.

Bureau of Environmental Health staff can assist with: field investigations, medical treatment and decontamination consultation; criteria for entry into a contaminated zone; and prevention measures, evacuation and relocation decisions.

Additionally, the Bureau of Environmental Health has primary authority and responsibility for facilities that generate, transport, store, or treat biomedical waste. During emergencies, Bureau of Environmental Health staff can provide technical information and advice to a Hazmat Team Incident Commander on protecting health care workers, environmental-service staff, waste haulers and the general public from risks associated with potentially infectious biomedical waste.

The Bureau of Environmental Health can be requested to respond to an incident by making a request to the Florida Division of Emergency Management's State Watch Office.

Preventative Radiation and Nuclear Detection Response - The Leon County Sheriff's Office maintains a team of Deputy Sheriff's specially trained in the detection of radioactive and nuclear materials.

These Deputy Sheriff's and their equipment will be deployed while on patrol and at special events. The routine mission of these Deputies is to identify illicit possession or transportation of radiological/nuclear materials while ensuring their personal safety and the safety of the community.

The Tallahassee Fire Department Hazmat Team Incident Commander may request assistance from the Leon County Sheriff's Office, when it is believed a hazardous materials emergency may involve radioactive or nuclear materials. Deputy Sheriff's trained in Preventative Radiation and Nuclear Detection may be requested by contacting the Consolidated Dispatch Agency.

Radiation Response - The Florida Department of Health, through the

Bureau of Radiation Control, is statutorily designated as the state radiation protection agency. To carry out its responsibilities as the state radiation protection agency, the Bureau of Radiation Control is authorized to respond to any emergency which involves possible or actual release of radioactive materials, carry out or supervise any required decontamination, and otherwise protect the public health and safety. When requested, the Bureau of Radiation Control will deploy a field team and its Mobile Emergency Radiological Laboratory.

The Bureau of Radiation Control can be requested to respond to an incident by making a request to the Florida Division of Emergency Management's State Watch Office.

2. Emergency Operations Center

The Tallahassee Fire Department will deploy personnel to serve as Agency Representatives in the Emergency Operations Center at the Emergency Support Function #10 desk during activations.

Agency Representatives in the Emergency Operations Center at the Emergency Support Function #10 desk will:

- Establish communications with Emergency Support Function #10 agencies.
 - o Incident Commander(s) at incident scene(s)
- Coordinate with other Agency Representatives in the Emergency Operations Center.
- Provide situation status reports of Emergency Support Function #10 activities during Emergency Operations Center briefings.
- Relay information from Emergency Operations Center briefings to Emergency Support Function #10 agencies.
- Prepare, in coordination with the Leon County Division of Emergency Management, requests for assistance from the Florida Fire Chief's Association Statewide Emergency Response Plan through the Statewide Mutual Aid Agreement.
- Monitor assignment and use of mutual aid resources, and coordinate reassignment of mutual aid resources among Incident Commanders.

Emergency Operations Center activation may require 24 hour staffing of Emergency Support Function #10 desk. During an emergency, Emergency Operations Center shifts typically last for 12 hours.

C. POST-DISASTER OPERATIONS

1. Clean-up of Hazardous Materials Release

It is the obligation of the responsible party, owner or transporter of the material, to arrange cleanup of a release site.

If the responsible party cannot be identified, the responsible party is unable to pay for cleanup, or if the site is abandoned; the Florida Department of Environmental Protection has the responsibility for clean-up, decontamination and removal.

2. Cost Recovery

The responsible party is liable for all costs associated with proper clean up and disposal, including costs incurred by Emergency Support Function #10 agencies.

Emergency Support Function #10 agencies should keep a detailed record of any costs incurred in the response to a hazardous materials emergency.

In cases where a responsible party cannot be identified or party is unable to pay for cleanup, Emergency Support Function #10 agencies may be eligible for the United States Environmental Protection Agency's Local Governments Reimbursement Program.

4. Public Health and Environmental Monitoring

Following a hazardous materials emergency, the Florida Department of Health's Bureau of Environmental Health staff can initiate field investigations, epidemiological studies, and the establishment of exposure registries that include monitoring of long-term health impacts of those exposed to hazardous chemicals.

5. Post-Disaster Hazardous Materials Assessments

When a disaster occurs in Leon County, Emergency Support Function #10 agencies, which normally coordinate hazardous material response, have other significant lifesaving response tasks. In the event that local response resources are not available for hazardous materials assessments, Leon County may request assistance for the State Emergency Operations Center for hazardous materials response. Post disaster hazardous materials assessments may include the following activities:

Survey impacted areas for releases of hazardous materials.
Inspect facilities that use, manufacture, and/or transport hazardous materials for releases or damage.

Contain, isolate, and coordinate the clean-up of spills of hazardous materials.

Assure that household hazardous materials are being disposed of in an environmentally safe manner.

6. Post-Disaster Household Hazardous Waste Debris Management

The Leon County Solid Waste Management Division oversees the collection, storage, and safe disposal of household hazardous waste generated by a disaster.

7. Demobilization

Demobilize resources acquired through Florida Fire Chief's Association Statewide Emergency Response Plan.

8. Financial Management

Emergency Support Function #10 agencies will collect all personnel time, equipment usage time/mileage, and supply costs incurred during emergency response operations and forward them to their agency's Budget Analyst.

9. After Action Review

After a disaster has occurred, an after action report will be written in order to evaluate how effectively Leon County was able to respond to the disaster and what can be improved upon in preparation for future events. Emergency Support Function #10 Staff will provide information, regarding hazardous materials response activities, to the Leon County Division of Emergency Management for inclusion in the report.

V. RESOURCE MANAGEMENT AND MUTUAL AID

Leon County and the City of Tallahassee are signatories of the Statewide Mutual Aid Agreement. In the event of a disaster in which Leon County requires additional response capabilities, the Statewide Mutual Aid Agreement may be invoked in order to request assistance and resources from other participating parties including counties, cities, special districts, colleges, universities, or educational districts.

The Florida Fire Chief's Association, in coordination with the Florida Division of the State Fire Marshal and the Florida Division of Emergency Management, has developed a Statewide Emergency Response Plan for coordinating mutual aid requests through the Statewide Mutual Aid Agreement.

The Florida Fire Chief's Association and with the Florida Division of the State Fire Marshal has entered into a Memoranda of Understanding (MOU) with the Florida Department of Environmental Protection and the Department of Health relating to periods of activations of the State Emergency Operations Center. Under these Memoranda of Understanding's, Emergency Support Function #4/9, Emergency Support Function #8 and Emergency Support Function #10 will work together on the deployment

of various response resources including the Department of Environmental Protection emergency response personnel and the statewide multiagency Environmental Response Team. Any request for these resources will be coordinated in accordance with the Statewide Emergency Response Plan.

Under the Florida Fire Chief's Association Statewide Emergency Response Plan coordination is facilitated by the following positions:

Emergency Response Committee Chair (State Coordinator)

- Responsible for assigning staff in the State Emergency Support Function #4 positions at the State Emergency Operations Center.
- Responsible for the oversight and implementation of the Florida Fire Chief's Association Statewide Emergency Response Plan and providing guidance and direction to the Emergency Response Committee.
- The State Coordinator shall appoint, a Vice Chair and alternate(s) as needed.

Regional Emergency Response Coordinator (Regional Coordinator)

- Coordinates emergency assistance operations at the regional level, providing for the deployment of resources into the affected area(s).
- Appoints County Emergency Response Coordinators, Alternate(s), and other liaison positions as required.
- Each Regional Coordinator and appointed representatives is responsible for tracking all available resources within the region.
- Provides personnel to assist at State Emergency Operations Center during activations as requested.

County Emergency Response Coordinator (County Coordinator)

- This person shall coordinate assistance among fire rescue agencies in their respective county.
- This position also serves as the liaison between the County Emergency Manager and the Florida Fire Chief's Association Statewide Emergency Response Plan.

When a fire department is affected by an emergency situation, requests for Statewide Mutual Aid assistance can be made through the Florida Fire Chief's Association Statewide Emergency Response Plan, by directing such request to their County Emergency Operations Center. The County Emergency Operations Center will complete a Division of the State Fire Marshal Request for Assistance (RFA) form, on behalf of the requesting agency, and forward to the State Emergency Operations Center. Once received by the State Emergency Operations Center, the request will be forwarded to the Division of the State Fire Marshal at the State Emergency Support Function #4Desk, who will forward the request, once verified, to the Florida Fire Chief's Association Statewide Emergency Response Plan Statewide Coordinator.

The Florida Fire Chief's Association Statewide Emergency Response Plan Statewide Coordinator will assign the requests for assistance to one or more Florida Fire Chief's

Association Statewide Emergency Response Plan Regional Coordinators to fill. The Regional Coordinator(s) will work with their County Coordinators in confirming availability of resources to be deployed as requested. Once a region has committed to filling a request, each responding agency is to complete the Division of the State Fire Marshal Response To Assistance Request (RTAR) form. The completed form shall be forwarded to the State Emergency Operations Center, State Emergency Support Function #4 Desk.

See the Florida Fire Chief's Association Statewide Emergency Response Plan for full details.

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 11	Reference: NATIONAL RESPONSE FRAMEWORK ESF 11
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ANNEX 11 WATER AND FOOD

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ANNEX 11 WATER AND FOOD

LEAD AGENCY: Second Harvest of the Big Bend (Supply)
Leon County Emergency Management (EOC Logistics)

SUPPORT AGENCIES: Leon County Government
Local Supermarkets
Florida Division of Emergency Management
Florida National Guard
Florida Department of Agriculture and Consumer Services
Florida Department of Health in Leon County (Food Safety)
Florida Baptist Disaster Relief
Leon County Volunteer Center
The Salvation Army
American Red Cross
Big Bend Community Organizations Active in Disaster

I. INTRODUCTION

A. MISSION DESCRIPTION

Emergency Support Function #11 is the coordinating structure for identifying the need for, and obtaining water and food during a disaster in Leon County. Emergency Support Function #11 is a mission essential function of local government, it is integral in safeguarding the lives and property of Leon County's citizens. The Emergency Support Function #11 coordinating structure helps establish relationships, plan, organize, and build capabilities before, during, and after a disaster occurs.

B. PURPOSE

This annex provides guidance in coordinating water and food supply in support of mass care activities.

C. SCOPE

This annex applies to the functions of identifying and obtaining water and food during a disaster within Leon County.

Activities related to community mass feeding are addressed in the Emergency Support Function #6 – Mass Care and Sheltering Annex.

Activities related to reception of donated resources are addressed in the Emergency Support Function #15 – Volunteer and Donation Management Annex.

II. POLICIES

Leon County, by County Commission Resolution, has adopted the National Incident Management System as the standard for incident management in Leon County.

Under Florida Law, Counties have the power and authority to appropriate and expend funds; make contracts; obtain and distribute equipment, materials, and supplies for emergency management purposes.

The Florida Department of Agriculture and Consumer Services has been designated as the lead State Agency for statewide coordination of ESF #11 activities under the State of Florida Comprehensive Emergency Management Plan. This includes providing disaster food supplies to designated disaster staging areas and mass feeding sites.

Under Florida law, the Florida Division of Emergency Management is to ascertain the requirements of the state and its political subdivisions for equipment and supplies of all kinds in the event of an emergency; plan for and either procure supplies, medicines, materials, and equipment or enter into memoranda of agreement or open purchase orders that will ensure their availability; and use and employ from time to time any of the property, services, and resources within the state. To implement this requirement, the Florida Division of Emergency Management maintains a Logistics Section which administers the Statewide Mutual Aid Agreement and the State Logistics Response Center in Orange County, Florida.

Under the Leon County Purchasing Policy, Policy #96-1, in the event of a declaration of emergency by the Chairman of the Board, the Purchasing Policy shall be suspended and the guidelines of Federal Regulations 2 CFR Part 200 shall be utilized, to include, but not be limited to procurement thresholds.

III. RESOURCE AVAILABILITY AND CAPABILITY ASSESSMENT

A. RESOURCES

1. Personnel:

The following organizations have personnel which serve a role under Emergency Support Function #11.

- **Second Harvest of the Big Bend:** The Second Harvest of the Big Bend has a (1) full-time Operations Director who oversees daily activities as-well-as the Disaster Relief Program. Additionally, the Second Harvest has an Operations Team consisting of Warehouse Staff, Inventory Staff, and Transportation Staff. The

Second Harvest of the Big Bend has a number of volunteers, and will use all available volunteers at the time of a disaster to support their operations.

- **Leon County Government:** During an activation of the Emergency Operations Center a Logistics Section is established. A member (1) from Leon County Government will serve as the Logistics Section Chief. The Logistics Section can, if required, source and procure resources to assist with Emergency Support Function #11 operations.

Leon County's Office of Resource Stewardship has staff that will be assigned to support the County's Logistics Staging Area(s) and Points of Distribution (PODS) for water and food. The Office of Resource Stewardship has one (1) Department Director and one (1) Facilities Manager that will oversee staff (over 60 personnel) assigned to operate a Logistics Staging Area(s) and Points of Distribution (PODS) for water and food.

Additionally, Leon County Government employees that are not designated Emergency Critical to their departments or to the Emergency Operations Center are classified as Emergency Support. Emergency Support Employees can be assigned to support operational assignments tasked by the Emergency Operations Center, to include logistical support of Emergency Support Function #11 Activities.

- **Florida National Guard:** Under the State of Florida Unified Logistics Plan, the Florida National Guard has been identified as a source for initial staffing of County Points of Distribution (PODS). The mission of Florida National Guard Personnel is to establish initial management of the Point of Distribution (PODS), open the site, and begin distribution of commodities to the public. The mission is for 72-hours unless an extension is requested by the County. At the 72-hour mark, Points of Distribution (PODS) should be staffed by local government personnel if they cannot be closed due to restoration efforts.

Florida National Guard personnel requested for a County Points of Distribution (PODS) mission cannot provide site security. Security is a separate mission and should be provided by Emergency Support Function #16 – Law Enforcement and Homeland Security resources or the County must request a Points of Distribution (PODS) Security mission from the State Emergency Operations Center.

2. Facilities:

The following facilities exist within Leon County to support Emergency Support Function #11 operations.

- **Second Harvest of the Big Bend Warehouse:** The Second Harvest of the Big Bend has a 41,000 square food warehouse. The warehouse has 22,000 square feet of dry storage space, 6,000 square feet of freezer storage space, and 6,000 square

feet of refrigerated storage space. The warehouse has seven (7) loading docks and parking space for up to ten (10) tractor trailers on the facility's grounds.

- **County Logistical Staging Areas:** Leon County Government, through the Office of Resource Stewardship operates County Logistical Staging Area. Possible locations that could serve as a County Logistical Staging Area include:
 - Lake Jackson Town Center at Huntington Oaks – This facility offers adequate indoor storage space, a trailer loading dock, and transportation accessibility major transportation routes via Monroe Street.
 - Leon County Fleet Yard – This facility offers covered storage space and transportation accessibility major transportation routes via Capital Circle Northeast and Mahan Drive.
 - Leon County Supervisor of Elections Warehouse – This facility offers adequate indoor storage space and loading docks, as well as transportation accessibility major transportation routes via Apalachee Parkway and Capital Circle Southeast. Availability of this facility will be limited during election years.
- **Points of Distribution (PODS):** The purpose of a Point of Distribution (PODS) is for counties to establish initial points where the general public will obtain life sustaining emergency relief supplies (water and food) until such time as power is restored, and traditional facilities such as retail establishments reopen. Points of Distribution (PODS) are intended to accommodate drive-thru traffic; allowing for streamlined distribution to citizens in need. Leon County has identified six (6) possible locations to serve as Points of Distribution (PODS):
 - Apalachee Regional Park – 7550 Apalachee Parkway
 - J. Lewis Hall Sr. Woodville Park – 1492 J. Lewis Hall Sr. Ln
 - Fort Braden Community Center – 16327 Blountstown Hwy
 - Fred George Greenway and Park – 3043 Capital Circle NW
 - Miccosukee Community Park – 15011 Cromartie Rd
 - Dorothy Cooper Spence Community Center – 4768 Charies Cross Rd

Each location is a Type-III Point of Distribution (PODS).

- **State of Florida Logistics Response Center:** This facility is not in Leon County, however the Florida Division of Emergency Management maintains a Logistics Response Center. The State Logistics Response Center is located in Orange County. It is an 187,196 square foot warehouse facility which maintains 500 truckloads of bottle water and 54 truckloads of shelf stable meals year around. This allows for the State to provide a quick initial response to County requests for Water and Food assistance in the immediate aftermath of a disaster.

3. **Equipment:**

The following equipment exists within Leon County to support Emergency Support Function #11 operations.

- **Second Harvest of the Big Bend:** The Second Harvest of the Big Bend has one (1) twin screw tandem rear axle road tractor, a 53 foot refrigerated trailer, and a 36 foot refrigerated trailer. Additionally, they have four (4) refrigerated box trucks.
- **Leon County Government:** Leon County's Office Resource Stewardship has the following Material Handling Equipment (MHE) ### forklifts and pallet jacks for off-loading trucks at County Logistical Staging Area(s). Dumpsters for LSA & Pods

Leon County Fleet Management maintains a list of County-owned vehicles that are not essential during emergency events, such as trucks, vans, and SUVs, that can be used to courier water or food from County Logistical Staging Area(s) to Points of Distribution (PODS) for water and food.

B. CAPABILITIES ASSESSMENT

There are ### grocery stores with in Leon County where most citizens primarily obtain food items. The grocery stores also carry water and other beverages. The City of Tallahassee provides municipal water service for residents within the city limits. The City's water distribution system is continually evaluated and updated by engineers and technicians to ensure adequate capacity and reliability to meet peak demand. Similarly, Talquin Electric provides water service to some of it's members in unincorporated Leon County. Other members in unincorporated Leon County rely on a well for their household water.

Power outages and floods associated with a disaster may impact the ability of grocery stores to open; may cause service interruptions for portions of the municipal water systems; and may leave personal water wells inoperable.

Emergency Support Function #11 has the capacity to mobilize resources for water and food operations. However, Leon County and its Emergency Support Function #11 partners do not maintain a large inventory of supplies for water and food operations. Mutual Aid and just-in-time purchasing will be required.

IV. CONCEPT OF OPERATIONS

A. PRE-DISASTER OPERATIONS

1. Community Mitigation

The Tallahassee-Leon County Local Mitigation Strategy is a comprehensive plan intended to reduce the community's long-term vulnerability to natural and technological hazards through various forms of mitigation. Leon County Emergency Management is a voting member of the Local Mitigation Strategy Steering Committee. As a member of the Steering Committee, they provide disaster preparedness and response perspective in the development of mitigation initiatives to address hazards that affect various areas and constituencies of Leon County.

2. Response Planning

Emergency Support Function #11 agencies should regularly review and update their agency's emergency response policies and procedures.

Emergency Support Function #11 agencies will annually review this annex and provide input to the Leon County Division of Emergency Management so that necessary updates may be made and planned for accordingly. A record of these changes will be kept by the Leon County Division of Emergency Management.

3. Training

Leon County Emergency Management maintains a Multi-Year Training and Exercise Plan. Emergency Management Staff will work with Emergency Support Function #11 agencies to identify and schedule training on water and food supply functions. Training courses are available from the Federal Emergency Management Agency (FEMA) and the Florida Division of Emergency Management.

4. Maintain Supply Inventory

The Second Harvest of the Big Bend maintains a year-round supply of water, snacks, and ready to eat meals. During the spring and through Hurricane Season the inventory is held at a higher level. Following Hurricane Season and through the winter months the inventory will be based on overall warehouse space needs.

The Florida Division of Emergency Management maintains a Logistics Response Center. The State Logistics Response Center, located in Orange County, maintains 500 truckloads of bottle water and 54 truckloads of shelf stable meals year around.

5. Review Suitability of County Logistical Staging Area(s) and Points of Distribution

Leon County Emergency Management and the Leon County Office of Resource Stewardship will annually review the list of possible County Logistical Staging Area and Point of Distribution sites to assess their availability and usefulness prior to each Hurricane Season. The list of possible County Logistical Staging

Area and Point of Distribution sites will be submitted to the Florida Division of Emergency Management's Unified Logistics Section.

B. DISASTER OPERATIONS

Field Operations

1. Mobilize Warehouse

The Second Harvest of the Big Bend will mobilize warehouse operations in support of emergency response efforts. Activities include:

- Deploy food stock to Food Pantries in advance of disaster onset.
- Work with Emergency Support Function #6 Mass Care and Shelter agencies to fill any resource gaps with water or snacks for shelter operations.
- Work with emergency response partners to store incoming relief supplies, if needed.
- Release food product to emergency response partners performing meal preparation, such as The Salvation Army or Florida Baptist Disaster Relief, in support of Emergency Support #6 Mass Care and Shelter agencies that conduct mobile feeding operations.
- Work through the State Network (Feeding Florida) and National Network (Feeding America) to obtain additional emergency water and food supplies.

2. Activate County Logistical Staging Area(s)

Leon County Emergency Management and Office of Resource Stewardship staff will determine the location(s) of County Logistical Staging Area(s) to be opened based on projected impacts.

Leon County Office of Resource Stewardship staff will deploy Material Handling Equipment (MHE) to identified County Logistical Staging Area(s). Office of Resource Stewardship personnel will also be assigned to a shift schedule for County Logistical Staging Area(s) operations.

Personnel operating the County Logistical Staging Area(s) will cross-dock products received from the State Logistics Response Center for immediate shipment to Points of Distribution (PODS), or if necessary offload product and stage it until transportation to Point of Distribution (PODS) is available.

Trucks from the State Logistics Response Center must be turned around within four hours of arrival at the County Logistical Staging Area(s). Shipments of product from the State Logistics Response Center will occur during the night, between 7:00 PM and 7:00 AM.

3. Activate Points of Distribution (PODS)

Leon County Emergency Management and Office of Resource Stewardship staff will determine the locations of Points of Distribution (PODS) to be opened based on projected impacts.

Leon County Office of Resource Stewardship staff will deploy Material Handling Equipment (MHE) and other necessary supplies to identified Points of Distribution (PODS). Office of Resource Stewardship personnel will also be assigned to a shift schedule for Points of Distribution (PODS) operations.

Points of Distribution (PODS) will only operate during daylight hours. Once activated, a Point of Distribution (PODS) shall operate for a minimum of three consecutive days.

During the initial response to a disaster, the availability of supplies from the State Logistics Response Center will be limited. During the first three days of Points of Distribution (PODS) operation distribution to citizens will be:

- 1 gallon of water per person, per day (1 case of water = approx. 3 gallons)
- 2 Emergency Food Rations per person, per day

Emergency Operation Center

Emergency Support Function #11 activities will be coordinated through the Logistics Section of the Emergency Operations Center (EOC).

Staff from the Emergency Operations Center (EOC) Logistics will maintain contact with the County Logistical Staging Area(s) supervisor to receive updates on product inventory levels. The Emergency Operations Center (EOC) Logistics will also maintain contact with Point of Distribution (PODS) site managers to receive updates on product distribution rates and anticipated needs for the next operational period.

Requests for re-supply of water and Emergency Food Rations from the State Logistics Response Center will be coordinated between the Emergency Operations Center (EOC) Logistics Section, County Emergency Management staff and the State Emergency Operations Center.

When supplies are not available or have not arrived from State Logistics Response Center, the Emergency Operations Center (EOC) Logistics Section will request Second Harvest of the Big Bend. If Second Harvest of the Big Bend is unable to fulfill the request for supplies, then Emergency Operations Center (EOC) Logistics Section will procure supplies through the private sector.

If Emergency Support Function #6 – Mass Care agencies are in need of water or food supplies, and cannot meet requirements through their internal supply system, their Emergency Operations Center Agency Representative will coordinate with the Emergency Operations Center (EOC) Logistics Section for supplies.

C. POST-DISASTER OPERATIONS

1. De-activate Points of Distribution and County Logistical Staging Area

As power is restored and traditional facilities such as retail establishments re-open Points of Distribution (PODS) will be de-activated. Any water or meals remaining at a Point of Distribution (PODS) will be return to the County Logistical Staging Area.

Remaining water and meals at the County Logistical Staging Area that can be returned to the State Logistics Response Center will be the State Emergency Operations Center.

Remaining water and meals at the County Logistical Staging Area that cannot be returned to the State Logistics Response Center will be transferred to The Second Harvest of the Big Bend. Product will be prepared for loading, and a pick-up will be scheduled with The Second Harvest of the Big Bend.

2. Second Harvest of the Big Bend Operations

After the event

Quickly supply affected agencies with relief product

Conduct Mobile pantries as needed in hard hit areas

Continue to supply partners in long to term relief and recovery program

Stage and resupply other areas of the state as necessary

V. RESOURCE MANAGEMENT AND MUTUAL AID

Some Emergency Support Function #6 agencies, such as the Red Cross, The Salvation Army, and Second Harvest have access to state and national resources through their respective organizations. These organizations will follow their internal procedures for requesting and tracking internal support for their local emergency operation. If an Emergency Support Function #6 organization cannot obtain resources through their internal procedures, a request for assistance may be placed with the Logistics Section of the Emergency Operations Center.

Donated supplies, bottled water and snacks, may be obtained through a request to Emergency Support Function #15 - Volunteers and Donations to support Emergency Support Function #11 Water and Food operations.

Leon County Government agencies with responsibilities under Emergency Support Function #11 may procure the resources needed, before or during a disaster, to accomplish their mission. Assistance with procurement may be carried out by the Logistics Section of the Emergency Operations Center.

Additionally, Leon County and the City of Tallahassee are signatories of the Statewide Mutual Aid Agreement. In the event of a declared disaster in which Leon County requires additional response capabilities, the Statewide Mutual Aid Agreement may be invoked in order to request assistance and resources from other participating parties including counties, cities, special districts, colleges, universities, or educational districts.

Any Request for assistance through the Statewide Mutual Aid Agreement shall be directed to Emergency Management staff in the Emergency Operations Center. Emergency Management staff will place the request with the State Emergency Operations Center using the state's resource management software, WebEOC.

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 12	Reference: NATIONAL RESPONSE PLAN ESF 12
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**ANNEX 12
ENERGY AND UTILITIES**

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ANNEX 12 ENERGY AND UTILITIES

LEAD AGENCIES - ELECTRIC: City of Tallahassee Electric – Incorporated
Talquin Electric Cooperative - Unincorporated

LEAD AGENCIES – UTILITIES: City of Tallahassee Underground Utilities and Public
Infrastructure – Incorporated
Talquin Electric Cooperative – Unincorporated

SUPPORT AGENCIES: City of Tallahassee Customer Operations,
Florida Municipal Electric Association,
Florida Electric Cooperatives Association,
Florida Water/Wastewater Agency Response Network,
Florida Rural Water Association,
Leon County Division of Emergency Management,
Leon County Public Works

I. INTRODUCTION

Emergency Support Function #12 is the coordinating structure for Energy and Utilities activities in Leon County. Emergency Support Function #12 is a mission essential function of local government, it is integral in safeguarding the lives and property of Leon County's citizens. The Emergency Support Function #12 coordinating structure helps establish relationships, plan, organize, and build capabilities before, during, and after a disaster occurs.

A. MISSION DESCRIPTION

Emergency Support Function #12 has two primary missions: to provide a reliable supply of electricity, water, and gas; and to repair and restore damaged and/or destroyed utility infrastructure. These missions contribute to the protection of lives, property, and the environment in Leon County.

B. PURPOSE

This annex provides guidance in coordinating Energy and Utility activities before, during, and after a disaster occurs.

C. SCOPE

This annex applies to the functions of Energy and Utilities at the County level. This includes mobilizing and providing personnel, equipment, and supplies in support of the Emergency Support Function #12 primary missions.

The purpose of this group is to identify policies and procedures to be implemented by the utility companies in the event of an emergency. The utility companies will coordinate with the various utilities in responding to and recovering from electrical power outages and capacity shortages which impact or threaten to impact significant numbers of

residents and visitors. Energy shortages may be caused by the disruption of normal supply distribution during severe weather conditions. Power outages and capacity shortages may be caused by unusually hot or cold weather, short-term electric fuel transportation and supply shortages, severe weather conditions, or power plant outages.

Talquin Electric (TE) and the City of Tallahassee (COT) manage the coordination of emergency restoration of the normal supply of electrical power to normalize all community functions. TE and COT will prioritize restoration of electrical power to vital community resources such as potable water, waste water transmission and treatment systems and other related facilities in support of the health and safety of the affected population. These activities include but are not limited to:

- Assessing energy system damage, energy supply demand, and restoration requirements for these systems.
- Establishing and implementing priority allocations for the restoration of electrical power to critical facilities in support of the recovery from the disaster event.
- Coordinating with outside agencies and private entities to provide for energy supplies, disseminating specific information related to fuel and power availability, and coordinating with the sources of specialized labor, fuel, transportation, and mobile equipment to repair or restore energy and related systems.
- Providing recommendations to local authorities regarding the priority restoration of facilities and the most efficient means to implement recovery operations.
- Coordinating with local, State, and Federal agencies and private utility systems in the development of energy emergency information, education, and conservation guidance for the public before, during and after disaster-related events.
- Coordinating information development with the Information and Planning Section (ESF 5), for dissemination to State and Federal agencies and energy suppliers relative to the availability of energy supplies, fuel, and the need for additional equipment or fuel based on the magnitude and severity of the event.
- Providing technical assistance and specialized labor in the operation, repair, and maintenance of energy systems and vital equipment.
- Identifying available resources (personnel and equipment) and their location and serviceability in preplanning for a major event prior to Emergency Operations Center (EOC) activation.
- Coordinating with other departments in the identification, staging, and mission identification for available staffing and equipment.

- TE and COT will coordinate with the Leon County Sheriff's Office, Division of Emergency Management for the priority power restoration to critical public and private facilities following a major power outage.

II. POLICIES

- The National Incident Management System is the standard for incident management in Leon County.
- Requests for mutual aid will be coordinated through:
 - City Electric will request mutual aid through the Florida Municipal Electric Association
 - Talquin Electric will request electric system mutual aid thorough the Florida Electric Cooperatives Association
 - City Underground Utilities and Public Infrastructure will request water and waste water mutual aid through the Florida Water/Wastewater Agency Response Network
 - Talquin Electric will request water and wastewater mutual aid through Florida Rural Water Association
 - Other resource needs for mutual aid will be requested through Leon County Emergency Management to the State Emergency Operations Center according to the Statewide Mutual Aid Agreement
- An assessment of impacts to energy and utility infrastructure must be completed prior to the commencement of restoration activities.
- National Electric Safety Code Compliance:
 - The City of Tallahassee Electric Utility (City) has adopted the National Electric Safety Code as the standard for electric transmission and distribution system design and therefore designs electric transmission and distribution facilities to the latest edition of the National Electric Safety Code. All distribution engineering standards, guidelines, policies, practices and procedures are in accordance with this Code.
 - Construction standards, policies, guidelines, practices, and procedures at the Talquin Electric Cooperative comply with the National Electrical Safety Code.

III. RESOURCE AVAILABILTY AND CAPABILITY ASSESSMENT

The following Electric and Utility resources are available to Emergency Support Function #12.

- Personnel: The following organizations have personnel which serve a role under Emergency Support Function #12.
 - City of Tallahassee Electric has 295 employees.
 - Talquin Electric has employees involved in electric services.
 - City of Tallahassee Underground Utilities and Public Infrastructure has employees involved in water, wastewater, and gas utilities services.

- Talquin Electric has employees involved in water and wastewater services.

IV. CONCEPT OF OPERATIONS

A. PRE-DISASTER OPERATIONS

1. Community Mitigation

The Tallahassee-Leon County Local Mitigation Strategy is a comprehensive plan intended to reduce the community's long-term vulnerability to natural and technological hazards through various forms of mitigation. The City of Tallahassee Underground Utilities and Public Infrastructure is a voting member of The Local Mitigation Strategy Steering Committee. As a Member of the Steering Committee, they provide Utilities perspective in the development of mitigation initiatives to address hazards that affect various areas and constituencies of Leon County.

2. Long-Term Vulnerability Reduction – City of Tallahassee Storm Hardening Report to Public Service Commission

Annually the City of Tallahassee submits a report on its storm hardening initiatives to the Florida Public Service Commission.

3. Long-Term Vulnerability Reduction – City of Tallahassee Underground Power Lines

Approximately 60% of the City of Tallahassee's electric power lines are buried underground. Since the 1980's new developments in Tallahassee have been required to bury their power lines.

4. Long-Term Vulnerability Reduction – City of Tallahassee Infrared Inspections/Flying Inspection of Transmission and Distribution Facilities

The transmission system is routinely inspected twice per year. Other aerial inspections of different segments of the distribution and transmission system are performed as needed. The Electric Utility and Tallahassee Police Department have jointly funded a Forward Looking Infrared Radar (FLIR) system that is utilized from the Leon County Sheriff's Office (LCSO) helicopters for aerial inspections.

5. Long-Term Vulnerability Reduction – City of Tallahassee Transmission and Distribution Pole Inspections

The City's program is defined so that every eight years a new pole inspection and treatment cycle is initiated to inspect all the distribution and transmission wood poles and structures on the City's system over a two to three-year period.

6. Long-term Vulnerability Reduction – City of Tallahassee Transmission Structure Inspections

The City performs a climbing and physical inspection of every transmission structure on its system at least every five years.

7. Long-term Vulnerability Reduction – City of Tallahassee Vegetation Management

The transmission system is managed on a three-year trim cycle with target clearance of 25'- 32' feet. City Line Clearance and Vegetation Management Program maintains an eighteen-month trimming cycle of all overhead distribution lines targeting six feet of line clearance beneath and on each side of the lines and the removal of hazard trees pursuant to the City Commission's established guidelines. City's vegetation management program also utilizes directional pruning, and the selective removal of those trees that cannot be maintained in a professional manner.

8. Long-Term Vulnerability Reduction – Talquin Electric Storm Hardening Report to Public Service Commission

Annually Talquin Electric submits a report on it's storm hardening initiatives to the Florida Public Service Commission.

9. Long-Term Vulnerability Reduction – Talquin Electric Inspections of Transmission and Distribution Facilities

Talquin Electric Cooperative inspects the transmission lines annually checking the pole, hardware and conductors. Talquin performs monthly inspections on its substation facilities to insure that any needed maintenance is performed.

10. Long-Term Vulnerability Reduction – Talquin Electric Transmission and Distribution Pole Inspections

Talquin Electric Cooperative utilizes an outside pole-treating contractor to inspect distribution & transmission poles each year. Since 2007 and beyond, poles have been and will continue to be inspected on an eight-year rotation.

11. Long-term Vulnerability Reduction – Talquin Electric Vegetation Management

Talquin Electric Cooperative maintains its right of ways by mechanical cutting, herbicide applications and mowing.

12. Planning – Storm Response Plan

Talquin maintains a comprehensive Emergency Response Plan and conducts annual storm restoration exercises prior to hurricane season to insure proper response and refresher training for its employees. Employees have pre-assigned duties for storm assessment and restoration activities. Talquin Electric maintains a storm stock of materials and supplies to insure availability during storms.

The City of Tallahassee Electric Utility also maintains a comprehensive Emergency Response Plan

B. DISASTER OPERATIONS

Field Operations

The City of Tallahassee and Talquin Electric will follow their Storm Restoration Plans when responding to an emergency. In general the process is as follows.

The City of Tallahassee and Talquin Electric will both arrange to have mutual aid crews brought in to the County from other utilities' across the country to aid in restoration activities.

To the greatest extent possible Tallahassee and Talquin will attempt to get mutual aid crews into the county pre-landfall of a hurricane threat.

To ensure safe operations and ensure coordinated communications, Tallahassee and Talquin personnel will be assigned to work with mutual aid crews.

Priorities for electrical restoration include:

- Initial assessment of impacts (what is affected)
- Restore powerplant generation
- Restore Transmission System
- Restore Distribution System

The Distribution System has further restoration prioritization:

- Medical Facilities with live-in patients
- Emergency services facilities
- Largest grouped areas of system without power
- Individual unique outages

Emergency Operations Center

The City of Tallahassee Electric, Talquin Electric and the City of Tallahassee Customer Operations Center will deploy personnel to the Emergency Operations Center to serve as Agency Representatives for Emergency Support Function #12.

Agency Representatives in the Emergency Operations Center at the Emergency Support Function #3 desk will:

1. Establish communications with Emergency Support Function #3 Agency Operations Centers.
2. Coordinate with other Agency Representatives in the Emergency Operations Center.

3. Provide situation status reports of Emergency Support Function #12 activities during Emergency Operations Center briefings.
4. Relay information from Emergency Operations Center briefings to Emergency Support Function #12 agencies.

Emergency Operations Center activation may require 24 hour staffing of the Emergency Support Function #12 desk. During an emergency, Emergency Operations Center shifts typically last for 12 hours.

C. POST DISASTER OPERATIONS

1. Participate in FEMA/State Joint Preliminary Damage Assessment – Following major emergencies or disasters, Emergency Support Function #12 agencies will participate in Joint Preliminary Damage Assessments with FEMA and the Florida Division of Emergency Management. Joint Preliminary Damage Assessments allow FEMA and the State to verify damages reported by local governments.

VI. RESOURCE MANAGEMENT AND MUTUAL AID

The electrical companies, through their Mutual Aid Agreements, will coordinate for additional resources as needed. However, the Leon County and City of Tallahassee Departments of Public Works can assist when possible.

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 13	Reference: NATIONAL RESPONSE FRAMEWORK ESF 13
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ANNEX 13 MILITARY SUPPORT

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ANNEX 13 MILITARY SUPPORT

LEAD AGENCY: Leon County Division of Emergency Management

SUPPORT AGENCY: Leon County Sheriff's Office, City of Tallahassee Police Department

I. INTRODUCTION

A. PURPOSE

The purpose of this Annex is to provide guidance on the request for and utilization of military support.

B. SCOPE

A major or catastrophic disaster may require the use of military resources. Military assistance could include that from the Florida National Guard (FLNG) as well as from active and reserve forces. Typical missions for military forces include 1) traffic control and road blocks; 2) building security; 3) escort for emergency equipment/personnel; 4) area security/patrols; 5) security at custody facilities; 6) security for emergency work crews; 7) protection of critical infrastructure; 8) transport of law enforcement personnel; 9) VIP protection/escort; 10) joint patrols/ride along; 11) force protection; 12) show of force; 13) dispersion of crowds; and 14) protection of persons and property., as well as the provision of equipment such as high wheeled vehicles and aircraft.

II. POLICIES

Leon County will follow the normal mission-oriented resource request procedures. To request military support in an emergency situation the State of Florida will determine whether the mission would be best served by Florida National Guard (FLNG) or other military assets.

Military resources will be committed only as a supplement to local resources that are coping with humanitarian and property protection caused by civil emergency or mandated by law.

Department of Defense policy requires local and State authorities to be on scene and remain on scene for coordination. FM-100-19 is the reference manual for coordinating procedures (copy maintained in Emergency Operations Center (EOC) Reference Library).

An additional reference document for the FLNG is the Joint Operations Plan for Military Support to Civil Authorities dated August 1, 2004. The primary landing zones in Leon County are the Tallahassee Regional Airport Capital Circle SW and the Tallahassee Commercial Airport HWY 27 North, Tallahassee.

III. SITUATION

A. DISASTER CONDITION

Major and catastrophic disasters will result in widespread damage to, or total loss of, existing civil infrastructure capabilities combined with a significant loss of dwellings and widespread displacement of people. Local and State authorities will require additional assistance to include a Federal response of significant magnitude. In order to fully determine the magnitude of the disaster on the population and provide an immediate and effective response, an impact/needs assessment will be conducted at the earliest possible time following a major or catastrophic disaster.

B. PLANNING ASSUMPTIONS

1. Leon County will require State and Federal support to respond to a major or catastrophic disaster.
2. The Governor will issue an Executive Order prior to the occurrence of a major or catastrophic disaster when possible, authorizing the State of Florida's response and recovery efforts.
3. Florida National Guard personnel and assets may be deployed to the disaster area as appropriate and will be fully self-contained units.
4. Restoration and/or preservation of law and order in support of the Law Enforcement and Security Group will be the priority mission of military assets immediately following a major or catastrophic disaster.

IV. CONCEPT OF OPERATION

A. ASSISTANCE AVAILABLE

1. **Florida National Guard**
 - Planning for Florida National Guard support of county operations is addressed in the Joint Operations Plan for Military Support to Civil Authorities dated August 1, 2004 (Short Title: FLNG-JOPLAN) which is maintained in the Emergency Operations Center (EOC) Reference Library.
 - In the event assistance is needed from the Florida National Guard, the Emergency Operations Center (EOC) will make a request to the State

EOC for such assistance. Whenever the Florida National Guard is providing support to the County, a National Guard Liaison Officer should be present in the County Emergency Operations Center (EOC) to coordinate such activities.

2. Active Duty Military Units

- Active duty military forces may provide resources, including personnel, equipment, and services to local governments under specified Department of Defense (DOD) "immediate response" rules. Upon request of the local jurisdiction, military commanders are authorized to respond under their own authority to situations which "include imminently serious conditions (situations where immediate action is required to save lives, prevent human suffering or mitigate great property damage)". Assistance rendered is provided on a cost reimbursable basis (costs incurred above normal operating expenses). For continuing assistance from other active duty or reserve military units, other than under the immediate response rules, the Emergency Operations Center (EOC) will request such assistance from the State through the State Liaison Officer. The State will forward these requests to Federal Emergency Management Agency (FEMA), which will coordinate assistance from DOD under the National Response Plan.

B. REQUESTS FOR ASSISTANCE

1. General Support

Requests for military assistance are sent to the State Emergency Operations Center (SEOC) (attention ESF 13, Emergency Coordinating Officer) following the standard resource request procedure.

2. Coordination of Assistance

When any assistance is requested from the Florida National Guard, a request for a Liaison Officer to report to the Emergency Operations Center (EOC) will be included in the request. Once a Liaison Officer is present in the EOC, all coordination related to approved mission requirements will go through the Liaison Officer. The Liaison Officer will also provide advice on any new mission requests which will be processed through the State Emergency Operations Center.

V. RESPONSIBILITIES

The Leon County Sheriff's Office, Division of Emergency Management (LCSO/DEM) is the lead agency for military support and coordination with other agencies. The EM Director, or designee, will send a request for military support to the State Emergency Operations Center. LCSO/DEM will coordinate the landing, establish contact points, and provide maps and other available items as requested.

VI. RESOURCE REQUIREMENTS

Landing zones, communications, and designated contact person(s). The military group should be self-sufficient.

Figure 1

MILITARY PRIMARY AND ALTERNATE ASSEMBLY SITES

LAST UPDATE & UNIT NAME	PRIMARY ASSEMBLY SITE	ALTERNATE ASSEMBLY SITE
<u>JULY 12, 2007</u> HQs, 83RD TROOP COMMAND FLA. ARMY NATIONAL GUARD 1225 EASTERWOOD DR	NATIONAL GUARD ARMORY 1225 EASTERWOOD DR.	SILVER LAKE RECREATION AREA
<u>OCTOBER 15, 1994</u> DEPARTMENT OF THE ARMY 351ST ADJUTANT GENERAL COMPANY 222 AUSLEY ROAD	TALMADGE WHIDDON RESERVE CENTER 222 AUSLEY ROAD	TALLAHASSEE COMMUNITY COLLEGE APPLEYARD DRIVE
<u>SEPTEMBER 10, 1994</u> DEPARTMENT OF THE ARMY 160TH MILITARY POLICE BATTALION 222 AUSLEY ROAD	TALMADGE WHIDDON RESERVE CENTER 222 AUSLEY ROAD	CRIMINAL JUSTICE TRAINING ACADEMY
<u>AUGUST 12, 1996</u> DEPARTMENT OF THE ARMY 724TH MP BATTALION 222 AUSLEY ROAD	TALMADGE WHIDDON RESERVE CENTER 222 AUSLEY ROAD	TALLAHASSEE COMMUNITY COLLEGE APPLEYARD DRIVE or THE TALLAHASSEE CIVIC CENTER PENSACOLA STREET
<u>JULY 25, 1989</u> DEPARTMENT OF THE ARMY 428TH CHEMICAL DETACHMENT 222 AUSLEY ROAD	TALMADGE WHIDDON RESERVE CENTER 222 AUSLEY ROAD	TALLAHASSEE COMMUNITY COLLEGE APPLEYARD DRIVE
<u>JANUARY 10, 1989</u> DEPARTMENT OF THE ARMY 400TH MP PW CAMP 222 AUSLEY ROAD	TALMADGE WHIDDON RESERVE CENTER 222 AUSLEY ROAD	TALLAHASSEE COMMUNITY COLLEGE APPLEYARD DRIVE
<u>JUNE 12, 1988</u> HHC, 53RD SIGNAL BRIGADE FLA. ARMY NATIONAL GUARD 1225 EASTERWOOD DR.	NATIONAL GUARD ARMORY 1225 EASTERWOOD DR.	SILVER LAKE RECREATION AREA
<u>JULY 12, 2007</u> C TROOP 1/153 CALVARY FLA. ARMY NATIONAL GUARD 1225 EASTERWOOD DR.	NATIONAL GUARD ARMORY 1225 EASTERWOOD DR.	SILVER LAKE RECREATION AREA

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 14	Reference: NATIONAL RESPONSE FRAMEWORK ESF 15
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**ANNEX 14
PUBLIC INFORMATION**

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ANNEX 14 PUBLIC INFORMATION

LEAD AGENCY: Leon County Community and Media Relations

SUPPORT AGENCIES: Leon County Division of Emergency Management,
City of Tallahassee Department of Communications,
Leon County Volunteer Services
Florida Department of Health in Leon County

I. INTRODUCTION

Leon County is subject to natural, manmade, and technological disasters. In the event of a disaster situation, members of the public require rapid and accurate information regarding the disaster itself as well as how to safeguard themselves and their property from the consequences of the disaster.

Emergency Support Function #14 is the Joint Information System for Leon County. A Joint Information System provides the mechanism to organize, integrate, and coordinate information to ensure timely, accurate, accessible, and consistent messaging. It includes the plans, protocols, procedures, and structures used to provide public information.

A. MISSION DESCRIPTION

The mission of the Emergency Support Function #14 is to deliver coordinated, prompt, reliable, and actionable information to the whole community. This is accomplished through the use of clear, consistent, accessible, and culturally/linguistically-appropriate methods.

B. PURPOSE

This Annex provides guidelines for disseminating and managing necessary information for the public before, during, and after a disaster occurs. This information includes the background and type of emergency, as well as all available details regarding when and where the disaster may strike, what populations may be affected by the disaster, and what necessary measures to take in order to prevent loss of life and property.

In times of emergency, the public must be informed of all measures being taken by local government. Measures may include decisions, recommendations, and instructions to appropriately respond. Accurate information becomes most vital when the public is likely to become confused or panicked due to rumors, hearsay, and half-truths which will spread when official information is not available. A consistent flow of clear and concise information regarding disaster conditions is imperative in the event of an emergency.

C. SCOPE

Public information and related functions will be accomplished in three phases which will occur before, during, and after an emergency situation. These functions will include written disaster preparedness materials, public speaking engagements, news/press releases, and website/social media updates. Emergency notification systems will only be used to alert the public to emergency situations.

II. POLICY

It is the intent of Leon County Government to provide accurate and timely information to the public (primarily through news and social media). Through the dissemination of this information, the public will be able to take protective actions to prevent the loss of life and property, as well as be kept up to date on disaster situations and government emergency actions.

The work of the Leon County Emergency Operations Center (EOC) during a declared emergency is conducted as public business and is accessible to the media, according to the existing provisions of Florida's Government in the Sunshine Law. This policy is compliant with the Sunshine law and provisions for emergency deliberations and decision-making.

The Joint Information Center (JIC) operated by Emergency Support Function #14 Staff is designed for the coexistence of uninterrupted emergency decision-making and accurate media briefings.

III. RESOURCE AVAILABILITY AND CAPABILITY ASSESSMENT

Leon County depends on the media for broadcasting disaster warnings and information to the public. When a warning needs to be issued to residents, resources such as the Emergency Information Portal (www.LeonCountyFL.gov/EI), subscription services, the Emergency Alert System (EAS), and the National Oceanic and Atmospheric Administration (NOAA) Weather Radio system will be activated. In addition to these information resources, Leon County will utilize various social media accounts to reach out to the public with disaster-relevant information. All initial warnings will advise residents to continually monitor the media and other information sources for further updates and information. Thereafter, information will be released through Emergency Support Function #14 staff.

Leon County has also partnered with WFSU to provide live updates through public radio.

A. RESOURCES

The following are the information dissemination resources that are available to Emergency Support Function #14.

1. **Personnel** – The following agencies have personnel that could serve as public information officers for Emergency Support Function #14.
 - Leon County Community and Media Relations team has 3 public information specialists available for activation.
 - The City of Tallahassee Department of Communications has 5 public information specialists in their office available for activation.
 - The Director of Leon County Division of Emergency Management is available to function as Public Information Officer.
 - The following agencies each have a public information officer:
 - Florida Department of Health in Leon County
 - Leon County Sheriff's Office (LCSO)
 - Tallahassee Police Department (TPD)
 - Tallahassee Fire Department (TFD)
 - Leon County Emergency Medical Services has a member that could serve as a Public Information Officer either in the Joint Information Center or in the field.
2. **Media Release** – A media release is a statement prepared by Emergency Support Function #14 Staff and distributed to the media. Information to be released includes what risks will be prioritized by response teams, what environmental or health-related threats may be present in the affected community, available mass care services including mass search and rescue operations and fatality management services, and how to contact available emergency response personnel for medical or other reasons.
3. **Emergency Information Portal** – The Leon County Public Information Officer has several technology-based tools that allow for accurate information to be disseminated quickly to the public. The Emergency Information Portal is a website that offers a wide array of information about weather emergencies and other events as well as how to prepare for them. The site includes publically accessible links that provide information regarding the status of available shelters, sandbag locations, road closures, local office and school closures, health advisories, and volunteer information. The interface for the Leon County Public Information Officer allows for quick posting of information in real time which is immediately made accessible to the public.
4. **Subscription Service** – The Leon County Public Information Officer utilizes GovDelivery as a method of disseminating information quickly to the public. GovDelivery is a free subscription service for the public in order to receive emergency notifications and updates via email or text message. The registration portal to subscribe to this service is found on the Leon County website. Each subscriber will receive an automated update as soon as the Leon County Public Information Officer sends an emergency message through GovDelivery.

This system serves as Leon County's emergency notification, and can also be used to distribute media releases.

Additionally, Leon County participates in the Florida Division of Emergency Management's AlertFlorida initiative. AlertFlorida provides the State's Emergency Managers with a standardized system to communicate critical emergency information to every resident, business, critical facility operator, and visitor in Florida. Utilizing Everbridge, Inc. enterprise software, AlertFlorida allows each participating jurisdiction to customize the categories of alerts available in their community through a local opt-in portal. The system also will provide automated notifications of flash floods, tornados, and other watches and warnings issued by the National Weather Service. The system includes white and yellow page data, and geo-targeted capabilities for alerting.

Users (residents) will be able to select their preferred language and methods for receiving alerts, including SMS text messaging, e-mail, voice calls, TDD/TTY messaging, and mobile device apps for Android™, Apple® and Windows® mobile devices. Local branding of AlertFlorida will be Leon Alerts.

5. **Internet Resources and Social Media** – In addition to the above resources, Leon County will also provide public information updates on disaster or emergency events via online Internet resources. The Leon County website will include an updated banner with information regarding all weather-related warnings and/or watches as well as any other emergency threatening Leon County. The website also includes links leading to Leon County's various social media accounts such as Facebook, Twitter, and Instagram. Members of the public are able to follow these accounts to receive emergency and disaster information and updates via these social media outlets, which will be updated as often as possible by the Leon County Public Information Officer.
6. **Joint Information Center** – The Joint Information Center is a central location that facilitates operation of the Joint Information System, where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions. The Joint Information Center for Leon County is the Emergency Operations Center.
7. **Media Briefing Room** – The Public Safety Complex contains a media briefing room on the ground floor which is equipped with state-of-the-art technology that enables EOC personnel to air live broadcasts over television and FM radio. The media briefing room requires particular security credentials, which ensures the safety and security of EOC personnel and information

8. **Emergency Alert System (EAS)** – The Emergency Alert System is a national public warning system that provides the communications capability to the President to address the American public during a national emergency.

The National Weather Service uses the Emergency Alert System to alert the public about imminent dangerous weather conditions.

The system also may be used by Leon County to deliver important emergency messages. Procedures for state and local use of the Emergency Alert System are contained in the State of Florida Emergency Alert Systems Plan, which is prepared jointly by the Florida Association of Broadcasters and the Florida Division of Emergency Management.

9. **National Oceanic and Atmospheric Administration (NOAA) Weather Radio** – NOAA Weather Radio is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NOAA Weather Radio broadcasts official National Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week.

In conjunction with Federal, State, and Local Emergency Managers, NOAA Weather Radio also broadcasts warning and post-event information for all types of hazards – including natural, environmental, and public safety.

The system may be used by Leon County to deliver important non-weather emergency messages. The Director of Emergency Management will contact the National Weather Service's Tallahassee Weather Forecast Office and request activation of NOAA Weather Radio for a Civil Emergency Message.

10. **WFSU Radio located in Emergency Operations Center-** Live broadcast from EOC when there is an emergency. Logistical and technical needs have already been determined. One representative will be available in the EOC in the time of activation and deemed necessary to broadcast in the event of a power outage.

Upon a partial or full activation of the EOC, ESF #14 notifies WFSU (88.9 FM) leadership and queries the organization's current staffing abilities. In general, this means that during an activation (partial or full), a journalist from WFSU (88.9 FM) will be on site at the EOC.

B. CAPABILITIES ASSESSMENT

Using the above resources, Emergency Support Function #14 is capable of communication with the public in nearly any emergency situation. In the event that there is a loss of one or more of the above resources, the redundancy of Leon

County's resources will ensure that the Emergency Support Function #14 has a multitude of methods at its disposal in order to communicate with the public.

IV. CONCEPT OF OPERATIONS

A. PRE-DISASTER OPERATIONS

1. Information Planning

Emergency Support Function #14 will maintain mass communication processes to best inform Leon County residents of a disaster's changing nature. Emergency Support Function #14 Staff are responsible for maintaining strategic relationships within the Emergency Support Function #14 team, media outlets, and public outreach organizations. Emergency Support Function #14 Staff will also maintain all resources available to them in order to ensure optimal functionality in the event of an emergency. Prior to an emergency occurring, Emergency Support Function #14 Staff will use these resources to deliver coordinated, prompt, reliable, and actionable information to the whole community.

All relevant agencies within Leon County will review this annex annually and provide input to the Leon County Division of Emergency Management so that necessary updates may be made and planned for accordingly. A record of these changes will be kept by the Leon County Division of Emergency Management.

2. Community Mitigation

Leon County is responsible for gathering necessary information regarding past disasters and making it accessible to the public. This information includes damage that can be attributed to certain factors or events that occurred during a disaster, any identifiable actions that might have prevented or with the development of a disaster. For those weaknesses within a community that cannot be fully compensated for, information must be given to the public regarding how to best reduce their own risk and increase their resilience in the event of an emergency.

Public participation is an important part of mitigation planning. Leon County Community and Media Relations and the City of Tallahassee Department of Communications support the Local Mitigation Strategy Planning Committee by posting public notices of for all Local Mitigation Strategy meetings.

3. Public Education

Emergency Support Function #14 will provide information to the public in order to make them aware of potential threats to their immediate surroundings. This information will empower individuals so that they will be able to make the informed decisions necessary to avoid risks to their own personal safety and prevent damage to their property.

Methods for delivery of public education information include:

- Presentations on preparedness and personal safety.
- Publications
 - Leaflets, flyers, mailers
 - Hurricane / Disaster Survival Guide
- Internet and social media resources
 - www.haveahurricaneplan.com
 - <http://cms.leoncountyfl.gov/ei/>
 - www.facebook.com/LeonCounty
 - www.twitter.com/LeonCountyFL
 - Leon County Citizens Connect App
- Hazard maps
 - FEMA Flood Zones
 - Storm Surge Zones
- Public Service Announcements
- Public events open to the community (library-related events, hurricane seasons kick off events, bucket preparedness trainings)
- Comcast and CenturyLink
- Ongoing radio commitments with WFSU / NPR

B. DISASTER OPERATIONS

1. Coordination of Public Information Activities

The Emergency Support Function #14 staff is responsible for planning, coordinating and fulfilling the public information needs of the community. All information released by Emergency Support Function #14 from the EOC will be reviewed by the Director of the Leon County Division of Emergency Management or designee prior to release to the public.

In the event of an emergency, the Leon County Division of Emergency Management will notify the Emergency Support Function #14 agencies of the situation. The Emergency Support Function #14 agencies will designate a Public Information Officer to deploy to the EOC.

EOC activation may require 24 hour staffing of the Joint Information Center. During an emergency, EOC shifts typically last for 12 hours.

2. Protection of Accurate Public Information

A media briefing room is established in the Public Safety Complex separate from the EOC. In order to protect the integrity and accuracy of the information released to the public, unescorted access by the media to the EOC will not be permitted. Media crews will be allowed reasonable access to the EOC as long as that access does not interfere with work in progress. Emergency Support Function #14 Staff will escort media representatives in the EOC. Once cleared for release, information presented in the briefings or

staff meetings will be readily made available to media representatives. A pool camera may be set up in the media briefing room for television journalists to share.

Due to the sensitive nature of emergency information, personnel working in the EOC are not permitted to “post” or “share” any information regarding EOC activities through personal social media accounts or other methods. No unauthorized use of computers by any individuals on site will be allowed.

Should it become necessary for the Governor, State Legislators, County or City Commissioners to enter the EOC, the media will be allowed access to them through Emergency Support Function #14 Staff.

3. Information Dissemination – In the event of an emergency, information will be disseminated using the following methods:

a. Operations

i. On-Scene/Incident Scene Public Information

When an incident has occurred and response is limited to the scene, the Incident Commander may appoint an Information Officer to respond to media inquiries regarding operations. If public action is required through the media, Leon County Emergency Management may coordinate the release of information through the systems available in the field or through the EOC.

Other information dissemination methods available to incident commanders include the following:

- Door-to-door notifications may be utilized in rural areas.
- Vehicle-based public address systems may be utilized in more densely populated urban areas.

ii. EOC/ Joint Information Center Activation

The Joint Information Center is a central location where personnel with public information responsibilities perform critical emergency information functions, crisis communications, and public affairs functions. The Joint Information Center for Leon County is the Emergency Operations Center.

When the Emergency Operations Center is activated, the Leon County Division of Emergency Management will notify the Emergency Support Function #14 agencies of the situation. The Emergency Support Function #14 agencies will designate a Public Information Officer to deploy to the Emergency Operations Center to staff the Joint Information Center

b. Media Interactions

If the situation requires, Emergency Support Function #14 Staff, in coordination with the Director of Leon County Emergency Management, or designee will schedule a minimum of one media briefing per day to be held at a time when the pertinent information can have the best possible media and/or public exposure. Times for scheduled press briefings will be posted in the media briefing room or Joint Information Center. Emergency Support Function #14 Staff may conduct additional media briefings as often and in whatever form is necessary. Individual department/agency interaction with the media will be governed by the media policies established. Interviews will be conducted away from the EOC area and other main working area to eliminate interruptions of work in progress.

In tropical cyclone risks, pre-landfall press briefings will be conducted to provide timely information on preparedness measures.

Internet, Social Media, and Mobile Application

The Leon County Public Information Officer will post information to the Emergency Information Portal and send the message through GovDelivery. They may also utilize any of Leon County's social media accounts to post updates regarding the situation. The Leon County mobile application will send push notifications to alert citizens of emergencies and provide updates, as well as mirror the updates posted on the Emergency Information Portal.

The Leon County Public Information Officer may use the reverse notification capabilities of Leon Alerts (local branding of AlertFlorida) to send emergency notification telephone calls to the entire system (opt-in plus white and yellow page phone numbers) or to geo-targeted areas to warn of an emergency situation.

c. Telephone Inquiries and the Citizens Information Line

When an incident occurs, media and citizen inquiries may be handled over the telephone by the responsible department or Leon County Division of Emergency Management.

During an emergency, a Citizens Information Line will be established in the EOC. The Citizens Information Line will be active for 24-hours per day for as long as the situation requires. The Citizens Information Line is under the leadership of the Director of the Volunteer Services and may be staffed with up to twelve (12) operators per shift. The Citizens Information Line staff will be recruited from available County personnel. Efforts will be made to employ bi-lingual operators; however, Leon

County has access to the AT&T Language Line if no such operators are available.

All Citizens Information Line operators will use the Emergency Information Portal as a reference when assisting members of the community. This portal will be kept up to date with the most accurate and relevant information possible during a disaster situation. Hard copies of emergency information may also be given to operators. Throughout and activation, a member from Emergency Support Function #14, (a Leon County Community and Media Relations Staff Member) will provide situation updates to Citizens Information Line staff.

A copy of the Citizen's Information Line Handbook is kept at each call taker position. These handbooks contain all necessary operational procedures for Citizen's Information Line operators. Each computer in the call center contains a link to an interactive "live" document which links to call logs, contact information, and various other resources needed for the call center to function.

The functionality of the Citizens Information Line will extend into post-disaster situations as needed.

d. Emergency Alert System

The Emergency Alert System is a national public warning system that requires broadcasters, cable television systems, wireless cable systems, satellite digital audio radio service providers, and direct broadcast satellite providers to provide the communications capability to the President to address the American public during a national emergency.

The National Weather Service develops emergency weather information and uses the Emergency Alert System to alert the public about imminent dangerous weather conditions.

The system also may be used by state and local authorities to deliver important emergency information, such as AMBER alerts and evacuation information targeted to specific areas. Procedures for state and local use of the Emergency Alert System are contained in the State of Florida Emergency Alert Systems Plan, which is prepared jointly by the Florida Association of Broadcasters and the Florida Division of Emergency Management.

To activate the Emergency Alert System locally, an emergency or disaster event must be imminent or occurring. The Director of Emergency Management and Emergency Support Function #14 Staff will develop the emergency message. The message will be communicated to the Local Primary Emergency Alert System Station (Local Primary 1). The Local

Primary 1 Station should broadcast, over the air, the Emergency Alert System message. If the Local Primary 1 Station is unavailable, an alternate station, the Local Primary 2 Station, has been identified that should broadcast the message. All other broadcasters (all broadcast media) in the area should monitor the Local Primary 1 and Local Primary 2 Station for Emergency Alert System messages and re-broadcast them over the air.

In Leon County the Local Primary 1 Station is 94.9 FM WTNT and the Local Primary 2 Station is 88.9 FM WFSU.

Alternatively, the Florida Division of Emergency Management's State Watch Office may be contacted by the Director of Emergency Management, and requested to activate the Emergency Alert System. The State Watch Office is the State Primary Station. The Director of Emergency Management will relay the emergency message to the State Watch Office and they will make contact with the Local Primary 1 and Local Primary 2 Station using specialized communications equipment designed to compose and disseminate Emergency Alert System messages.

e. National Oceanic and Atmospheric Administration (NOAA) Weather Radio

NOAA Weather Radio is a nationwide network of radio stations broadcasting continuous weather information directly from the nearest National Weather Service office. NOAA Weather Radio broadcasts official National Weather Service warnings, watches, forecasts and other hazard information 24 hours a day, 7 days a week.

In conjunction with Federal, State, and Local Emergency Managers, NOAA Weather Radio also broadcasts warning and post-event information for all types of hazards – including natural, environmental, and public safety.

The following steps will be followed to activate the NOAA Weather Radio (for a non-weather emergency):

- A life-threatening emergency or disaster event must be imminent or occurring.
- The Director of Emergency Management and Emergency Support Function #14 Staff will develop the emergency message.
- The Director of Emergency Management will contact the National Weather Service's Tallahassee Weather Forecast Office and request activation of NOAA Weather Radio for a Civil Emergency Message.
- A text version of the emergency message will be delivered to the National Weather Service's Tallahassee Weather Forecast Office (Forecaster will specify delivery method, via email or fax).

- The Director of Emergency Management will contact the National Weather Service's Tallahassee Weather Forecast Office to verify receipt of the emergency message.
- The National Weather Service's Tallahassee Weather Forecast Office will program the message, by hand, into the NOAA Weather Radio System and, will trigger the alert tone and broadcast the message.

To receive NOAA Weather Radio broadcasts, a special radio receiver or scanner capable of picking up the signal is required. Some NOAA Weather Radio receivers can be programmed to Specific Area Message Encoding standards. The Specific Area Message Encoding program code for Leon County is 012073.

NOAA Weather Radio is transmitted on the frequency 162.400 MHz for the National Weather Service's Tallahassee Weather Forecast Office.

f. Email Notification

Emergency Support Function #14 Staff has developed a media contact list including print and electronic media outlets in the Leon County area, and distributes these notifications via email. In addition, Emergency Support Function #14 Staff have an email list of local Public Information Officers.

C. POST-DISASTER OPERATIONS

Timeliness of public communication is key to ensuring successful community recovery and redevelopment. After residents are allowed to return to their homes, they should be made aware of potential safety issues to ensure caution is taken with personal health and safety. During post-disaster outreach, Public Service announcements will be delivered regarding recovery assistance including the registration process with FEMA for housing assistance as well as assistance with filing insurance claims.

1. Post Disaster Redevelopment Plan

Leon County and the City of Tallahassee have a joint Post Disaster Redevelopment Plan.

a. Long Term Recovery Coordination Group

The director of Leon County Community and Media Relations and the director of the City of Tallahassee Department of Communications will serve on the Long-Term Recovery Coordination Group. The Long-Term Recovery Coordination Group is the official representative advisory body for the Post Disaster Redevelopment Plan.

b. Post-Disaster Redevelopment Public Outreach Subcommittee

Emergency Support Function #14 will serve as the Post-Disaster Redevelopment Public Outreach Subcommittee. This subcommittee is responsible for making long-term recovery information available to the public and ensuring public participation in the redevelopment process.

In addition to providing information to the public, it is also the responsibility of the Subcommittee to provide the public with the opportunity to be a part of the redevelopment decision-making process. Leon County and the City of Tallahassee have a well-established procedure in place to solicit public involvement in the land use and development decision-making process. It is the responsibility of the Subcommittee to promote public awareness of government actions during the redevelopment process.

2. Infrastructure

After a disaster has struck, Leon County is responsible for providing information to the public concerning key infrastructure in the community. This includes road and bridge closures, damage to critical facilities such as schools and hospitals, and all other infrastructure damaged in the disaster.

Information regarding housing solutions will be made available for members of the public who are unable to return to their homes in the aftermath of the emergency.

3. Health and the Community

In the immediate aftermath of a disaster, the public needs to be made aware of any and all health hazards that may have occurred as a side-effect of the disaster. Once these hazards have been identified, the public will be informed on the proper actions to take in order to limit their personal risk.

The public must also be informed on what local natural resources have been affected by the disaster (e.g. water source pollution, air pollution, etc.) and how best to protect themselves from any risks these damages might cause. The public must also be informed on what, if anything, can be done to aid in the restoration of these resources.

After a disaster, it is important to inform the public on resources available to them for maintaining their behavioral and mental health. Members of the community may display physical or psychological symptoms that could adversely affect their ability to respond and function. Information regarding resources such as 2-1-1 Big Bend and Disaster Behavioral Health Response Teams which provide services to aid in the behavioral health of the community will be made available to the affected community.

2-1-1 Big Bend will serve as a resource before, during, and after a disaster. A joint news advisory has been drafted by County, City and 2-1-1 Big Bend staff to be issued during a disaster or any other time determined by County PIO. The advisory encourages the public to contact 2-1-1 for social services assistance as well as counseling and emotional support and is ready for release at any time. (See Attachment 2)

In addition, call-taking space will be provided at the Citizens Information Line to allow 2-1-1 Big Bend staff to continue operations during a significant or infrastructure-damaging emergency.

4. Community Response Teams

Leon County will work with FEMA and the State of Florida to conduct community response operations. A team of state, federal, and local members will go door-to-door throughout the affected communities to inform citizens of what aid is available. Depending on the size of the event, Leon County may request additional staff from state agencies in order to fulfil the community response team function.

5. Disaster Field Office

In the event of a catastrophic disaster, public information teams from the State of Florida and the Federal Emergency Management Agency (FEMA) may respond. If Leon County is the only county impacted, a Joint Information Center will be maintained at the Leon County EOC or another suitable location. If the disaster impacts more than one county, an additional Joint Information Center (for Federal, State and local coordination) may be set up at a Disaster Field Office (DFO) or another centralized location. Emergency Support Function #14 Staff will appoint a liaison to the Disaster Field Office Joint Information Center.

6. After Action Report

After a disaster has occurred, an after action report will be written in order to evaluate how effectively Leon County was able to respond to the disaster and what can be improved upon in preparation for future events. This report will be able to help ensure that vital information was disseminated in a timely and effective manner and that the public was adequately informed as the situation developed.

Emergency Support Function #14 Staff will provide information, regarding emergency public information activities, to the Leon County Division of Emergency Management for inclusion in the report.

V. RESOURCE MANAGEMENT AND MUTUAL AID

Leon County is a signatory of the Statewide Mutual Aid Agreement. In the event of a disaster in which Leon County requires additional response capabilities, the Statewide

Mutual Aid Agreement may be invoked in order to request assistance and resources from nearby and neighboring counties in accordance with the terms and conditions of the agreement (refer to the Statewide Mutual Aid Agreement).

Resources regarding public information and external affairs that are obtained or shared through the Statewide Mutual Aid Agreement will be managed by the Emergency Support Function #14 Coordinator.

Attachment 1

Newspaper/Television Stations/Radio Stations

Contacts, addresses and telephone numbers are maintained in the Leon County Division of Emergency Management Master Contact List.

TALLAHASSEE DEMOCRAT

Newsroom: (850) 599-2151, 599-2170

Fax: (850) 599-2295

ASSOCIATED PRESS (FL)

Fax: (850) 224-2099

CAPITAL OUTLOOK

Fax: (850) 681-1093

WCTV - Channel 6 - Cable 9 (CBS)

WTLH-Channel 49 (FOX)

WBXT-WB6 - Cable 6

(850) 893-2126

Fax: (850) 668-3851 and 893-5193

WTXL- Channel 27 - Cable 7 (ABC)

WTLH – Channel 40 – Cable 12 (NBC)

(850) 893-1313

Fax: 668-1460

WFSU-Channel 11

(850) 487-3170

Fax: (850) 487-3093

COMCAST CABLEVISION

(850) 574-4016

(Emergency) 597-0252 or 528-8294

Fax: (850) 574-4030

WFSU-FM 88.9 - Public Radio;

(850) 487-3086 (control room 487-3305)

Fax: 487-3293

CUMULUS BROADCASTING (5 stations):

(850) 201-3000

Fax: 201-2329 - for all 5

WHBT-AM 1410

WHBX-FM 96.1

WBZE-FM 98.9

WSLE-FM 102.3

WGLF-FM 104.1

CLEAR CHANNEL

COMMUNICATIONS (5 stations):

(850) 201-3000

Fax: 383-0747 - for all 5

WTNT-FM 94.9

WBWT-FM 100.7

WXSJ-FM 101.5

WTLY-FM 107.1

WFLA-AM 1270

News studio: 383-0716; After hours: 383-0755

DECOL Broadcasting

WGWD 93.3 FM Quincy/Midway

(850) 627-7086

Fax: 627-3422

TRIAD (N. FL.) BROADCASTING (4 stations):

(850) 386-8004; After hours: 383-1049

Fax: 422-1897 - for all 4

WEGT-FM 99.9

WAIB-FM 103.1

WHTF-FM 104.9

WWLD-FM 106.1

WVHT-FM 105.7

(850) 309-0999; After hours: 402-0014

Fax: 402-0061

WTAL-AM 1450

(850) 877-0105

Fax: 877-5110

Attachment 2



FOR IMMEDIATE RELEASE: Click here to enter a date. 00:00 a.m./p.m.

CONTACT: Mathieu Cavell
Community and Media Relations
(850) 606-5300

Alison Faris
City Communications Department
(850) 891-8533

TITLE OF NEWS RELEASE

Following (insert emergency), 2-1-1 of the Big Bend can connect those affected with much needed services through the agency's comprehensive and up-to-date human service referral database.

Calls are free, confidential and anonymous. Trained hotline counselors are available to listen and provide emotional support, crisis counseling, suicide prevention and information.

Dial 2-1-1 or (850) 617-6333 for 24/7 human service information and assistance.

Bilingual and translation services are available. TDD/TTY or 711Florida Relay is available for hearing impaired individuals.

For more information, visit www.211bigbend.org

About 2-1-1 Big Bend

2-1-1 Big Bend, A United Way Agency, is your gateway to human services in the eight-county region of the big bend. 2-1-1 Big Bend is a non-profit 501c3 organization accredited by the Alliance of Information and Referral Systems and the American Association of Suicidality. The agency's mission is to provide assessment, emotional support, crisis assistance, education, training and referrals with accurate, up-to-date resource info.

###

ESF-14 ANNEX

PRE-SCRIPTED EMERGENCY MESSAGE CONTENT

To be used when the following watches or warnings are issued by the National Weather Service.

To be used on the Emergency Information Portal and Social Media Sites.

May be used for Notification System alerts and as bullet points within press releases (if issued).

- Tornado Watch

Tornadoes are possible in and near the watch area.

Be Prepared! Review and discuss your emergency plans and check supplies.

Be ready to act quickly if a tornado warning is issued.

- Tornado Warning

A tornado has been sighted or is indicated by weather radar.

Move to an interior room on the lowest floor of a sturdy building. Avoid windows.

If in a car or outdoors, seek shelter inside a sturdy building immediately.

- Severe Thunderstorm Watch

Severe thunderstorms are possible in and near the watch area.

Severe thunderstorms are storms capable of producing hail that is an inch or larger or wind gusts over 58 mph.

Lightning is also a threat.

Be Prepared! Review and discuss your emergency plans and check supplies.

Be ready to act quickly if a severe thunderstorm warning is issued.

- Severe Thunderstorm Warning

Severe weather has been reported or is indicated by weather radar.

Move to an interior room on the lowest floor of a sturdy building. Avoid windows.

If in a car or outdoors, seek shelter inside a sturdy building immediately.

Stay indoors at least 30 minutes after you hear the last sound of thunder.

- Flood Watch

Flooding is possible in and near the watch area.

Be Prepared! Review and discuss your emergency plans and check supplies.

Be ready to act quickly if a flood warning is issued.

- Flood Warning

Flooding is imminent or occurring.

Get out of areas subject to flooding and get to higher ground immediately.

Do not walk through flood waters. It only takes six inches of moving water to knock you off your feet.

Do not drive cars into flooded areas. Remember, it only takes two feet of water to float most automobiles, including sport utility vehicles and pickup trucks.

ESF-14 ANNEX

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LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 15	Reference: NATIONAL RESPONSE FRAMEWORK
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ANNEX 15 VOLUNTEERS AND DONATIONS

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ANNEX 15

VOLUNTEERS AND DONATIONS

LEAD AGENCIES: The Leon County Volunteer Center Coordinator and Capital Area Chapter of the American Red Cross

SUPPORT AGENCIES: The Leon County Sheriff's Office, Division of Emergency Management, Salvation Army, United Way, Leon County Public Works, Leon County Sheriff's Office, Leon County Health Department, City of Tallahassee, and area churches and civic organizations.

I. INTRODUCTION

A. PURPOSE

The purpose of Volunteers and Donations Group is to organize, track, consolidate, and distribute any and all donations that may come to the County after a major disaster. In addition, it will be responsible for establishing the Volunteer Reception Center for any individual or group which may volunteer to assist in the post-disaster recovery of Leon County.

B. SCOPE

The success of this activity will depend to a large degree on the ability to interact with the other private groups, various community organizations, and private industry. During past major and catastrophic disasters, it became apparent that the number of volunteers and the amount of donations that poured into local disaster areas became part of the problem rather than the solution. To manage against this type of situation and ensure that volunteer efforts and donations are effective, coordination among volunteer organizations to include a structured volunteer program must be in place. The job of the Volunteer and Donations Group is multifarious. Of utmost importance is coordinating with the different response agencies and departments to determine what types of resources are in immediate demand, compiling a list of those resources, and then implementing a plan that addresses how the needed resources can be provided. This will require close interaction with the Public Information Officer. The Leon County Volunteer and Donations Group will serve as the centralized receiving point for all volunteers. It will then categorize the abilities of the individuals or groups and then assign them, based on the needs of the County. Leon County may direct volunteers to the Capital Area Chapter of the American Red Cross first, to be re-assigned to the County later.

Lastly, the Volunteer and Donations Group will be responsible for establishing a distribution network to warehouse all donations and resupply the different distribution points that may be established throughout the County. This will be accomplished through centralized receiving points.

II. POLICIES

- Re-supplies to distribution points will be done daily during off-peak hours.
- All donated materials and volunteer personnel must come through the Main County Depot.
- All donated materials will be received at the established point and sorted on pallets for distribution.
- All volunteers must report to the Volunteer Reception Center for certification/identification and assignments.
- Changes to the Operating Plan may only be made by the Volunteer Center Coordinator, or designee. In emergency situations, the Site Supervisor of the Main Depot may make a temporary modification, pending notification of the Coordinator.
- The Emergency Operations Center (EOC) telephone number will serve as the main telephone line to coordinate activities within the county.
- News releases will be issued requesting that volunteers and donators call a telephone number with offers of donations and/or assistance. Volunteers will be told where to report at that time.

III. SITUATION

A. DISASTER CONDITIONS

Disaster Conditions will be determined by the Leon County Sheriff's Office, Division of Emergency Management Director, or designee. Instructions will be routed to agencies.

B. PLANNING ASSUMPTIONS

1. Full-scale operation of Main Depot and distribution points will only occur after a countywide disaster.
2. Localized disasters will be managed at the Emergency Operation Center (EOC) for volunteers and donations. Distribution will be from warehouse to residents, based on American Red Cross assessment of individual needs.
3. Countywide disasters will necessitate the operation of the Main Depot. All coordination with Regional Recovery Center and Federal assistance will be based out of the Main Depot.
4. Certain resources may be limited due to the disaster's effect on outside agencies. Whether power, transportation, and communication networks will be open or volunteers and donations will materialize, is uncertain.

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. Mission

The overall general mission is threefold. First, to determine the supplies and skills that are in immediate need throughout the County and to work with the Public Information Officer to get the information to the general public. Second, to organize, inventory, package, and redistribute all donations arriving in the County, whether by bus, truck, airplane, or rail. Third, to be the focal point to which all volunteers report, where their skills are verified and from which they are reassigned to the areas where they can be most useful.

2. Organization

The primary operation's organization will be based at the Main Depot. This site will be conducive to an operation of this magnitude. The Main Depot location will be identified dependent upon facility availability and location as soon as possible.

Distribution Points

The concept for this operation is to supply distribution points from the Main Depot. These distribution points are placed throughout the County. The main function of these distribution points will be to re-supply neighborhood relief centers and the general population with items that may be in short supply. The secondary function of these distribution points is to act as staging/monitoring areas for volunteer work groups participating in storm cleanup and repairs. The distribution points will hand out donated material and reorder needed materials from the Main Depot. To the greatest extent possible, these ordered supplies will be shipped and arrive only at night.

3. Neighborhood Relief Centers (NRC)

It is anticipated that Neighborhood Relief Centers (NRC) will be established by churches, civic associations, and other private non-profit organizations. NRC's will be able to obtain bulk supplies from the distribution points for preparation of hot meals or distribution to constituents. NRC's must register with the Main Depot and provide proof of their non-profit status (Internal Revenue Service letter, certificate, etc.) in order to participate in the distribution system. NRC's cannot charge or request donations from victims for any services or supplies. Once a NRC is registered with Volunteers and Donations, they must complete a daily requisition form for supplies for the following day's operation. The NRC must pickup their supplies at a distribution point.

B. ORGANIZATION

See organization charts (Basic Plan).

C. NOTIFICATION

Upon notification by the Emergency Operations Center (EOC) of a pending disaster, the Coordinator of Volunteer and Donations Group will begin notification to the management staff and review the disaster plan. Assigned staff will then report to the Main Depot and begin procedures to activate. For the initial response actions, the Coordinator of Volunteer and Donations Group will report to the EOC to monitor the pending event.

D. RESPONSE ACTIONS

Determine magnitude of the emergency and make initial contact with supervisors and staff to identify and activate Main Depot and distribution points.

1. **Regional Recovery Center -**
One person per shift is required to coordinate requirements of Leon County.
2. **Main Depot -**
 - a. **Tasks**
 - Provide supervision/staff
 - Receive offers of donations/volunteers
 - Organize/validate volunteers
 - Coordinate volunteers
 - Receive donations
 - Inventory donations
 - Repack/sort donations
 - Store donations
 - Process requests for donations
 - Load donations
 - Transport donations
 - Security
 - Housing
 - Medical
 - Sanitation
 - b. **Resources Needed**
 - Staff/volunteers
 - Telephones/radios
 - Forms/documents
 - Equipment/materials

- Containers for sorting
- Containers for storage
- Trucks/vehicles
- Security
- Tents
- Medical supplies
- Potable water supplies

3. Points of Distribution

a. Tasks

- Provide supervision/staff
- Coordinate volunteers/work groups
- Receive donations
- Unload donations
- Inventory donations
- Store donations
- Process requests for donations
- Distribute donations pickup/delivery
- Assign/transport work groups
- Security
- Temporary housing for workers

b. Resources needed

- Staff/volunteers
- Telephones/radios
- Forms/documents
- Equipment/materials
- Containers for storage
- Trucks/vehicles
- Security
- Cots, tents, etc.

V. RESPONSIBILITIES

A. PRIMARY AGENCY

The Director of the Volunteer Center is responsible for the planning and implementation of Volunteer and Donations activities to include the location and layout of various sites throughout the County for the purpose of establishing a Main Depot and distribution points to effectively receive and disperse volunteers/donations. Once the sites have been located and approved, the Group will be responsible for formulating a comprehensive plan to staff the various locations with the necessary personnel for the purpose of receiving all incoming goods and volunteers, inventorying/validating same and distributing to the residents of Leon County as needed. In addition, the Group will provide staff to coordinate operations with the Regional Recovery Center. All functions of

Volunteer and Donations will be coordinated through the Emergency Operation Center (EOC).

The Coordinator will coordinate with the State Emergency Support Function (ESF) 15 by providing maps and resource requests for supplies, donations, and volunteers as needed. All requests will go through the Emergency Management Director, or designee, for approval.

B. SUPPORT AGENCIES

1. Capital Area Chapter of the American Red Cross, Salvation Army, United Way and Other Organizations

These agencies will work on a more localized scale servicing those residents close to their locations. The Volunteer and Donations Group will re-supply these organizations at night based on each agency's requisition for supplies.

2. Volunteer Organizations Active in Disaster (VOAD)

Will provide personnel to supplement the Group's staff once organization members have secured their homes and families and have mobilized. Organizations will communicate with personnel liaison at the Main Depot.

3. Law Enforcement

Will assume responsibility for security once mobilized.

VI. RESOURCE REQUIREMENTS

- Large tents or cover and cots and blankets at Main Depot and distribution points
- Shrink wrap and equipment
- Tarps
- Wooden pallets (100's)
- Boxes
- Gloves
- Folding tables
- Chairs
- Pallet jacks
- Fork lifts
- 18 x lighting tripods
- Generators
- Trailers (1-Main Depot w/showers) 1-Volunteer Processing
- Port-A-Lets, portable showers and potable water
- 6 x Roll-Off dumpsters (20 yard capacity)
- Load(s) of rock to extend road to bypass
- Signage
- Trucks with 25 x lift gates

- 6 refrigerated trucks
- 12 *Conex boxes for secured items
- Security
- Tugs for ACFT w/trailer
- Parks "stakebeds" for daytime emergency delivery
- Forms
- 110/220 electric service for Main Depot
- Communications

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 16	Reference: NATIONAL RESPONSE FRAMEWORK ESF 13
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ANNEX 16 LAW ENFORCEMENT AND SECURITY

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ANNEX 16

LAW ENFORCEMENT AND SECURITY

LEAD AGENCY: Leon County Sheriff's Office.

SUPPORT AGENCIES: The City of Tallahassee Police Department, Florida State University Police Department, Florida Agriculture and Mechanical University Police Department, Tallahassee Community College Police Department, Leon County Sheriff's Office, Division of Emergency Management, Leon County Public Works, City of Tallahassee Public Works

I. INTRODUCTION

A. PURPOSE

This Comprehensive Emergency Management Plan Annex 16 Law Enforcement and Security establishes a plan of action which shall be implemented in response to a natural, manmade, or technological disaster.

B. AGENCY MISSION

The mission of the Leon County Sheriff's Office is to improve the quality of life in our community by reducing fear, preventing crime, and enforcing the law, while protecting each individual's freedoms as guaranteed by the U.S. Constitution.

During a disaster, the primary goal is to protect life and property while maintaining peace and order, as well as to ensure a rapid, safe and complete evacuation, safeguard exposed property, and expedite the recovery of the community after the danger has passed. During hurricanes and other major natural disasters, communications and command and control networks may be disrupted. Members shall conduct unit and/or individual activities in conformance to the standards set forth in this annex and shall attempt to carry out the mission.

II. CONCEPT OF OPERATIONS

A. COMMAND AND CONTROL STRUCTURE

1. The Sheriff, or his designee, will act as the overall Incident Commander and shall coordinate and direct the operations of the Sheriff's Office during the emergency.
2. A designee of the Sheriff's Office will serve as the Sheriff's representative in the Leon County Emergency Operations Center (EOC) and will coordinate the Sheriff's Office response to the emergency with local, State, and Federal officials.

3. Other members will carry out their duties as directed by competent authority.

B. PREPAREDNESS

1. As part of an ongoing preparedness program, the Sheriff's Office will assign a designee to coordinate closely with the Division of Emergency Management. During hurricane season, June 1st to November 30th, the Sheriff's Office designee will maintain close liaison with the Director of Emergency Management to monitor potential tropical weather conditions that may impact the county.
2. The designee will obtain reports and information from the Leon County Sheriff's Office, Division of Emergency Management during those times when natural, technological, or manmade disasters pose a potential threat to the area. The Sheriff and staff members having emergency operations responsibilities will be kept appraised of this information.
3. During the monitoring phase when a potential threat such as a hurricane or tropical storm has been identified, those staff members having specific emergency operations responsibilities shall review the emergency plans covering their area of responsibility and take necessary action to assure preparedness.
4. As part of an ongoing preparedness program, the Sheriff's Office will maintain current emergency plans and procedures and participate in training and exercise programs at least annually.

C. RESPONSE – MOBILIZATION PHASE

1. **Alert/Mobilization**
 - a. Upon learning that the County is threatened by a natural, technological, or manmade disaster the designee shall alert the Sheriff and key staff members of the impending emergency and schedule a briefing. An example of this type of situation is when the County has or is about to be placed under a high wind watch, and counties to the south of Leon County are placed under a hurricane watch.
 - b. Upon authorization of the Sheriff, the designee shall initiate mobilization alert procedures as called for in the Emergency Mobilization Plan.

2. Mobilization Recall

Upon receiving notification from the Leon County Sheriff's Office, Division of Emergency Management that the County has, or is about to issue an evacuation order, the Sheriff or designee shall initiate mobilization recall procedures as called for in the Emergency Mobilization Plan.

D. RESPONSE – PRE-IMPACT PHASE

1. Voluntary Evacuation

A recommendation may be made to evacuate the most vulnerable areas of the County on a voluntary basis. When such a voluntary evacuation recommendation is used, deputies will assist in communicating this warning to the public and will lend assistance in the evacuation effort.

2. Mandatory Evacuation

a. Among other provisions of Chapter 252 of the Florida Statutes, the Governor has the authority to:

- (1) "Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the state if deemed necessary for the preservation of life or other emergency mitigation, response, or recovery." {FS 252.36 (5) (d)}
- (2) "Prescribe routes, modes of transportation, and destinations in connection with evacuation." {FS 252.36 (5) (d) }
- (3) "Control ingress and egress to and from an emergency area, the movement of persons within the area, and the occupancy of premises therein." {FS 252.36 (5) (f) }

b. When a mandatory evacuation is ordered, the Sheriff's Office law enforcement, and other agencies will immediately deploy squads of deputies and police officers into the affected areas and begin notifying residents of the evacuation order. The area to be evacuated will be described in detail (North, East, South, and West Boundaries), or categorized, e.g. mobile and manufactured homes.

3. Traffic Control

- a. Evacuation Routes: The primary goal of all traffic control activities will be to maximize the traffic flow out of the designated evacuation area.
- b. Implement the traffic control plan and staff intersections (traffic control points) identified and assigned to each law enforcement agency.
- c. All plans will be developed and implemented in cooperation with the City of Tallahassee Traffic Department, City of Tallahassee Police Department, the Florida Highway Patrol, and the Leon County Sheriff's Office, Division of Emergency Management.

4. State of Emergency-Leon County Ordinance

- a. During a declared Local State of Emergency, the County Commission, County Administrator, or designee is empowered to enact emergency measures outlined in Article V. "Disasters and Emergency Management" of Leon County's Code of Laws and Ordinances. Including but not limited to:
 - (1) Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives, and combustibles.
 - (2) Establish curfews, including but not limited to, the prohibition of or restrictions on pedestrian and vehicular movement, standing and parking, except for the provision of designated essential services such as fire, police, emergency medical services and hospital services, including the transportation of patients, utility emergency repairs and emergency calls by physicians.
 - (3) Utilize all available resources of the county government as reasonably necessary to cope with the disaster emergency, including emergency expenditures.
 - (4) Declare certain areas off limits.
 - (5) Direct and compel the evacuation of all or part of the population from any stricken or threatened area of the county.

(6) Make provisions for availability and use of temporary emergency housing and emergency warehousing of materials.

(7) Establish emergency operating centers and shelters in addition to or in place of those provided for in the county's emergency plans.

(8) Declare that during an emergency it shall be unlawful and an offense against Leon County or any person, firm, or corporation to use the fresh water supplied by any water system in Leon County for any purpose other than cooking, drinking, and bathing.

(9) Declare that during any emergency it shall be unlawful and an offense against Leon County for any person, firm, or corporation operating within the county to charge more than the normal average retail price for any merchandise, goods, or services sold during the emergency. The average retail price as used herein is defined to be that price at which similar merchandise, goods, or services were being sold during 90 days immediately preceding the emergency or at a mark-up which is a larger percentage over wholesale cost than was being added to wholesale cost prior to the emergency.

(10) Confiscate merchandise, equipment, vehicles, or property needed to alleviate the emergency with or without compensation. Reimbursement shall be within 60 days and at customary value charged for the items during the 90 days previous to the emergency.

(11) Allow the chairman, vice-chairman, or in their absence, the county administrator, or his or her designee on behalf of the county, to call on the National Guard, other law enforcement divisions and state and federal assistance as necessary to assist in the mitigation of the emergency or to help maintain law and order, rescue, and traffic control

5. Shelter Operations

- a. The Incident Commander will assign members and coordinate with the City of Tallahassee Liaison to provide law enforcement at approved Red Cross shelters.

- b. All plans will be developed and implemented in cooperation with the Leon County Sheriff's Office Division of Emergency Management, the School Board, and the American Red Cross.

6. Stand-Down/Shelter

- a. Sheriff's Office personnel will be ordered to stand down and seek shelter for their own safety when conditions become too dangerous. The objective of the early order to evacuate is to allow people to seek shelter before emergency conditions caused by a natural, technological or manmade disaster become life threatening (e.g., sustained tropical storm force winds arrive and roadways become inundated). All evacuation and rescue operations will cease while potentially life threatening emergency conditions exist in the area.
- b. Sheriff's Office personnel will be given instructions as to when and where to seek shelter by their supervisor (Pre-staging of law enforcement).
- c. In the absence of orders to the contrary, deputies may seek shelter at the nearest Red Cross Shelter or return to the Sheriff's Office facilities.

E. RESPONSE – POST IMPACT PHASE

1. Redeployment

Immediately following the passage of the dangerous conditions, or when the order to redeploy is received, all members will report to the predetermined locations for briefing and assignments.

2. Security

Supervisors will survey their areas of operation to determine the need for security patrols to control looting in evacuated or heavily damaged areas of the county.

3. Traffic Control

- a. Traffic will be monitored at major thoroughfares and intersections.
- b. Control ingress and egress to and from the emergency area.

4. Search and Rescue

- a. Non-Urban Search and Rescue functions will be performed as required.

- ~~b. b.~~ All casualty information should be relayed to the Command Post immediately.

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5. **Disaster Related Fraud**

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- a. ~~Issue educational materials warning the public of possible disaster related scams and fraud.~~

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- ~~b. Investigate reports of disaster related fraud~~

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- ~~c. Issue alerts to public informing the public of possible disaster related scams and fraud.~~

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III. PRIMARY RESPONSIBILITIES

A. Leon County Sheriff's Office

1. Act as the primary agency for coordination of law enforcement services.
2. In County-wide disaster operations such as those resulting from a hurricane or other major disaster, ensure the public safety of all citizens.
3. Coordinate law enforcement and security with the City of Tallahassee Police, Florida State University, Tallahassee Community College Police, Florida Agricultural and Mechanical University Police, and other State, and Federal law enforcement agencies as required.
4. Execute the evacuation order when issued by the Governor or Board of County Commissioners and assume overall traffic control coordination.
5. In coordination with municipal and State law enforcement agencies, provide for security of evacuated areas.
6. Coordinate security for shelters, Emergency Operations Center (EOC) and other areas as required.

B. MILITARY SUPPORT

1. In the event of a major disaster (Declared State of Emergency), coordinate with the Emergency Operations Center (EOC) to deploy Florida National Guard resources via Florida Mutual Aid Program.
2. In the event of a catastrophic disaster (Declared Federal Emergency), coordinate with the Emergency Operations Center (EOC) to request activation of U.S. Army (Military Police).
3. Coordinate law enforcement, security, and traffic control duties with assigned military personnel.

IV. SUPPORT RESPONSIBILITIES

A. SUPPORT SERVICES

Provide support services to Emergency Support Functions listed:

1. Transportation Annex (1)
2. Information and Planning Annex (5)
3. Mass Care Annex (6)
4. Health and Medical Services Annex (8)
5. Urban Search and Rescue Annex (9)
6. Hazardous Materials Annex (10)
7. Public Information Annex (14)
8. Animal Issues Annex (17)

B. PLANS AND PROCEDURES

The Sheriff's Office will coordinate plans and procedures for providing these support services.

C. RESOURCES

The Sheriff's Office will mobilize specialized units and utilize human and material resources to assist in the support services.

LEON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN	Reference: STATE CEMP ESF 17	Reference: NATIONAL RESPONSE FRAMEWORK
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**ANNEX 17
ANIMAL ISSUES**

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ANNEX 17 ANIMAL ISSUES

LEAD AGENCY: Leon County Animal Control

SUPPORT AGENCIES: Big Bend Disaster Animal Response Team
Capital Area Chapter of the American Red Cross
Tallahassee-Leon Animal Service Center
Big Bend Veterinary Medical Association
Leon County Cooperative Extension
Leon County Volunteer Services
Leon County Sheriff's Office

I. INTRODUCTION

A. PURPOSE

The purpose of this annex is to provide for the coordination of local resources in response to small pet, livestock, exotic, and wild animal care needs before, during, and following a significant natural, manmade or technological disaster. Assistance provided under Animal Issues is directed by the Leon County Division of Animal Control (LCDAC) within the Public Works Department.

Animal issues are generally overlooked in the planning process for disasters. This lack of planning, caused by the belief that animals can fend for themselves or because of lack of preparation by owners and others, leads to serious problems when animals are forced from their homes or habitats. By developing operational procedures to care for animals prior to, during and after disasters, the health and safety risks these animals pose to the public can be reduced, animal suffering can be minimized, and we can avert a resource drain on other County departments.

B. SCOPE

LCDAC will provide overall management, coordination and prioritization of countywide animal-related services and resources to support pet, livestock, exotic, and wild animal needs in the event of a major emergency or disaster. Animal-related services under this Annex are categorized in the following functional areas:

1. Conduct rabies control.
2. Assist in the capture of animals that have escaped confinement, or have been displaced from their natural habitat.
3. Assist emergency response teams with animal related problems.
4. Provide humane care and handling of animals before, during, and after disasters by coordinating emergency Medical-Animal Shelters units for the

housing of displaced animals and the emergency medical treatment of those animals.

5. Procure and/or coordinate appropriate equipment and resources for pre- and post disaster sheltering and rescue of animals.
6. Provide emergency care to all sick or injured animals pursuant to applicable laws and protocol.
7. Remove and properly dispose of animal carcasses.
8. Provide information to the general public regarding such issues as quarantine areas, rabies alerts, public service information announcements, Etc.

C. POLICIES

- The primary and support agencies of this annex must plan to be as self sufficient as possible during the first 72 hours following an event, as there may be limited assistance available from other sources.
- The Leon County Division of Animal Control will provide assistance using its primary and support agency authorities and capabilities via coordination with other agencies to support its mission. LCDAC will allocate available resources to each mission based upon priorities identified by the Emergency Operations Center (EOC).
- If animal assistance resources are unavailable, the County EOC will request assistance from the State EOC.
- During disaster planning, response, and recovery efforts, all animal-related services and activities, including rescue, care, housing, relocation, owner redemption, adoption, and medical care, shall be coordinated through the Leon County Division of Animal Control. To ensure compliance with relevant laws and protocols, and to ensure that resources are not diverted from local efforts, all animal welfare groups or rescue organizations must follow the county's policy. No other groups or rescue organizations are authorized to establish response, rescue, or recovery efforts unless they are part of this operation.

II. SITUATION

A. DISASTER CONDITIONS

A significant natural, manmade or technological disaster event would pose public health and nuisance threats, as well seriously impact animals. These threats include injured and displaced animals, dead animals, rabies and other animal-related

diseases, lack of animal care and sheltering, and other animal problems. Additionally, these problems could tax the human needs response and resources.

1. Pre-Impact Response Phase

This phase would be the actual pre-impact care and sheltering of animals, and instructions to the pet-owning public about preparing for the disaster.

2. Post Impact Response Phase

During this phase, animal-related services will become more generalized. Every attempt will be made to verify the need before providing assistance. However, it may be necessary to proceed with assistance on a limited basis before verification is obtained. Additionally, due to the complexity of animal problems, conditions may require special expert advisory groups. These advisory groups will be convened by the Division of Animal Control as needed and will review health, medical, sustenance, and safety information, and will develop specific strategies to manage and respond to these situations.

3. Recovery Phase

Long term animal issues include the return of animals to their owners, to adoptive owners, or to their natural environments, long term public health impact, and proper disposal of carcasses.

B. PLANNING ASSUMPTIONS

1. Human lives may be lost due to the refusal of owners to evacuate without their pets or livestock. Public education by the county and animal-related organizations is needed to make people aware of pet sheltering facilities available.
2. The large number of homeless or injured pets, livestock, wild animals and exotic animals will require the capture and subsequent sheltering of these animals.
3. Assessment and treatment of sick and injured animals, including euthanasia if necessary, will have to be accomplished through cooperative efforts with the veterinary community at designated shelters and private offices.
4. Commercial animal food must be imported into the county by prior arrangement with vendors. Food drops for wild animals would be organized by various wild animal related groups and state agencies.
5. The accumulation of shelter animal waste and carcasses must be removed to approved solid waste dumping sites.

6. The accumulation of animal carcasses throughout the county must be removed to approved solid waste dumping sites, or burned or buried on site in conformance with applicable laws.
7. Shelter animals will need to be re-united with their owners after the disaster, adopted to new homes, or euthanized.
8. Non-governmental groups, animal rescue organizations, and others, including concerned individuals, will want to participate in the search and rescue, sheltering, relocation, and recovery efforts. This group must include provisions for this participation while ensuring that resources are not diverted from Leon County and that animals are not removed from the area without Animal Control's prior approval. This is especially important for reuniting owners with their lost pets, many of which are removed from disaster areas before owners can search for them.

III. CONCEPT OF OPERATIONS

A. GENERAL

All requests for animal-related assistance will be channeled through the Emergency Operations Center (EOC). At the time of activation of the EOC, Animal Control will be staffed on a 24-hour schedule to communicate with other agencies and prioritize assistance requests.

B. ORGANIZATION

The Leon County Division of Animal Control Director, or designee at the Emergency Operations Center, is responsible for coordination of all operations. All volunteer animal assistance agencies will coordinate directly with Animal Control.

C. NOTIFICATION

Initial notification will be sent by the Emergency Operations Center to Leon County Division of Animal Control (LCDAC) as the primary agency.

Immediately following notification to activate, the LCDAC will complete the following:

- Assure that necessary emergency operating facilities and reporting systems are established;
- Establish communications with the Emergency Operations Center, obtain status report, and notify the EOC of operations; and
- Provide appropriate representation to the Emergency Operations Center.

Immediately following notification by LCDAC to commence response actions for this activity, each support agency will complete the following:

- Staff animal facilities per the Leon County Animal Disaster Plan;
- Provide for a call down of each agency's staff;
- Provide for on-going needs relative to each agency's designated area of responsibility; and
- Provide personnel and resources for assessment and field teams as required.

D. PRE-PLANNING AND PUBLIC EDUCATION

1. Background

During Hurricane Andrew in South Florida, the impact of animals' problems exacerbated the human disaster. Some residents who refused to evacuate without their pets lost their lives. Injured and dying animals posed extreme safety and health risks to the population and rescue workers. Large numbers of resources had to be diverted from other operations to meet these needs and problems. During the March storm of 1993, some counties experienced the same problems, though on a smaller scale. As a result, Leon County recognized the need to plan for the care and needs of animals and the pet-owning public during the response and recovery stages of a disaster.

2. Leon County Animal Control Group

Understanding the personnel and resource limitations of the LCDAC, a rescue, response, and recovery team should be formed. Membership should include:

- Leon County Animal Control;
- Tallahassee-Leon Animal Service Center;
- Big Ben Disaster Animal Response Team
- Leon County Volunteer Service Center;
- Leon County Humane Society;
- Big Bend Veterinary Medical Association;
- Local Kennel Owners;
- Local Stable and Ranch Operators; and

- Concerned Residents.

In addition, the LCDAC Team will maintain a liaison with the following:

- Leon County Sheriff's Office, Division of Emergency Management;
- Leon County Sheriff's Office;
- North Florida Fair Association;
- Florida Highway Patrol;
- Leon County Cooperative Extension;
- Leon County Public Health Unit.

3. Public Education

Information will be provided through the Hurricane Survival Guide, Leon County Animal Control, the Tallahassee-Leon Animal Service Center (TLASC), participating veterinarians, and the news media.

E. PRE-IMPACT RESPONSE PHASE

1. Sheltering

a. Owner Options

The responsibility for providing safe shelter for animals lies with the owner. Owners who must evacuate are encouraged to make arrangements ahead of time for pet evacuation and are advised of the following options:

- Stay with friends or family members in a safe area;
- Make reservations at a hotel which will accept pets (a list is available from the LCDAC and TLASC);
- Make arrangements to board animal(s) at a kennel or veterinary clinic (a list is available from the LCDAC and TLASC);
- Relocate larger animals to open pasture areas;
- Or as a last resort, either:

(1) If evacuating to a Capital Area Chapter of the American Red Cross shelter, contact LCDAC about bringing the pet(s) to an approved shelter. Boarding fees may be

- waived at the TLASC in emergency cases for up to three days after the disaster, or
- (2) Leon County Animal Control Maintains and operates and portable pet shelter trailer. This gives Animal Control the ability to establish Pet Accessible Shelter at an activated Red Cross Shelter. Pet owners are still responsible for care of their animals while at shelter.
 - (3) Make modifications to your home/property to allow the animal relative safety and leave them at home.

F. POST IMPACT RESPONSE PHASE

LCDAC will immediately identify, mobilize and deploy an assessment team(s) to the disaster area(s) to determine specific health and safety needs and priorities. Animal Control will coordinate with the other agencies represented at the Emergency Operations Center to provide support to aid in the response to animal-related problems.

LCDAC will continue to provide assistance in the following areas: search and rescue of threatened, abandoned or displaced animals; animal sheltering; emergency medical care; feeding; relocation of domestic and wild animals; reunification with owners or adoption to new owners; acquisition of additional food and supplies from vendors to support the relief efforts; dead animal removal; and continued coordination with other agencies.

G. RECOVERY PHASE

Continued care of sheltered animals and provision of an extended network for the adoption of unclaimed animals as appropriate. Reunification of pets with owners. Relocation of sick and injured animals to permanent facilities or euthanasia as needed. Relocation of wild animals to their environments. Return to normal operations.

IV. RESPONSIBILITIES

A. PRIMARY AGENCY

The LCDAC is designated as the lead agency and is responsible for the following:

- Notifying, activating, and mobilizing all agencies assigned.
- Coordinating all support agency actions in performance of missions assigned.
- Coordinating requests for assistance and additional resources necessary during performance of the mission with the appropriate agencies.

- Functioning as the County's representative/liaison to the Emergency Operations Center (EOC).
- Coordinating rabies control activities.
- Maintaining liaison with the local Capital Area Chapter of the American Red Cross office for the delivery of services to their clients in need of emergency pet sheltering.
- Facilitating the transportation of injured, stray, or nuisance animals to animal care facilities.
- Assisting emergency response teams with animal-related problems.
- Making arrangements for the removal and disposal of dead animals.
- Coordinating with the Leon County Health Department for the release of public information regarding animal-related health issues.
- Enforcing the animal control laws.
- Impounding animals at large.
- Euthanizing sick and/or injured animals through assigned and authorized persons.
- Coordinating wildlife rescue, care and release with wildlife rehabilitators and the Florida Wildlife Conservation Commission
- Conduct at least two evaluations annually to inventory available vehicles, equipment, supplies, materials, and personnel.
- Responding to animal-related inquiries
- Investigating animal cruelty and neglect complaints.

B. SUPPORT AGENCIES (GENERAL)

All support agencies are responsible for the following:

- Notifying, activating, and mobilizing all personnel and equipment to perform or support assigned functions as designated within the Comprehensive Emergency Management Plan and the response actions.

- Designating and assigning personnel for staffing of all facilities at which this activity is required and providing representation when it is determined by the primary agency to be necessary.
- Coordinating all actions of the support agency with the primary agency when performing the assigned missions.
- Identifying all personnel and resource requirements to perform assigned missions which are in excess of the support agencies' capabilities.
- Conducting at least two evaluations annually to determine available vehicles, equipment, supplies, materials, and to forward a copy of those evaluations to the LCDAC.

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.

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THE LEON COUNTY 2018 DISASTER SURVIVAL GUIDE



**#HURRICANE
STRONG™**

Leon County is the nation's
first **#HurricaneStrong**
community — find more
information inside

Posted January 14, 2019

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PUBLIC MEDIA

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For emergency
updates on the radio

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2018 Disaster Survival Guide
produced by:

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Leon County Government

Emergency Management
Public Safety Complex
911 Easterwood Drive
Tallahassee, FL 32311
(850) 606-3700

Leon County Community and Media Relations

Leon County Courthouse
5th floor
301 S Monroe St.
Tallahassee, FL 32301
(850) 606-5300

People Focused.
Performance Driven.

LeonCountyFL.gov



**Leon County is proud to be the nation's
first #HurricaneStrong community**



A prepared community is a resilient community

VINCENT S. LONG
County Administrator



□ □ □ □ □ □ □ □

The County's Disaster Survival Guide you are holding now gives you all the information you need to be prepared before, during, and after disaster. As a learning organization, Leon County focuses on listening to

our citizens and extracting every lesson possible after emergencies.

This commitment to learning and building resilience has led to Leon County being named the nation's first #HurricaneStrong community by the Federal Alliance for Safe Homes (FLASH) and the Federal Emergency Management Agency (FEMA). In addition, the designation recognizes the Board of County Commissioners for their leadership in building our community's resilience and their continued focus on public safety. #HurricaneStrong acknowledges our entire community and all the efforts of our neighborhoods,

partners, and citizens to be a model of resilience for the entire nation. For years, both FLASH and FEMA sought a community that embodied what it means to be #HurricaneStrong: resilient, responsive, and dedicated to learning and improving.

And while we are proud to be #HurricaneStrong, it's not a one-and-done label; rather, it's a commitment to always growing stronger and better in the face of disaster. As the first #HurricaneStrong community, we will continue to reflect on the hard work we have done and the new opportunities we can leverage.

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Prepare now for 2018 hurricane season

KEVIN PETERS
Director
Leon County Emergency
Management



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After two hurricanes nearly a year apart from one another, we know that Leon County can be particularly vulnerable to weather-based disasters. But we also know we have a resilient community filled with local officials, neighborhood leaders, and community partners who work around the clock during disaster to keep us safe. And still, all of us need to be prepared for the 2018 Atlantic hurricane season, which is expected to be another active season.

As Hurricane Hermine (2016) and Hurricane Irma (2017) have taught us, every emergency exposes different vulnerabilities, tests a community's partnerships differently, and reveals opportunities for improvement in different ways. Leon County remains committed to making our strong response to emergency even stronger for the next disaster.

You will see Leon County's commitment to #HurricaneStrong reflected throughout the 2018 Disaster Survival Guide. The guide continues our County's commitment to listening, planning, and building upon our past successes. Learning from back-to-back hurricanes, we have continued our community partnership with WFSU radio to provide timely, critical updates on 88.9FM. In addition, the County's Citizen Connect mobile app proved critical for Hurricane Irma, and it's your one-stop shop for all

local emergency information.

The 2018 Disaster Survival Guide is a critical part of your disaster planning. Take it with you when you travel and give copies to your family and friends. The guide is divided into several sections that focus on storm readiness, featuring important information to help you prepare, act and recover.

As the last two hurricanes have taught us, we do our best work responding to disaster when our community works together. So be prepared for the 2018 season by making a disaster plan, gathering your supplies, and staying informed!

If you need help planning and preparing, do not hesitate to contact Leon County Emergency Management at (850) 606-3700. It's critical that our community is prepared and resilient for the next disaster.

PrepARE

Plan now before
disaster strikes

Plan now. **When disaster strikes, it is too late to prepare.** This section will help you plan to keep you and your family safe during disasters. Be prepared by having a plan and disaster bucket for your family.

Build your bucket

Leon County encourages citizens to put disaster supplies in a waterproof and durable five-gallon bucket. Keep these essential items in a bucket near an exit door in your home or in your vehicle

- | | |
|--|---|
| <input type="checkbox"/> Batteries | <input type="checkbox"/> Pet supplies |
| <input type="checkbox"/> Battery powered AM/FM radio | <input type="checkbox"/> Photos of family members and pets |
| <input type="checkbox"/> Blanket | <input type="checkbox"/> Pocket knife |
| <input type="checkbox"/> Can opener | <input type="checkbox"/> Portable phone charger |
| <input type="checkbox"/> Cash | <input type="checkbox"/> Ponchos |
| <input type="checkbox"/> Change of clothing | <input type="checkbox"/> Rope/paracord |
| <input type="checkbox"/> Duct tape | <input type="checkbox"/> Soap |
| <input type="checkbox"/> Dust mask | <input type="checkbox"/> Special family needs (diapers, feminine hygiene items, etc.) |
| <input type="checkbox"/> First aid kit | <input type="checkbox"/> Tarp |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Toilet paper |
| <input type="checkbox"/> Games and toys | <input type="checkbox"/> Toothbrush |
| <input type="checkbox"/> Gloves | <input type="checkbox"/> Towel |
| <input type="checkbox"/> Hand sanitizer | <input type="checkbox"/> Water |
| <input type="checkbox"/> Keys (home and car) | <input type="checkbox"/> Waterproof bag with family documents, including driver's license, insurance information, out-of-area contact |
| <input type="checkbox"/> Large plastic trash bags | <input type="checkbox"/> Whistle |
| <input type="checkbox"/> Local map | |
| <input type="checkbox"/> Medications | |
| <input type="checkbox"/> Non-perishable food | |
| <input type="checkbox"/> Permanent marker | |

Watch or Warning?

Knowing the difference between a watch and warning can help keep you safe.

Tropical Storm Watch:

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *possible* within the specified area within 48 hours.

Tropical Storm Warning:

An announcement that tropical storm conditions (sustained winds of 39 to 73 mph) are *expected* within the specified area within 36 hours.

Hurricane Watch:

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are *possible* somewhere within the specified area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane watch is issued 48 hours in advance of the anticipated onset of tropical-storm-force winds.

Hurricane Warning:

An announcement that hurricane conditions (sustained winds of 74 mph or higher) are *expected* somewhere within the specified area. Because hurricane preparedness activities become difficult once winds reach tropical storm force, the hurricane warning is issued 36 hours in advance of the anticipated onset of tropical-storm-force winds.

2018 North Atlantic Hurricane Names

Alberto	Gordon	Michael	Tony
Beryl	Helene	Nadine	Valerie
Chris	Isaac	Oscar	William
Debby	Joyce	Patty	
Ernesto	Kirk	Rafael	
Florence	Leslie	Sara	



Insurance

5 Questions to Ask About Your Policy

1. What is my standard deductible?
2. What is my hurricane deductible?
3. Do I need flood insurance?
4. Do I have enough coverage to replace my home and belongings?
5. Do I have loss-of-use coverage for temporary housing expenses?

Not all insurance policies are created equal. Check your policy or talk to your agent to make sure you have sufficient coverage and to determine if any home improvements would qualify for

a discount on premiums. Learn more about insurance policies from the Insurance Information Institute at iii.org.

Flood Insurance

Most Homeowner Insurance policies **do not** cover damage from rising flood waters. If you own a home in a flood zone, your mortgage company will require you to carry a flood policy. Even if you don't live in a flood zone, consider the additional coverage. To learn more about flood protection, visit LeonCountyFL.gov/FloodProtection.

Don't wait until it is too late to buy a flood insurance policy. Typically, there's a 30-day waiting period before your policy goes into effect.

Renters

Questions to ask:

- Do I know my rental property's risk of flood or storm surge? Do I know my evacuation zone?
- Do I need flood insurance and renter's insurance to cover damage to my personal property?
- Will my landlord protect the windows in a storm? If not, where would I go during a hurricane?

Insurance Helpline

The Florida Department of Financial Services' toll-free Insurance Consumer Helpline is available year-around to assist Florida's insurance consumers. Insurance Specialists are available to answer questions or concerns regarding insurance coverage and advocate on a consumer's behalf to resolve a dispute with an insurance company. Consumers may contact an Insurance Specialist at 1-877-MY-FL-CFO (693-5236) toll-free, Monday through Friday from 8 a.m. to 5 p.m.

In the event of a disaster, the Department may activate its Disaster Assistance Insurance Helpline at 1-800-222-STORM (227-8676). Visit MyFloridaCFO.com/Division/Consumers for more.

Sandbags

Sandbags are made available by Leon County and the City of Tallahassee for heavy rain. Leon County sandbags are limited to 15 bags per household and citizens should bring shovels to fill bags. Locations will not be staffed, but crews will resupply sites. Sites will remain open until officials determine sandbags are no longer needed. Updates



about sandbag availability will be provided during an emergency at LeonCountyFL.gov/ei.

Please note:

Residents should not rely on sandbags to save their home from major flooding, especially fast moving hurricane storm surge flooding. Consider the severity of flood conditions before deciding whether sandbags would provide effective protection.

Stay or go?



Making the decision

When a hurricane is approaching, will you stay in Leon County or drive miles away to another location? Evacuating to a safe shelter locally or in a neighboring county has advantages; you will avoid traffic jams and highways crowded with vehicles from other counties joining the evacuation. Even if you leave the area, the storm could shift and still put you in harm's way. The next section will guide you through the steps you should take as a storm is approaching and the choices you'll have to make.

Understanding the forecast

5-day cone actions

When the Big Bend area is in the 5-day cone, it's time to implement your plan and preparations. A hurricane is on a probable path to reach our area in five days.

- Review your family disaster plan.
- Get your disaster bucket and important papers ready.
- Begin work to prepare your home and yard.
- If you have special needs, be sure to implement your plan and, if needed, you are registered for a special needs shelter. See page 9 for more information.

3-day cone actions

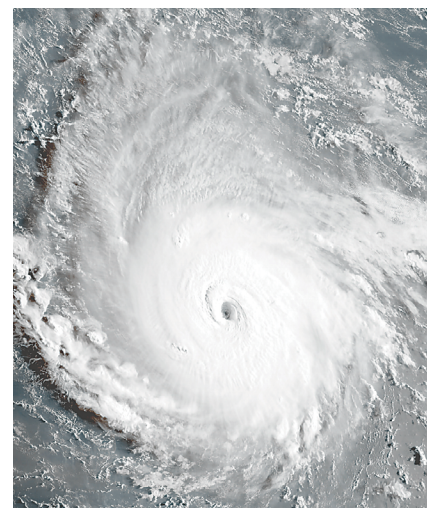
As a storm moves closer to land, the accuracy of the forecast increases and residents should step up their preparation with the following actions:

- Double check your disaster bucket and make necessary purchases.
- Gather special supplies for children, seniors, and pets.

- Be sure you have all materials and tools necessary to shutter windows.
- If your plans are to evacuate, make arrangements, book reservations and pack what you can in your vehicle.

Hurricane Watch actions (48 hours ahead)

- Prepare as if the storm is headed directly for your home. Be ready for a Hurricane Warning within a few hours.
- Fill your vehicle's gas tank.
- Get cash and secure important papers and valuables.
- Refill medications.
- Fill containers and tubs with water, even if evacuating – you may need the water when you return.
- Secure yard equipment and furniture.
- Shutter your windows.
- If your plans are to evacuate the area, secure your home so you can leave as soon as an evacuation order is issued.



Hurricane Irma

- If you are registered for transportation to a public shelter, be sure you have everything you need in your disaster bucket.

Hurricane Warning actions (36 hours ahead)

- Be prepared for an evacuation order to be issued.
- Stay tuned to local news and get your weather radio ready.
- Complete final preparations to evacuate or to shelter in your home.
- If your plan is to travel out of the local area and you can leave at this point, go.

Evacuation order

- If you are registered for transportation to a public shelter, be ready to leave when contacted. See page 9 for more information.
- Determine if your residence is affected by the evacuation order — does it include your area, or do you live in a mobile or manufactured home?
- If you are evacuating locally, get to your shelter location within a few hours of the order.
- If you are traveling out of the local area, leave immediately to avoid traffic jams.
- Be aware of your evacuation time range. Evacuations will be issued with beginning and end times.

Plan to stay if ...

- You live in a structure that was built after 1973 when Florida adopted a standard building code.
- You do not live in a manufactured or mobile home.
- Your home is not vulnerable to storm surge or inland flooding.
- You have reduced the threat of falling trees by trimming and/or removing dead, dying or diseased trees.
- You have mitigated the effects of severe winds on your home by installing hurricane shutters on windows and bracing your garage door.
- You have prepared a multi-hazard Disaster Response Plan for yourself, your family, and your pets.
- You have prepared a disaster bucket that includes cash, a supply of food, water and a 1-month supply of prescription medicines.
- You have identified a Safe Room within your home.

Plan to go if ...

- An evacuation order has been issued.
- You live in a manufactured or mobile home.
- You live in a structure that was built prior to 1973 when Florida adopted a standard building code.
- Your home is vulnerable to storm surge or inland flooding.
- You can leave early enough to meet an estimated regional clearance time of 24 hours. (It is very dangerous to be on the highway during a storm.)



Mobile homes are not safe havens

A Category 1 hurricane like Hermine, with winds of 74 to 95 mph, can rip apart a mobile home. The National Hurricane Center reports that no mobile home or manufactured home — no matter how new it is — can be a safe shelter from hurricane force winds. Also, tornadoes can spin off from hurricanes.

Straps or other tie-downs will not protect a mobile home from high winds associated with a hurricane. In 1992, 97% of all manufactured homes in Hurricane Andrew's path in Dade County were destroyed, compared to 11% of single-family, non-manufactured homes. If a hurricane threatens Leon County,

all mobile home residents should plan to evacuate to a safer location. If you must evacuate and do not have access to transportation due to age, disability, or other special needs, you should register now with Leon County Emergency Management. See page 9 for more information.

Evacuations and shelter

Sheltering info

What to bring

Risk shelters may only have water, snacks, and a secure area for you to stay safe during a major storm. If you evacuate to a risk shelter during a disaster, please bring the following items:

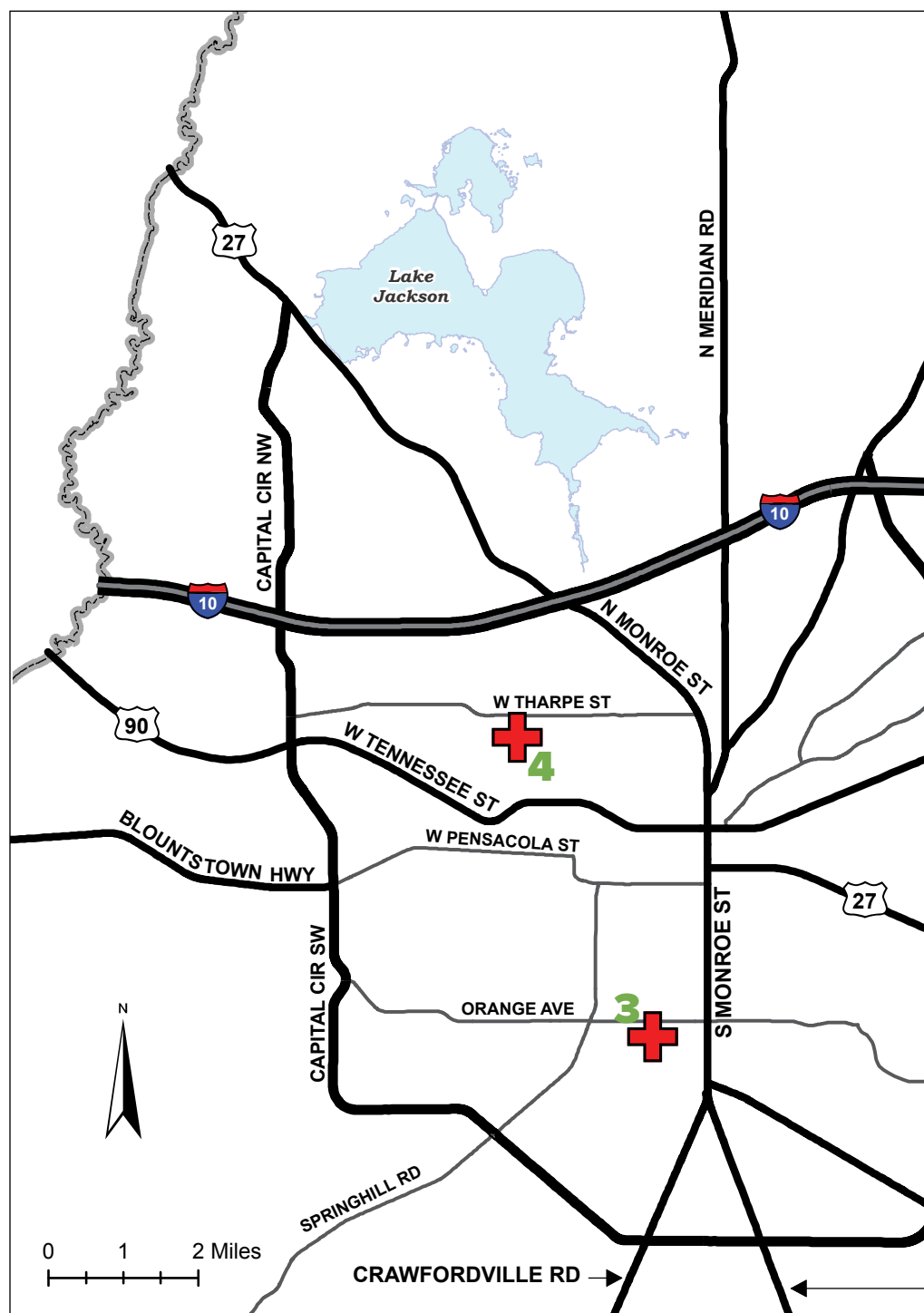
- Toiletries and diapers if you are sheltering with young children
- Prescription medications and any important documents you deem necessary
- Additional snacks, specifically if you have a special diet
- Blankets, pillows, and/or sleeping bags--your accommodations at the shelter may be limited
- Books, puzzles, or other entertainment that do not require electricity

For the elderly and citizens with special needs

All residents should have personal evacuation plans. Citizens who will need assistance with evacuation and sheltering because of age, disability or other special needs should register online at SNR.FloridaDisaster.org.

All information you provide is confidential and protected under Florida Statutes and **must be updated on an annual basis**. For further assistance with registration, call Leon County Emergency Management at (850) 606-3700.

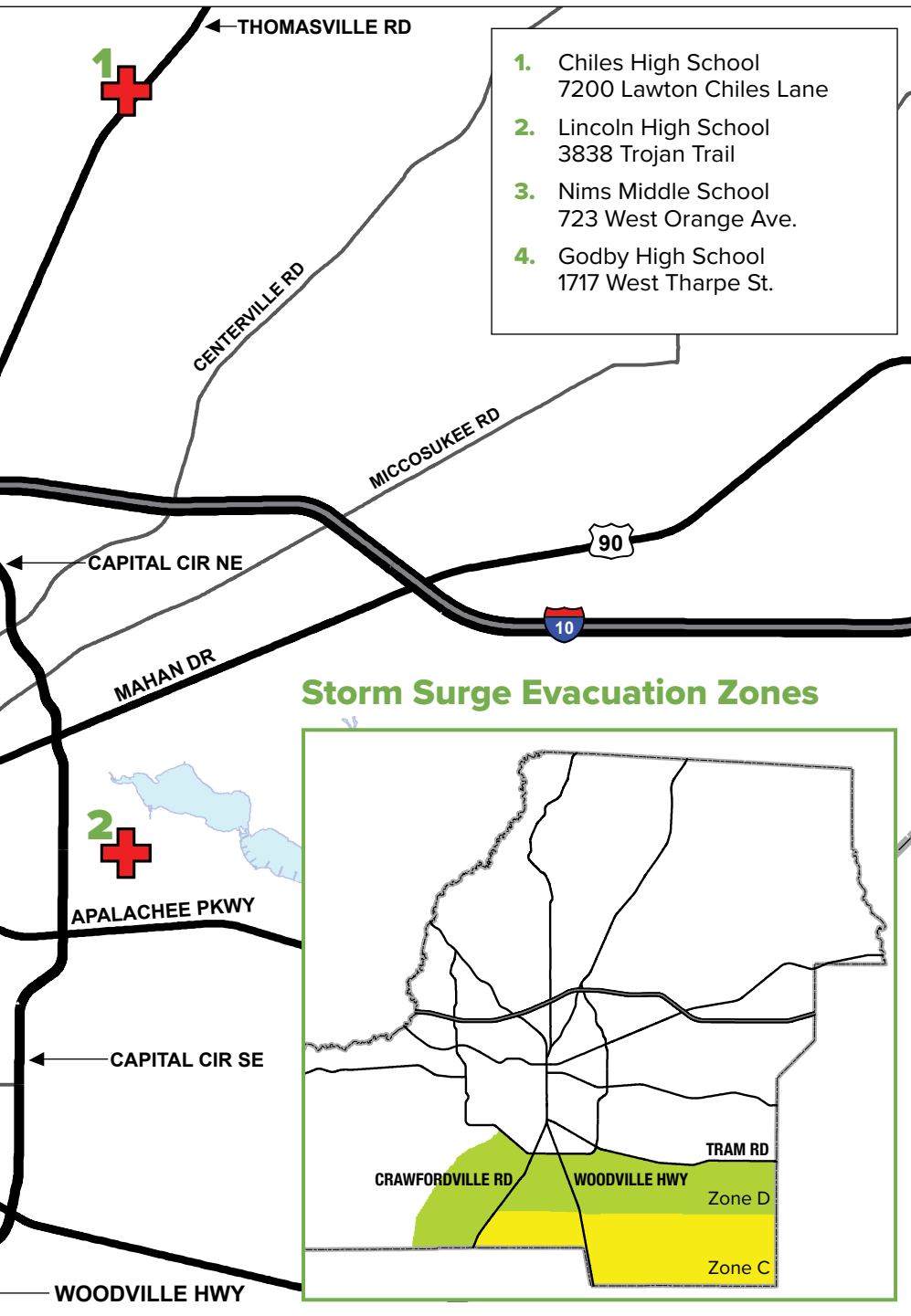
+ Red Cross Shelters □ □ □ □ □ □ □ □ □ □



Please note: Not every shelter will open for every disaster. Please check LeonCountyFL.gov



Leon County officials can issue an order directing the evacuation of specific areas of the county deemed to be in danger. Prepare to leave 24 hours prior to the storm landfall in order to give yourself enough time to evacuate.



Voluntary

If a tropical storm is approaching or a hurricane is expected to cross Florida and pass over Leon County, the danger from storm surge may be lower. Emergency managers may recommend residents in mobile homes or flood prone areas evacuate to higher ground or sturdier shelter.

Mandatory

The probability of storm surge is high and could be deadly for residents who don't leave. It is illegal to stay in a home under a mandatory evacuation order. Residents living in mobile homes should plan to evacuate to a safer location during a mandatory order.

Storm Surge

Storm surge is the leading cause of death from hurricanes and is the reason hurricane evacuation orders are issued. The Apalachee Bay is one of the most storm surge prone areas in the Southeast. Areas of southern Leon County have been identified as storm surge evacuation zones. Know your zone!

Zone C (Yellow) – Areas east of Crawfordville Highway to the Leon/Jefferson County Line, and areas along and south of the following roads: Glover Road; Oak Ridge Road; Rhodes Cemetery Road; Meridale Drive.

Zone D (Green) – Includes all areas in Zone C, in addition to areas east of Springhill Road to the Leon/Jefferson County Line, and areas along and south of the following roads: Capital Circle SW; Capital Circle SE; Tram Road.

or call the Citizens Information Line at (850) 606-3700 to learn about shelter openings.

RECOVER

In the aftermath of a disaster

During a disaster, services could be impacted, including electric, water, and sewer. When preparing, consider that you could be without these important utilities for an extended period.

Electric outages

For City of Tallahassee customers, report electric outages via the City's DigiTally App, Talgov.com/Outage, or by calling (850) 891-4968. During major events, the City will send information directly to utility customers. Keep your contact details current by visiting Talgov.com/Update or by calling (850) 891-4968.

For Talquin Electric members, you can report an electric outage by calling 1-866-899-4832 (Automated System) or 1-888-802-1832 (Live Operator) or text #OUTAGE to 85700. Sign up for text alerts at TalquinElectric.com. Download Talquin's iPhone app from the App Store.

Duke Energy customers, call 1-800-228-8485.

Expect longer wait times during major events.

Food Safety

TWO DAYS: The approximate time frozen items can be stored safely if you keep the freezer door shut.

FOUR HOURS: If your refrigerator's power is out for longer than this time, move perishable foods into an ice-filled cooler.

Generators

If you are considering purchasing a portable generator, the City of

Tallahassee offers a low-interest loan program for qualified homeowners. To be eligible, a transfer switch and interconnect agreement are required. Get details by calling 891-4968.

A generator can keep your appliances going after a disaster, but it comes with several dangers:

CARBON MONOXIDE: Use generators outdoors and away from windows and doors to avoid exposure to this deadly, colorless, odorless gas. Never operate a generator indoors.

FIRE: Make sure the generator is cool when refilling the fuel tank and store flammable fuel away from fuel-burning appliances.

ELECTRICAL SHOCK: An electrical shock from your generator can kill you.

- Keep generator in a dry place.
- Plug appliances directly into the generator or use a heavy-duty, three-pronged extension cord.
- Never plug into a wall outlet; this can cause electrocution.

Water impacts

If the drinking water supply is compromised by a disaster, a boil water notice will be issued, which means there's a possibility of contamination.

BOIL: Bring a pot of water to a rolling boil for 1 minute to kill bacteria, viruses, and parasites.

BLEACH: Add 1/8 tsp. of unscented

bleach per gallon of water and let stand for 30 minutes; bleach used should contain 5.25 percent sodium hypochlorite. This is less effective but will work if there's no way to boil water.

Sewer outage

If a sewer outage is announced, **DO NOT** flush your toilet. Powered sewer lift stations may be down, which could cause a sewage back-up in your home.

Emergency toilets

Use a chemical toilet or create an emergency toilet by one of the following methods:

5-GAL BUCKET: Line with heavy-duty trash bag and use household bleach as disinfectant. Make sure it has a tight lid.

TOILET BOWL: Turn off your outside water supply first and flush once to empty before lining with a trash bag. Do not use kitty litter — it cannot be flushed after the sewer system is running.

Safe driving

After a storm, roads may be littered with debris and many routes may be flooded. Avoid unnecessary travel and, if you must venture out, always obey Road Closed signs.

Never drive through standing water. Turn around, don't drown! Treat any intersection with non-working traffic signals as an "all way" stop. Be prepared to stop at every intersection.

PICKING UP THE PIECES

Following these specific guidelines when hauling hurricane-related debris and household garbage to the curb will make for a speedier removal process

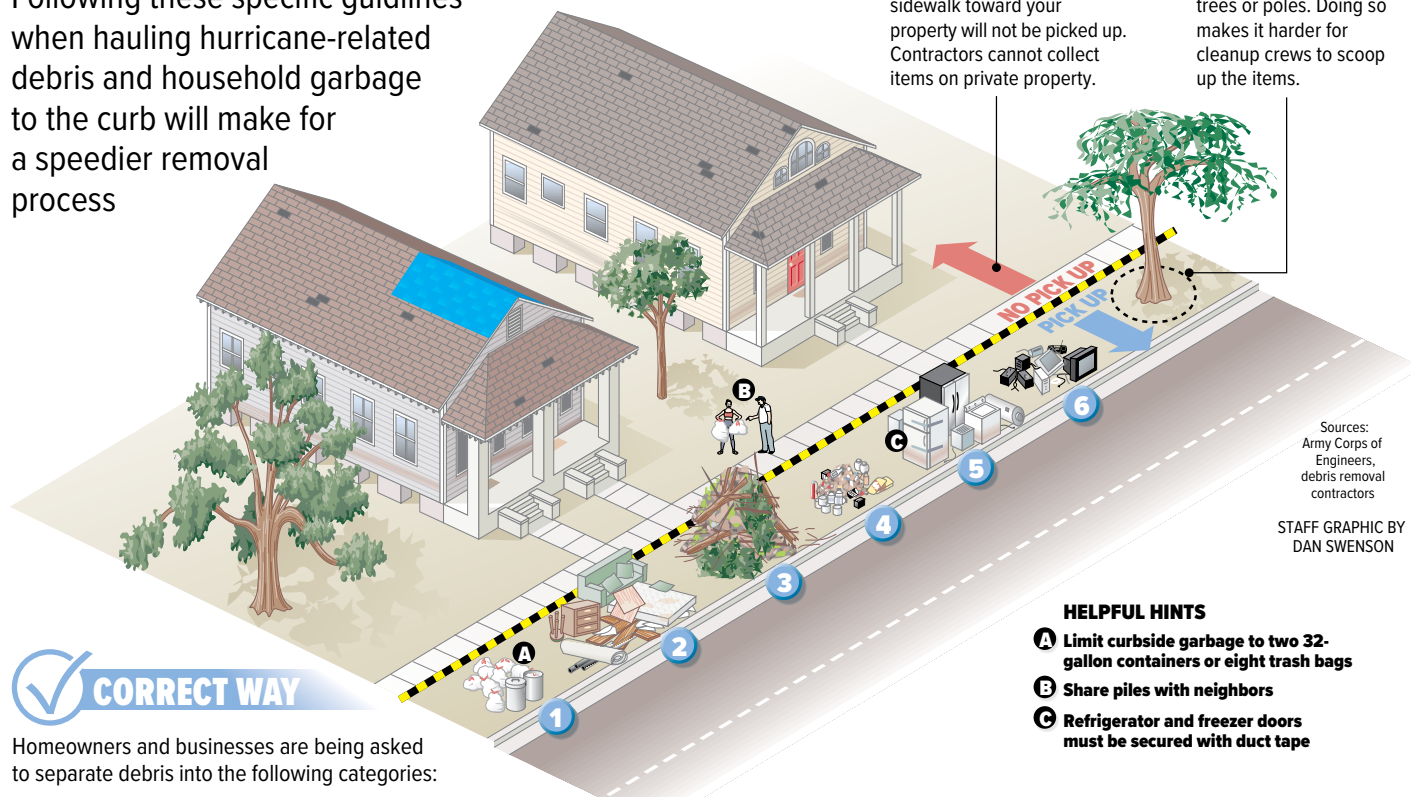
WRONG WAY

CROSSING THE LINE

- Any debris placed from the sidewalk toward your property will not be picked up. Contractors cannot collect items on private property.

PROPPING UP

- Do not set debris against trees or poles. Doing so makes it harder for cleanup crews to scoop up the items.



Sources:
Army Corps of
Engineers,
debris removal
contractors

STAFF GRAPHIC BY
DAN SWENSON

CORRECT WAY

Homeowners and businesses are being asked to separate debris into the following categories:

1 HOUSEHOLD GARBAGE

- Bagged trash
- Discarded food
- Packaging, papers
- All garbage should be placed curbside the night before the scheduled weekly pickup.

2 CONSTRUCTION DEBRIS

- Building materials
- Drywall
- Lumber
- Carpet
- Furniture
- Mattresses
- Plumbing

3 VEGETATION DEBRIS

- Tree branches
- Leaves
- Logs

4 HOUSEHOLD HAZARDOUS WASTE

- Oils
- Batteries
- Pesticides
- Paints
- Cleaning supplies
- Compressed gas

5 'WHITE' GOODS

- Refrigerators
- Washers, dryers
- Freezers
- Air conditioners
- Stoves
- Water heaters
- Dishwashers

6 ELECTRONICS

- Televisions
- Computers
- Radios
- Stereos
- DVD players
- Telephones

HELPFUL HINTS

- A** Limit curbside garbage to two 32-gallon containers or eight trash bags
- B** Share piles with neighbors
- C** Refrigerator and freezer doors must be secured with duct tape

Price gouging

In a declared state of emergency, it is illegal to sell necessary goods or services at increased prices. If you believe a business or individual is price gouging, call the Attorney General's Office at 1-866-9-NO-SCAM (1-866-966-7226).

Who to call

- 9-1-1 for life-threatening emergencies or (850) 606-5800 for non-emergency public safety assistance.
- Citizen Information Line for the latest emergency updates, (850) 606-3700 or use 7-1-1 Florida Relay.
- Contact 2-1-1 Big Bend for 24-hour social services assistance by dialing 2-1-1 or (850) 617-6333.
- For City of Tallahassee Utility information, call (850) 891-4968.
- For Talquin Electric, call 1-888-802-1832.
- For Duke Energy call 1-800-228-8485.

Surviving all hazards

While hurricanes pose a major threat to Leon County, there are other potential disasters that threaten lives and property. From violent tornadoes to hazardous chemical spills, it is critical to know what to do when warnings are issued.

- Identify a meeting location should an incident prevent you from getting home.
- Build a disaster bucket for potential disasters.
- Locate a safe room you can retreat to in the event of severe weather events such as thunderstorms and tornadoes.

Thunderstorms and lightning

Thunderstorms are a common occurrence in Florida, especially during the summertime. The Sunshine State sees about 1.4 million lightning strikes in an average year and we lead the nation in lightning-related deaths. About 10 percent of thunderstorms are severe, with winds 58 mph or stronger and 1-inch hail. Keep an eye on the weather forecast before you venture outdoors and heed nature's warning when you hear the sky start to rumble.

Seek shelter

Every thunderstorm produces lightning. If you hear thunder, lightning is close enough to strike. Go inside or find shelter immediately. Wait 30 minutes after hearing the last crash of thunder before going back outdoors.

When thunder roars, go indoors!

If you're indoors during a thunderstorm, stay away from anything that conducts electricity, such as corded phones, electrical appliances, computers, plumbing, metal doors and windows.



If stuck outdoors ...

- Get off any elevated areas.
- Do not shelter under an isolated tree.
- Get as far away from water as possible.

Downed power lines

- Do not touch downed power lines.
- Assume all downed power lines are energized.
- Contact your utility provider to report downed power lines. See page 10 for contact information.

Man-made and biological hazards

Terrorism and active shooters

Unlike a hurricane, there may be no warning for a terrorist attack, but you can plan ahead by taking the steps referenced earlier: emergency contacts, emergency alerts, a meeting place and a disaster bucket. Be alert and aware of your surroundings. If you see something — report it to law enforcement. Report suspicious activities to the Florida Dept. of Law Enforcement at 1-855-FLA-SAFE.

Pandemic

In our global society, infectious diseases can spread quickly by human contact, animals, insects or food. The U.S. Centers for Disease Control is the agency responsible for warning the public about pandemic health hazards. The Florida Department of Health in Leon County may also issue warnings and advice. For more information, visit the website of the CDC at CDC.gov or the Florida Dept. of Health at Leon.FloridaHealth.gov.

Tornadoes

Tornadoes can form quickly during thunderstorms any time of year creating high velocity wind and blowing dangerous debris. In Florida, the average warning time before a tornado hits is only 12 minutes. You may only have moments to make a life-or-death decision.

Watches vs. Warnings

TORNADO WATCH: Tornadoes are possible in your area; monitor radio or TV reports for further developments.

TORNADO WARNING: A tornado has been sighted in your area. Proceed to safe room immediately.

Safe rooms

Designate a safe room where you can stay during a tornado in your home, office, or other places you go frequently. Good safe room options include: bathrooms, interior hallways, the center of a building, and spaces on the ground floor away from windows.

Mobile Homes

Mobile homes are not safe from the violent winds of a tornado. Identify a safe place in a sturdy building you can go to when tornadoes are possible.

Vehicles

Vehicles are easily overturned in a tornado, so get out and seek shelter in a sturdy building. Do not try to outrun or outmaneuver a tornado!

Floods

Flooding is a year-round threat. Sometimes floods develop slowly and forecasters can anticipate where a flood will happen days or weeks before it occurs. Oftentimes flash floods can occur within minutes and sometimes without any sign of rain.

Know your flood risk

- For your FEMA Flood Zone, visit LeonCountyFL.gov/floodprotection.
- If you live in an area prone to flooding, consider sandbags or another type of barrier to keep water out of your home in minor flood events.
- Remember: Homeowner's insurance policies don't cover flood damage. Consider extra flood coverage.

- A new flood policy takes 30 days to take effect.

Stay out of the water

- Do not drive through standing water and obey "road closed" signs. It only takes a foot of water to make vehicles float. Turn Around, Don't Drown!
- Do not walk through flood waters. It only takes six inches of water to knock you down.
- Don't go into any room if water has submerged electrical outlets or cords.
- After a flood, stay out of standing water or structures until authorities advise it's safe. Standing water could contain toxins, chemicals, dangerous debris and wildlife.

Learn more about floods: Leon County has a comprehensive website on our area's flood hazards and how residents can become better prepared: LeonCountyFL.gov/floodprotection.

Hazardous materials

Hazardous materials are part of daily life. Should a chemical spill or other hazardous material release occur, there are a few basic steps you can take to protect yourself:

- Shelter-in-place if local authorities ask you to do so.
- Turn off the air conditioning/ventilation system and seal windows and doors to prevent outside air from coming in. Plastic sheeting can help seal cracks around doors and windows.
- Remain indoors and wait for further instructions through the local media and emergency notification systems.

Wildfires

Droughts and freezes create an ideal situation for wildfires. With so many trees in Leon County, the threat of wildfires is always present. Take a few minutes to discuss with your family what actions you will take if there is a fire in your neighborhood or your home.

- Identify at least two escape routes from your home and neighborhood.
- Practice fire drills so everyone knows what to do.
- If advised, evacuate immediately.

Stay engaged

The agencies below are critical during any disaster. Please consider learning more about volunteering with these nonprofits partners.



**American
Red Cross**

(850) 878-6080

RedCross.org/NorthFlorida

When disaster strikes, volunteers play a critical role in recovery efforts and providing needed relief to victims. Consider becoming an American Red Cross Disaster Volunteer. Employees with the State of Florida, Leon County, and City of Tallahassee are eligible for 15 days of disaster leave by becoming a Red Cross Volunteer.



2-1-1 or (850) 617-6333

211BigBend.org

2-1-1 Big Bend, Inc. serves as the preferred 24/7 gateway to community information, services and support any day of the year, including times of community emergencies. Trained hotline counselors provide emotional support, crisis assistance, information about local services, and referrals that contain accurate, up-to-date resource information. The agency's resource database contains more than 1,000 programs in the Big Bend area with subjects including housing assistance, emergency shelter, mental health, substance abuse, domestic violence, child development, employment, food pantries, and more.



(850) 222-0304

SalvationArmyFlorida.org/Tallahassee

The Salvation Army of Tallahassee serves disaster survivors and relief workers with food, emotional support, and other critical services. The Salvation Army's disaster team consists of staff and volunteers who conduct wellness checks, feed hot meals, drinks and snacks directly from our canteen, provide spiritual care, and assist in distributing food, water, clothing, and clean-up kits to residents who are affected or have been displaced by a disaster.



(850) 606-1970

VolunteerLEON.org

During an emergency, VolunteerLEON organizes the Citizens Information Line and coordinates the Big Bend Community Organizations Active in Disaster (COAD). COAD provides a structure for non-profit organizations, and the faith-based community to prepare for, respond to, and recover from disaster. COAD focuses on coordinating efforts to best serve communities. Nonprofit partners include: 2-1-1 Big Bend, America's Second Harvest of the Big Bend, Catholic Charities, Florida Baptist Active in Disaster, Goodwill, Red Cross, Salvation Army, United Way, and more.

Stay informed



Citizens Connect App

Download the Leon County Citizens Connect App, your best source of emergency news and alerts. The most critical information will be delivered by push notifications directly to your phone or tablet.

The Leon County Citizens Connect App puts up-to-the-minute emergency information at your fingertips, such as weather alerts, road closings, sandbag locations, and so much more.

The County's App provides a single source of emergency information verified by public safety agencies, emergency management professionals, and other crews in the field.



- **Critical Updates:** announces the most important community updates, such as comfort stations, points of distribution, and price gouging alerts and road closings.
- **Storm Debris Management:** after disasters, this section details debris collection and removal.
- **Sandbag Locations:** lists locations and addresses for sandbag distribution, including a map of sites.
- **Power Outages:** provides information on power outages.
- **Evacuations:** provides a map of evacuation routes for Leon County and other real-time updates.



DOWNLOAD DIGITALLY

YOUR CONNECTION TO THE CITY OF TALLAHASSEE

From Finding your bus to paying your bills, we put the City at your fingertips. Power out? Tree trouble? Take a picture of City issues and we'll handle it.



LeonCountyFL.gov/ei
Twitter: @LeonCounty
Facebook: @LeonCountyFL
Mobile App:
 Leon County Citizens Connect
Citizens Information Line:
 (850) 606-3700



Talgov.com
Twitter: @COTNews
Facebook: @COTNews
Mobile App: DigiTally
 (850) 891-4968



If you are unable to use your smartphone, tablet, or computer, timely and critical updates will be provided by emergency management officials on 88.9 WFSU-FM radio. By partnering with WFSU, Leon County and the City of Tallahassee will help ensure that any citizen with radio access stays informed before, during, and after a disaster.

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EMERGENCY MANAGEMENT

(850) 606-3700

LeonCountyFL.gov/ei | HaveAHurricanePlan.com

<p>Capital Area Chapter of the American Red Cross (850) 878-6080 RedCross.org/NorthFlorida</p>	<p>2-1-1 Big Bend Dial 2-1-1 (850) 617-6333 (NEED) 211BigBend.org</p>	<p>Franklin County Emergency Management Apalachicola (850) 653-8977 FranklinEmergencyManagement.com</p>
<p>Gadsden County Emergency Management Quincy (850) 875-8642 GadsdenSheriff.org/Emergency_Mgmt.html</p>	<p>Jefferson County Emergency Management Monticello (850) 342-0211 JeffersonCountyFL.gov</p>	<p>Liberty County Emergency Management Bristol (850) 643-2339 LibertyCountyFlem.com</p>
<p>Madison County Emergency Management Madison (850) 973-3698 MadisonCountyFL.com/EmergencyManagement</p>	<p>Taylor County Emergency Management Perry (850) 838-3575 TaylorCountyEM.com</p>	<p>Wakulla County Emergency Management Crawfordville (850) 745-7200 WCSO.org/Emergency-Management</p>



LEON COUNTY GOVERNMENT

People Focused. Performance Driven.

□ □ □ □ □ □ □ □ □ □

In Partnership With

□ □ □ □ □ □ □ □ □ □



**American
Red Cross**



Appendix E:
Leon County WebEOC Mission Requests, Hurricane Michael

Mission #	Title	Description	Status	Date Entered	Last Updated Date	Purpose	Comments
FL-416827	GENERATOR REQUEST	The City request 286 generators for signalized intersections. Currently, there are 356 signalized intersections in Leon County. The City has 70 generators. We will pre-deploy generators at critical intersections. Thanks, Wayne H Bryan / Traffic Operations Manager 850-891-2080 / Wayne.Bryan@talgov.com City of Tallahassee – Electric Utility Traffic Signal Operations	Complete	10/8/2018 12:26 PM	12/3/2018 1:00 PM	Generators for critical intersections.	Complete. MOUs are being created between state and county, all 286 generators are accounted for and being tracked internally; Questions regarding this mission see SSG Moody or Alonna Vinson for tracking and MOUs. Leon County is in possession of all 286 per Kevin Peters (EM-Director); asset will not be recouped, MOU is being established with Alonna Vinson
FL-062403	Water For Leon County Logistics	Initial Order: 8 Trucks of Water. To continue based on daily burn rate updates. Note: We could take a per-landfall delivery if possible...please advise if possible. Otherwise, will accept after landfall.	Complete	10/8/2018 1:09 PM	10/16/2018 9:06 PM	Deploy water to citizens in need.	Lifeline added.
FL-058883	Leon County Requests FDACS MARE Unit	Leon County Animal Control (Local ESF-17) requests FDACS MARE Unit to supplement local Pet Accessible Shelter Resources	Complete	10/8/2018 1:23 PM	10/17/2018 2:37 PM	Resource Support for Animal Shelter	MARE unit returned to SART compound in Leon County
FL-480831	Leon County Requests FDOT Liaisons to County EOC	Leon County is requesting FDOT Liaisons to the County EOC to coordinate with local ESF-3 (Leon County & City of Tallahassee Public Works) on road issues. Leon County is running two shifts; Alpha 07:00 - 19:00 and Bravo 19:00 - 7:00 starting on 10/9/2018 until further notice. FDOT Chipley advises Leon County's FDOT Reps will be James Oliver (Alpha) and Patrick Munyon (Bravo).	Complete	10/8/2018 1:38 PM	10/16/2018 9:20 PM	Coordinate road issues	Lifeline added.
FL-327327	FDOH-Leon Requests SPNS Nurses	FDOH-Leon Requests 10 nurses (RN preferred, LPN acceptable) to supplement local FDOH-Leon Staff in Special Needs Shelter. The 10 nurses will be divided for Alpha/Bravo staffing. Local staff will have the first 72-hours of Shelter Operations. Deployed nurses will need to procure their own accommodations. Local hotel booking site: http://www.visittallahassee.com	Complete	10/8/2018 5:43 PM	10/18/2018 10:52 AM	Special needs shelter support	Update: Per Jeanine, all staff for Florida High SpNS have been relieved and this mission can be marked as complete. Update By: Alicia Fringer (SERT ESF08 Logs) - 10/18/2018 10:52:23
FL-425911	FDOH-Leon Requests Oxygen Concentrators	Quantity = 10	Complete	10/8/2018 5:49 PM	10/18/2018 12:50 PM	Oxygen concentrators	Complete.
FL-411151	Priority Refueling of Commercial Gas Stations in Leon County	Citizen preparedness has created localized outages of commercial gas stations within Leon County. Requesting ESF-12 partners provide prioritization of refueling for commercial gas station in Leon County.	Complete	10/8/2018 6:47 PM	10/16/2018 8:11 PM	Gas outages	Updated Critical Lifelines Status to Energy (Power and Fuel)
FL-212205	City of Tallahassee Requests FDOT Stage Generators at State Highway System Signalized Intersections	The City of Tallahassee requests the FDOT stage generators at the following state highway system signalized intersections prior to arrival of Hurricane Michael. These critical signals are on the south to north evacuation routes through Leon County.	Cancelled	10/9/2018 8:55 AM	10/16/2018 9:39 PM	Provide traffic signals at intersections on evacuation routes throughout the County.	Lifeline added.
FL-470074	FDOH-Leon County Requests AHCA Representative	Leon County has a large number of clients that exceed the capability of the Special Needs Shelter and need placement in and ALF or Skilled Nursing Facility.	Complete	10/9/2018 9:05 AM	10/16/2018 10:14 PM	Special needs shelter support	Lifeline added.
FL-135482	LCSO REQ5 FHP FOR ROAD CLEARING TASK FORCE	Leon County Sheriff's Office 7 troopers per shift (14 in total) for road clearing task force traffic security. Beginning today at 7 p.m., 7 troopers per alpha and bravo shift for a duration of 7 days.	Cancelled	10/9/2018 11:00 AM	10/16/2018 10:15 PM	Road clearing operations	Lifeline added.
FL-942537	LCSO REQ5 STATE LAW ENFORCEMENT	16 IDENTIFIABLE LEO TO PROVIDE SECURITY AT SHELTERS 2 PER SHELTER FOR ALPHA/BRAVO STAFFING	Complete	10/9/2018 11:04 AM	10/16/2018 10:41 PM	Law enforcement at shelters	Lifeline added.
FL-287116	Leon County Requests Access to FDOH State Warehouse	FDOH-Leon intends to open Orange Avenue (Richardson-Lewis) Health Department Location as an overflow Special Needs Shelter. Leon County requests access to the FDOH State Warehouse (located at 104-1 Hamilton Park Drive). Leon County Facilities Management will provide pick-up and transport.	Cancelled	10/9/2018 12:18 PM	10/18/2018 12:19 PM	Open overflow special needs shelter	Mission canceled. Was not needed.
FL-883658	FDOH-Leon Request Placement Assistance with Skilled Nursing Facility	A quadriplegic has been deferred to TMM from special needs shelter, FDOH-Leon needs assistance placing this individual in a Skilled Nursing Facility. The Hospital bed needs to be freed up.	Cancelled	10/9/2018 3:53 PM	10/16/2018 10:01 PM	Special needs support	Updated Lifeline

Appendix E:
Leon County WebEOC Mission Requests, Hurricane Michael

Mission #	Title	Description	Status	Date Entered	Last Updated Date	Purpose	Comments
FL-634823	City of Tallahassee requests additional law enforcement	City of Tallahassee needs 8 uniformed law enforcement officers with marked vehicles to provide security at three staging areas for City of Tallahassee electric crews. Requests alpha bravo work schedule.	Cancelled	10/9/2018 6:26 PM	10/16/2018 20:56:27	Security for electric crews	Lifeline added.
FL-261575	SNF placement	81 y/o female, bed bound, o2 dependent, needs placement in SNF. Jessie Shuler contacted Debbie Kelly with state ESF-08 patient movement to find placement.	Complete	10/10/2018 5:29 AM	10/16/2018 10:54 PM	Special needs support	Lifeline added.
FL-519723	COTS for Special Needs Shelter	Need 100 COTS, pillows, blankets (stuff to sleep on) for Special Needs Shelter (Florida High - 3000 Schoolhouse Road, Tallahassee, FL)	Complete	10/10/2018 6:17 AM	10/18/2018 8:07 AM	Special needs shelter support	sanitized and returned to LRC Update By: Carla Clifton (SERT ESF08) - 10/18/2018 08:07:04
FL-856463	Leon County Requests FDOT Perform Cut & Toss on FHWA Roads	Initial storm debris clearance on FHWA within Leon County	Cancelled	10/10/2018 9:11 AM	10/16/2018 10:47 PM	Road clearing operations	Critical Lifeline updated.
FL-833727	Leon County request FDOT perform debris removal on FHWA roads	Leon County request FDOT perform debris removal on FHWA roads.	Cancelled	10/10/2018 9:13 AM	10/17/2018 6:26 AM	Road clearing operations	Critical Lifeline updated.
FL-701652	Patient Placement	14m/o immune deficient, electrically dependent, oxygen, tube feeding, pulse ox-child needs placement at SNF or hospital. TIME/DATE NEEDED: IMMEDIATE	Cancelled	10/10/2018 9:45 AM	10/16/2018 10:52 PM	Special needs support	Lifeline added.
FL-867302	AHCA Rep	Assist with assessing the healthcare system. Request 24/7 AHCA staff member be assigned to the Leon County EOC to assist with ESS, Bed status availability, Health system status.	Complete	10/10/2018 10:02 AM	10/17/2018 3:22 AM	Assess health care systems	Updated Lifeline.
FL-997474	ESF-8 IMT Support	Relieve ESF-8 staff in the Leon County EOC for rest from storm response. Request 1 SpNS Coordinator, 1 Planning Section Chief, 1 Mission Manager (WebEOC), 24/7 coverage.	Cancelled	10/10/2018 10:26 AM	10/16/2018 11:08 PM	Staff support	Lifeline added.
FL-528236	TMH- Assess Need to Host Federal DMAT to support healthcare surge	During the course of Hurricane Micheal, primary and advanced care will be offline throughout the entire catchment area. TMH is already at capacity and will need an alternate site / DMAT capacity on their site to support the expected surge.	Cancelled	10/10/2018 10:37 AM	10/17/2018 3:26 AM	Healthcare	Updated Lifeline.
FL-154411	National Guard Personnel to support county wide Logistical Staging Area and multiple Points of Distribution sites throughout the county	Request a total of 180 national guard personnel to operate 10 separate POD locations and 1 LSA POD LOCATIONS: 15 personnel for each location 327 N. Adams 2805 Sharer Road 3005 S. Monroe 3209 Thomasville Road 15011 Cromartie Road 8000 Old Woodville HWY 16387 Blountstown HWY 4768 Chaires Cross Road 3043 Capital Circle NW LSA Location 30 Personnel to support and transport supplies 3804 N. Monroe Street REQUESTED DURATION: 96 HRS	Cancelled	10/10/2018 10:52 AM	11/11/2018 4:37 PM	Personnel support at PODs	Food water and sheltering lifeline Update
FL-622376	Special Needs Shelter Discharge Planner	Request (1) SPNS discharge planner to assist in clients in moving to homes or alternate long term care	Complete	10/10/2018 11:29 AM	10/17/2018 1:50 PM	Special needs support	Leon County SpNS closed 10/17/18. Update By: Christy Berry (SERT ESF08 Ops) - 10/17/2018 13:50:19
FL-349456	FDOH-LEON Requests Special Need Shelter Linens	Request 100 each of following: pillows, pillow cases, sheets, and blankets for increased population	Complete	10/10/2018 11:38 AM	10/18/2018 10:58 AM	Special needs shelter support	Update: Marking as complete; shelter closed and items will not be retrieved. Update By: Alicia Fringer (SERT ESF08 Logs) - 10/18/2018 10:58:09
FL-228865	FLDOH Requests Special Needs Shelter Teams	Request 2 SpNS Shelter teams consisting of: Shelter Managers, 6 RNs per team, 6 non-medical support staff per team.	Complete	10/10/2018 12:01 PM	10/18/2018 10:51 AM	Special needs shelter support	Update: Per Jeanine, all staff for Florida High SpNS have been relieved and this mission can be marked as complete. Update By: Alicia Fringer (SERT ESF08 Logs) - 10/18/2018 10:51:26
FL-163184	Facility Generator for ESF-8	An influx of clients are expected post-landfall. A new facility will be opened for support and will require a 100KW generator if power is out. Will require connecting to facility.	Cancelled	10/10/2018 12:52 PM	10/18/2018 4:11 PM	Generator	Fixed County
FL-901913	LEON County ESF-8 Requests Additional Special Needs Shelter Teams	Request two additional SpNS shelter teams which include: 2 shelter managers, 12 RN's and 12 non-medical support per location	Cancelled	10/10/2018 1:04 PM	10/16/2018 10:02 PM	Personnel support at shelter	Updated Lifeline.

Appendix E:
Leon County WebEOC Mission Requests, Hurricane Michael

Mission #	Title	Description	Status	Date Entered	Last Updated Date	Purpose	Comments
FL-194869	Leon County Requests 10 Type-III POD pack	PODS will be established post impact to provide essential life saving commodities (water and food) to community. NOTE: Personal ordered under FL-15441.	Cancelled	10/10/2018 2:05 PM	10/17/2018 2:02 PM	Resources for PODs	Lifeline added.
FL-469568	LEON COUNTY ESF-8 SpNS Suppllies	In need of: 5 adult and 5 children nebulizer masks with tubing. 2 cases of 3M coban self-adhesive wrap 3"x 6.5 yd long 200 surgical masks 10 Bedpans 5 Cases disinfecting wipes 50 nasal canula	Complete	10/10/2018 3:07 PM	10/18/2018 11:20 AM	Special needs shelter support	Update: Completing this mission as these supplies will not be retrieved. Update By: Alicia Fringer (SERT ESF08 Logs) - 10/18/2018 11:20:20
FL-737685	Shelf Stable Meals for Leon County Logistics	Shelf Stable meals will be distributed at PODS (along with water) in impacted portions of the community.	Cancelled	10/10/2018 4:49 PM	10/16/2018 11:38 PM	Resources for PODs	Lifeline added.
FL-684736	National Guard Personnel to Support County Wide Logistical Staging Area	Request a total of 30 National Guard personnel to operate 1 LSA location.	Cancelled	10/10/2018 8:06 PM	10/19/2018 12:03 AM	Personnel support for resource staging.	Updated Lifeline.
FL-881537	LEON COUNTY Request for LEO Support	Request law enforcement support at 10 points of distribution locations. 20 LEOs, 2 per location to maintain 24 hr ops with alpha/bravo shift POD Locations: 327 North Adams 2505 Sharer Road 3005 South Monroe Street 2899 W. Pensacola Street 3209 Thomasville Road 15011 Cromartie Road 8000 Old Woodville Hwy 16387 Blountstown Hwy 4768 Charles Cross Road 3043 Capital Circle Hwy Duration Needed: 96 hours	Complete	10/10/2018 8:42 PM	10/17/2018 2:41 PM	Law enforcement at PODs	Updated Lifeline.
FL-559815	LEON COUNTY Request for LEO Support	Request law enforcement support at county Logistical Supply Area 2 LEOs requested to maintain 24 hr ops, alpha/bravo shifts LSA LOCATION: 3840 North Monroe Street Duration: 96 Hours	Complete	10/10/2018 8:47 PM	10/18/2018 4:44 AM	Law enforcement at Logistical Supply Area	Lifeline added.
FL-351975	Law Enforcement Security for Leon County	Requesting 50 law enforcement officers for post storm recovery to include search and rescue, roadway clearing, security for local critical infrastructure , and providing security for EMS and Fire in rescue response efforts. This will occur in local heavily populated areas of Leon County, Florida which have heavily damaged areas to include road blockages with trees and power lines. Alpha/Bravo Shifts needed for 96 hours	Cancelled	10/10/2018 9:11 PM	10/17/2018 6:02 AM	Storm recovery operations.	Lifeline added.
FL-280296	Red Cross/Salvation Army Shelter Feeding Request	Request that the Salvation Army provide meals during the first day of transition from risk shelters to host shelters. Location TBA	Complete	10/10/2018 9:24 PM	10/17/2018 2:11 PM	Feeding	Lifeline added.
FL-293414	LEON COUNTY Requests Charging Stations for Mobile Devices	Leon county requests 5 charging stations that can be placed at public comfort stations. Needed Duration: 96hrs-1 week	Cancelled	10/10/2018 9:50 PM	10/16/2018 9:59 PM	Charging stations for comfort statons.	Lifeline added.
FL-985044	Leon County Requests St. Johns County EM Staff	Pre approved deployment pre landfall. Linda Stoughton and Kelly Wilson are approved by St Johns County to deploy. For 5 days.	Complete	10/11/2018 9:54 AM	10/16/2018 4:59 PM	Personnel support	Complete.
FL-239495	Regional Request for Patient Placement and Assistance	Request to be tasked to State ESF-8 Medical- In need of social services help for longer term placement for special needs patients. Leon EOC is receiving calls from county and surrounding counties for people without power and severe structural damage that will require LTC services and placement Due to power outages, electrically dependent patients are at a high risk status, oxygen suppliers have not be responsive to phone calls. Requesting Additional Assistance HIGH PRIORITY	Complete	10/11/2018 1:39 PM	10/25/2018 12:10 PM	Additional assistance	All Special Needs Shelters have been closed. Update By: Dayle Mooney (SERT ESF08 Patient Movement) - 10/25/2018 12:10:38 - Phone: 850.661.2088
FL-432361	LEON COUNTY EMS	Need 30 oxygen cylinder to replace those that have been given to citizens whom are without power.	Cancelled	10/11/2018 3:52 PM	10/16/2018 9:54 PM	Oxygen for those in need without power	Updated Lifeline.

Appendix E:
Leon County WebEOC Mission Requests, Hurricane Michael

Mission #	Title	Description	Status	Date Entered	Last Updated Date	Purpose	Comments
FL-306642	LEON County Requests DEP Approval of DDMS Sites	Requesting DEP approval for activating the following sites: Capital Circle SW Orchard Pond Parkway Leon County Solid Waste Management Facility Chaires Crossing WW Kelly Road (F.A.ASH Pit) Miller Landing Road	Complete	10/11/2018 4:40 PM	10/17/2018 2:57 PM	DDMS sites	Updated Lifeline.
FL-163877	Leon County Request Diesel Fuel Tender	Leon County requests a Diesel Fuel Tender to fuel County's emergency trucks. County fuel station is without power and unable to pump. Please contact the Primary Contact.	Complete	10/11/2018 6:25 PM	10/16/2018 8:31 PM	Fuel emergency trucks	Updated Critical Lifelines Status to Energy (Power and Fuel)
FL-206215	Leon County Sheriff's Office Request Law Enforcement for Traffic Control	LCSO needs law enforcement (FHP) for traffic control at the following POD sites: FT Braden POD 16387 Blountstown Hwy Apalachee Regional Park POD 7550 Apalachee Pkw Woodville POD 1492 J. Lewis Hall SR. LN	Complete	10/11/2018 10:23 PM	10/17/2018 2:43 PM	Traffic control for PODs	Lifelines updated.
FL-148123	Leon County Sheriffs Office Request Law Enforcement for Traffic Control	LCSO needs law enforcement (FHP) for traffic control at the following POD sites: FT Braden POD 16387 Blountstown Hwy Apalachee Regional Park Rd 7550 Apalachee Pkw Woodville POD 1492 J. Lewis Hall SR. LN	Cancelled	10/11/2018 10:43 PM	10/18/2018 4:18 AM	Traffic control for PODs	Lifeline added.
FL-715948	FDOH -LEON REQUESTS SpNS DIRECTOR ASSISTANCE	Requests for Dixie Co. planner to relieve Ivy Baker @ SpNS from 10/13 through shelter closure. (Lola Butler 352-578-4408)	Complete	10/12/2018 8:24 PM	10/18/2018 10:50 AM	Staff support	Complete - all staff for Florida High SpNS have been relieved.
FL-771165	Gas for Traffic Light Generator (State)	2 generators are out of gas. Need gas ASAP -Orange Ave / Capital Circle SW -1817 Thomasville Rd.	Cancelled	10/13/2018 2:14 AM	10/16/2018 8:27 PM	Gas for generators.	Updated critical lifelines to Energy (Power and Fuel)
FL-191955	American Red Cross Requests TCC Lifetime Sports Complex for Evacuee Shelter	The American Red Cross needs the TCC Lifetime Sports Complex - Recreation Gym to serve as an evacuee shelter. TCC has agreed to accept this mission. Begin Operations 10/13/2018 at 4:00 PM through Saturday 10/20/2018	Complete	10/13/2018 3:39 PM	10/18/2018 2:22 PM	Evacuee shelter	Shelter established at Tallahassee Community College.
FL-133984	TCC Police Requests Law Enforement Assist with Shelter Security	TCC Police is only a 12 officer department. TCC PD needs 2 officers (one for Alpha/ one for Bravo) to staff the Shelter.	Complete	10/13/2018 3:53 PM	10/19/2018 12:00 PM	Personnel support	Security is completed at location
FL-438656	URGENT NEED ASAP: Neutralizer Spacer needed for 14 month old	There is a SpNS client that needs a spacer for her neutralizer. Client is a 14 month old child. The spacer was left at daycare and without it the caretaker cannot stabilize the client. URGENT MATTER. NEED ASAP.	Cancelled	10/14/2018 1:02 AM	10/17/2018 2:40 AM	Neutralizer for special needs client.	Updated Lifeline.
FL-309602	REQUEST TO HALT ALL LEON PUSH MISSIONS	County is requesting that all missions primary or supporting to PODs/LSA be placed on hold to allow for current commodities to be burned. In order to continue support of areas impacted, efforts are being focused and directed towards primary areas and allowing support personnel to be redirected to other counties.	Complete	10/14/2018 10:30 AM	10/19/2018 2:49 AM	Personnel support	Updated Lifeline.
FL-038684	Request for DOH-Leon Cares Team	Would like a full cares team to assist with the discharge planning of Leon county residents to their homes from SpNS.	Complete	10/14/2018 12:30 PM	10/20/2018 10:03 AM	Special needs shelter support	Mission is complete.
FL-766748	Leon County Requests Pick-up of Dropped Trailers from PODs	Leon County PODs Closed at 5:00 PM on 10/14/2018. All dropped trailers need to be picked up at the locations where they were dropped. At POD Sites: 327 N Adams Street Tallahassee, FL 32301 2899 W Pensacola St Tallahassee, FL 32304 2805 Sharer Rd Tallahassee, FL 32312 7550 Apalachee Parkway Tallahassee, FL 32311 15100 Blountstown Highway Tallahassee, FL 32310 1492 J Lewis Hall Sr Ln at Old Woodville Rd Tallahassee, FL 32305	Complete	10/14/2018 4:08 PM	11/2/2018 12:16 PM	Closing of PODs	Spoke To Truck Drivers – Confirmed Delivery Jason Webb 931-374-0848 Timothy Everett 229-288-5859 Lloyd Watson 207-713-3050 Vitaly Smirnov 850-258-6807 Bill Bawlings 832-860-0831 Frank Pelusio 727-741-8112 Octavia Sims 863-234-8025 Arceus Andre 863-969-8854 Lazaro Martinez 305-484-1596 Edinson Lobo 321-304-9111

Appendix E:
Leon County WebEOC Mission Requests, Hurricane Michael

Mission #	Title	Description	Status	Date Entered	Last Updated Date	Purpose	Comments
FL-081884	Talquin Electric Requests State Law Enfocement for Traffic Control Assistance	Talquin Electric is requesting State Law Enforcement for traffic control on State Road-61 (4390 Thomasville Road) in support of Electric Restoration. Point of Contact is Mark Gainous 850-544-3164	Complete	10/15/2018 9:42 AM	10/17/2018 2:55 PM	Traffic control for Electric Restoration	Updated Lifeline.
FL-049469	Leon County Requests Pick Up PODs Material Handling Equipment Delivered To Leon County	MHE needs to be picked up at the following locations: Fort Braden Elementary School, 15100 Blountstown Hwy Tallahassee, FL 32310 Fire Station #1 327 N Adams St Tallahassee, FL 32301 Fire Station #2 2805 Sharer Rd Tallahassee, FL 32312 Fire Station #3 3005 S Monroe St Tallahassee, FL 32301	Complete	10/15/2018 1:58 PM	11/17/2018 4:50 PM	Closing of PODs	Both gates to the school are locked, didn't see any equipment on site from front gate and back gate. Fire Station #1: No assets on site. Fire Station #2: No assets on site. Fire Station #3: No assets on site.
FL-425158	Leon County Request DEP Approval of use of Eisenhower & Tyson Road DDMS sites	These sites are pre-authorized, need DEP Approval of use of Eisenhower & Tyson Road DDMS sites	Complete	10/17/2018 1:10 PM	10/17/2018 1:54 PM	DDMS sites	The sites have been pre-authorized by FDEP and the county can use them as needed.
FL-658411	Stop Delivering POD supplies to Leon County PODs	Leon County PODs Closed on Sunday 10/14/2018 at 5:00 PM	Complete	10/18/2018 1:50 PM	10/18/2018 4:01 PM	Closing of PODs	Read and complete
FL-130068	Leon County Requests DRC	***Location is already in SERT Emergency Sites Board*** Leon County Leroy Collins Main Library - Program Rooms A&B 200 W. Park Ave Tallahassee, FL 32301	Complete	10/18/2018 4:28 PM	12/10/2018 8:42 AM	DRC	DRC closed on 12/8/18
FL-928905	Leon County Requests Public Assistacne PDA	Leon County Requests Public Assistance PDA. Wednesday 10/24/2018 at 9:30 AM Leon County EOC 911 Easterwood Drive (access via Weems Rd)	Complete	10/22/2018 3:31 PM	11/6/2018 1:33 PM	Public Assistance	Mission is complete.
FL-085197	Pick-up Cots Delviered to City of Tallahassee Electric	60 cots need to be picked up. Report to Orlando ASA after pickup 8299 Daetwyler Dr. Orlando, FL 32827	Complete	11/13/2018 11:48 AM	11/14/2018 4:14 PM	Return COTS utilized by electric restoration crews	Spoke to box truck driver and confirmed pick up and drop off of cots.
FL-312024	Leon County Requests PDAT Course	Leon County is requesting an offering of the PDAT Course. Please call regarding scheduling of actual date/time for course.	In Progress - Mobilizing	11/15/2018 2:37 PM	12/13/2018 8:09 AM	PDAT course	Webinar is scheduled for January 7th from 10:00 AM until Noon. Jessica Stewart , Policy Advisor , FEMA Public Assistance (DR-4399)
FL-576032	Pick up Material Handling Equipment at Fire Station #2 2805 Sharer Rd	Recover deployed Material Handling Equipment at Fire Station #2 2805 Sharer Rd	Complete	11/16/2018 9:23 AM	12/1/2018 7:31 AM	Return equipment	Complete per Garner tracker and original Mission

RESOLUTION NO.

WHEREAS, the Board of County Commissioners of Leon County, Florida, approved a budget for fiscal year 2018/2019; and,

WHEREAS, the Board of County Commissioners, pursuant to Chapter 129, Florida Statutes, desires to amend the budget.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners of Leon County, Florida, hereby amends the budget as reflected on the Departmental Budget Amendment Request Form attached hereto and incorporated herein by reference.

Adpted this 22nd day of January, 2019.

LEON COUNTY, FLORIDA

BY: _____
Jimbo Jackson, Chairman
Board of County Commissioners

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

BY: _____

Approved as to Form:
Leon County Attorney's Office

BY: _____
Herbert W. A. Thiele, Esq.
County Attorney

FISCAL YEAR 2018/2019

BUDGET AMENDMENT REQUEST

No: BAB19007
Date: 1/10/2019

Agenda Item No: _____
Agenda Item Date: 1/22/2019

County Administrator

Deputy County Administrator

Vincent S. Long

Alan Rosenzweig

Request Detail:

Revenues

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
001	000	399900	000	Appropriated Fund Balance	15,932,571	1,540,976	17,473,547
							-
							-
Subtotal:						1,540,976	

Expenditures

Account Information					Current Budget	Change	Adjusted Budget
Fund	Org	Acct	Prog	Title			
001	992	59905	599	Budgeted Reserves-Homestead	2,093,426	(2,093,426)	-
001	990	586002	599	Catastrophe Reserves	13,000,000	3,634,402	16,634,402
Subtotal:						1,540,976	

Purpose of Request:

This budget amendment provides an additional \$3,643,402 for the Catastrophe Fund to provide funding for debris removal and facility damages caused by Hurricane Michael. This funding comes from appropriating \$1,540,976 in fund balance and realigning the \$2,093,466 set aside in the homestead exemption reserve to cash flow debris removal and other storm damage costs prior to receiving reimbursement from FEMA. The realignment of the \$2,093,466 in the homestead reserve and \$670,000 in fund balance provides the County's required 12.5% FEMA grant reimbursement grant match.

Group/Program Director

Budget Manager

Scott Ross, Director, Office of Financial Stewardship

Approved By:

Resolution

☒

Motion

☐

Administrator

☐

**Leon County
Board of County Commissioners**

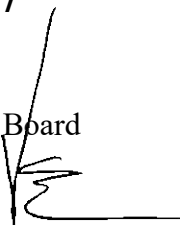
Notes for Agenda Item #17

Leon County Board of County Commissioners

Agenda Item #17

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator 

Title: Ratification of Board Actions Taken at the December 10, 2018 Annual Retreat

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Heather Peeples, Special Projects Coordinator

Statement of Issue:

This agenda item seeks ratification of Board actions taken at the December 10, 2018 Annual Retreat.

Fiscal Impact:

While this item has no immediate fiscal impact, certain proposed Strategic Initiatives may have future financial impacts. Inclusion of a Strategic Initiative within the County's Strategic Plan does not commit the Board to future funding.

Staff Recommendation:

Option #1: Ratify the actions taken by the Board during its December 10, 2018 Annual Retreat.

Option #2: Reschedule the Board's Annual Retreat to January 27, 2020.

Report and Discussion

Background:

Each year, the County conducts an annual Board retreat, facilitated by the County Administrator, for the purpose of updating the County's five-year Strategic Plan to include new strategic initiatives for the new year. Annual retreats have served as a tool to regularly update the County's five-year Strategic Plan by establishing the Board's Strategic Priorities and developing specific Strategic Initiatives, Targets, and Bold Goals that drive the County's staff and organizational resources throughout the year. The 2018 Board Retreat was held on December 10, 2018.

Leon County's current strategic planning model was developed at the 2011 Board Retreat, during which a two-year strategic planning process and revamped annual Retreat process with a stronger emphasis on strategic planning was initiated. This approach aligned the optimized resources of the organization with the Board's top priorities. During the Retreat, the Board established four Strategic Priorities: Economy, Environment, Quality of Life, and Governance. As a component of the 2013 Retreat, the Board approved transitioning to a five-year planning cycle, with continued annual reviews and updates, and semiannual status reports.

The 2016 Board Retreat served to both close out the FY2012 - FY2016 Strategic Plan and to engage in the comprehensive plan year evaluation and development of the next five-year planning cycle. During the Retreat, the Board reestablished the Vision Statement and Strategic Priorities, adopted an organizational Mission Statement, and established new Strategic Initiatives. The new FY2017 – FY2021 Strategic Plan was enhanced by the incorporation of specific five-year Targets and Bold Goals adopted for each priority area. Following the 2017 Board Retreat, the Board updated the Strategic Plan to include an additional 16 Strategic Initiatives.

On October 23, 2018, the Board accepted an overview of the FY 2018/19 Board Retreat and a proposed outline, which included a presentation and focused discussion on the County's current and future initiatives to build "social infrastructure" – the places, events, and resources that strengthen communities by fostering social interactions and building relationships – facilitated by nationally renowned author and researcher Dr. Eric Klinenberg.

Analysis:

The December Retreat consisted of two parts: (1) Social Infrastructure; and (2) Progress and Update of the Strategic Plan.

Social Infrastructure

The County Administrator provided an update on the current status and outlook of Leon County's extensive efforts to build social infrastructure in the community. The presentation included a review of recent social infrastructure initiatives and upcoming initiatives to expand and enhance social infrastructure. Following the presentation, the Board was joined by Dr. Eric Klinenberg, a Professor of Sociology at New York University, Director of the Institute for Public

Knowledge. Dr. Klinenberg provided a presentation on social infrastructure, which is the focus of his new book *Palaces for the People: How Social Infrastructure Can Help Fight Inequality, Polarization, and the Decline of Civic Life*. Following his presentation, Dr. Klinenberg led the Board in a discussion focused on how to continue to build a vibrant social infrastructure system in Leon County.

Progress and Update of the Strategic Plan

During the Retreat, the County Administrator provided an update on the County's progress towards each priority area's bold goals and five-year targets, including the ongoing efforts to achieve these stretch goals.

The Board was then provided with an update of strategic initiatives that are complete or in progress, before discussing amending or adding new strategic initiatives. As outlined in the Retreat materials, 42 (72%) of the 58 total strategic initiatives were completed during FY 2018, while the remaining 16 (28%) are in progress. The County Administrator noted that categorizing a strategic initiative as complete does not necessarily mean that work is completed. Rather they are ongoing and will require ongoing resources and support. These items require no further Board direction and will be carried out as part of staff's work plan.

During the remainder of the day, the Commission engaged in open discussion identifying additional new initiatives for the upcoming year, all of which support and advance the County's Strategic Priorities.

New Strategic Initiatives

The following reflects the new strategic initiatives the Board approved during the December 10, 2018 Retreat. These initiatives have been included in the updated FY2017 – FY 2021 Strategic Plan (Attachment #1).

1. To further promote Leon County as a biking community, pursue the International Mountain Biking Association (IMBA) Designation.
2. Develop an action plan to further reduce the County Government's carbon footprint.
3. To increase information available to the public regarding blue-green algae blooms, fishing advisories, invasive species, and general water quality, add education kiosks at Leon County boat landings.
4. Pursue NACo's Sol Smart designation.
5. Enhance partnership with CareerSource to increase job and economic opportunities for local veterans.
6. Develop a formal policy to implement the private dirt road safety stabilization program to be funded through L.I.F.E. (2% of sales tax extension).
7. Conduct a comprehensive human service needs assessment in order to align CHSP funding with the highest human services needs in the community.

8. Implement practices and strategies to further enhance the response to mass causality incidents; including, the delivery of Stop the Bleed campaign training which teaches citizens how to assist someone suffering from major bleeding.
9. Continue to evaluate the effectiveness of our existing County supported re-entry programs, explore other opportunities to further enhance re-entry efforts, and work with the Supervisor of Elections to assist former felons with registering to vote.
10. Implement a minimum grid bicycle route network.
11. Develop an emergency management plan for controlled release of water at the C. H. Corn hydroelectric dam.
12. Implement the recommendations of the Hurricane Michael After-Action Report.
13. Pursuant to the approved ballot initiative amending the County Charter, adopt an Ethics Ordinance by December 2019.
14. Explore ways to promote and build upon Leon County's success in citizen engagement by identifying additional ways to increase the quantity and quality of citizen input opportunities.
15. Evaluate incorporating social infrastructure into the comprehensive plan land use element update.

Agenda Items and Other Administrative Items

The following is an update on agenda items and other administrative items requested by the Board during the December 10, 2018 Board Retreat.

- **Incorporate social infrastructure analysis as part of future agenda items.**
Following the Board's ratification, future agenda items will include, when applicable, analysis on how the issue contributes to Leon County's efforts to build social infrastructure.
- **Highlight implemented citizen ideas on the County's website and social media.**
Community & Media Relations (CMR) has identified implemented citizen ideas that will be highlighted on the County's website and social media accounts. In January 2019, these ideas were also published in The Leon County LINK.
- **Explore alert system for childcare and preschool facilities, keeping them informed about active shooter situations and/or other emergencies in their immediate vicinities.**
Staff will coordinate with the Leon County Sheriff's Office and other relevant partners to bring back additional information for the Board's consideration.
- **Conduct a holistic assessment of the County's water quality and stormwater management program in collaboration with the City and to include the Florida Association of Counties 2019 Adopted Guiding Principles and citizen input.**
Staff will coordinate with relevant partners and bring back additional information for the Board's consideration.

- **Partner with Leon County Schools to incorporate the libraries into a civic education program, including registering for a library card.**
Staff will coordinate with Leon County Schools to consider incorporating the libraries into the civic education program and highlighting the importance of registering for a library card.
- **Evaluate alternative structures for administering cultural grants as compared to utilizing the Council on Culture and Arts (COCA) in partnership with the City including a presentation from COCA on other ways the process has and can continue to be improved prior to Board consideration of an agenda item with proposed alternatives.**
Staff will reach out to COCA to schedule a presentation at a future meeting. Subsequent to the presentation, an agenda item evaluating alternative structures for administering cultural grants will be provided to the Board.
- **Explore opportunities to provide heavy equipment training in cooperation with the City, Leon County Schools, and Lively Technical Center including the possible use of alternative training technologies.**
During the October 23, 2018 meeting, the Board directed staff to bring back an item on how the County can partner with Lively Technical Center to meet their equipment needs and support their efforts to provide training in the building and construction trades. The direction provided by the Board during the Retreat, will be incorporated into this previous direction.
- **Evaluate moving Annual Board Retreat to January.**
During the October 23, 2018 meeting, the Board approved the 2019 Meeting Schedule which included a Board Retreat on Monday, December 9th. Should the Board wish to conduct the annual retreat in January, the proposed date for the next Board Retreat is January 27, 2020.
- **Explore the applicability of “social impact bonds” in Leon County.**
Additional information about “social impact bonds” will be prepared for the Board’s consideration.

Following the Board’s approval, Leon County’s Strategic Plan will be updated to include the new Strategic Initiatives. As reflected in Attachment #1, each proposed Strategic Initiative has been aligned with one or more of the County’s Strategic Priorities. Once finalized, both electronic and printed copies of the Strategic Plan will be provided to the Board and made available to the public.

Options:

1. Ratify the actions taken by the Board during its December 10, 2018 Annual Retreat.
2. Reschedule the Board's Annual Retreat to January 27, 2020.
3. Board direction.

Recommendation:

Options #1 and #2

Attachment:

1. Proposed Leon County FY2017-2021 Strategic Plan, as amended

Revised FY 2017 – FY 2021 Leon County Board of County Commissioners Strategic Plan

Strategic Priority – Economy

To be an effective leader and a reliable partner in our continuous efforts to make Leon County a place which attracts and retains talent, to grow and diversify our local economy, and to realize our full economic vitality (EC)

- (EC1) - Do well-designed public infrastructure which supports business, attracts private investment and has long term economic benefits.
- (EC2) - Support programs, policies and initiatives to attract, create, and promote expansion of business, entrepreneurship, and job creation.
- (EC3) - Leverage university and community partnerships to increase entrepreneurial, technology transfer and commercialization opportunities.
- (EC4) - Grow our tourism economy, its diversity, competitiveness and economic impact.

Strategic Initiatives – Economy

- (EC4) Utilizing a portion of the BP settlement funds, identify solutions for weatherization of the Capital City Amphitheater stage, inclusive of potential sound mitigation elements. (2016-1)
- (EC1, EC4) Continue to work with FSU on the Civic Center District Master Plan to include the potential partnership to realize the convention center space desired by the County and to bring back issues related to the County's financial and programming roles and participation for future Board consideration. (2016-2)
- (EC4) Support the revision of Sec. 125.0104, F.S. to modify the eligibility for levying the local option High Tourism Impact Tax to include counties that are home to Preeminent State Research Universities in order to levy a sixth cent to support the convention center and arena district. (2016-3)
- Continue to pursue opportunities for workforce development, including:
 - (EC2) Based upon the projected unmet local market for middle skill jobs, continue to host Leon Works Exposition in collaboration with community and regional partners and launch Leon County's Junior Apprenticeship Program. (2016-4A)
 - (EC2) Work with partners, such as The Kearney Center and Leon County Schools, to increase access to training programs, apprenticeships, and other programs promoting middle-skilled jobs. (2016-4B)
- (EC4) Continue to work with FSU to bid and host NCAA cross country national and regional championships at Apalachee Regional Park (ARP). (2016-5)
- (EC2) Implement the Economic Development Strategic Plan as adopted and may be revised by the Intergovernmental Agency. (2016-6)

- (EC2) Complete the joint County/City disparity study and enhancements to the MWSBE program. (2016-7)
- (EC4) Expand our economic competitiveness by coordinating with regional partners to host an Americas Competitive Exchange on Innovation and Entrepreneurship (ACE) conference. (2016-8)
- (EC1, EC2) Evaluate sun setting the Downtown CRA and correspondingly evaluate the effectiveness of the Frenchtown/Southside CRA including the County's partnership with the City. (2016-9)
- (EC4) Enhance sports tourism through the exploration of an NFL Preseason game and other possible events at Doak Campbell Stadium. (2016-10)
- (EC2) To address issues of economic segregation and diversity, evaluate establishing a micro-lending program for small, minority and women-owned businesses. (2016-11)
- (EC1, EC4) Further enhance our competitiveness in attracting national and regional running championships by making additional strategic investments at the Apalachee Regional Park (ARP). (2016-12)
- (EC2) Evaluate expanding Leon Works as a regional event and to different segments of the community. (2017-1)
- (EC2) Explore the creation of local Enterprise Zone incentives to be managed by the Office of Economic Vitality in support of economic growth and development. (2017-2)
- (EC2, EC3) Continue to partner with Shop Local 850 to promote Leon County's local businesses and entrepreneurs and develop new data sources to analyze the economic impacts of shopping local. (2017-3)
- (EC2, EC3) Explore ways to expand how local businesses can do business outside of the community. (2017-4)
- (EC4) Raise awareness of County trails through the Division of Tourism Strategic Plan. (2017-5)
- (EC4) To further promote Leon County as a biking community, pursue the International Mountain Biking Association (IMBA) Designation. (2018-1)

Strategic Priority – Environment

To be a responsible steward of our precious natural resources in our continuous efforts to make Leon County a place which values our environment and natural beauty as a vital component of our community's health, economic strength and social offerings. (EN)

- (EN1) - Protect the quality and supply of our water.
- (EN2) - Conserve and protect environmentally sensitive lands and our natural ecosystems.
- (EN3) - Promote orderly growth and sustainable practices.
- (EN4) - Reduce our carbon footprint.

Strategic Initiatives – Environment

- (EN1, EN2) Implement the adopted Basin Management Action Plan (BMAP) for Wakulla Springs including bringing central sewer to Woodville and implementing requirements for advanced wastewater treatment. (2016-13)
- (EN4) Develop strategies to increase recycling and reuse rates. (2016-14)
- (EN3) Implement the Apalachee Landfill closure process in an environmentally sensitive manner which complements the master planning for the site. (2016-15)
- (EN3) Convene the Leon County Sustainable Communities summit on a bi-annual basis. (2016-16)
- (EN3) In partnership with the Canopy Roads Committee, update the long term management plan for the Canopy Roads including an active tree planting program. (2016-17)
- (EN3) Complete an evaluation of transportation fee alternatives to replace the existing concurrency management system of mobility fees. (2016-18)
- (EN4) Successfully launch a commercial and residential Property Assessed Clean Energy (PACE) program and identify opportunities, including the Leon County Spring Home Expo, to train industry professionals on sustainable building practices for participation in the PACE program. (2016-19)
- (EN2) Add environmental education kiosks, trail markings/mapping at Greenways and Parks. (2016-20)
- (EN4) Explore new opportunities for solar on County facilities. (2016-21)
- (EN1) Support the protection of Lake Talquin. (2016-22)
- Reduce nitrogen impacts in the PSPZ (primary springs protection zone) by identifying cost effective and financially feasible ways including:
 - (EN1, EN2) Develop a septic tank replacement program. (2016-23A)
 - (EN1, EN2) Evaluate requiring advanced wastewater treatment (AWT) for new construction. (2016-23B)
 - (EN2, EN3, EN4) Work with Sustainable Tallahassee and community partners to evaluate developing a community-wide climate action plan. (2017-6)
 - (EN1, EN2, EN3) Continue to work with the state as a host community in evaluating pilot technologies for new advanced wastewater treatment septic tanks. (2017-7)
 - (EN1, EN2, EN3) Continue to work with the state to seek matching grants to convert septic to sewer systems. (2017-8)
- (EN4, EN3) Develop an action plan to further reduce the County Government's carbon footprint. (2018-2)
- (EN1, EN2) To increase information available to the public regarding blue-green algae blooms, fishing advisories, invasive species, and general water quality, add education kiosks at Leon County boat landings. (2018-3)
- (EN3, EN4) Pursue NACo's Sol Smart designation. (2018-4)

Strategic Priority – Quality of Life

To be a provider of essential services which promote the well-being of our citizens and the livability of our community in our continuous efforts to make Leon County a place where people are healthy, safe, and connected to their community. (Q)

- (Q1) - Maintain and enhance our parks and recreational offerings and green spaces.
- (Q2) - Provide relevant library offerings which promote literacy, life-long learning and social equity.
- (Q3) - Provide essential public safety infrastructure and services.
- (Q4) - Support and promote access to basic health and welfare services to our community members most in need.
- (Q5) - Support strong neighborhoods.
- (Q6) - Promote livability, health and sense of community by enhancing mobility, encouraging human scale development, and creating public spaces for people.
- (Q7) - Assist local veterans and their dependents with securing entitled benefits and advocating their interests.

Strategic Initiatives – Quality of Life

- Continue to expand recreational amenities to include:
 - (Q1, Q6) Implement a master plan for the Apalachee Regional Park. (2016-24A, rev. 2017)
 - (Q1, Q6) Develop a program to establish a signature landscaping feature with a regular blooming season. (2016-24B)
 - (Q1, Q6) Implement the Tallahassee-Leon County Greenways Master Plan. (2016-24C)
 - (Q1, Q6) Evaluate additional trail expansion opportunities. (2016-24D)
 - (Q1, Q6) Work with partners to utilize rights-of-way and utility easements to further expand the trail system. (2016-24E)
 - (Q1, Q6) Identify opportunities to create dog parks in the unincorporated area. (2016-24F)
- (Q5) Complete a comprehensive review and revision to the Land Use Element of the Comprehensive Plan, including a review of inclusionary housing. (2016-25)
- (Q3) Continue to evaluate emergency medical response strategies to improve medical outcomes and survival rates. (2016-26)
- (Q4, G1, G5) Work with the City of Tallahassee to develop a new CHSP process in-light of the United Way's decision to conduct a separate funds distribution process. (2016-27)
- (Q4, Q5) Implement the Joint County-City Affordable Housing Work Group's efforts to develop a holistic plan for the redevelopment of a multi-family affordable housing project and identification of additional transitional housing opportunities through community partnerships. (2016-28, rev. 2017)
- Continue to serve our seniors through programs and partnerships, including:
 - (Q4) As Florida's first Dementia Caring Community, support the Florida Department of Elder Affairs in the further development of the pilot program,

- provide enhanced paramedic training and engage local partners in making the County a more dementia-friendly community. (2016-29A)
- (Q4) Exploring opportunities to address fraud/scams targeted towards seniors. (2016-29B)
- (Q4, EC4) To continue to support Choose Tallahassee's efforts to market our community as a retirement destination. (2016-29C)
- (Q4) Identify and evaluate pretrial alternatives to incarceration for low level and non-violent offenders through regional partnerships and state and national efforts, including data-driven justice initiatives. (2016-30)
- (Q7) Work with community partners to expand appreciation of local veterans including recognition of National Pearl Harbor Remembrance Day. (2016-31)
- (Q3) Increase safety in the unincorporated area through the development of a new street lighting program and evaluation of the need for additional signage. (2016-32)
- (Q3, Q4) Improve pet overpopulation by engaging vested community partners in the implementation of spay and neutering strategies. (2016-33)
- (Q4) Continue County support of primary healthcare through participation in Carenet in order to increase access to affordable healthcare for those in need. (2016-34)
- (Q2) Explore opportunities to increase to high speed internet access through a "mobile hot spot" library lending program. (2016-35)
- (Q5, Q6) Continue to work with the Florida Department of Transportation for safety improvements on State and County roadways to include accessibility enhancements, street lighting installations, sidewalk additions, safety audits, and intersection improvements. (2017-9)
- (Q1, Q5, Q6) As part of sense of place initiative for Miccosukee, evaluate the opportunity to combine activities from the existing community center into the Old Concord School. (2017-10)
- (Q7) Enhance partnership with CareerSource to increase job and economic opportunities for local veterans. (2018-5)
- (Q5, Q6) Develop a formal policy to implement the private dirt road safety stabilization program to be funded through L.I.F.E. (2% of sales tax extension). (2018-6)
- (Q4) Conduct a comprehensive human service needs assessment in order to align CHSP funding with the highest human services needs in the community.
- (2018-7)
- (Q3) Implement practices and strategies to further enhance the response to mass causality incidents; including, the delivery of Stop the Bleed campaign training which teaches citizens how to assist someone suffering from major bleeding. (2018-8)
- (Q4) Continue to evaluate the effectiveness of our existing County supported re-entry programs, explore other opportunities to further enhance re-entry efforts, and work with the Supervisor of Elections to assist former felons with registering to vote. (2018-9)
- (Q6, Q1) Implement a minimum grid bicycle route network. (2018-10)

Strategic Priority - Governance

To be a model for local governance with innovative, competent, and responsible public servants, committed to promoting integrity, creating meaningful opportunities for citizen engagement and co-creation, and ensuring fiscal stewardship. (G)

- (G1) - Sustain a culture of transparency, accessibility, accountability, civility, and the highest standards of public service.
- (G2) - Sustain a culture of performance, and deliver effective, efficient services that exceed expectations and demonstrate value.
- (G3) - Sustain a culture that respects, engages, and empowers citizens in important decisions facing the community.
- (G4) - Retain and attract a highly skilled, diverse and innovative County workforce, which exemplifies the County's Core Practices.
- (G5) - Exercise responsible stewardship of County resources, sound financial management, and ensure that the provision of services and community enhancements are done in a fair and equitable manner.

Strategic Initiatives – Governance

- (G1, G3) Alongside community partners, engage citizens of diverse backgrounds, education, and age on issues that matter most to them through the Citizen Engagement Series and Club of Honest Citizens. (2016-36)
- (G1) Continue to Support Commissioner Desloge during his term as NACo President. (2016-37)
- (G5) In accordance with the Leon County Charter, convene a Charter Review Committee to review the Leon County Home Rule Charter and propose any amendments or revisions which may be advisable for placement on the general election ballot. (2016-38)
- (G2) Implement migration from Groupwise to Microsoft Outlook to better integrate with other software applications that utilize automated notifications, workflows and approvals. (2016-39)
- (G2) Continue the deployment of an updated permitting system that is modernized to use mobile and online technologies. (2016-40)
- (G4) Continue County sponsorship of employees' participation in the Certified Public Manager training. (2016-41)
- (G1) Seek opportunities for partnerships through NACO and FAC's enterprise programs. (2016-42)
- (G5) Continue to explore opportunities for efficiency and cost savings through intergovernmental functional consolidation where appropriate. (2016-43)
- (G4) Evaluate establishing a living wage for County employees and continue to provide opportunities for industry certifications and training for those employees in skilled craft, paraprofessional, and technician positions. (2016-44)
- (G1, G2) Partner with the Federal Alliance for Safe Housing (FLASH) to become the nation's first #HurricaneStrong county. (2017-11)

- (G1, G3) As part of Leon County's Citizen Engagement Series, conduct an annual "Created Equal" event to strengthen the County's commitment in tackling difficult subjects. (2017-12)
- (G1) Continue to support Commissioner Maddox in his efforts to become Florida Association of Counties President. (2017-13)
- (G2, G5) Implement the recommendations of the Hurricane Irma After Action Report. (2017-14)
- (G2, G5) Develop an emergency management plan for controlled release of water at the C. H. Corn hydroelectric dam. (2018-11)
- (G2, G5) Implement the recommendations of the Hurricane Michael After-Action Report. (2018-12)
- (G1) Pursuant to the approved ballot initiative amending the County Charter, adopt an Ethics Ordinance by December 2019. (2018-13)
- (G3, G1) Explore ways to promote and build upon Leon County's success in citizen engagement by identifying additional ways to increase the quantity and quality of citizen input opportunities. (2018-14)
- (G3, G5) Evaluate incorporating social infrastructure into the comprehensive plan land use element update. (2018-15)

Five-Year Targets and Bold Goals

Economy

Bold Goal: Grow the five-year tourism economy to \$5 billion (BG1)

Targets:

- Attract 80 state, regional, or national championships across all sports (T1)
- Co-create 500 entrepreneur ventures and 11,500 new jobs, including 400 high-wage jobs in high tech clusters (T2)
- Connect 5,000 students and citizens to middle skilled job career opportunities (T3)
- Host 100,000 residents and visitors as part of the Amphitheater County Concert Series (T4)

Environment

Bold Goal: Upgrade or eliminate 500 septic tanks in the Primary Springs Protection Zone (BG2)

Targets:

- Plant 15,000 trees including 1,000 in canopy roads (T5)
- Ensure 100% of new County building construction, renovation and repair utilize sustainable design (T6)
- 75% community recycling rate (T7)
- Construct 30 miles of sidewalks, greenways and trails (T8)

Quality of Life

Bold Goal: Secure more than \$100 million in Veteran Affairs benefits for Leon County veterans and their families (BG3)

Targets:

- Double the number of downloadable books at the library (T9)
- Construct 100 fire hydrants (T10)
- Train 8,500 citizens in CPR/AEDs (T11)
- Open 1,000 new acres of park land to the public (T12)

Governance

Bold Goal: Implement 500 citizen ideas, improvements, solutions and opportunities for co-creation (BG4)

Targets:

- Reduce by at least 30% the average time it takes to approve a single-family building permit (T13)
- Achieve 90% employee participation in the County's "My Rewards" Well Being Program (T14)
- Reduce by 60% the outstanding debt of the County (T15)
- 100% of employees are trained in Customer Experience, Diversity and Domestic Violence, Sexual Violence & Stalking in the Workplace (T16)

Leon County
Board of County Commissioners
Notes for Agenda Item #18

Leon County Board of County Commissioners

Agenda Item #18

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: Full Board Appointments to the Apalachee Regional Planning Council, the Tourist Development Council and the Canopy Roads Citizens Committee

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator
Lead Staff/ Project Team:	Mary Smach, Agenda Coordinator

Statement of Issue

This agenda item seeks the full Board's consideration of commissioner appointments to the Apalachee Regional Planning Council and the Tourist Development Council, and one citizen appointment to the Canopy Roads Citizens Committee.

Fiscal Impact:

This item has no fiscal impact.

Staff Recommendation:

- Option #1: The full Board to confirm the appointment of City Commissioner Dianne Williams-Cox to the Apalachee Regional Planning Council for a two-year term ending December 31, 2020.
- Option #2: The full Board to confirm the appointment of City Commissioner Dianne Williams-Cox to the Tourist Development Council for the remainder of the unexpired term ending December 31, 2020.
- Option #3: The full Board to consider the appointment of one citizen to the Canopy Roads Citizens Committee for a term ending October 31, 2019. The eligible applicants are: Matt Thursam and Tiffany McCaskill. Should the Board choose to appoint Ms. McCaskill it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #5) by a two-thirds affirmative vote.

Report and Discussion

Background:

At its August 23, 2011 meeting, the Board approved the revised process for full Board appointments to Authorities, Boards, Committees, and Councils by having a General Business item prepared to fill vacancies.

Analysis:

Apalachee Regional Planning Council (ARPC)

Purpose: The ARPC is a multi-purpose agency that provides technical assistance in the areas of economic development, emergency planning, transportation and quality of life to meet the needs of member local governments within the nine-county region. The ARPC region is comprised of Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, Wakulla Counties and their municipalities.

Composition: Pursuant to Florida Administrative Code 29L-1, Leon County has three representatives on the ARPC; one county-elected official (County Commissioner) appointed by the full Board, one municipal-elected official (City Commissioner) selected by the City Commission and appointed by the County Commission, and the Governor appoints the third representative. Members serve two-year terms. At the December 11, 2018 meeting, the Board reappointed Commissioner Kristin Dozier as the County representative on the ARPC.

Vacancy: The municipal-elected official seat held by Nancy Miller, is vacant due to her departure from the City Commission. The term of City Commissioner Miller was due to expire on December 31, 2018. The Chairman received a letter from the Apalachee Regional Planning Council on December 5, 2018 requesting appointments (Attachment #1). In a letter dated December 14, 2018, the City designated Commissioner Dianne William-Cox to serve on the ARPC for a two-year term ending December 31, 2020 (Attachment #2). See Table #1.

Table #1: Apalachee Regional Planning Council

Vacancy	Term Expiration	Attachment #	City Nominee	Recommended Action
Commissioner Nancy Miller	12/31/2018	2.	Commissioner Dianne Williams-Cox	Full Board to confirm the appointment for a two-year term ending 12/31/2020

Tourist Development Council (TDC)

Purpose: The TDC assists in the development of plans for tourist development in Leon County/Tallahassee and makes recommendations for uses of the tourist development tax revenue.

Composition: The TDC is composed of nine members appointed by the Board of County Commissioners

- One member shall be the Chairman of the Board or any other member of the Board as designated by the Chairman, and who shall serve as vice chairman of the Council.
- Two members shall be elected municipal officials.
- Three members shall be owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tourist development tax.
- Three members shall be persons who are involved in the tourist industry and who have demonstrated an interest in tourist development, but who are not owners or operators of motels, hotels, or other tourist accommodations in the County and subject to the tax.
- In addition, there are two ad hoc, non-voting positions on the TDC: the Executive Director of the Council on Culture and Arts and a representative from the Tallahassee Sports Council.

Members serve four-year terms, except for the Chairman of the Board who serves a two-year term per Policy No. 11-2.

Vacancies: The municipal official seat, held by Commissioner Nancy Miller, is vacant due to her departure from the City Commission. Commissioner Miller's term was due to expire on December 31, 2020. In a letter dated December 14, 2018, the City designated Commissioner Dianne Williams-Cox to each serve on the TDC for the remainder of Commissioner Miller's unexpired term, ending December 31, 2020 (Attachment #2). See Table #2.

Table #2: Tourist Development Council

Vacancy	Term Expiration	Attachment #	City Nominee	Recommended Action
Commissioner Nancy Miller	12/31/2020	2.	Commissioner Dianne Williams-Cox	Full Board to confirm the appointment for the remainder of the unexpired term ending 12/31/2020

Canopy Roads Citizens Committee (CRCC)

Purpose: The Committee makes recommendations to the County and City Commissions on matters related to Canopy Road preservation and assists in coordinating efforts of government, private sector, civic groups and individuals in an effort to protect, maintain, and enhance the Canopy roads.

Composition: The Committee has eight members; four appointed by the County and four appointed by the City. Members serve three-year terms, expiring on October 31. Members should consist of a balance of persons who have expertise in fields of forestry, local history, who live along a Canopy Road or who have demonstrated a willingness to serve for the enhancement of the community. In addition, the full Board appoints a County Commissioner to serve as an

ex officio, nonvoting member; Commissioner Mary Ann Lindley currently is serving in that capacity.

Vacancies: Board appointed member, Kattie Britt has resigned (Attachment #3). Ms. Britt's, term was due to expire on October 31, 2019. The eligible applicants are listed in Table #3.

Table #3: Canopy Roads Citizens Committee

Vacancy	Term Expiration	Application Attachment #	Eligible Applicants	Recommended Action
Katie Britt (resigned)	10/31/2019	4. 5.	Matt Thursam Tiffany McCaskill*	Full Board to make one citizen appointment for the remainder of the unexpired term ending October 31, 2019

** Applicant requests a waiver of the conflicting employment relationship as disclosed in Form 4A (Attachment #5). Should the Board choose to appoint Ms. McCaskill, it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A by a two-thirds affirmative vote.
In addition, appointed advisory board members must abstain from voting on a measure which would inure to his or her special private gain or loss and must file Form 8B, Memorandum of Voting Conflict, with the person responsible for recording the minutes of the meeting.*

Options:

1. The full Board to confirm the appointment of City Commissioner Dianne Williams-Cox to the Apalachee Regional Planning Council for a two-year term ending December 31, 2020.
2. The full Board to confirm the appointment of City Commissioner Dianne Williams-Cox to the Tourist Development Council for the remainder of the unexpired term ending December 31, 2020.
3. The full Board to consider the appointment of one citizen to the Canopy Roads Citizens Committee for a term ending October 31, 2019. The eligible applicants are: Matt Thursam and Tiffany McCaskill. Should the Board choose to appoint Ms. McCaskill it would be necessary for the Board to waive the conflicting employment relationship disclosed on Form 4A (Attachment #5) by a two-thirds affirmative vote.
4. Board direction.

Recommendation:

Options #1, #2 and #3

Attachments:

1. Letter from the Apalachee Regional Planning Council
2. Letter from City regarding the ARPC and TDC appointments
3. Britt resignation email
4. Thursam application and bio
5. McCaskill application, resume and Disclosure Form 4A

Apalachee Regional Planning Council

Serving Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson,
Liberty, Leon and Wakulla counties and their municipalities



Attachment #1
Page 1 of 4

December 5, 2018

The Hon. Jimbo Jackson, Chairman
Leon County Board of Commissioners
301 S. Monroe Street
Tallahassee, FL 32301

Re: Apalachee Regional Planning Council 2019/2020 Appointments

Dear Chairman Jackson:

Pursuant to *Florida Administrative Code*, Chapter 29L-1, Leon County is entitled to have three representatives on the Apalachee Regional Planning Council (ARPC). Two of these representatives are appointed locally by the Board of County Commissioners; one must be a county-elected official and one must be a municipal-elected official. The Governor appoints the third representative.

Enclosed is an appointment form listing Leon County's current appointees to the Council. You may re-appoint elected officials currently serving on the ARPC Board; however, due to changes resulting from recent elections and reorganizations, it may be necessary for you to appoint new representatives. The appointment is for a 2-year term beginning January 1, 2019.

Also enclosed is the 2017/2018 attendance record for Apalachee Regional Planning Council members from Leon County. It is very important for both the County and the Council that the appointed representatives attend and participate in Council meetings. Decisions are made that directly affect local governments of the Apalachee region as well as its constituents.

You will need to return the enclosed appointment form to the Council office as soon as an appointment determination has been made. Please do not hesitate to contact me with any questions or if you need any additional information. Your continued support and cooperation are greatly appreciated. The next regularly scheduled ARPC meeting will be January 21, 2017.

Sincerely,

Chris Rietow
Executive Director

cc: Vincent Long, Leon County Administrator
Mary Smach, Leon County Appointment Office

LEON COUNTY

ARPC CURRENT APPOINTEES - 1/1/17 - 12/31/18

County Elected	Kristin Dozier
Municipal Elected	Vacant
Governor's Appointee	(Lisa Miller)

ARPC APPOINTEES FOR 1/1/18 - 12/31/19

County Elected	_____
Alternate	_____
Municipal Elected	_____
Alternate	_____

TO: CHAIRMAN, APALACHEE REGIONAL PLANNING COUNCIL

The above named individuals have been appointed/reappointed
to the Governing Board of the Apalachee Regional Planning Council.

SIGNED:

ATTEST:

CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

CLERK OF CIRCUIT COURT

*NOTE: THE COUNCIL WILL CONSIDER CURRENT APPOINTEES AS
MEMBERS UNTIL THIS FORM IS RECEIVED IN COUNCIL OFFICES.*

Please return this form to:
Apalachee Regional Planning Council
2507 Callaway Road, Suite 200
Tallahassee, Florida 32303

ARPC 2017 BOARD ATTENDANCE RECORD

COUNTY	MEMBER	1/19/17	3/30/17	5/18/17	7/20/17	9/28/17	11/16/17
Calhoun	Gene Bailey	√	√	√	√		
Municipal	Wes Johnston	√	√	√	√	√	√
Gov. Appt.	Don Stephens	√	√	√		√	√
Franklin	Ricky Jones					√	√
Municipal	<i>Vacant</i>						
Gov. Appt.	<i>Vacant</i>						
Gadsden	Brenda Holt	√			√		
Municipal	Karen Bass	√					
Gov. Appt.	Henry Grant	√	√	√	√		√
Gulf	Ward McDaniel	√	√	√		√	√
Municipal	Charles Pettis			√			
Gov. Appt.	Michael Hammond	√	√	√			
Jackson	Jim Peacock	√		√		√	
Municipal	Gene Wright	√	√	√	√		
Gov. Appt.	<i>Vacant</i>						
Jefferson	Stephen Walker	√		√	√		
Municipal	John Jones	√	√	√	√	√	√
Gov. Appt.	<i>Vacant</i>						
Leon	Kristin Dozier	√	√	√			√
Municipal	Nancy Miller	√	√	√	√	√	√
Gov. Appt.	Lisa Miller	√		√	√		√
Liberty	Dexter Barber	√	√	√			
Municipal	Woody Stewart	√	√	√	√	√	√
Gov. Appt.	Davis Stoutamire				√		√
Wakulla	Randy Merritt	√	√	√	√	√	√
Municipal	Gail Gilman			√	√		
Gov. Appt.	<i>Vacant</i>						

	EX-OFFICIO MEMBERS	1/19/17	3/30/17	5/18/17	7/20/17	9/28/17	11/16/17
State	FL Dept. of Env. Protection			√	√	√	√
State	NW FL Water Management	√	√	√	√		√
State	FL Dept. of Transportation	√	√		√	√	√
State	Enterprise Florida	√		√			

ARPC 2018 BOARD ATTENDANCE RECORD

COUNTY	MEMBER	1/18/18	3/22/18	5/17/18	7/19/18	9/13/18	11/15/18
Calhoun	Gene Bailey	√	√	√	√	√	√
Municipal	Wes Johnston	√	√	√	√	√	√
Gov. Appt.	Don Stephens	√	√	√	√	√	
Franklin	Ricky Jones	√	√			√	√
Municipal	Brenda LaPaz	√	√	√	√	√	
Gov. Appt.	<i>Vacant</i>						
Gadsden	Brenda Holt	√	√	√			√
Municipal	<i>Vacant</i>						
Gov. Appt.	Henry Grant	√	√	√	√	√	
Gulf	Ward McDaniel	√	√		√	√	√
Municipal	C. Pettis / J. Paul					√	
Gov. Appt.	Michael Hammond	√			√	√	
Jackson	Jim Peacock			√	√		
Municipal	Gene Wright			√			
Gov. Appt.	<i>Vacant</i>						
Jefferson	Stephen Walker	√	√	√			√
Municipal	John Jones	√	√	√	√		
Gov. Appt.	<i>Vacant</i>						
Leon	Kristin Dozier	√		√	√	√	√
Municipal	Nancy Miller	√		√	√	√	√
Gov. Appt.	Lisa Miller	√			√		
Liberty	Dexter Barber	√		√	√		
Municipal	Woody Stewart			√	√		
Gov. Appt.	Davis Stoutamire		√	√	√	√	√
Wakulla	Randy Merritt	√	√	√	√	√	√
Municipal	Gail Gilman			√			√
Gov. Appt.	<i>Vacant</i>						

	EX-OFFICIO MEMBERS	1/18/18	3/22/18	5/17/18	7/19/18	9/13/18	11/15/18
State	FL Dept. of Env. Protection	√	√	√		√	
State	NW FL Water Management	√	√	√	√	√	√
State	FL Dept. of Transportation			√		√	√
State	Enterprise Florida					√	√

December 14, 2018

Mr. Vincent S. Long
Leon County Administrator
301 S. Monroe Street
Tallahassee, FL 32301

Re: Tourist Development Council/Apalachee Regional Planning Council Members

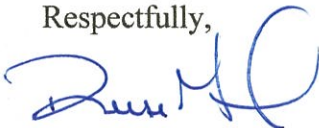
Dear ^{Vince} ~~Mr. Long~~:

At its meeting on December 5, 2018, Mayor John Dailey, with the support of the City Commission, approved the nomination of Commissioner Dianne Williams-Cox as the City of Tallahassee representative to the Tourist Development Council.

The City Commission also nominated Commissioner Williams-Cox to fill the elected representative seat on the Apalachee Regional Planning Council.

Should you have any questions, please let me know.

Respectfully,



Reese Goad
City Manager

cc: Mayor and City Commission
Kerri Post, Director-Division of Tourism

> From: "Katie Britt" <katiesueb10@yahoo.com>
> Date: November 17, 2018 at 3:55:04 PM EST
> To: "Mary Ann Lindley" <LindleyM@leoncountyfl.gov>, "Melinda Mohrman" <Melinda.Mohrman@talgov.com>
> Subject: Stepping down off CRCC
>
> Melinda,
>
> Thanks for all your helpful and prompt emails.
>
> I would like to officially step down from the CRCC county position. I have served for over 2 years and the board just isn't a priority (as it should be) in my life right now. I am pursuing other leadership/volunteer positions with junior league and guardian ad litem & im getting married in the spring!!
>
> Mary Ann,
>
> Thank you so much for appointing me and for leading me to apply! It's been an amazing experience and I wanted to thank you from the bottom of my heart for this experience!!
>
> Hope you both have a lovely holiday.
>
> Katie Britt
>
>
> Sent from Yahoo Mail for iPhone
>
>


On Tuesday, November 13, 2018, 3:07 PM, Mohrman, Melinda <Melinda.Mohrman@talgov.com> wrote:
>
> Good Afternoon,
>
> The Canopy Roads Citizens Committee will be meeting on November 28, 2018 at 5:30 pm in the Frenchtown Renaissance Center 2nd floor conference room to discuss the draft Canopy Roads Management Plan. The first management plan was written in 1992 and has not been updated since then. At City and County Commission direction, the committee has spent the last year reviewing and updating the plan. They will be presenting the updated draft plan at their November public meeting. Please see the attached invite for more details, and thanks for all you do to support management of our community trees!
>

> Mindy Mohrman
> Urban Forester
> ISA Certified Arborist/Municipal Specialist MW-4433AM
> Tree Risk Assessment Qualified
> Tallahassee-Leon County Planning Dept.
> Comprehensive Planning & Urban Design
> 850.891.6415 • melinda.mohrman@talgov.com
>
>
>
>

ADVISORY COMMITTEE APPLICATION FOR BOARD APPOINTMENT

CANOPY ROADS CITIZENS COMMITTEE

Attachment #4
Page 1 of 4

<p>It is the applicant's responsibility to keep this information current. To advise the County of any changes please contact Mary Smach by telephone at 606-5300 or by e-mail at SmachM@leoncountyfl.gov</p> <p>Applications will be discarded if no appointment is made after two years.</p>		
Name: Matt Thursam		Date: 2/4/2018 10:49:39AM
Home Phone: (407) 433-1698	Work Phone: (407)433-1699X	Email: thursam@yahoo.com
Occupation: RETIRED	Employer: WALT DISNEY WORLD	
Preferred mailing location: Home Address		
Work Address: 1743 SUMMER MEADOW PLACE		
City/State/Zip: TALLAHASSEE, FL 32303		
Home Address: 1743 SUMMER MEADOW PLACE		
City/State/Zip: TALLAHASSEE, FL 32303		
Do you live in Leon County? Yes	If yes, do you live within the City limits? Yes	
Do you own property in Leon County? Yes	If yes, is it located within the City limits? Yes	
For how many years have you lived in and/or owned property in Leon County?		1 years
Are you currently serving on a County Advisory Committee? No		
If yes, on what Committee(s) are you a member?		
Have you served on any previous Leon County committees? No		
If yes, on what Committee(s) are you a member?		
<p>(OPTIONAL) Leon County strives to meet its goals, and those contained in various federal and state laws, of maintaining a membership in its Advisory Committees that reflects the diversity of the community. Although strictly optional for Applicant, the following information is needed to meet reporting requirements and attain those goals.</p> <p>Race: Caucasian Sex: Male Age: 70.00</p> <p>Disabled? No District: District 3</p>		
<p>In the space below briefly describe or list the following: any previous experience on other Committees; your educational background; your skills and experience you could contribute to a Committee; any of your professional licenses and/or designations and indicate how long you have held them and whether they are effective in Leon County; any charitable or community activities in which you participate; and reasons for your choice of the Committee indicated on this Application.</p>		

References (you must provide at least one personal reference who is not a family member):

Name: JOHANNA DELA CADENA Telephone: 407-414-7373
Address: 8251 PRESIDENTS DR ORLANDO 32809

Name: KATIA MEDINA Telephone: 407-428-5872
Address: 3201 COLONIA DR ORLANDO 32803

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

AS A MEMBER OF AN ADVISORY COMMITTEE, YOU WILL BE OBLIGATED TO FOLLOW ANY APPLICABLE LAWS REGARDING GOVERNMENT-IN-THE-SUNSHINE, CODE OF ETHICS FOR PUBLIC OFFICERS, AND PUBLIC RECORDS DISCLOSURE. THE CONSEQUENCES OF VIOLATING THESE APPLICABLE LAWS INCLUDE CRIMINAL PENALTIES, CIVIL FINES, AND THE VOIDING OF ANY COMMITTEE ACTION AND OF ANY SUBSEQUENT ACTION BY THE BOARD OF COUNTY COMMISSIONERS. IN ORDER TO BE FAMILIAR WITH THESE LAWS AND TO ASSIST YOU IN ANSWERING THE FOLLOWING QUESTIONS, YOU MUST COMPLETE THE ORIENTATION PUBLICATION www.leoncountyfl.gov/bcc/committees/training.asp

1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? No
If yes, please explain.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority? No

6.) Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)
No
If yes, please explain.

All statements and information provided in this application are true to the best of my knowledge.

Signature: Matt Thursam

This application was electronically sent: 2/4/2018 10:49:39AM

Matt Thursam

During a 40 plus year career with the Walt Disney Company, Matt held leadership positions in both the Sourcing and Procurement and the Public Affairs segments. In his role in the Sourcing segment, his team was responsible for driving value, implementing solutions and exceeding guest's expectations for Resort guest rooms furniture, fixtures and equipment. For his final 8 years, his role in the organization changed to building strong relationships in the diverse business communities as Manager of Supplier Diversity. His main focus was on women and ethnic minority owned businesses, but he advised and supported the LGBT, Veterans and Disability segments as well. This enabled him to compile a vast network of internal and external key thought partners and decision makers. Under his guidance, Walt Disney World was honored by the Central and North Florida Supplier Diversity Council as Corporation of the Year. In 2013, he was named by DiversityInc.com as one of the Year's Champions of Diversity, a national honor. He also received the Hispanic Business Council's President's Award for Service and the cnFMSDC's award of Supplier Diversity's Advocate of the Year. Matt continues to be active through Prospera's Technical Assistance Committee, Athena Power Link Governing Board, Go for the Greens WBE Business Conference Board of Directors and the HCCMO's Supplier Diversity Committee. Matt currently advises small diverse companies on how to gain value through the supplier diversity initiatives. Matt obtained his CPM through the Institute for Supply Management and was President of the local chapter for 2 years. He and his wife reside in Leon County and have a son going to FSU.

1/2/19 Spoke with Mr. Thursam. He is still interested in serving. MS

Attachment #5
Page 1 of 4

References (you must provide at least one personal reference who is not a family member):

Name: BRENDA BRYANT
Address: TALLAHASSEE, FL

Telephone: 8502128553

Name: PAMELA HOWARD
Address: DEFUNIAK SPRINGS, FL

Telephone:

IMPORTANT LEGAL REQUIREMENTS FOR ADVISORY COMMITTEE MEMBERSHIP

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1) Have you completed the Applicant Orientation for membership on Citizen Committees, Board & Authorities?
Yes

2.) Are you willing to complete a financial disclosure form Yes

3.) Do you know of any circumstances that would result in you having to abstain from voting on a Committee/Board/Authority due to voting conflicts? (Not applicable to Focus Groups) No
If yes, please explain.

4.) Are you or your employer, or your spouse or child or their employers, currently doing business with Leon County? Yes

If yes, please explain. LEON COUNTY IS A MEMBER OF THE ORGANIZATION THAT I WORK FOR. I'M NOT SURE IF THIS IS CONSIDERED "DOING BUSINESS WITH." I AM APPLYING TO BE ON A CITIZEN BOARD DUE TO PERSONAL REASONS NOT INVOLVING MY JOB. I WOULD LIKE TO BE INVOLVED AS A RESIDENT.

5.) Do you foresee participating in any competitive bid process for Leon County business during your time serving on this committee/board/authority?
No

6.) Do you currently have any employment or contractual relationship that would create a continuing or frequently recurring conflict with regard to your participation on a Committee/Board/Authority? (i.e. would you have frequent or reoccurring voting conflicts?)
No
If yes, please explain.

All statements and information provided in this application are true to the best of my knowledge.

Signature: Tiffany McCaskill

This application was electronically sent: 1/2/2019 4:36:54PM

TIFFANY MCCASKILL

4080 Bothwell Terrace
Tallahassee, FL 32317
tifftenn10@yahoo.com
850.933.5928

EDUCATION

- Bachelor of Science (Magna Cum Laude), The Florida Agricultural & Mechanical University, Political Science/Pre-Law, Tallahassee, FL
- Associate of Arts, Northwest Florida State College, Niceville, FL
- Associate of Arts, Faulkner University, Montgomery, AL

SKILLS & TRAINING

- Microsoft Office, Social Media platforms, various CRM databases, Website Marketing & Analytics Training with USDM.net, Media Training with Edelman Atlanta, Leadership Walton.

PROFESSIONAL EXPERIENCE

2011-current, Public Policy Coordinator

Florida Association of Counties (FAC), Tallahassee, FL

Joined as Legislative Assistant and subsequently promoted to Public Policy Coordinator.

- Policy Conference and Legislative Conference:
 - Preparing timeline of deliverables for lobbyists.
 - Assemble legislative policies document as well as other conference materials.
 - Preparing Policy Committee Chairs with script, agenda and meeting materials.
 - Coordinate speaker presentations and onsite logistics.
- Legislative Session:
 - Coordinating weekly County Lobbyist Call and Legislative Executive Committee Call.
 - Scheduling legislative meetings.
 - FAC Legislative Day: confirming speakers and inviting legislators.
 - Scheduling meetings for county commissioners with legislators.
- Federal Legislation: coordinate meetings and travel for DC Fly-Ins.
- Scheduler for Public Policy Department: meetings with legislators and their staff, members of Florida's Congressional Delegation and county commissioners/county staff.
- LobbyTools: coordinates contract, manages user licenses, bill tracking, managing folders.
- Policy Committees: coordinating conference calls and meeting preparation.
- Maintains the County Lobbyist contact list and coordinates correspondence such as surveys on issues that affect counties.

2008 - 2011, New Product Development Marketing Manager

VISIT FLORIDA, Tallahassee, FL

- Managed the Cultural Heritage and Nature Tourism Events Grant program, in which over \$500,000 was granted between 2008 and 2011.
- Provided creative direction to marketing agencies in the development of both print and online products such as advertising campaigns with American Express.
- Facilitated partnerships with state agencies such as DEP to promote Greenways & Trails by

developing a website to promote Florida's trails.

- Project manager for "Share a Little Sunshine" marketing campaign; components consisted of website, promotions, print advertising and social media.
- Developed department budget and strategic plan for new product development.
- Staff to the Cultural/Heritage/Rural/Nature-Based Tourism Advisory Committee.

2000-2008, Marketing Manager

Walton County Tourist Development Council (Visit South Walton/SoWal), Santa Rosa Beach, FL
Joined as Marketing Assistant and subsequently promoted to Marketing Manager.

- Member of organizations executive management team; prepared department strategic goals and budget.
- Media contact and spokesperson including on camera interviews and print, promoting the arts, culture, and nature-based tourism opportunities in South Walton.
- Managed programs such as Artist of the Year, Nature-Based Certified Outfitters Program and oversight of the development of the Kellogg Nature Center and Huettel Cultural Center.
- Produced two documentaries: Coastal Dune Lakes of Walton County and The History of Walton County.
- Facilitate website design/updates and public relations efforts with website agency and PR agency.
- Organized the Annual Coastal Cleanup event and secured sponsors such as Publix and Wal-Mart.
- Liaison for the New Product Development Committee and the Autumn Tides Events Committee.
- Presented before the Board of County Commissioners and local organizations regarding programs.

1997-1998, Assistant

Walton County Administrator, Defuniak Springs, FL

- Assisted County Administrator and Executive Assistant in scheduling, front office procedures, running errands to county offices, filing and meeting preparation.

MEMBERSHIPS

- Vice President, Buckwood Homeowners Association, Tallahassee, FL
- State of Florida Notary Public
- Pi Sigma Alpha, National Political Science Honor Society
- Florida A & M University Hatchett Pre-Law Society
- National Society of Leadership and Success
- Certified Wedding Planner, The Bridal Society

AWARDS

- 2008 Florida Public Relations Association (FPRA) Golden Image Award & Judges Award—Artist of the Year
- 2008 Northwest Florida FPRA Image Award & Grand Image Award - Cultural, Arts, Nature Interactive Experience
- 2008 Northwest Florida FPRA Image Award & Judges Award - 2007 Artist of the Year

**Leon County
Board of County Commissioners**

Notes for Agenda Item #19

Leon County Board of County Commissioners

Agenda Item #19

January 22, 2019

To: Honorable Chairman and Members of the Board

From: Vincent S. Long, County Administrator

Title: First and Only Public Hearing on Adoption of the Annual Update to the Tallahassee Leon County Comprehensive Plan Capital Improvements Schedule

Review and Approval:	Vincent S. Long, County Administrator
Department/ Division Review:	Alan Rosenzweig, Deputy County Administrator Ken Morris, Assistant County Administrator Benjamin H. Pingree, Director, Planning, Land Management, and Community Enhancement (PLACE) Cherie Bryant, Director, Planning Department
Lead Staff/ Project Team:	Artie White, Administrator of Comprehensive Planning Julie Christesen, Senior Planner

Statement of Issue:

This agenda item seeks the adoption of the annual update to the Five-Year Schedule of Capital Improvements pursuant to Section 163.3177(3)(b), Florida Statutes.

Fiscal Impact:

This item has no fiscal impact. County capital projects contained in the Capital Improvements Element (CIE) are included as part of the County's annual budget process.

Staff Recommendation:

Option #1: Conduct first and only public hearing and adopt the Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule (Attachment #1).

Report and Discussion

Background:

The annual update to the Five-Year Schedule of Capital Improvements in the Tallahassee-Leon County Comprehensive Plan comes before the Board for consideration following the budget hearings for FY 2018/19. Updating the Five-Year Capital Improvements Schedule (CIS) in the Comprehensive Plan is adopted by ordinance and is not deemed to be an amendment to the local comprehensive plan. Capital improvements required to be included in the CIS are: sanitary sewer, solid waste, drainage, potable water, and transportation facilities, including mass transit.

Analysis:

Pursuant to §163.3177(3)(b), Florida Statutes, the Capital Improvements Element (CIE) must be reviewed by the local government on an annual basis. The CIS (Attachment #1, Exhibit A) consists of excerpts from the County's (and City's) adopted Capital Improvements Programs, the five-year capital plans from the Capital Region Transportation Planning Agency (CRTPA) identified in the Regional Mobility Plan, and any Significant Benefit projects funded by proportionate share payments.

Additionally, the CIS includes the School District's adopted Five-Year Facilities Work Program, approved by the Leon County School Board on November 20, 2018. According to the School Board, the Five-Year District Facilities Work Program is "a complete, balanced capital outlay plan that is financially feasible," consistent with the requirements of Section 1013.35, Florida Statutes.

The 2018 CIS update is now before the Board for consideration, incorporating portions of the County's Capital Improvements Program adopted by the Board during the FY 2018/2019 budget hearings. This public hearing has been noticed and advertised in accordance with Florida law (Attachment #2). Staff recommends adoption of the ordinance updating the Capital Improvements Schedule.

Options:

1. Conduct first and only public hearing and adopt the Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule (Attachment #1).
2. Conduct first and only public hearing and do not adopt the Ordinance updating the Tallahassee-Leon County Comprehensive Plan Capital Improvements Schedule.
3. Board direction.

Recommendation:

Option #1

Attachments:

1. Proposed Ordinance with Exhibit A: Leon County Capital Improvements Schedule
2. Notice of Public Hearing

ORDINANCE NO. 2019-_____

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS SCHEDULE OF THE CAPITAL IMPROVEMENTS ELEMENT OF THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapters 125 and 163, Florida Statutes, empower the Board of County Commissioners of Leon County, Florida, to prepare and enforce comprehensive plans for the development of the County; and

WHEREAS, Sections 163.3161 through 163.3215, Florida Statutes, the Local Government Comprehensive Planning and Land Development Regulation Act, empower and require the Board of County Commissioners of the County of Leon to (a) plan for the county's future development and growth; (b) adopt and amend comprehensive plans, or elements or portions thereof, to guide the future growth and development of the county; (c) implement adopted or amended comprehensive plans by the adoption of appropriate land development regulations; and (d) establish, support, and maintain administrative instruments and procedures to carry out the provisions and purposes of the Act; and

WHEREAS, Ordinance 90-30 was enacted on July 16, 1990, to adopt the Tallahassee-Leon County 2010 Comprehensive Plan for the unincorporated area of Leon County. The City of Tallahassee also adopted a plan for its municipal area by separate ordinance; and

WHEREAS, the horizon year for the Tallahassee-Leon County Comprehensive Plan is now 2030 and the Comprehensive Plan is now known as the "Tallahassee-Leon County 2030

Comprehensive Plan” (the “Comprehensive Plan”) pursuant to the latest Evaluation and Appraisal Report; and

WHEREAS, Section 163.3177(3)(b), Florida Statutes, requires Leon County to perform an annual review of the Capital Improvements Element of the Comprehensive Plan; and

WHEREAS, pursuant to Section 163.3177(3)(b), Florida Statutes, modifications to update the 5-year Capital Improvements Schedule of the Capital Improvements Element of the Comprehensive Plan may be accomplished by ordinance and may not be deemed to be amendments to the Comprehensive Plan; and

WHEREAS, the Board of County Commissioners of Leon County held a public hearing, with due public notice having been provided, and considered all oral and written comments received during such public hearing, including the data collection and analyses packages, and the recommendations of the Tallahassee-Leon County Local Planning Agency; and

WHEREAS, in exercise of its authority the Board of County Commissioners of Leon County has determined it necessary and desirable to adopt this update to the 5-year Capital Improvements Schedule of the Capital Improvements Element of the Comprehensive Plan;

BE IT ORDAINED by the Board of County Commissioners of Leon County, Florida, that:

Section 1. Purpose and Intent.

This Ordinance is hereby enacted to carry out the purpose and intent of, and exercise the authority set out in, the Local Government Comprehensive Planning and Land Development Regulation Act, Sections 163.3161 through 163.3215, Florida Statutes, as amended.

Section 2. Capital Improvements Schedule Update.

This Ordinance does hereby adopt by reference the FY2018/19 Capital Improvements Schedule attached hereto as Exhibit “A,” and made a part hereof, as an update to the 5-year Capital Improvements Schedule of the Capital Improvements Element of the Tallahassee-Leon County 2030 Comprehensive Plan, as amended.

Section 3. Applicability and Effect.

The applicability and effect of the updates provided herein shall be as provided by the Local Government Comprehensive Planning and Land Development Regulation Act, Sections 163.3161 through 163.3215, Florida Statutes, and this Ordinance, and shall apply to all properties under the jurisdiction of Leon County.

Section 4. Conflict with Other Ordinances and Codes.

All ordinances or parts of ordinances of the Code of Laws of Leon County, Florida, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 5. Severability.

If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 6. Copy on File.

To make the Tallahassee-Leon County 2030 Comprehensive Plan available to the public, a certified copy of the enacting ordinance, certified copies of the Tallahassee-Leon County 2030 Comprehensive Plan, and updates thereto, shall also be located in the Tallahassee-Leon County Planning Department. The Planning Director shall also make copies available to the public for a reasonable publication charge.

Section 7. Effective Date.

The effective date of this Ordinance shall be according to law and the applicable statutes and regulations pertaining thereto.

DULY PASSED AND ADOPTED BY the Board of County Commissioners of Leon County, Florida, this 22nd day of January, 2019.

LEON COUNTY, FLORIDA

BY: _____
JIMBO JACKSON, CHAIRMAN
BOARD OF COUNTY COMMISSIONERS

ATTESTED BY:
GWENDOLYN MARSHALL, CLERK
OF THE COURT AND COMPTROLLER

BY: _____
CLERK

APPROVED AS TO FORM:
COUNTY ATTORNEY'S OFFICE
LEON COUNTY, FLORIDA

BY: _____
HERBERT W.A. THIELE, ESQ.
COUNTY ATTORNEY

LEON COUNTY

CAPITAL IMPROVEMENTS SCHEDULE



Components of the Schedule of Capital Improvements:

- Leon County 5-year Capital Improvements Program excerpts
- CRTPA 5-year Transportation Improvement Program, Major Capacity
- CRTPA Regional Mobility Plan (RMP) Priority Project List
- Significant Benefit Project Priority List
- Leon County School District 2018-2019 Work Plan

Leon County 5-year Capital Improvements Program Excerpts

Leon County Board of County Commissioners

Exhibit A

CIE Schedule of Projects Plan Amendment FY 2019 - FY 2023**Funding Source: Proportionate Share/Grant Accounts**

Fund Description	FY 2018 Adjusted Budget	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Project Total
<u>Comprehensive Plan Capital Improvements: Transportation (Mobility) Element</u>							
125 Beech Ridge Trail	3,928	-	-	-	-	-	3,928
<u>Comprehensive Plan Capital Improvements: Stormwater Element</u>							
NONE							
<u>Comprehensive Plan Capital Improvements: Parks and Recreation Element</u>							
125 St. Marks Headwaters Greenway	1,344,682	-					1,344,682
<u>Comprehensive Plan Capital Improvements: Utilities Element</u>							
125 Woodside Heights Sewer Project - DEP	2,327,579	-	-	-	-	-	2,327,579
125 Woodville Sewer Project	1,500,000	-	-	-	-	-	1,500,000
125 Belair-Annawood Sewer Project	1,689,730						1,689,730
<u>Capital Improvement Projects Not Related to the Comprehensive Plan:</u>							
125 Intersection & Safety Improvements ¹	13,121	-	-	-	-	-	13,121
125 Magnolia Drive Multi-Use Trail	5,436,374	-	-	-	-	-	5,436,374
125 Old Bainbridge Road Safety Improvements	103,071	-	-	-	-	-	103,071
GRAND TOTAL	12,418,485	-	-	-	-	-	12,418,485

Funding Source: Capital Improvement Fund (General Revenue)

Fund Description	FY 2018 Adjusted Budget	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Project Total
<u>Comprehensive Plan Capital Improvements: Transportation (Mobility) Element</u>							
NONE	3,928	-	-	-	-	-	3,928
<u>Comprehensive Plan Capital Improvements: Stormwater Element</u>							
305 Transportation and Stormwater Improvements	151,954	-	-	-	-	-	151,954
<u>Comprehensive Plan Capital Improvements: Parks and Recreation Element</u>							
305 St. Marks Headwaters Greenway	88,228	-	-	-	-	-	88,228
305 Apalachee Parkway Regional Park	1,540,813	850,000	1,250,000	-	250,000	100,000	3,990,813
305 Boat Landing Improvements	194,345	125,000	125,000	125,000	125,000	125,000	819,345
<u>Comprehensive Plan Capital Improvements: Utilities Element</u>							
305 Woodside Heights Sewer Project - DEP	1,100,000	-	-	-	-	-	1,100,000
305 Woodville Sewer Project	1,500,000	-	-	-	-	-	1,500,000
305 Belair-Annawood Sewer Project	1,742,576						1,742,576
<u>Capital Improvement Projects Not Related to the Comprehensive Plan:</u>							
305 Stormwater Pond Repairs	149,185	100,000	100,000	100,000	100,000	100,000	649,185
305 Geographic Information Systems Incremental Basemap	298,500	298,500	298,500	298,500	298,500	298,500	1,791,000
305 Pedrick Pond Stormwater Improvements	40,720	-	-	-	-	-	40,720
305 Stormwater Infrastructure Preventative Maintenance	1,050,000	300,000	300,000	300,000	300,000	300,000	2,550,000
305 Stormwater Structure Inventory Mapping	681,398	-	-	-	-	-	681,398
305 Total Maximum Daily Load (TMDL) Compliance Activities	350,000	-	-	-	-	-	350,000
305 J. Lee Vause Park Improvements	364,350						364,350
305 J.R. Alford Greenway	140,000						140,000
305 Northeast Community Park	232,946						232,946
305 Parks Capital Maintenance	2,441,513						2,441,513
305 Woodville Community Park	200,450						200,450
GRAND TOTAL	12,270,906	1,673,500	2,073,500	823,500	1,073,500	923,500	18,838,406

Leon County Board of County Commissioners

Exhibit A

CIE Schedule of Projects Plan Amendment FY 2019 - FY 2023

Funding Source: Gas Tax							
Fund Description	FY 2018 Adjusted Budget	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Project Total
Comprehensive Plan Capital Improvements: Transportation (Mobility) Element							
NONE		-	-	-	-	-	-
Capital Improvement Projects Not Related to the Comprehensive Plan:							
306 Arterial & Collector Road Pavement Markings	138,821	135,200	135,200	135,200	135,200	135,200	814,821
306 Baum Road Drainage Improvements	73,760	155,000	750,000	-	-	-	978,760
306 Old Bainbridge Road Safety Improvements	322,000	100,000			-	-	422,000
306 Public Works: Design and Engineering Services	138,434	100,000	100,000	100,000	100,000	100,000	638,434
306 Sidewalk Program	3,664,546	1,509,645	1,547,408	1,586,073	1,625,735	1,666,395	11,599,802
306 Springhill Road Bridge Rehabilitation	350,500	-	-	-	-	-	350,500
306 Transportation and Stormwater Improvements	3,098,056	500,000	1,120,000	725,000	850,000	500,000	6,793,056
GRAND TOTAL	7,786,117	2,499,845	3,652,608	2,546,273	2,710,935	2,401,595	21,597,373
Funding Source: Sales Tax							
Fund Description	FY 2018 Adjusted Budget	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Project Total
Comprehensive Plan Capital Improvements: Transportation (Mobility) Element							
NONE							
Comprehensive Plan Capital Improvements: Stormwater Element							
NONE							
Capital Improvement Projects Not Related to the Comprehensive Plan:							
308 Arterial/Collector and Local Road Resurfacing	-	-	-	-	-	-	-
308 Intersection & Safety Improvements ¹	4,503,735		-	-	-	-	4,503,735
GRAND TOTAL	4,503,735	-	-	-	-	-	4,503,735
Funding Source: Sales Tax Extension							
Fund Description	FY 2018 Adjusted Budget	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Project Total
Comprehensive Plan Capital Improvements: Transportation (Mobility) Element							
NONE							
Comprehensive Plan Capital Improvements: Stormwater Element							
309 Killearn Acres Flood Mitigation	497,677	-	-	-	-	-	497,677
309 Lake Henrietta Renovation	822,554	350,000	200,000	-	-	-	1,372,554
Comprehensive Plan Capital Improvements: Utilities Element							
309 Woodside Heights Sewer Project	1,991,449	-	-	-	-	-	1,991,449
Capital Improvement Projects Not Related to the Comprehensive Plan:							
309 Lake Munson Restoration	225,504	-	-	-	-	-	225,504
309 Fred George Park	519,554						519,554
309 Arterial/Collector and Local Road Resurfacing	5,806,579	3,320,350	483,746				9,610,675
309 Community Safety and Mobility	1,725,341	425,000	195,000	-	-	-	2,345,341
309 Intersection & Safety Improvements ¹	560,828	-	250,000	-	-	-	810,828
309 Magnolia Drive Multi-Use Trail	199,330	-	-	-	-	-	199,330
309 Fords Arm (formerly Lexington Pond Retrofit)	2,872,882	-	-	-	-	-	2,872,882
309 Longwood Outfall Retrofit	223,345	-	-	-	-	-	223,345

Leon County Board of County Commissioners

Exhibit A

CIE Schedule of Projects Plan Amendment FY 2019 - FY 2023

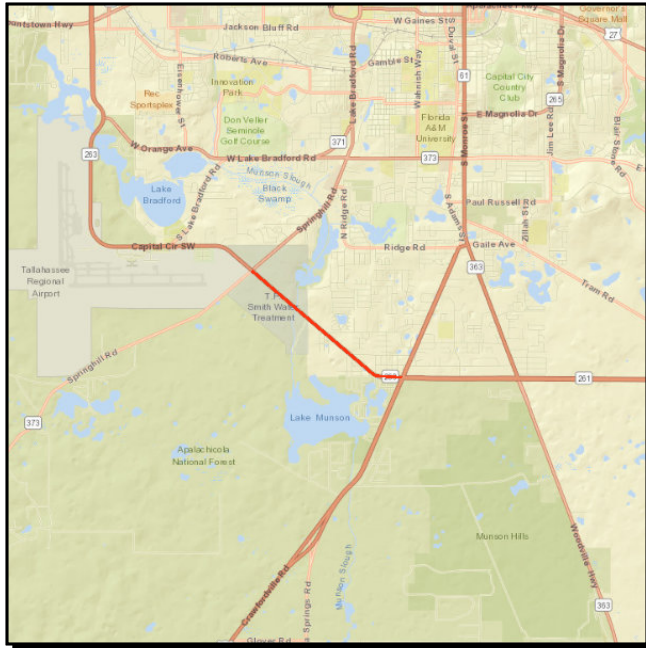
Funding Source: Sales Tax Extension							
309	Open Graded Cold Mix (OGCM) Maintenance and Resurfacing	1,176,311	266,669	600,000	-	-	2,042,980
309	Westside Stormwater	400,000	-	-	-	-	400,000
GRAND TOTAL		17,021,354	4,362,019	1,728,746	-	-	23,112,119
Funding Source: Sales Tax - Extension 2020							
Fund Description	FY 2018 Adjusted Budget	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Project Total
<u>Comprehensive Plan Capital Improvements: Transportation (Mobility) Element</u>							
NONE							
<u>Capital Improvement Projects Not Related to the Comprehensive Plan:</u>							
351	Arterial/Collector and Local Road Resurfacing	-	-	2,395,300	3,488,500	3,626,250	13,277,850
351	Intersection & Safety Improvements ¹	-	-	345,850	500,000	500,000	1,845,850
351	Open Grade Cold Mix (OGCM) Maintenance and Resurfacing	-	-	600,000	600,000	600,000	2,400,000
GRAND TOTAL		-	-	3,341,150	4,588,500	4,726,250	17,523,700
Funding Source: Sales Tax - Extension 2020 JPA Agreement							
Fund Description	FY 2018 Adjusted Budget	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	Project Total
<u>Comprehensive Plan Capital Improvements: Stormwater Elements</u>							
352	Blueprint 2020 LIFE Projects	-	-	668,230	917,700	945,250	3,504,740
<u>Comprehensive Plan Capital Improvements: Transportation (Mobility) Elements</u>							
352	Sidewalk Program	-	-	937,500	1,250,000	1,250,000	4,687,500
GRAND TOTAL		-	-	1,605,730	2,167,700	2,195,250	8,192,240
Notes:							
1.	Intersection and Safety Improvements: Total Project Funding	5,077,684	-	595,850	500,000	500,000	7,173,534
The following intersections will be addressed in response to concurrency requirements: Blairstone Road/Old St. Augustine Road, Old Bainbridge/Portland; Medallion Way/Buck Lake; Geddie Road/State Road 20; Aenon Church/State Road 20; North Monroe Street/Crowder; Old Bainbridge Road/Capital Circle NW; Miles Johnson Road/Miccosukee Road; Old Bainbridge Road/Capital Circle NW; and Wakulla Springs/Oakridge.							

Note: All projects are currently funded in the Leon County Board of County Commissioners' FY 2019 - FY 2023 Capital Improvement Program. In accordance with state statutes, all funds are balanced.

CRTPA 5-year Transportation Improvement Program, Major Capacity

Section D - Major Capacity (State/Federally Funded)

SR 263 (US 319) C.C. FROM SR 61 CRAWFORDVILLE TO CR 2203 SPRINGHILL RD



Project #: 2197492

Work Summary: PRELIM ENG FOR FUTURE CAPACITY **SIS?:** No

Lead Agency: Managed by FDOT **Length:** 2.341

County: LEON **L RTP #:** 2040 RMP Capital Roadway CFP (5.5)

Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
ROW	DDR	4,196,516	2,312,194	0	0	0	6,508,710
ROW	ACSU	353,484	0	0	0	0	353,484
ROW	DIH	200,000	30,000	0	0	0	230,000
ROW	SU	0	685,006	0	0	0	685,006
RRU	DDR	0	0	0	50,000	0	50,000
CST	DIH	0	0	0	319,366	0	319,366
CST	DDR	0	0	0	28,541,738	0	28,541,738
CST	SU	0	0	0	3,670,058	0	3,670,058
Total		4,750,000	3,027,200	0	32,581,162	0	40,358,362

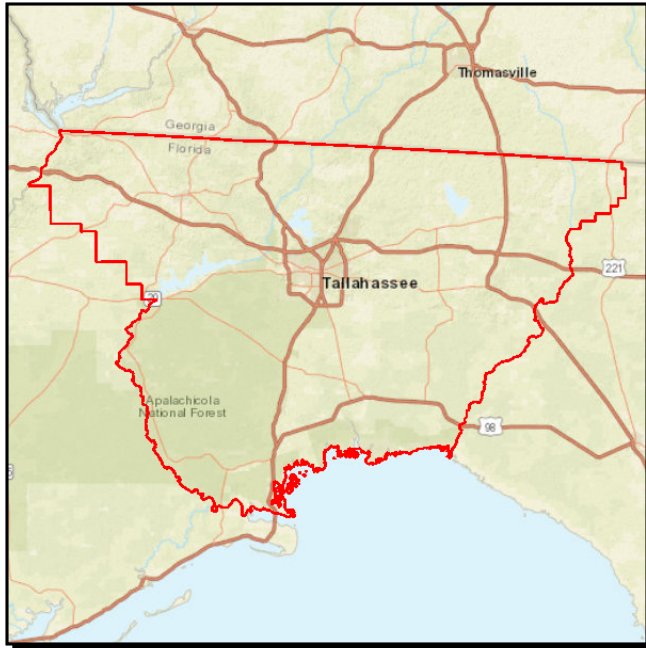
Prior Cost < 2018/19: 11,483,797

Future Cost > 2022/23: 0

Total Project Cost: 51,842,159

Project Description: Provides right-of-way and construction funding for Capital Circle from Crawfordville Road to Springhill Road.

CRTPA RESERVE BOX FOR FUTURE PROJECTS USING URBAN FUNDS



Project #: 2197935

Work Summary: FUNDING ACTION **SIS?:** No

Lead Agency: Managed by FDOT **Length:** .000

County: LEON **LRTP #:** 2040 RMP Roadway CFP (5.5)

Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
ROW	SU	0	2,471	0	0	99,000	101,471
ROW	SN	0	125,500	0	0	0	125,500
Total		0	127,971	0	0	99,000	226,971

Prior Cost < 2018/19: 780,732

Future Cost > 2022/23: 0

Total Project Cost: 1,007,703

Project Description: Provides reserve funds for use on CRTPA projects to cover construction and right-of-way costs.

SR 8 (I-10) INTERCHANGE STUDIES AT SR 263 & SR 61 (US 319)



Project #: 2225935

Work Summary: PRELIM ENG FOR FUTURE CAPACITY

SIS?: Yes

Lead Agency: Managed by FDOT

Length: 2.690

County: LEON

LRTP #: 2040 RMP Capital Roadway CFP (5.5)

Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
PE	ACNP	0	1,269,000	0	0	0	1,269,000
Total		0	1,269,000	0	0	0	1,269,000

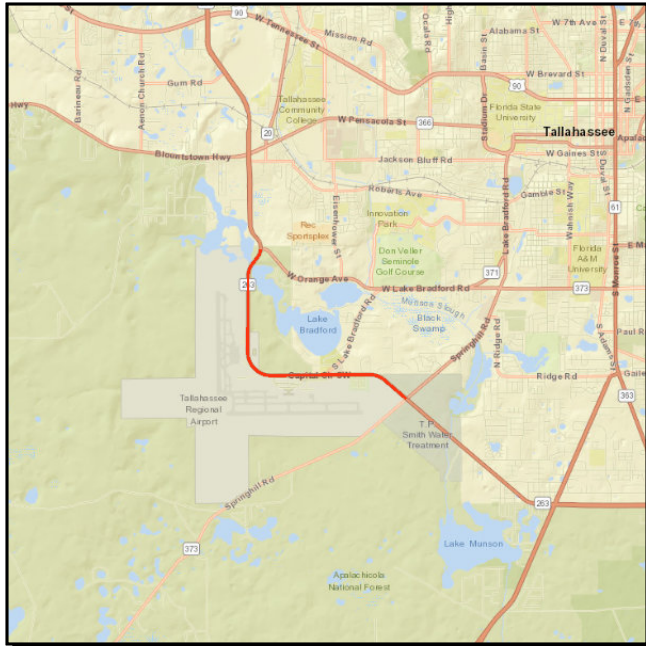
Prior Cost < 2018/19: 3,329,644

Future Cost > 2022/23: 0

Total Project Cost: 4,598,644

Project Description: Provides funding to study I-10 Interchange improvements at Thomasville Road/Capital Circle, NE.

SR 263 CAPITAL CIR FROM CR 2203 SPRINGHILL RD TO SR 371 ORANGE AVENUE



Project #: 4157829

Work Summary: RIGHT OF WAY - FUTURE CAPACITY **SIS?:** Yes

Lead Agency: Managed by FDOT **Length:** 4.126

County: LEON **LRTP #:** 2040 RMP Roadways CFP (Chapter 5)

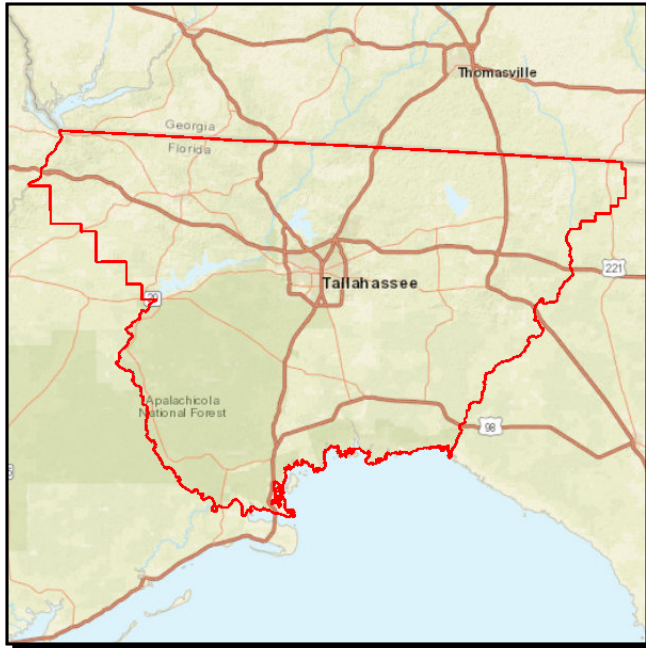
Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
CST		0	0	32,430,000	0	0	32,430,000
RRU	ACNP	0	0	100,000	0	0	100,000
CST	ACNP	0	0	23,941,402	0	0	23,941,402
Total		0	0	56,471,402	0	0	56,471,402

Prior Cost < 2018/19: 3,899,784

Future Cost > 2022/23: 0

Total Project Cost: 60,371,186

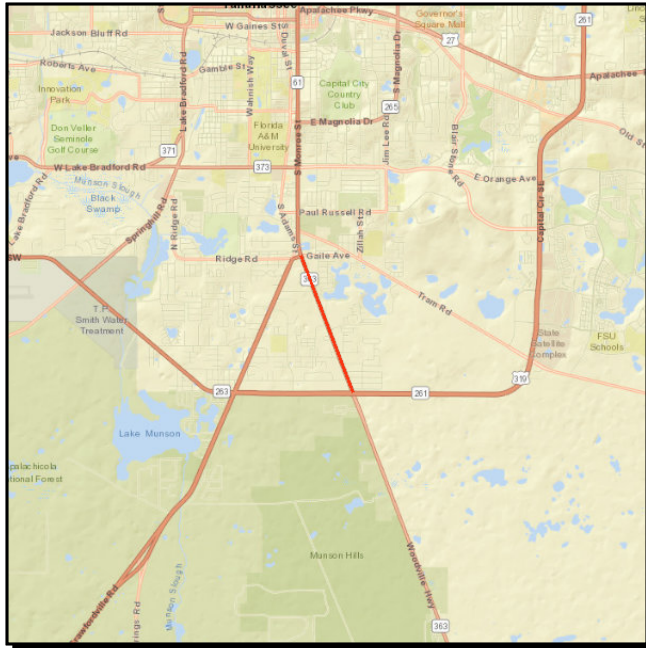
Project Description: Provides construction funding for Capital Circle, SW.

CRTPA LONG RANGE TRANSPORTATION PLAN UPDATE - 2040**Project #:** 4225443**Work Summary:** PLANNING MODELS/
DATA UPDATE**SIS?:** No**Lead Agency:** MANAGED BY
CAPITAL REGION**Length:** .000**County:** LEON

Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
PLN	SA	375,000	0	0	0	0	375,000
Total		375,000	0	0	0	0	375,000

Prior Cost < 2018/19: 497,908**Future Cost > 2022/23:** 0**Total Project Cost:** 872,908**Project Description:** Provides funding for the development of the agency's long range transportation plan.

SR 363 WOODVILLE HWY FROM SR 263 (US 319) C.C. TO GAILE AVENUE



Project #: 4240094

Work Summary: RIGHT OF WAY - FUTURE CAPACITY **SIS?:** No

Lead Agency: Managed by FDOT **Length:** 1.499

County: LEON **LRTP #:** 2040 RMP Roadways CFP (Chapter 5)

Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
ROW	DS	1,051,300	0	0	0	0	1,051,300
ROW	DIH	100,000	0	0	0	0	100,000
ROW	DDR	3,722,585	0	0	0	0	3,722,585
Total		4,873,885	0	0	0	0	4,873,885

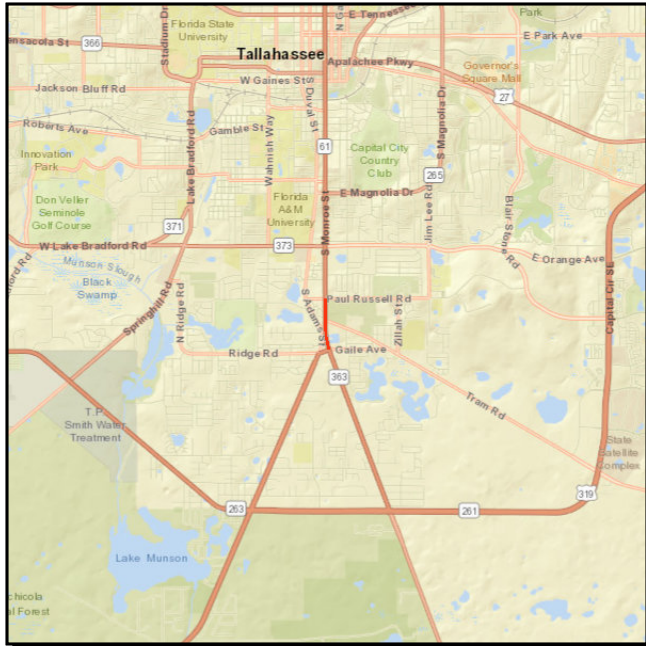
Prior Cost < 2018/19: 3,156,982

Future Cost > 2022/23: 0

Total Project Cost: 8,030,867

Project Description: Provides right-of-way funding associated with widening Woodville Highway (Capital Circle to Gaile Avenue).

SR 363 WOODVILLE HWY FROM GAILE AVENUE TO SR 363/PAUL RUSSELL RD



Project #: 4240095

Work Summary: PRELIM ENG FOR FUTURE CAPACITY **SIS?:** No

Lead Agency: Managed by FDOT **Length:** 1.284

County: LEON **LRTP #:** 2040 RMP Roadways CFP (Chapter 5)

Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
ROW	ACSU	1,779,561	0	0	0	0	1,779,561
ROW	DIH	75,000	30,000	0	0	0	105,000
ROW	DDR	3,038,839	64,669	0	0	0	3,103,508
ROW	SU	0	152,214	0	0	0	152,214
ROW	CM	0	342,676	0	0	0	342,676
ROW	SA	0	499,741	0	0	0	499,741
Total		4,893,400	1,089,300	0	0	0	5,982,700

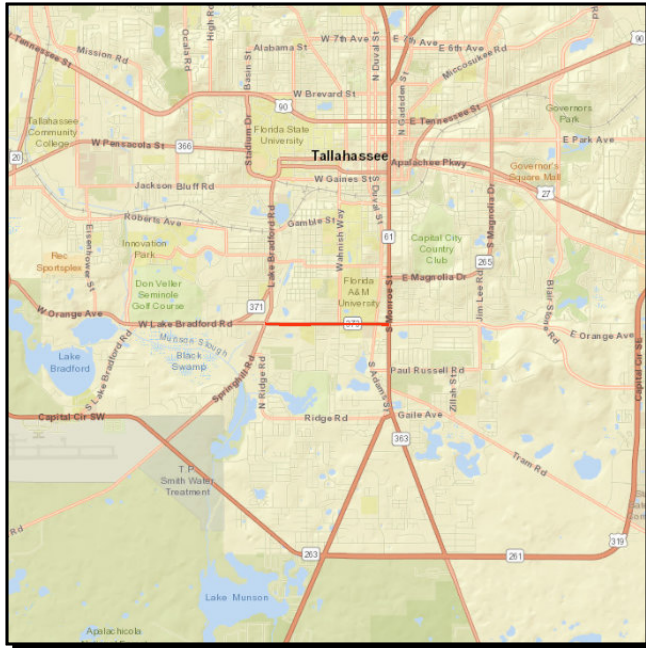
Prior Cost < 2018/19: 2,120,435

Future Cost > 2022/23: 0

Total Project Cost: 8,103,135

Project Description: Provides right-of-way funding to Woodville Highway (Gaile Avenue to Paul Russell Road).

SR 373 ORANGE AVE FROM SR 263 CAPITAL CIRCLE TO SR 61 S. MONROE ST



Project #: 4379021

Work Summary: PD&E/ EMO STUDY

SIS?: No

Lead Agency: Managed by FDOT

Length: 4.348

County: LEON

LRTP #: 2040 RMP Roadways
CFP (Chapter 5)

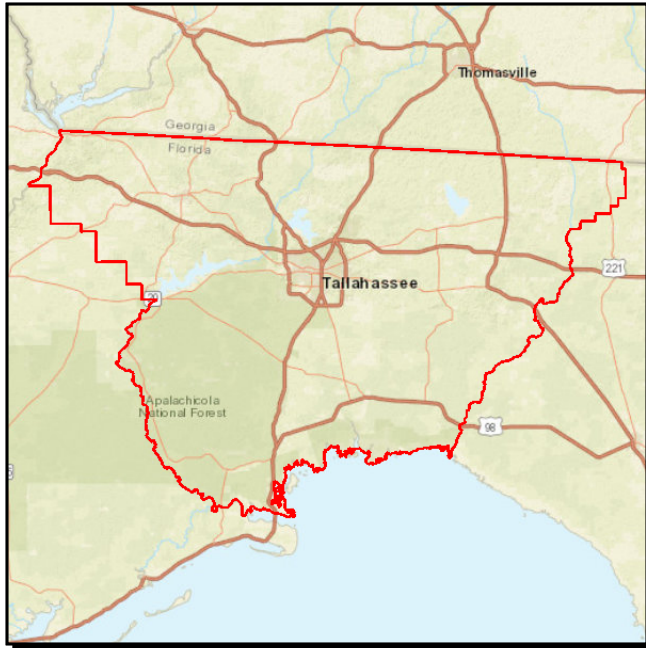
Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
PDE	ACSU	1,500,000	0	0	0	0	1,500,000
PDE	DIH	37,500	0	0	0	0	37,500
Total		1,537,500	0	0	0	0	1,537,500

Prior Cost < 2018/19: 0

Future Cost > 2022/23: 0

Total Project Cost: 1,537,500

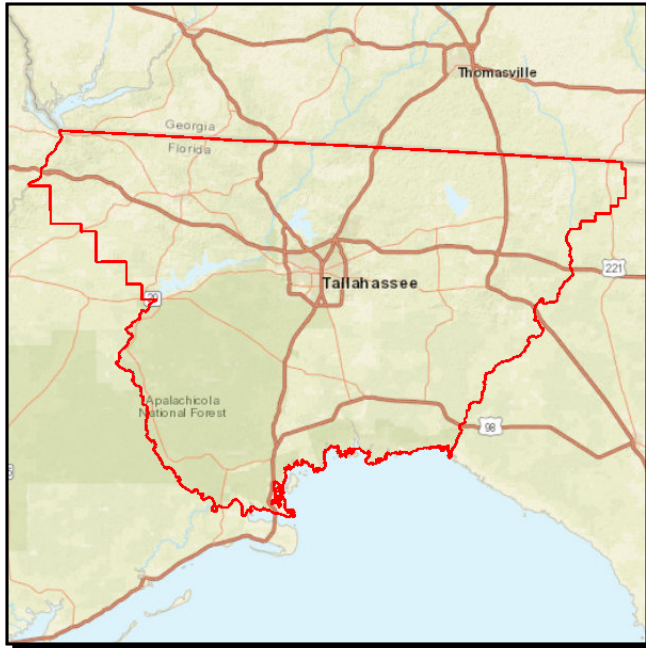
Project Description:	Provides funding for a PD&E Study of Orange Avenue.
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CAPITAL REGION TPA (TALLAHASSEE) FY 2018/2019-2019/2020 UPWP**Project #:** 4393232**Work Summary:** TRANSPORTATION PLANNING**SIS?:** No**Lead Agency:** MANAGED BY CAPITAL REGION**Length:** .000**County:** LEON**LRTP #:** RMP Maintenance (5.7)

Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
PLN	PL	520,050	527,381	0	0	0	1,047,431
Total		520,050	527,381	0	0	0	1,047,431

Prior Cost < 2018/19: 0**Future Cost > 2022/23:** 0**Total Project Cost:** 1,047,431**Project Description:** Provides planning funding associated with the update of the long range transportation plan.

CAPITAL REGION TPA (TALLAHASSEE) FY 2020/2021-2021/2022 UPWP



Project #: 4393233

Work Summary: TRANSPORTATION PLANNING **SIS?:** No

Lead Agency: MANAGED BY CAPITAL REGION **Length:** .000

County: LEON **LRTP #:** 2040 RMP Maintenance (5.7)

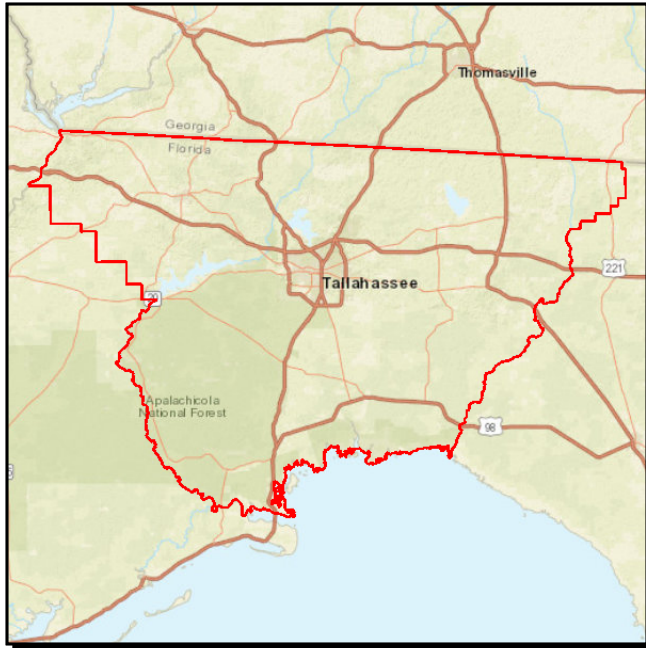
Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
PLN	PL	0	0	527,381	527,381	0	1,054,762
Total		0	0	527,381	527,381	0	1,054,762

Prior Cost < 2018/19: 0

Future Cost > 2022/23: 0

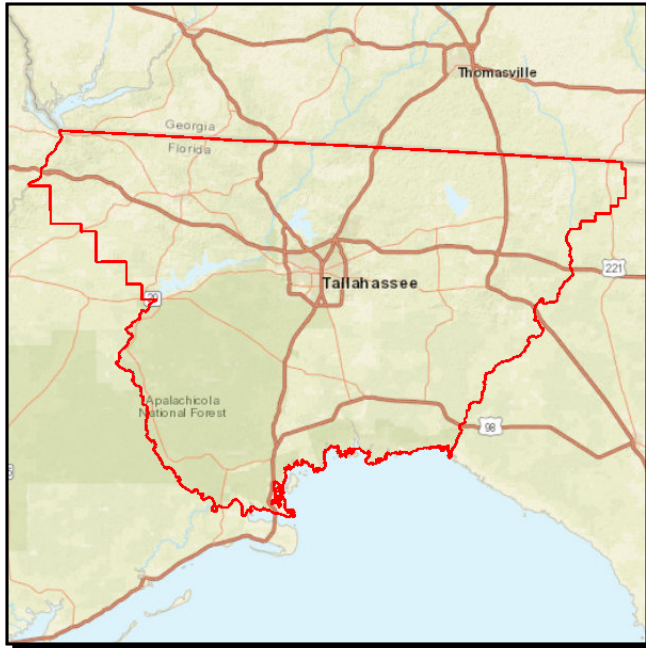
Total Project Cost: 1,054,762

Project Description: Provides planning funding for CRTPA efforts as identified in the agency's Unified Planning Work Program.

CAPITAL REGION TPA (TALLAHASSEE) FY 2022/2023-2023/2024 UPWP**Project #:** 4393234**Work Summary:** TRANSPORTATION PLANNING**SIS?:** No**Lead Agency:** MANAGED BY CAPITAL REGION**Length:** .000**County:** LEON

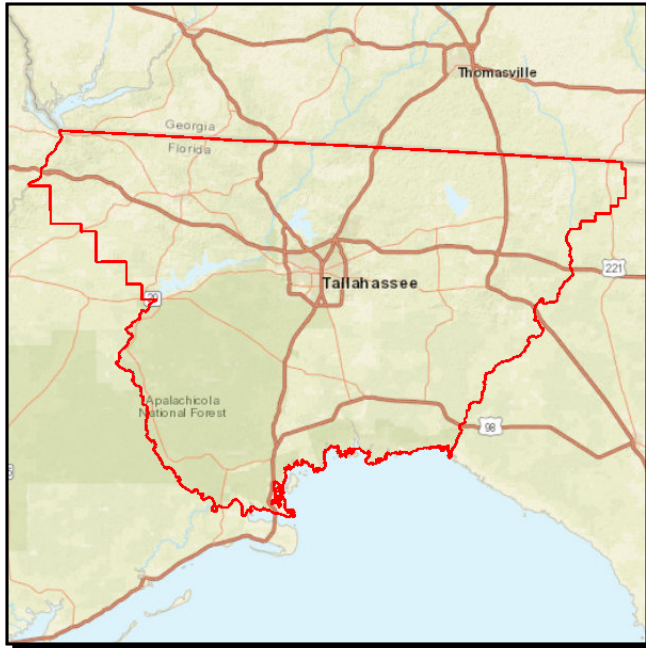
Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
PLN	PL	0	0	0	0	527,381	527,381
Total		0	0	0	0	527,381	527,381

Prior Cost < 2018/19: 0**Future Cost > 2022/23:** 0**Total Project Cost:** 527,381**Project Description:** Provides PL funds associated with the agency's work plan (Unified Planning Work Program).

MPO ADVISORY COMMITTEE STAFF FY 2018/2019-2019/2020 UPWP**Project #:** 4393392**Work Summary:** TRANSPORTATION
PLANNING**SIS?:** No**Lead Agency:** Managed by FDOT**Length:** .000**County:** LEON

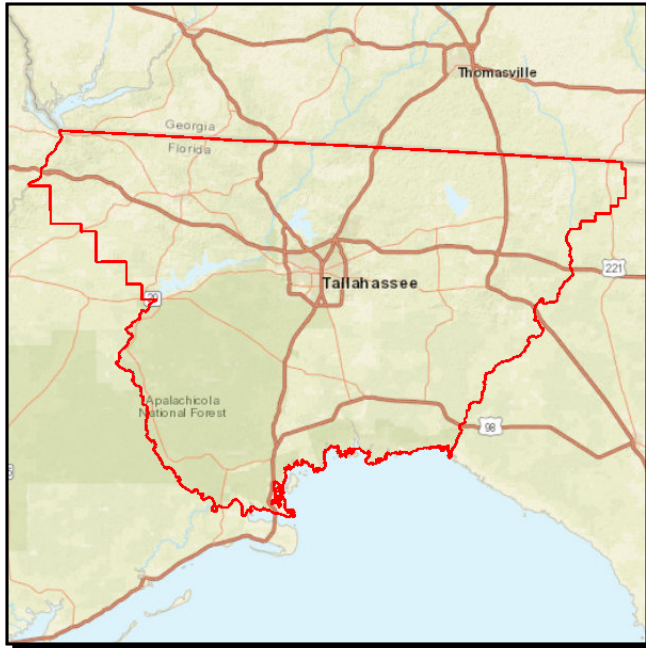
Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
PLN	PL	642,952	642,952	0	0	0	1,285,904
Total		642,952	642,952	0	0	0	1,285,904

Prior Cost < 2018/19: 0**Future Cost > 2022/23:** 0**Total Project Cost:** 1,285,904**Project Description:** Provides funding to the MPO Advisory Committee.

MPO ADVISORY COMMITTEE STAFF FY 2020/2021-2021/2022 UPWP**Project #:** 4393393**Work Summary:** TRANSPORTATION
PLANNING**SIS?:** No**Lead Agency:** Managed by FDOT**Length:** .000**County:** LEON

Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
PLN	PL	0	0	642,952	642,952	0	1,285,904
Total		0	0	642,952	642,952	0	1,285,904

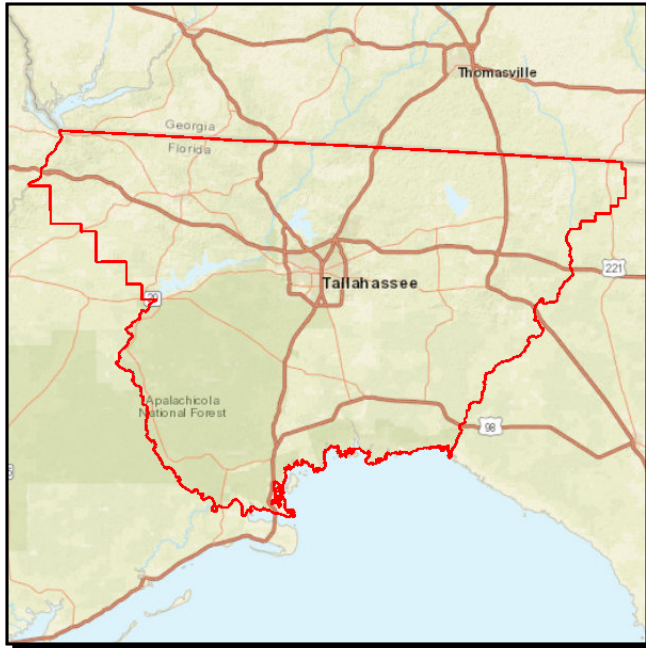
Prior Cost < 2018/19: 0**Future Cost > 2022/23:** 0**Total Project Cost:** 1,285,904**Project Description:**

MPO ADVISORY COMMITTEE STAFF FY 2022/2023-2023/2024**Project #:** 4393394**Work Summary:** TRANSPORTATION
PLANNING**SIS?:** No**Lead Agency:** Managed by FDOT**Length:** .000**County:** LEON

Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
PLN	PL	0	0	0	0	642,952	642,952
Total		0	0	0	0	642,952	642,952

Prior Cost < 2018/19: 0**Future Cost > 2022/23:** 0**Total Project Cost:** 642,952**Project Description:** Provides funding to the MPO Advisory Committee.

FY16 LADDERS OF OPPORTUNITY INITIATIVE - OJT



Project #: 4398231

Work Summary: TRAINING

SIS?: No

Lead Agency: Managed by FDOT

Length: .000

County: LEON

Phase	Fund Source	2018/19	2019/20	2020/21	2021/22	2022/23	Total
ADM	SSM	200,000	0	0	0	0	200,000
Total		200,000	0	0	0	0	200,000

Prior Cost < 2018/19: 200,000

Future Cost > 2022/23: 0

Total Project Cost: 400,000

Project Description: Funding associated with the USDOT Ladders of Opportunity Initiative.

CRTPA Regional Mobility Plan (RMP) Priority Project List

Exhibit A

Priority Rank	RMP ID#	Project Name/Limits	FDOT WPI#	Programmed Funding						Project/Strategy	County	SIS	Length (miles)	Funding Sought
1	1026	Woodville Highway¹ (Capital Circle, SE to Gaile Ave) (Gaile Ave to Paul Russell Road)	4240094 4240095	Phase	2018	2019	2020	2021	2022	Widen to 4 lanes	Leon		2.1	CST (\$17.4 m) ⁴ CST (\$6.8 m) ⁴
				ROW	\$3.8 m	\$840,000								
				ROW		\$4.9 m	\$1.1 m							
2	382	Capital Circle, Southwest² (Springhill Rd to Orange Ave)	4157829	Phase	2018	2019	2020	2021	2022	Widen from 2 to 6 lanes	Leon	Y	4.1	FULLY FUNDED*
				CST				\$44.1 m						
3	1513	Capital Circle, Southwest² (Crawfordville Rd to Springhill Rd)	2197492	Phase	2018	2019	2020	2021	2022	Widen from 2 to 6 lanes	Leon		2.34	FULLY FUNDED*
				ROW	\$8.4 m	\$4.7 m	\$3 m							
				CST					\$28.8 m					
4	1540	Crawfordville Road (N. of Alaska Way to Lost Creek Bridge)	2204956	Phase	2018	2019	2020	2021	2022	Widen to 4 lanes	Wakulla		3.6	ROW (\$6.3 m) ⁴ CST (\$27 m) ⁴
				PE	\$934,550									
5	308	Crawfordville Road (Lost Creek Bridge to East Ivan Rd)	2204953	Phase	2018	2019	2020	2021	2022	Widen to 4 lanes	Wakulla		4.4	ROW (\$30 m) ⁴ CST (\$41 m) ⁴
6	1554	Orange Avenue² (Capital Circle to Monroe Street)	4379021	Phase	2018	2019	2020	2021	2022	Widen to 4 lanes	Leon		4.3	PD&E (\$2 m) ⁴
				PD&E (Feasibility)		\$788,000								
7	383	Lake Bradford Road/Springhill Road¹ (Capital Circle, SW to Gaines Street)	-	Phase	2018	2019	2020	2021	2022	Widen to 4 lanes	Leon		3.8	PD&E
				-	-	-	-	-	-					
8	181	Tharpe Street¹ (Capital Circle, NW to Ocala Rd)	-	Phase	2018	2019	2020	2021	2022	Widen to 4 lanes	Leon		2.7	PD&E Reevaluation
				-	-	-	-	-	-					
9	3	Wakulla Environmental Institute (Coastal Highway to Crawfordville Rd)	-	Phase	2018	2019	2020	2021	2022	New 2 lane road	Wakulla		-	PD&E
				-	-	-	-	-	-					
10	75	Thomasville Rd/Meridian Rd/7th Ave³ (Midtown Operational Improvements)	-	Phase	2018	2019	2020	2021	2022	Intersection Improvements	Leon		-	PE
				-	-	-	-	-	-					
11	179	Bannerman Road¹ (Tekesta Dr to Thomasville Rd)	-	Phase	2018	2019	2020	2021	2022	Widen from 2 to 4 lanes	Leon		1.7	PE
				-	-	-	-	-	-					

Priority Rank	RMP ID#	Project Name/Limits	FDOT WPI#	Programmed Funding						Project/Strategy	County	SIS	Length (miles)	Funding Sought
12	369	Welaunee Blvd Extension¹ (Fleischmann Rd to south of I-10)	Blueprint	Phase	2018	2019	2020	2021	2022	New 4 lane road	Leon		2.25	CST
				PD&E	\$625,000									
				PE	\$1.725 m									
13	1571	Welaunee Blvd Extension¹ (South of I-10 to Shamrock Street)	Blueprint	Phase	2018	2019	2020	2021	2022	New 4 lane road	Leon		2	ROW/CST
				PD&E	\$625,000									
				PE		\$1.725 m								
14	138	Mahan Dr and Capital Circle, NE	-	Phase	2018	2019	2020	2021	2022	Intersection Improvements	Leon	Y	-	Feasibility Study
				-	-	-	-	-	-					
15	1365	Pensacola Street (West Side Student Corridor Gateway¹) (Capital Circle, NW to Appleyard Dr)	-	Phase	2018	2019	2020	2021	2022	Widen to 4 lanes	Leon		0.8	PD&E Reevaluation
				-	-	-	-	-	-					
16	137	Welaunee Blvd/I-10 Interchange	-	Phase	2018	2019	2020	2021	2022	New Interchange	Leon	Y	-	PD&E
				-	-	-	-	-	-					
17	1527	Woodville Hwy/Natural Bridge Rd (Intersection)	-	Phase	2018	2019	2020	2021	2022	Roundabout	Leon		-	Feasibility Study
				-	-	-	-	-	-					
18	4	Old Lloyd Rd/Gamble Rd (Intersection)	-	Phase	2018	2019	2020	2021	2022	Roundabout	Jefferson		-	Feasibility Study
				-	-	-	-	-	-					

¹ [Blueprint Gateway Project](#)² [Blueprint Regional Mobility Project](#)³ [Blueprint Community Enhancement District](#)⁴ FDOT Long Range Estimate (LRE)

* Fully Funded Projects are retained on the list until such funding is within the first three (3) years of the TIP.

ABBREVIATIONS:

PD&E - Project Development and Environment Study

PE - Preliminary Engineering (Design)

ROW - Right-of-Way

CST - Construction

SIS - Strategic Intermodal System (FDOT roadway designation)

Priority Rank	RMP ID#	Project Name/Limits	FDOT WPI#	Programmed Funding						Project/Strategy	County	Length (miles)	Funding Sought **
1	422	Glenview Drive (Meridian Rd to Thomasville Rd)	4369911	Phase	2018	2019	2020	2021	2022	Sidewalk	Leon	0.44	Fully funded ***
				PE	\$37,000								
				CST				\$277,000					
2	567	Monticello Bike Trail Extension (Southern Terminus of Monticello to Jefferson Co Middle/High School)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Jefferson	2.4	PD&E
				-	-	-	-	-	-				
3	543	Wakulla Environmental Institute (US 98 to WEI)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Wakulla	1.4	PE
				-	-	-	-	-	-				
4	454	Goose Pond Trail* (Mahan Dr/Fort Knox to Weems Rd)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Leon	1.2	PD&E
				-	-	-	-	-	-				
5	1026	Florida Arts Trail (N Corry St to Florida Georgia Hwy)	433801	Phase	2018	2019	2020	2021	2022	Shared Use Path	Gadsden	11	PE
				-	-	-	-	-	-				
6	160	US 90 Trail (Madison St to Dover Rd)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Gadsden	10.7	PD&E
7	1556	Magnolia Drive (Monroe St to Lafayette St)		Phase	2018	2019	2020	2021	2022	Sidewalk	Leon	2	CST
				-	-	-	-	-	-				
8	1254	Martin Rd Trail (Monticello Bike Trail to US 19)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Jefferson	0.3	PD&E
				-	-	-	-	-	-				
9	527	Thomasville Rd Trail* (Meridian Rd to Live Oak Plantation Rd)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Leon	3.7	PD&E
				-	-	-	-	-	-				

* Also a Blueprint Intergovernmental Agency project

** ABBREVIATIONS:

PD&E - Project Development and Environment Study

PE - Preliminary Engineering

CST - Construction

ROW - Right-of-Way

*** Note: Fully Funded Projects are retained on the list until such funding is within the first three (3) years of the TIP.

Exhibit A

Capital Region Transportation Planning Agency
ADOPTED Regional Trails Priority Project List
Fiscal Year 2019 - Fiscal Year 2023

Priority Rank	RMP ID#	Project Name/Limits	FDOT WPI#	Programmed Funding						Project/Strategy	County	Length (miles)	Funding Sought *
1	561	Coastal Trail West - CC2ST (s. of Tower Road to Wakulla High School)	4399263	Phase	2018	2019	2020	2021	2022	Shared Use Path	Wakulla	6.5	CST
				ROW			\$1.06 m						
2	542	Coastal Trail East - CC2ST (St. Marks Trail to Lighthouse Road)	4405501	Phase	2018	2019	2020	2021	2022	Shared Use Path	Wakulla	2.8	ROW/CST
				-	-	-	-	-	-				
3	456	Capital Cascades Trail (Segment 4)** (Springhill Rd to Mill Street/St. Marks Trail)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Leon	1.2	PE
				-	-	-	-	-	-				
4		Forest Trail North (Trout Pond to Lake Henrietta)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Leon	6.5	Feasibility Study
				-	-	-	-	-	-				
5	550	Bloxham Cutoff Rd Trail - CC2ST (Springhill Rd to US 98)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Wakulla	10.9	PD&E
				-	-	-	-	-	-				
6		Forest Trail South (Ochlockonee Bay Trail to Trout Pond)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Wakulla/ Leon	19.7	Feasibility Study
				-	-	-	-	-	-				
7		Nature Coast Trail (Coastal Trail East to Jefferson County Line)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Jefferson	14	Feasibility Study
				-	-	-	-	-	-				
8		Nature Coast Regional Trail Connector (Monticello to Jefferson County Line)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Jefferson	14	Feasibility Study
				-	-	-	-	-	-				
9		Nature Coast Regional Trail Connector (Tallahassee to Monticello)		Phase	2018	2019	2020	2021	2022	Shared Use Path	Jefferson	26	Feasibility Study
				-	-	-	-	-	-				

* ABBREVIATIONS:

PD&E - Project Development and Environment Study

PE - Preliminary Engineering

CST - Construction

ROW - Right-of-Way

** Also a Blueprint project

Recommended Rank	Previous Rank	Major Street	Minor Street	Proposed Improvements	Study Date	Cost Estimate	Safety Information (from Traffic Study):	Mobility Information
1	3	Thomasville Road (Midtown) (SR 63)	Monroe St to Seventh Ave	Install pedestrian refuge islands and a rectangular rapid flash beacon (RRFB) near Beard Street	March 2016	\$170,000	5 bicyclist and 3 pedestrian crashes in the 6-year analysis period (2009-2014)	Heavy Pedestrian Traffic Bus Service
Recommended Rank	Previous Rank	Major Street	Minor Street	Proposed Improvements	Study Date	Cost Estimate	Safety Information (from Traffic Study):	Mobility Information
2	N/A	Monroe Street (SR 61/US 27)	3rd Avenue to Seventh Avenue	Upgrade signals and ITS hardware; add ADA features to sidewalks; examine corridor lighting	N/A		N/A	N/A
Recommended Rank	Previous Rank	Major Street	Minor Street	Proposed Improvements	Study Date	Cost Estimate	Safety Information (from Traffic Study):	Mobility Information
3	4	Monroe Street (SR 61/US 27)	Brevard Street	Construct SBRT* (*South Bound Right Turn lane)	June 2015	Estimated cost: \$950,440 (includes \$822,800 in r-o-w)	52 collisions in 5 -year analysis period (2010-2014); majority 'rear-end' crashes of which 13 occurred in southbound approach lanes.	Moderate Pedestrian Traffic Bus service Signalized intersection

StarMetro
ADOPTED Priority Project List
Fiscal Year (FY) 2019 - FY 2023

Priority Rank	Project	Description*	Funding Sought
1	SE Quadrant SuperStop	Construct multi-bay SuperStop in southeastern Tallahassee.	\$650,000
2	C.K. Steele Plaza Planning Study	Planning study of C.K. Steele Plaza that identifies opportunities for redevelopment of the site.	\$200,000
3	Bus Stop Upgrades	This project proposes upgrading at least 50 stops to include boarding and alighting areas for bus wheelchair ramps use and will also connect bus stops to sidewalks and add shelter pads to prepare for the future placement of an amenity.	\$500,000
4	Bus Transit Signal Prioritization	This project provides for the addition of global positioning system (GPS) based system devices on StarMetro buses to improve transit system performance.	\$250,000
5	NW Quadrant SuperStop	Construct multi-bay SuperStop in northwestern Tallahassee.	\$650,000

* - see other side for full project descriptions

Project Name	Project Details
SE Quadrant SuperStop	Construct multi-bay SuperStop in southeastern Tallahassee. This SuperStop will provide an off-street location for customer to transfer between multiple routes and will serve as a layover point for operators to improve system performance with the inclusion of public restrooms and possibly a Tallahassee Police Department substation. In addition, the SuperStop will allow StarMetro to develop neighborhood circulators to efficiently provide transportation options for disabled and low income individuals located in south Tallahassee and improve service to the Veteran's Administration Clinic.
C.K. Steele Plaza Planning Study	Planning study of C.K. Steele Plaza to identify the needs, challenges, opportunities, and funding options to transform the Plaza from a single-use transit facility into a mixed-use, multistory intermodal facility with opportunities for house StarMetro Administrative Staff; leasable space for office, restaurants, and retail activities; and connections to intercity transportation such as Amtrak, Greyhound, and/or Megabus.
Bus Stop Upgrades	StarMetro has approximately 900 active stops. Many of these stops are not compliant with the Americans with Disabilities Act (ADA) as compliance is only required when an amenity such as a bench or a shelter is added to the stop. This project proposes upgrading at least 50 stops to include boarding and alighting areas for bus wheelchair ramps use and will also connect bus stops to sidewalks and add shelter pads to prepare for the future placement of an amenity.
Bus Transit Signal Prioritization	The City of Tallahassee is starting to replace the existing infrared based traffic signal preemption system for emergency vehicles with a more advanced global positioning system (GPS) based system. This system will provide a more efficient routing of emergency vehicles with less disruption to the traffic signal network. The GPS system also allows for adding signal prioritization to transit vehicles. Signal prioritization extends the green time or shortens the red time for approaching buses depending on the system parameters such as a bus running behind schedule. Signal prioritization is shown to improve overall transit system performance and efficiency by at least 10%. It costs approximately \$3,000 per bus for the signal prioritization devices.
NW Quadrant SuperStop	Construct multi-bay SuperStop in northwestern Tallahassee. This SuperStop will provide an off-street location for customer to transfer between multiple routes, serve as a layover point for operators to improve system performance, public restrooms, and possibly a Tallahassee Police Department substation. In addition, the SuperStop will allow StarMetro to develop neighborhood circulators to efficiently provide transportation options for disabled and low income individuals located in north Tallahassee.

TALLAHASSEE INTERNATIONAL AIRPORT

Project List

ADOPTED FDOT Fiscal Year 2019- Fiscal

FDOT Priority	Description	FDOT FIN Number	JACIP Number	FUNDING	Year 2023 Prior Years	Current 2019	Future				
							2020	2021	2022	2023	
1	Taxiway Rehabilitation	Pending	PFL11985	FAA/Discretionary					** 1,710,000	** 17,100,000	
				State/FDOT					** 95,000	** 950,000	
				Local/PFC					** 95,000	** 950,000	
2	Terminal PLB Acquisition and Installation	422301-6	PFL9600	State/FDOT		400,000	400,000	** 400,000	** 400,000	** 600,000	
				Local/PFC	1,400,000	600,000	600,000	600,000	600,000	600,000	
3	Landside Signage Improvements	Pending	PFL11989	State/FDOT						** 100,000	
				Local/RR&I						100,000	
4	Terminal Modernization	226781-6	TLH2	State/FDOT	1,200,000	400,000	400,000	** 400,000	** 400,000	** 500,000	
				Local/PFC	1,200,000	400,000	400,000	400,000	400,000	500,000	
				Local/RR&I		100,000					
				Local/CFC	50,000						
5	Airport Access and Roadway Realignment	416010-4	PFL10211	State/FDOT/SIS		* 1,750,000					
				Local/RR&I		1,750,000					
6	International Port of Entry & Federal Inspection Station (FIS) Facility	Pending	3DOT42	FAA/Discretionary		** 900,000	** 4,860,000				
				State/FDOT		** 50,000	** 270,000				
				Local/RR&I		50,000					
				Local/Sales Tax			270,000				
7	Air Carrier Apron Improvements	Pending	TLH31	FAA/Entitlement			** 270,000	** 2,025,000			
				State/FDOT			** 15,000	** 112,500			
				Local/PFC			** 15,000	** 112,500			
8	Security Fence and Gate Rehabilitation, Updates and Improvements	Pending	PFL9466	FAA/Entitlement					** 900,000		
				State/FDOT					** 50,000		
				Local/RR&I					50,000		
9	Enhancements and Upgrades ATCT	Pending	PFL2711	State/FDOT				** 400,000			
				Local/RR&I				400,000			
10	Hangar(s) Development and Modernization	422301-9	PFL10400	State/FDOT			1,000,000	* 3,000,000			
				Local/Sales Tax			1,000,000	3,000,000			
11	Aircraft Maintenance and Storage Hangar and Related Taxilanes	Pending	PFL9601	State/FDOT			** 2,500,000	** 5,000,000			
				Local/Private			** 2,500,000	** 5,000,000			
12	Taxiway Alpha Rehabilitation	Pending	PFL11984	State/FDOT				** 1,000,000	** 10,000,000		
				Local/RR&I				** 1,000,000	** 10,000,000		
13	ARFF Station Rehabilitation	Pending	PFL10605	FAA/Entitlement			** 90,000	** 810,000			
				State/FDOT			** 5,000	** 45,000			
				Local/RR&I			5,000	45,000			
14	Parking Area Improvements	Pending	PFL10395	State/FDOT			** 500,000				
				Local/RR&I			** 500,000				
15	Computerized Maintenance Management System (CMMS)	Pending	PFL11081	State/FDOT					** 40,000		
				Local/RR&I					40,000		
16	Terminal Concessions Redevelopment	Pending	PFL11083	State/FDOT				** 125,000			
				Local/RR&I				125,000			
17	Computer Based Training Upgrades	Pending	PFL11084	State/FDOT					** 50,000		
				Local/RR&I					50,000		
18	Air Cargo Facility Expansion	422301-8	PFL11079	State/FDOT				* 1,112,500			
				Local/RR&I				** 1,112,500			
19	Intermodal Logistics Center (ILC)	Pending	PFL11726	State/FDOT/SIS				** 5,000,000			
				Local/RR&I				** 5,000,000			
20	Airfield Maintenance Sweeper Truck	Pending	PFL11092	FAA/Entitlement				** 225,000			
				Local/PFC				** 25,000			
21	Airport Emergency Power Improvements	226792-4	PFL11627	FAA/Entitlement					** 675,000		
				State/FDOT					37,500		
				Local/PFC					37,500		
* = Project partially funded				Total	3,850,000	6,400,000	15,600,000	36,475,000	25,630,000	21,400,000	
** = Project not funded											
				FAA/Entitlement	-	-	360,000	3,060,000	1,575,000	-	
				FAA/Discretionary	-	900,000	4,860,000	-	1,710,000	17,100,000	
				State/FDOT	1,200,000	850,000	5,090,000	11,595,000	11,072,500	2,150,000	
				State/FDOT/SIS	-	1,750,000	-	5,000,000	-	-	
				Local/CFC	50,000	-	-	-	-	-	
				Local/PFC	2,600,000	1,000,000	1,015,000	1,137,500	1,132,500	2,050,000	
				Local/RR&I	-	1,900,000	505,000	7,682,500	10,140,000	100,000	
				Local/Sales Tax	-	-	1,270,000	3,000,000	-	-	
				Local/Private	-	-	2,500,000	5,000,000	-	-	
				Total	3,850,000	6,400,000	15,600,000	36,475,000	25,630,000	21,400,000	

Capital Region Transportation Planning Agency
ADOPTED Transportation Alternatives Priority Project List
 Fiscal Year 2019 - Fiscal Year 2023

Priority	Project	Limits	Notes
1	Havana Middle School Sidewalk (Sponsor: Town of Havana)	11th Ave (4th St to Iron Bridge Rd); Iron Bridge Rd (CR 12A to 11th Ave)	Design funded (FY 18); seeking construction funds
2	Atlanta Street Sidewalk (Sponsor: Gadsden County)	Martin Luther King, Jr. Boulevard to Ben Bostic Road	Design funded (FY 17); seeking construction funds
3	Dogwood Street Pedestrian Crossing (Sponsor: City of Monticello)	US 19/Dogwood Street Intersection	No funded phases
4	Mound Street Sidewalk (Sponsor: Wakulla County)	US 98 to Woolery Park	No funded phases

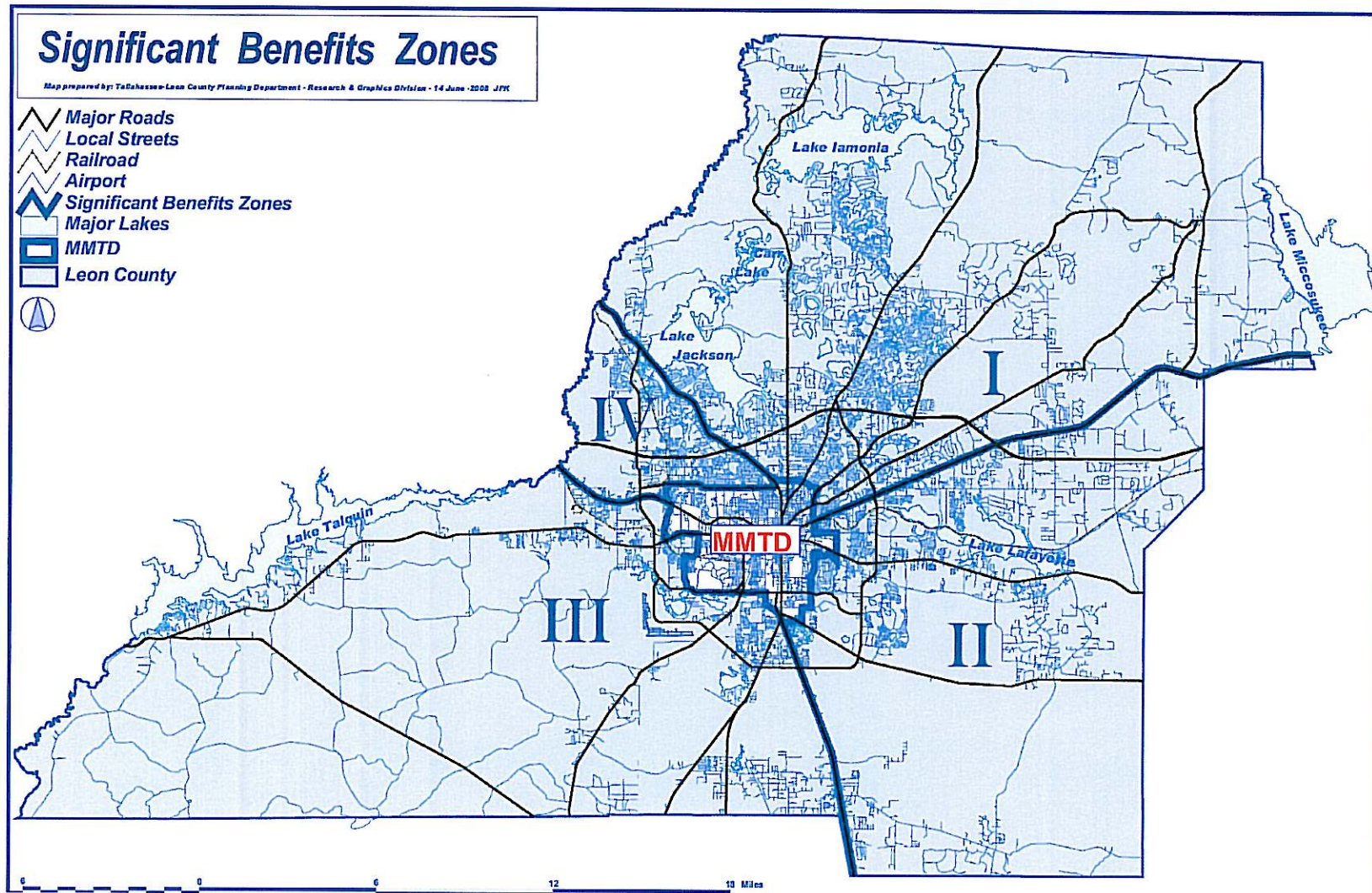
Priority Rank	Project Name	From	To	Project/Strategy	County	Funding Sought
1	Weems Road Extension	Capital Circle, Northeast	US 90	New 2 lane road	Leon	CST
2	Welaunnee Boulevard Extension	Fleischmann Rd	South of Shamrock Street	New 4 lane Road	Leon	PD&E

ABBREVIATIONS:

CST= Construction

PD&E = Project Development and Environment Study

Significant Benefit Project Priority List



Attachment A

* Note: The Multimodal Transportation District (MMTD) Boundaries, as represented by the center, fifth district, require a formal Comprehensive Plan amendment to be established, and any future changes to that boundary would also require a formal Comprehensive Plan amendment. The Comprehensive Plan amendment process will require formal approvals by the City, County, and FDOT. Therefore, as stated in 2(b) of this agreement, any changes to this boundary will not require amendment to this Memorandum of Agreement, and Attachment A will be automatically updated to reflect the most current, adopted MMTD boundaries. Until the adoption of the MMTD Comprehensive Plan Amendment, the boundaries shown above shall apply.

Attachment B

Significant Benefit Project Priority List

DISTRICT 1		
Tier A	Tier B	Tier C
<u>Mahan Drive</u> Section: Dempsey Mayo to I-10 Jurisdiction: State Includes: construction, & ROW Estimated Cost: \$40 million Justification: #1 CRTPA Project Priority; SIS Connector *20% of funds will support transit/bike/pedestrian facilities	<u>Bannerman (Phase 1)</u> Section: Thomasville to Tekesta Jurisdiction: County Includes: TBD Estimated Cost: TBD Justification: Alternate route to relieve Thomasville, an SIS Collector *20% of funds will support transit/bike/pedestrian facilities	<u>Bannerman (Phase 2)</u> Section: Tekesta to Preservation Point Jurisdiction: County Includes: TBD Estimated Cost: TBD Justification: Alternate route to relieve Thomasville, an SIS Collector *20% of funds will support transit/bike/pedestrian facilities
DISTRICT 2		
Tier A	Tier B	Tier C
<u>Mahan Drive</u> Section: Dempsey Mayo to I-10 Jurisdiction: State Includes: PD&E, construction, & ROW Estimated Cost: \$40 million Justification: - #1 CRTPA Project Priority; SIS Connector *20% of funds will support transit/bike/pedestrian facilities	<u>Woodville Highway</u> Section: Gaile Avenue to 1000 feet north of Capital Circle SE Jurisdiction: State Includes: PD&E, Design, ROW & Construction Estimated Cost: \$53 million Justification: #5 CRTPA Project Priority *20% of funds will support transit/bike/pedestrian facilities	<u>Weems Road</u> Section: Mahan to Capital Circle NE Jurisdiction: City Includes: PD&E, construction, & ROW Estimated Cost: \$17.5 million Justification: - Alternate route to relieve Mahan/CCNE intersection on SIS Collector *20% of funds will support transit/bike/pedestrian facilities
DISTRICT 3		
Tier A	Tier B	
<u>North South Connector</u> Section: Orange to Jackson Bluff Jurisdiction: (City) Includes: PD&E, construction, & ROW Estimated Cost: \$15 million Justification: Relieve CCSW; In City 5- Year CIP *20% of funds will support transit/bike/pedestrian facilities	<u>Pensacola Street</u> Section: Capital Cir SW to Appleyard Jurisdiction: (State) Includes: PD&E, construction, & ROW Estimated Cost: \$40 million Justification- #12 CRTPA Project Priority; Parallel Route to Tennessee *20% of funds will support transit/bike/pedestrian facilities	
DISTRICT 4		
Tier A	Tier B	
<u>Tharpe Street (Phase 1)</u> Section: Blountstown Highway to Ocala Jurisdiction: (County) Includes: PD&E, construction, & ROW Estimated Cost: \$33 million Justification: In LRTP; Parallel I-10 & Tennessee; 60% design complete *20% of funds to support transit/bike/pedestrian facilities	<u>Tharpe Street (Phase 2)</u> Section: Blountstown Highway to Capital Circle Jurisdiction: (County) Includes: PD&E, construction, & ROW Estimated Cost: \$16 million Justification: In LRTP; Parallel I-10 & Tennessee; 60% design complete *20% of funds to support transit/bike/pedestrian facilities	
DISTRICT 5 (Multimodal District)		
Tier A	Tier B	
80% - District Bike/Ped/Transit Facilities 20% - FAMU Way bike/ped facilities	100% - District Bike/Ped/Transit Facilities	

Exhibit A

**Leon County School District
2018-2019 Work Plan**

INTRODUCTION

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the districts capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.

If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.

If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

Summary of revenue/expenditures available for new construction and remodeling projects only.

	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	Five Year Total
Total Revenues	\$35,639,231	\$24,398,363	\$18,958,404	\$20,687,905	\$25,950,380	\$125,634,283
Total Project Costs	\$35,639,231	\$24,398,363	\$18,958,404	\$20,687,905	\$25,950,380	\$125,634,283
Difference (Remaining Funds)	\$0	\$0	\$0	\$0	\$0	\$0

District LEON COUNTY SCHOOL DISTRICT

Fiscal Year Range

CERTIFICATION

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

Date of School Board Adoption

Work Plan Submittal Date

DISTRICT SUPERINTENDENT

CHIEF FINANCIAL OFFICER

DISTRICT POINT-OF-CONTACT PERSON

JOB TITLE

PHONE NUMBER

E-MAIL ADDRESS

Expenditures

Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2018 - 2019 Actual Budget	2019 - 2020 Projected	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	Total
Fire Alarm	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Telephone/Intercom System	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Closed Circuit Television	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Paint	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Maintenance/Repair	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
HVAC	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Flooring	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Roofing	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Safety to Life	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Fencing	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Parking	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Electrical	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Sub Total:	\$0	\$0	\$0	\$0	\$0	\$0

PECO Maintenance Expenditures	\$816,000	\$650,000	\$500,000	\$500,000	\$500,000	\$2,966,000
1.50 Mill Sub Total:	\$7,891,000	\$10,832,843	\$10,983,187	\$10,700,860	\$10,675,860	\$51,083,750

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Other Items		2018 - 2019 Actual Budget	2019 - 2020 Projected	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	Total
DW Fac Remodeling		\$175,000	\$175,000	\$175,000	\$750,000	\$750,000	\$2,025,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
DW Fac Renovations		\$1,000,000	\$1,025,000	\$1,000,000	\$1,025,000	\$1,000,000	\$5,050,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Maintenance Salaries: Maintenance / DW		\$2,500,000	\$3,000,000	\$3,500,000	\$3,500,000	\$3,500,000	\$16,000,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
ADA - Maintenance		\$46,015	\$50,000	\$50,000	\$50,000	\$50,000	\$246,015

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Plumbing D/W - Facilities	\$25,000	\$50,000	\$50,000	\$50,000	\$50,000	\$225,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Telephone: Maintenance / DW	\$69,023	\$69,023	\$69,023	\$30,000	\$30,000	\$267,069
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Painting: Maintenance / DW	\$322,107	\$322,107	\$322,107	\$225,000	\$225,000	\$1,416,321
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					

Exhibit A

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Small engine repair: Maintenance / DW		\$12,000	\$12,000	\$12,000	\$10,000	\$10,000	\$56,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Structural: Maintenance / DW		\$100,000	\$150,000	\$125,000	\$136,860	\$136,860	\$648,720
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
FFE D/W - Facilities		\$25,000	\$25,000	\$25,000	\$12,000	\$12,000	\$99,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Drainage/Asphalt: Facilities / DW		\$50,000	\$100,000	\$100,000	\$150,000	\$150,000	\$550,000

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Vehicles: Maintenance / DW	\$115,000	\$75,000	\$75,000	\$75,000	\$75,000	\$415,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Environmental mandates: Maintenance / DW	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000	\$250,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Replace Auto Elec Defibrillator Pads and Batteries	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$35,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					

Exhibit A

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Relocatables: Facilities / DW		\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Electrical D/W - Maintenance		\$46,015	\$50,000	\$50,000	\$50,000	\$50,000	\$246,015
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Environmental Mandates - Facilities DW		\$250,000	\$250,000	\$250,000	\$250,000	\$250,000	\$1,250,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Fencing - DW Safety & Security		\$0	\$75,000	\$75,000	\$75,000	\$75,000	\$300,000

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
DW Fac Fire Alarm/Safety to Life - Maint.	\$314,745	\$400,000	\$400,000	\$400,000	\$400,000	\$1,914,745
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Safety to Life - Fac	\$100,000	\$100,000	\$100,000	\$63,000	\$63,000	\$426,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Equipment: Maintenance / DW	\$55,218	\$55,218	\$55,218	\$30,000	\$30,000	\$225,654
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Athletic Tracks & Courts D/W - Facilities		\$300,000	\$300,000	\$300,000	\$60,000	\$60,000	\$1,020,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Security Fencing - facilities		\$0	\$50,000	\$50,000	\$30,000	\$30,000	\$160,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Roofs: Facilities / DW		\$25,000	\$25,000	\$25,000	\$50,000	\$50,000	\$175,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
D/W Locks - Maintenance		\$46,015	\$50,000	\$50,000	\$50,000	\$50,000	\$246,015

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Security systems: Maintenance / DW	\$23,008	\$23,008	\$23,008	\$20,000	\$20,000	\$109,024
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
HVAC - Maintenance	\$92,000	\$479,253	\$400,000	\$500,000	\$500,000	\$1,971,253
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
D/W HVAC - Facilities	\$25,000	\$479,252	\$400,000	\$10,000	\$10,000	\$924,252
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					

Exhibit A

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Electrical - Facilities		\$25,000	\$25,000	\$25,000	\$50,000	\$50,000	\$175,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Floor covering: Maintenance / DW		\$100,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,100,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Relocatables: Maintenance / DW		\$69,023	\$69,023	\$69,023	\$40,000	\$40,000	\$287,069
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Access Control - Security Dept		\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Security Camera Replacements - Security Dept.	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Site acquisition: Facilities / DW	\$250,000	\$100,000	\$150,000	\$150,000	\$150,000	\$800,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Handicapped access: Facilities / DW	\$300,000	\$300,000	\$300,000	\$300,000	\$300,000	\$1,500,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					

Exhibit A

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Grounds: Maintenance / DW		\$0	\$50,000	\$50,000	\$50,000	\$50,000	\$200,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Plumbing: Maintenance / DW		\$23,008	\$30,000	\$30,000	\$30,000	\$30,000	\$143,008
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Emergency maintenance: Maintenance / DW		\$253,084	\$253,084	\$253,084	\$150,000	\$150,000	\$1,059,252
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Sitework: Maintenance / DW		\$50,000	\$50,000	\$50,000	\$30,000	\$30,000	\$210,000

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Security Camera Maint - D/W - Maintenance	\$46,015	\$50,000	\$50,000	\$12,000	\$12,000	\$170,015
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Security Systems - Facilities	\$25,000	\$25,000	\$25,000	\$60,000	\$60,000	\$195,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Fire alarm: Facilities/ DW	\$50,000	\$50,000	\$50,000	\$250,000	\$250,000	\$650,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					

Exhibit A

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Controls: Facilities / DW		\$25,000	\$25,000	\$25,000	\$10,000	\$10,000	\$95,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Asphalt/Drainage: Maintenance / DW		\$50,000	\$50,000	\$50,000	\$30,000	\$30,000	\$210,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Sitework: Facilities / DW		\$100,000	\$100,000	\$75,000	\$230,000	\$230,000	\$735,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Carpet/Flooring D/W - Facilities		\$25,000	\$25,000	\$25,000	\$60,000	\$60,000	\$195,000

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Intercoms & clocks: Maintenance / DW	\$41,414	\$41,414	\$41,414	\$40,000	\$40,000	\$204,242
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
HVAC controls: Maintenance / DW	\$247,800	\$247,800	\$247,800	\$50,000	\$50,000	\$843,400
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					
Structural: Facilities / DW	\$25,000	\$25,000	\$25,000	\$200,000	\$200,000	\$475,000
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL					

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Roof PM program: Maintenance / DW		\$828,510	\$828,510	\$803,510	\$400,000	\$400,000	\$3,260,530
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Passenger Vans - Transportation		\$0	\$291,151	\$0	\$0	\$0	\$291,151
Locations	AMOS P GODBY SENIOR HIGH, APALACHEE ELEMENTARY, ASTORIA PARK ELEMENTARY, AUGUSTA RAA MIDDLE, BELLE VUE MIDDLE, BLOXHAM BUILDING, BOND ELEMENTARY SCHOOL, BUCK LAKE ELEMENTARY, CANOPY OAKS ELEMENTARY, CHAIRES ELEMENTARY, CHAIRES ELEMENTARY PRE-KINDERGARTEN, CONNOR BOULEVARD TRANSPORTATION FACILITY, DEERLAKE MIDDLE, DESOTO TRAIL ELEMENTARY, DEVURN GLENN SERVICE CENTER, ELIZABETH COBB MIDDLE, FAIRVIEW MIDDLE, FOOD SERVICES FACILITY, FORT BRADEN ELEMENTARY (OLD), FORT BRADEN SCHOOL (NEW), FRANK HARTSFIELD ELEMENTARY, FRANK R NIMS MIDDLE, GILCHRIST ELEMENTARY, GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT, GRIFFIN MIDDLE, HAWKS RISE ELEMENTARY, HERITAGE TRAILS COMMUNITY SCHOOL, HOWELL CENTER, JAMES RICKARDS SENIOR HIGH, JOHN C RILEY ELEMENTARY, KATE SULLIVAN ELEMENTARY, KILLEARN LAKES ELEMENTARY, LAWTON M CHILES SENIOR HIGH, LCSB FACILITIES, MAINTENANCE & CONSTRUCTION COMPOUND, LEON SENIOR HIGH, LEWIS M LIVELY TECHNICAL CENTER, LILLIAN RUEDIGER ELEMENTARY, LINCOLN SENIOR HIGH, MAIN TRANSPORTATION FACILITY, MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER, MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD, OAK RIDGE ELEMENTARY, P A C E CENTER (old), PINEVIEW ELEMENTARY, PROPERTY MANAGEMENT WAREHOUSE, R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON, ROBERTS ELEMENTARY, SABAL PALM ELEMENTARY, SAIL (OLD), SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SA (NEW), SEALEY ELEMENTARY, SECOND CHANCE SCHOOL, SPRINGWOOD ELEMENTARY, SWIFT CREEK MIDDLE, TECHNOLOGY AND INFORMATION SERVICES, WALTER T MOORE JR ELEMENTARY, WILLIAM J MONTFORD III MIDDLE SCHOOL, WOODVILLE SCHOOL						
Total:		\$8,707,000	\$11,482,843	\$11,483,187	\$11,200,860	\$11,175,860	\$54,049,750

Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2018 - 2019 Actual Budget	2019 - 2020 Projected	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	Total
Remaining Maint and Repair from 1.5 Mills	\$7,891,000	\$10,832,843	\$10,983,187	\$10,700,860	\$10,675,860	\$51,083,750
Maintenance/Repair Salaries	\$1,250,000	\$1,750,000	\$1,750,000	\$1,750,000	\$1,750,000	\$8,250,000
School Bus Purchases	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000
Other Vehicle Purchases	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Equipment	\$0	\$0	\$0	\$0	\$0	\$0
Rent/Lease Payments	\$0	\$0	\$0	\$0	\$0	\$0
COP Debt Service	\$12,526,757	\$12,620,848	\$12,719,985	\$12,819,076	\$12,923,168	\$63,609,834
Rent/Lease Relocatables	\$0	\$0	\$0	\$0	\$0	\$0
Environmental Problems	\$0	\$0	\$0	\$0	\$0	\$0
s.1011.14 Debt Service	\$0	\$0	\$0	\$0	\$0	\$0
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Qualified School Construction Bonds (QSCB)	\$0	\$0	\$0	\$0	\$0	\$0
Qualified Zone Academy Bonds (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0
Lease 55 CNG buses	\$991,397	\$991,397	\$991,397	\$991,397	\$991,397	\$4,956,985
Sales Tax Bond Payment	\$7,449,825	\$7,447,075	\$7,442,075	\$7,434,325	\$7,428,200	\$37,201,500
Charter Schools SB 376	\$0	\$220,000	\$250,000	\$250,000	\$250,000	\$970,000
Local Expenditure Totals:	\$31,108,979	\$34,862,163	\$35,136,644	\$36,945,658	\$35,018,625	\$173,072,069

Revenue

1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2018 - 2019 Actual Value	2019 - 2020 Projected	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	Total
(1) Non-exempt property assessed valuation		\$18,054,330,502	\$18,776,503,772	\$19,527,563,780	\$20,308,666,425	\$21,121,013,082	\$97,788,077,561
(2) The Millege projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		\$30,331,275	\$31,544,526	\$32,806,307	\$34,118,560	\$35,483,302	\$164,283,970
(4) Value of the portion of the 1.50 -Mill ACTUALLY levied	370	\$25,998,236	\$27,038,165	\$28,119,692	\$29,244,480	\$30,414,259	\$140,814,832
(5) Difference of lines (3) and (4)		\$4,333,039	\$4,506,361	\$4,686,615	\$4,874,080	\$5,069,043	\$23,469,138

PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2018 - 2019 Actual Budget	2019 - 2020 Projected	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	Total
PECO New Construction	340	\$0	\$0	\$0	\$0	\$0	\$0
PECO Maintenance Expenditures		\$816,000	\$650,000	\$500,000	\$500,000	\$500,000	\$2,966,000
		\$816,000	\$650,000	\$500,000	\$500,000	\$500,000	\$2,966,000

CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Exhibit A

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Item	Fund	2018 - 2019 Actual Budget	2019 - 2020 Projected	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	Total
CO & DS Cash Flow-through Distributed	360	\$1,044,134	\$1,044,134	\$1,044,134	\$1,044,134	\$1,044,134	\$5,220,670
CO & DS Interest on Undistributed CO	360	\$15,440	\$15,440	\$15,440	\$15,440	\$15,440	\$77,200
		\$1,059,574	\$1,059,574	\$1,059,574	\$1,059,574	\$1,059,574	\$5,297,870

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Fair Share Revenue Source

All legally binding commitments for proportionate fair-share mitigation for impacts on public school facilities must be included in the 5-year district work program.

Nothing reported for this section.

Sales Surtax Referendum

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2017 - 2018?

No

Additional Revenue Source

Any additional revenue sources

Item	2018 - 2019 Actual Value	2019 - 2020 Projected	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	Total
Other Revenue for Other Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from 1/2 cent sales surtax authorized by school board	\$21,828,550	\$22,265,121	\$22,710,423	\$23,164,632	\$23,627,925	\$113,596,651
Proceeds from local governmental infrastructure sales surtax	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Certificates of Participation (COP's) Sale	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms First Bond proceeds amount authorized in FY 1997-98	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms for Kids	\$0	\$0	\$0	\$0	\$0	\$0
District Equity Recognition	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0
Proportionate share mitigation (actual cash revenue only, not in kind donations)	\$0	\$0	\$0	\$0	\$0	\$0
Impact fees received	\$0	\$0	\$0	\$0	\$0	\$0
Private donations	\$0	\$0	\$0	\$0	\$0	\$0
Grants from local governments or not-for-profit organizations	\$0	\$0	\$0	\$0	\$0	\$0
Interest, Including Profit On Investment	\$0	\$0	\$0	\$0	\$0	\$0
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	\$0	\$0	\$0	\$0	\$0	\$0
Total Fund Balance Carried Forward	\$51,247,460	\$13,138,402	\$7,000,141	\$10,149,591	\$12,350,005	\$93,885,599
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	(\$17,335,473)	(\$4,240,736)	(\$4,794,782)	(\$5,000,000)	(\$5,000,000)	(\$36,370,991)
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0

Exhibit A

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	(\$16,050,137)	\$0	\$0	(\$984,714)	(\$1,482,758)	(\$18,517,609)
Proceeds from a s.1011.14/15 F.S. Loans	\$0	\$0	\$0	\$0	\$0	\$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Special Act Bonds	\$0	\$0	\$0	\$0	\$0	\$0
Estimated Revenue from CO & DS Bond Sale	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Voted Capital Improvements millage	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$39,690,400	\$31,162,787	\$24,915,782	\$27,329,509	\$29,495,172	\$152,593,650

Total Revenue Summary

Item Name	2018 - 2019 Budget	2019 - 2020 Projected	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$25,998,236	\$27,038,165	\$28,119,692	\$29,244,480	\$30,414,259	\$140,814,832
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	(\$31,108,979)	(\$34,862,163)	(\$35,136,644)	(\$36,945,658)	(\$35,018,625)	(\$173,072,069)
PECO Maintenance Revenue	\$816,000	\$650,000	\$500,000	\$500,000	\$500,000	\$2,966,000
Available 1.50 Mill for New Construction	(\$5,110,743)	(\$7,823,998)	(\$7,016,952)	(\$7,701,178)	(\$4,604,366)	(\$32,257,237)

Item Name	2018 - 2019 Budget	2019 - 2020 Projected	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	Five Year Total
CO & DS Revenue	\$1,059,574	\$1,059,574	\$1,059,574	\$1,059,574	\$1,059,574	\$5,297,870
PECO New Construction Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Other/Additional Revenue	\$39,690,400	\$31,162,787	\$24,915,782	\$27,329,509	\$29,495,172	\$152,593,650
Total Additional Revenue	\$40,749,974	\$32,222,361	\$25,975,356	\$28,389,083	\$30,554,746	\$157,891,520
Total Available Revenue	\$35,639,231	\$24,398,363	\$18,958,404	\$20,687,905	\$25,950,380	\$125,634,283

Project Schedules

Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Exhibit A

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Project Description	Location		2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	Total	Funded
Raze Building 3 - Site work	JAMES RICKARDS SENIOR HIGH	Planned Cost:	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000	Yes
	Student Stations:		0	0	0	0	-177	-177	
	Total Classrooms:		0	0	0	0	-7	-7	
	Gross Sq Ft:		0	0	0	0	-15,700	-15,700	
Renovate/Remodel to close in pods and add additional classrooms	WALTER T MOORE JR ELEMENTARY	Planned Cost:	\$0	\$4,000,000	\$3,100,000	\$4,000,000	\$4,000,000	\$15,100,000	Yes
	Student Stations:		0	44	22	44	44	154	
	Total Classrooms:		0	2	1	2	2	7	
	Gross Sq Ft:		0	1,908	954	1,908	1,908	6,678	
New Construction to replace buildings to be razed (2018-19 includes site work)	JAMES RICKARDS SENIOR HIGH	Planned Cost:	\$17,000,000	\$7,348,363	\$0	\$0	\$6,000,000	\$30,348,363	Yes
	Student Stations:		500	500	0	0	175	1,175	
	Total Classrooms:		20	20	0	0	11	51	
	Gross Sq Ft:		31,466	28,000	0	0	17,537	77,003	
Raze Buildings 5, 6, 7, 8, 14	JAMES RICKARDS SENIOR HIGH	Planned Cost:	\$0	\$500,000	\$0	\$0	\$0	\$500,000	Yes
	Student Stations:		0	-772	0	0	0	-772	
	Total Classrooms:		0	-32	0	0	0	-32	
	Gross Sq Ft:		0	-55,924	0	0	0	-55,924	
Remodel and Renovate Building 13	JAMES RICKARDS SENIOR HIGH	Planned Cost:	\$0	\$0	\$1,000,000	\$0	\$0	\$1,000,000	Yes
	Student Stations:		0	0	13	0	0	13	
	Total Classrooms:		0	0	3	0	0	3	
	Gross Sq Ft:		0	0	2,660	0	0	2,660	
Remodel Building 3	FAIRVIEW MIDDLE	Planned Cost:	\$0	\$8,500,000	\$1,750,000	\$0	\$0	\$10,250,000	Yes
	Student Stations:		0	93	30	0	0	123	
	Total Classrooms:		0	26	9	0	0	35	
	Gross Sq Ft:		0	54,201	18,066	0	0	72,267	

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LEON COUNTY SCHOOL DISTRICT

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Remodel Building 4	FAIRVIEW MIDDLE	Planned Cost:	\$0	\$0	\$0	\$3,000,000	\$0	\$3,000,000	Yes
	Student Stations:		0	0	0	-58	0	-58	
	Total Classrooms:		0	0	0	-6	0	-6	
	Gross Sq Ft:		0	0	0	-66,000	0	-66,000	
Demolish Building 1	FAIRVIEW MIDDLE	Planned Cost:	\$0	\$0	\$250,000	\$0	\$0	\$250,000	Yes
	Student Stations:		0	0	-47	0	0	-47	
	Total Classrooms:		0	0	-2	0	0	-2	
	Gross Sq Ft:		0	0	-13,652	0	0	-13,652	
Planned Cost:			\$17,000,000	\$20,348,363	\$6,100,000	\$7,000,000	\$12,000,000	\$62,448,363	
Student Stations:			500	-135	18	-14	42	411	
Total Classrooms:			20	16	11	-4	6	49	
Gross Sq Ft:			31,466	28,185	8,028	-64,092	3,745	7,332	

Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2018 - 2019 Actual Budget	2019 - 2020 Projected	2020 - 2021 Projected	2021 - 2022 Projected	2022 - 2023 Projected	Total	Funded
Site work and New Construction of Administration and Cafeteria	FAIRVIEW MIDDLE	\$5,000,000	\$0	\$0	\$0	\$0	\$5,000,000	Yes
Renovate Buildings, 1, 2, 3 and 4	GILCHRIST ELEMENTARY	\$0	\$0	\$0	\$3,000,000	\$3,000,000	\$6,000,000	No
Renovate	AMOS P GODBY SENIOR HIGH	\$0	\$0	\$0	\$0	\$1,890,580	\$1,890,580	Yes
Site work - Cox Regional Stadium	JAMES RICKARDS SENIOR HIGH	\$700,000	\$0	\$0	\$0	\$0	\$700,000	Yes
MS Enterprise Agreement	TECHNOLOGY AND INFORMATION SERVICES	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$2,100,000	\$10,500,000	Yes
Shared Services	TECHNOLOGY AND INFORMATION SERVICES	\$180,000	\$180,000	\$180,000	\$180,000	\$180,000	\$900,000	Yes
Upgrade core switches; upgrade wireless access points	TECHNOLOGY AND INFORMATION SERVICES	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000	\$1,120,000	\$5,600,000	Yes
21st century classrooms: Continued upgrade of all classrooms/ Work stations	TECHNOLOGY AND INFORMATION SERVICES	\$0	\$600,000	\$1,158,404	\$2,600,000	\$600,000	\$4,958,404	Yes
Site Improvement	APALACHEE ELEMENTARY	\$0	\$0	\$0	\$0	\$100,000	\$100,000	No
Site Improvement	ASTORIA PARK ELEMENTARY	\$0	\$0	\$0	\$200,000	\$0	\$200,000	Yes
Site Improvement	BOND ELEMENTARY SCHOOL	\$0	\$0	\$0	\$100,000	\$0	\$100,000	Yes

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Bldgs 1, 2, 3, 4, 5	BUCK LAKE ELEMENTARY	\$0	\$0	\$0	\$2,500,000	\$2,500,000	\$5,000,000	No
Bldgs 1, 2, 3, 4, 6 and 7 - Renovation	CHAIRES ELEMENTARY	\$0	\$0	\$0	\$2,200,000	\$2,200,000	\$4,400,000	No
Bldgs 2, 3, 4, 6 and 7 - Renovation	DEERLAKE MIDDLE	\$0	\$0	\$0	\$0	\$4,000,000	\$4,000,000	No
Bldgs 1, 2, 3, 4, 5, 6 and 7 - Renovate	DESOTO TRAIL ELEMENTARY	\$0	\$0	\$0	\$3,000,000	\$3,000,000	\$6,000,000	No
Renovate 2, 3, 9, 10, 11, 12, and 16	FRANK HARTSFIELD ELEMENTARY	\$0	\$0	\$0	\$1,500,000	\$1,500,000	\$3,000,000	No
Site Improvement	FRANK HARTSFIELD ELEMENTARY	\$0	\$0	\$0	\$150,000	\$0	\$150,000	Yes
Site Improvement	GILCHRIST ELEMENTARY	\$0	\$0	\$0	\$0	\$100,000	\$100,000	Yes
Site Improvement	JOHN C RILEY ELEMENTARY	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Renovate Bldgs 1, 2, 7, 9, 11 and 12	JOHN C RILEY ELEMENTARY	\$0	\$0	\$0	\$1,000,000	\$1,000,000	\$2,000,000	No
Renovate Bldgs 1, 3 and 4	KATE SULLIVAN ELEMENTARY	\$0	\$0	\$0	\$2,000,000	\$3,000,000	\$5,000,000	No
Renovate Bldgs 1, 2, 3, 5, 6, 7 and 8	LAWTON M CHILES SENIOR HIGH	\$0	\$0	\$0	\$7,000,000	\$7,000,000	\$14,000,000	No
Renovate Bldgs 3 and 30	LEON SENIOR HIGH	\$0	\$0	\$0	\$2,500,000	\$2,500,000	\$5,000,000	No
Renovate Buildings 1 and 3-13	LILLIAN RUEDIGER ELEMENTARY	\$0	\$0	\$0	\$2,000,000	\$2,000,000	\$4,000,000	No
Renovate Bldgs 4 and 5	LINCOLN SENIOR HIGH	\$0	\$0	\$0	\$0	\$2,000,000	\$2,000,000	No
Renovate Bldgs 1, 2, 3, 4, 5, 6 and 8	OAK RIDGE ELEMENTARY	\$0	\$0	\$0	\$3,000,000	\$2,000,000	\$5,000,000	Yes
Site Improvement	PINEVIEW ELEMENTARY	\$0	\$0	\$0	\$0	\$100,000	\$100,000	No
Renovate Bldgs 2, 4, 5 and 6	PINEVIEW ELEMENTARY	\$0	\$0	\$0	\$0	\$3,100,000	\$3,100,000	Yes
Renovate Bldgs 1-4	ROBERTS ELEMENTARY	\$0	\$0	\$0	\$3,500,000	\$3,500,000	\$7,000,000	No
Renovate Campus	SPRINGWOOD ELEMENTARY	\$0	\$0	\$0	\$4,500,000	\$2,000,000	\$6,500,000	No
Site Improvement	SWIFT CREEK MIDDLE	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Renovate Bldgs 1 -8	SWIFT CREEK MIDDLE	\$0	\$0	\$0	\$4,000,000	\$3,500,000	\$7,500,000	No
Bldg 1 - Remodel to Expand Media	WOODVILLE SCHOOL	\$0	\$0	\$0	\$0	\$559,800	\$559,800	Yes
Renovate Campus	WOODVILLE SCHOOL	\$0	\$0	\$2,000,000	\$2,000,000	\$2,000,000	\$6,000,000	Yes
Site Improvement	OAK RIDGE ELEMENTARY	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Update Regional Stadium	LAWTON M CHILES SENIOR HIGH	\$0	\$0	\$0	\$500,000	\$0	\$500,000	No
Site Improvement	AMOS P GODBY SENIOR HIGH	\$0	\$0	\$0	\$0	\$200,000	\$200,000	No
Site Improvement	LILLIAN RUEDIGER ELEMENTARY	\$0	\$0	\$0	\$600,000	\$0	\$600,000	Yes
Site Improvement	CANOPY OAKS ELEMENTARY	\$0	\$0	\$0	\$100,000	\$0	\$100,000	Yes
Site Improvement	LAWTON M CHILES SENIOR HIGH	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Renovate Campus	FORT BRADEN SCHOOL (NEW)	\$0	\$0	\$0	\$2,000,000	\$2,000,000	\$4,000,000	No

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Renovate Bldgs 1, 2, 3, 4, 5, 6 and 9	KILLEARN LAKES ELEMENTARY	\$0	\$0	\$0	\$2,500,000	\$2,500,000	\$5,000,000	No
Site Improvement	GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	\$0	\$0	\$0	\$437,905	\$300,000	\$737,905	Yes
Site Improvement	AUGUSTA RAA MIDDLE	\$0	\$0	\$0	\$100,000	\$0	\$100,000	Yes
Site Improvement	BUCK LAKE ELEMENTARY	\$0	\$0	\$0	\$100,000	\$0	\$100,000	Yes
Site Improvement	HERITAGE TRAILS COMMUNITY SCHOOL	\$0	\$0	\$0	\$500,000	\$0	\$500,000	No
Renovate site	CONNOR BOULEVARD TRANSPORTATION FACILITY	\$0	\$0	\$0	\$981,840	\$0	\$981,840	No
Site Improvement	DEERLAKE MIDDLE	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Site Improvement	DESOTO TRAIL ELEMENTARY	\$0	\$0	\$0	\$82,222	\$0	\$82,222	No
Renovate	DEVURN GLENN SERVICE CENTER	\$0	\$0	\$0	\$0	\$4,500,000	\$4,500,000	No
Renovate Buildings 5, 8, 10 and 11	ELIZABETH COBB MIDDLE	\$0	\$0	\$0	\$2,000,000	\$0	\$2,000,000	No
Site Improvement	ELIZABETH COBB MIDDLE	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Renovate Site	FOOD SERVICES FACILITY	\$0	\$0	\$0	\$0	\$5,000,000	\$5,000,000	No
Renovate Buildings 4, 6, 8 and 9	FRANK R NIMS MIDDLE	\$0	\$0	\$0	\$3,000,000	\$0	\$3,000,000	No
Site Improvement	FRANK R NIMS MIDDLE	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Site Improvement	GRIFFIN MIDDLE	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Site Improvement	HAWKS RISE ELEMENTARY	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Renovate Buildings 1-6	HAWKS RISE ELEMENTARY	\$0	\$0	\$0	\$3,500,000	\$3,500,000	\$7,000,000	No
Site Improvement	KATE SULLIVAN ELEMENTARY	\$0	\$0	\$0	\$100,000	\$0	\$100,000	Yes
Site Improvement	KILLEARN LAKES ELEMENTARY	\$0	\$0	\$0	\$100,000	\$0	\$100,000	Yes
Site Improvement	LEON SENIOR HIGH	\$0	\$0	\$0	\$500,000	\$0	\$500,000	Yes
Site Improvement	LINCOLN SENIOR HIGH	\$0	\$0	\$0	\$0	\$100,000	\$100,000	No
Site Improvement	MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Site Improvement	MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD	\$0	\$0	\$0	\$0	\$100,000	\$100,000	No
Remove relocatables from site	P A C E CENTER (old)	\$0	\$0	\$0	\$0	\$20,000	\$20,000	No
Renovate Site	PROPERTY MANAGEMENT WAREHOUSE	\$0	\$0	\$0	\$0	\$3,500,000	\$3,500,000	No
Site Improvement	ROBERTS ELEMENTARY	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Site Improvement	SABAL PALM ELEMENTARY	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Renovate Buildings 1, 2, 4, 5, and 6	SABAL PALM ELEMENTARY	\$0	\$0	\$0	\$0	\$2,500,000	\$2,500,000	No

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Site Improvement	SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW)	\$0	\$0	\$0	\$200,000	\$0	\$200,000	Yes
Renovate Buildings 1-5	SEALEY ELEMENTARY	\$0	\$0	\$0	\$2,500,000	\$2,500,000	\$5,000,000	No
Site Improvement	WALTER T MOORE JR ELEMENTARY	\$50,000	\$0	\$0	\$0	\$0	\$50,000	Yes
Site Improvement	WILLIAM J MONTFORD III MIDDLE SCHOOL	\$0	\$0	\$0	\$100,000	\$0	\$100,000	No
Renovate/Remodel Building 19 & Sitework	JAMES RICKARDS SENIOR HIGH	\$0	\$0	\$3,000,000	\$0	\$0	\$3,000,000	Yes
Renovate/Remodel Building 7	LEON SENIOR HIGH	\$0	\$0	\$3,300,000	\$0	\$0	\$3,300,000	Yes
Contingency	Location not specified	\$9,489,231	\$0	\$0	\$0	\$0	\$9,489,231	Yes
Site Acquisition	LEON SENIOR HIGH	\$0	\$50,000	\$0	\$0	\$0	\$50,000	Yes
		\$18,639,231	\$4,050,000	\$12,858,404	\$71,251,967	\$83,270,380	\$190,069,982	

Additional Project Schedules

Any projects that are not identified in the last approved educational plant survey.

Nothing reported for this section.

Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

Tracking

Capacity Tracking

Location	2018 - 2019 Satis. Stu. Sta.	Actual 2018 - 2019 FISH Capacity	Actual 2017 - 2018 COFTE	# Class Rooms	Actual Average 2018 - 2019 Class Size	Actual 2018 - 2019 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2022 - 2023 COFTE	Projected 2022 - 2023 Utilization	Projected 2022 - 2023 Class Size
WILLIAM J MONTFORD III MIDDLE SCHOOL	1,148	1,033	1,072	50	21	104.00 %	0	0	1,018	99.00 %	20
BOND ELEMENTARY SCHOOL	790	790	661	42	16	84.00 %	0	0	612	77.00 %	15

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LAWTON M CHILES SENIOR HIGH	1,996	1,896	2,028	81	25	107.00 %	0	0	1,896	100.00 %	23
SWIFT CREEK MIDDLE	1,005	904	789	45	18	87.00 %	0	0	800	88.00 %	18
CANOPY OAKS ELEMENTARY	742	742	717	39	18	97.00 %	0	0	669	90.00 %	17
ROBERTS ELEMENTARY	980	980	852	53	16	87.00 %	0	0	825	84.00 %	16
MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER	449	449	293	22	13	65.00 %	0	0	228	51.00 %	10
HERITAGE TRAILS COMMUNITY SCHOOL	158	158	58	13	4	37.00 %	0	0	50	32.00 %	4
HAWKS RISE ELEMENTARY	910	910	866	48	18	95.00 %	0	0	870	96.00 %	18
BUCK LAKE ELEMENTARY	779	779	748	41	18	96.00 %	0	0	735	94.00 %	18
DEERLAKE MIDDLE	1,261	1,134	989	54	18	87.00 %	0	0	1,015	90.00 %	19
FORT BRADEN SCHOOL (NEW)	880	792	825	43	19	104.00 %	0	0	791	100.00 %	18
LINCOLN SENIOR HIGH	2,137	2,030	2,017	91	22	99.00 %	0	0	2,030	100.00 %	22
FAIRVIEW MIDDLE	965	868	827	44	19	95.00 %	65	29	830	89.00 %	11
P A C E CENTER (old)	0	0	0	0	0	0.00 %	0	0	0	0.00 %	0
KILLEARN LAKES ELEMENTARY	959	959	855	51	17	89.00 %	0	0	850	89.00 %	17
CHAIRES ELEMENTARY	599	599	515	33	16	86.00 %	0	0	550	92.00 %	17
SPRINGWOOD ELEMENTARY	599	599	602	33	18	100.00 %	0	0	597	100.00 %	18
DESOTO TRAIL ELEMENTARY	761	761	662	40	17	87.00 %	0	0	639	84.00 %	16
ASTORIA PARK ELEMENTARY	627	627	595	33	18	95.00 %	0	0	575	92.00 %	17
GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	351	351	177	34	5	50.00 %	0	0	76	22.00 %	2
WALTER T MOORE JR ELEMENTARY	673	673	652	36	18	97.00 %	154	7	800	97.00 %	19
SEALEY ELEMENTARY	568	568	468	30	16	82.00 %	0	0	480	85.00 %	16
APALACHEE ELEMENTARY	618	618	634	33	19	103.00 %	0	0	586	95.00 %	18
GRIFFIN MIDDLE	557	501	548	25	22	109.00 %	0	0	500	100.00 %	20
JOHN C RILEY ELEMENTARY	591	591	625	31	20	106.00 %	0	0	564	95.00 %	18
FRANK R NIMS MIDDLE	1,037	933	499	45	11	53.00 %	0	0	525	56.00 %	12
PINEVIEW ELEMENTARY	667	667	346	37	9	52.00 %	0	0	357	54.00 %	10
LEWIS M LIVELY TECHNICAL CENTER	1,289	1,546	120	83	1	8.00 %	0	0	100	6.00 %	1
GILCHRIST ELEMENTARY	941	941	950	50	19	101.00 %	0	0	913	97.00 %	18
AMOS P GODBY SENIOR HIGH	1,767	1,678	1,283	73	18	76.00 %	0	0	1,653	99.00 %	23
OAK RIDGE ELEMENTARY	695	695	532	37	14	76.00 %	0	0	540	78.00 %	15

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SECOND CHANCE SCHOOL	0	0	0	0	0	0.00 %	0	0	0	0.00 %	0
SAIL (OLD)	115	0	0	10	0	0.00 %	0	0	0	0.00 %	0
SABAL PALM ELEMENTARY	727	727	515	39	13	71.00 %	0	0	520	72.00 %	13
SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW)	577	577	371	25	15	64.00 %	0	0	388	67.00 %	16
LILLIAN RUEDIGER ELEMENTARY	553	553	530	30	18	96.00 %	0	0	504	91.00 %	17
AUGUSTA RAA MIDDLE	1,137	1,023	848	51	17	83.00 %	0	0	915	89.00 %	18
CHAIRES ELEMENTARY PRE-KINDERGARTEN	103	0	0	7	0	0.00 %	0	0	0	0.00 %	0
WOODVILLE SCHOOL	553	497	558	30	19	112.00 %	0	0	488	98.00 %	16
LEON SENIOR HIGH	1,811	1,720	2,027	75	27	118.00 %	0	0	1,720	100.00 %	23
KATE SULLIVAN ELEMENTARY	823	823	771	43	18	94.00 %	0	0	775	94.00 %	18
ELIZABETH COBB MIDDLE	1,020	918	859	46	19	94.00 %	0	0	875	95.00 %	19
FRANK HARTSFIELD ELEMENTARY	615	615	468	33	14	76.00 %	0	0	485	79.00 %	15
JAMES RICKARDS SENIOR HIGH	1,410	1,269	1,324	60	22	104.00 %	239	15	1,500	99.00 %	20
R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON	334	334	26	19	1	8.00 %	0	0	35	10.00 %	2
MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD	885	885	815	48	17	92.00 %	0	0	769	87.00 %	16
	38,162	36,713	31,914	1,886	17	86.93 %	458	51	31,648	85.14 %	16

The COFTE Projected Total (31,648) for 2022 - 2023 must match the Official Forecasted COFTE Total (31,648) for 2022 - 2023 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2022 - 2023	
Elementary (PK-3)	10,257
Middle (4-8)	11,339
High (9-12)	10,052
	31,648

Grade Level Type	Balanced Projected COFTE for 2022 - 2023
Elementary (PK-3)	0
Middle (4-8)	0
High (9-12)	0
	31,648

Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

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Location	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	Year 5 Total
AUGUSTA RAA MIDDLE	0	3	0	0	0	3
Total Relocatable Replacements:	0	3	0	0	0	3

Charter Schools Tracking

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	Student Stations	Students Enrolled	Years in Contract	Total Charter Students projected for 2022 - 2023
Arts and Sciences - Thomasville Rd	27	PRIVATE	1999	455	446	9	423
Governor's Charter Academy	45	PRIVATE	2012	1,145	486	1	1,099
School of Arts and Sciences at the Centre	10	PRIVATE	2015	442	302	1	350
Tallahassee School of Math and Science	24	PRIVATE	2015	450	418	2	600
	106			2,492	1,652		2,472

Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
SAIL (OLD)	Educational	0	0	3	9	0	12
R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON	Educational	9	10	0	0	0	19
Total Educational Classrooms:		9	10	3	9	0	31

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
FAIRVIEW MIDDLE	Co-Teaching	0	1	0	0	0	1
WILLIAM J MONTFORD III MIDDLE SCHOOL	Co-Teaching	0	0	0	1	0	1
FRANK R NIMS MIDDLE	Co-Teaching	0	10	0	0	0	10
SWIFT CREEK MIDDLE	Co-Teaching	0	13	0	0	0	13
AMOS P GODBY SENIOR HIGH	Co-Teaching	0	0	1	0	0	1
GRIFFIN MIDDLE	Co-Teaching	0	6	0	0	0	6
AUGUSTA RAA MIDDLE	Co-Teaching	0	32	0	0	0	32
ELIZABETH COBB MIDDLE	Co-Teaching	0	8	0	0	0	8
DEERLAKE MIDDLE	Co-Teaching	0	4	0	0	0	4

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FORT BRADEN SCHOOL (NEW)	Co-Teaching	0	0	0	1	0	1
Total Co-Teaching Classrooms:		0	74	1	2	0	77

Infrastructure Tracking

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

Not Specified

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

Not Specified

Consistent with Comp Plan? No

Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2017 - 2018 fiscal year.					List the net new classrooms to be added in the 2018 - 2019 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2018 - 2019 should match totals in Section 15A.			
Location	2017 - 2018 # Permanent	2017 - 2018 # Modular	2017 - 2018 # Relocatable	2017 - 2018 Total	2018 - 2019 # Permanent	2018 - 2019 # Modular	2018 - 2019 # Relocatable	2018 - 2019 Total
Elementary (PK-3)	0	0	0	0	0	0	0	0
Middle (4-8)	0	0	0	0	0	0	0	0
High (9-12)	0	0	0	0	20	0	0	20
	0	0	0	0	20	0	0	20

Relocatable Student Stations

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2018 - 2019	2019 - 2020	2020 - 2021	2021 - 2022	2022 - 2023	5 Year Average
SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW)	0	0	0	0	0	0
LILLIAN RUEDIGER ELEMENTARY	0	0	0	0	0	0
AUGUSTA RAA MIDDLE	66	0	0	0	0	13
CHAIRES ELEMENTARY PRE-KINDERGARTEN	0	0	0	0	0	0
WOODVILLE SCHOOL	0	0	0	0	0	0
KATE SULLIVAN ELEMENTARY	0	0	0	0	0	0

Exhibit A

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

ELIZABETH COBB MIDDLE	0	0	0	0	0	0
FRANK HARTSFIELD ELEMENTARY	0	0	0	0	0	0
JAMES RICKARDS SENIOR HIGH	0	0	0	0	0	0
R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON	0	0	0	0	0	0
SABAL PALM ELEMENTARY	0	0	0	0	0	0
BOND ELEMENTARY SCHOOL	0	0	0	0	0	0
LEON SENIOR HIGH	0	0	0	0	0	0
DEERLAKE MIDDLE	0	0	0	0	0	0
FORT BRADEN SCHOOL (NEW)	0	0	0	0	0	0
LINCOLN SENIOR HIGH	0	0	0	0	0	0
MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER	20	0	0	0	0	4
P A C E CENTER (old)	0	0	0	0	0	0
KILLEARN LAKES ELEMENTARY	0	0	0	0	0	0
CHAIRES ELEMENTARY	0	0	0	0	0	0
SPRINGWOOD ELEMENTARY	0	0	0	0	0	0
DESOTO TRAIL ELEMENTARY	0	0	0	0	0	0
BUCK LAKE ELEMENTARY	0	0	0	0	0	0
ASTORIA PARK ELEMENTARY	0	0	0	0	0	0
GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	0	0	0	0	0	0
WALTER T MOORE JR ELEMENTARY	0	0	0	0	0	0
SEALEY ELEMENTARY	0	0	0	0	0	0
APALACHEE ELEMENTARY	0	0	0	0	0	0
FAIRVIEW MIDDLE	0	0	0	0	0	0
MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD	0	0	0	0	0	0
WILLIAM J MONTFORD III MIDDLE SCHOOL	0	0	0	0	0	0
JOHN C RILEY ELEMENTARY	0	0	0	0	0	0
FRANK R NIMS MIDDLE	0	0	0	0	0	0
PINEVIEW ELEMENTARY	0	0	0	0	0	0
LEWIS M LIVELY TECHNICAL CENTER	0	0	0	0	0	0
GILCHRIST ELEMENTARY	0	0	0	0	0	0
LAWTON M CHILES SENIOR HIGH	0	0	0	0	0	0
SWIFT CREEK MIDDLE	0	0	0	0	0	0
CANOPY OAKS ELEMENTARY	0	0	0	0	0	0
ROBERTS ELEMENTARY	0	0	0	0	0	0
HERITAGE TRAILS COMMUNITY SCHOOL	0	0	0	0	0	0

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

HAWKS RISE ELEMENTARY	0	0	0	0	0	0
AMOS P GODBY SENIOR HIGH	0	0	0	0	0	0
OAK RIDGE ELEMENTARY	0	0	0	0	0	0
SECOND CHANCE SCHOOL	0	0	0	0	0	0
SAIL (OLD)	0	0	0	0	0	0
GRIFFIN MIDDLE	0	0	0	0	0	0

Totals for LEON COUNTY SCHOOL DISTRICT						
Total students in relocatables by year.	86	0	0	0	0	17
Total number of COFTE students projected by year.	31,878	31,805	31,822	31,774	31,648	31,785
Percent in relocatables by year.	0 %	0 %	0 %	0 %	0 %	0 %

Leased Facilities Tracking

Existing leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2018 - 2019	FISH Student Stations	Owner	# of Leased Classrooms 2022 - 2023	FISH Student Stations
P A C E CENTER (old)	0	0	William Scotsman	0	0
AUGUSTA RAA MIDDLE	3	66	William Scotsman	0	0
JOHN C RILEY ELEMENTARY	0	0	William Scotsman	0	0
LEON SENIOR HIGH	0	0		0	0
KATE SULLIVAN ELEMENTARY	0	0		0	0
ELIZABETH COBB MIDDLE	0	0		0	0
FRANK HARTSFIELD ELEMENTARY	0	0		0	0
JAMES RICKARDS SENIOR HIGH	0	0		0	0
R.N. GOODEN/NANCY RUSSELL CENTER AT WESSON	0	0		0	0
MICHAEL J CONLEY ELEMENTARY SCHOOL AT SOUTHWOOD	0	0		0	0
WILLIAM J MONTFORD III MIDDLE SCHOOL	0	0		0	0
BOND ELEMENTARY SCHOOL	0	0		0	0
LAWTON M CHILES SENIOR HIGH	0	0		0	0
SWIFT CREEK MIDDLE	0	0		0	0
CANOPY OAKS ELEMENTARY	0	0		0	0
ROBERTS ELEMENTARY	0	0		0	0
MEHRDAD 'PEPPER' GHAZVINI LEARNING CENTER	0	0		0	0
HERITAGE TRAILS COMMUNITY SCHOOL	0	0		0	0
HAWKS RISE ELEMENTARY	0	0		0	0

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

BUCK LAKE ELEMENTARY	0	0		0	0
DEERLAKE MIDDLE	0	0		0	0
FORT BRADEN SCHOOL (NEW)	0	0		0	0
LINCOLN SENIOR HIGH	0	0		0	0
FAIRVIEW MIDDLE	0	0		0	0
KILLEARN LAKES ELEMENTARY	0	0		0	0
CHAIRES ELEMENTARY	0	0		0	0
SPRINGWOOD ELEMENTARY	0	0		0	0
DESOTO TRAIL ELEMENTARY	0	0		0	0
ASTORIA PARK ELEMENTARY	0	0		0	0
GRETCHEN EVERHART TRAINABLE MENTALLY HANDICAP CENT	0	0		0	0
WALTER T MOORE JR ELEMENTARY	0	0		0	0
SEALEY ELEMENTARY	0	0		0	0
APALACHEE ELEMENTARY	0	0		0	0
GRIFFIN MIDDLE	0	0		0	0
FRANK R NIMS MIDDLE	0	0		0	0
PINEVIEW ELEMENTARY	0	0		0	0
LEWIS M LIVELY TECHNICAL CENTER	0	0		0	0
GILCHRIST ELEMENTARY	0	0		0	0
AMOS P GODBY SENIOR HIGH	0	0		0	0
OAK RIDGE ELEMENTARY	0	0		0	0
SECOND CHANCE SCHOOL	0	0		0	0
SAIL (OLD)	0	0		0	0
SABAL PALM ELEMENTARY	0	0		0	0
SCHOOL FOR ARTS AND INNOVATIVE LEARNING-SAIL (NEW)	0	0		0	0
LILLIAN RUEDIGER ELEMENTARY	0	0		0	0
CHAIRES ELEMENTARY PRE-KINDERGARTEN	0	0		0	0
WOODVILLE SCHOOL	0	0		0	0
	3	66		0	0

Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

Planning

Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

The current Educational Plant Survey for Leon District schools indicates that class size reduction targets can be achieved through a combination of new classroom construction at existing schools, promoting magnet programs at selected schools, and redistricting.

School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

Not Specified

Long Range Planning

Ten-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Ten-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Project	Location,Community,Quadrant or other general location	2022 - 2023 / 2027 - 2028 Projected Cost
Woodville Intermediate Classrooms, Gym and Expand Core spaces for K-8	Woodville	\$10,000,000
Add Additional High School Classrooms	district wide	\$5,000,000
Add Additional Elementary Student Stations	East	\$5,000,000
		\$20,000,000

Ten-Year Planned Utilization

LEON COUNTY SCHOOL DISTRICT

2018 - 2019 Work Plan

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2017 - 2018 FISH Capacity	Actual 2017 - 2018 COFTE	Actual 2017 - 2018 Utilization	Actual 2018 - 2019 / 2027 - 2028 new Student Capacity to be added/removed	Projected 2027 - 2028 COFTE	Projected 2027 - 2028 Utilization
Elementary - District Totals	16,436	16,436	14,401.66	87.62 %	0	0	0.00 %
Middle - District Totals	9,563	8,603	7,815.26	90.84 %	0	0	0.00 %
High - District Totals	9,121	8,593	8,679.05	101.00 %	0	0	0.00 %
Other - ESE, etc	3,955	3,081	1,018.27	33.04 %	0	0	0.00 %
	39,075	36,713	31,914.24	86.93 %	0	0	0.00 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Ten-Year Infrastructure Planning

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 06 thru 10 out years (Section 28).

Nothing reported for this section.

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 06 thru 10 out years (Section 29).

Nothing reported for this section.

Twenty-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Twenty-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Twenty-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2017 - 2018 FISH Capacity	Actual 2017 - 2018 COFTE	Actual 2017 - 2018 Utilization	Actual 2018 - 2019 / 2037 - 2038 new Student Capacity to be added/removed	Projected 2037 - 2038 COFTE	Projected 2037 - 2038 Utilization
Elementary - District Totals	16,436	16,436	14,401.66	87.62 %	0	0	0.00 %
Middle - District Totals	9,563	8,603	7,815.26	90.84 %	0	0	0.00 %
High - District Totals	9,121	8,593	8,679.05	101.00 %	0	0	0.00 %
Other - ESE, etc	3,955	3,081	1,018.27	33.04 %	0	0	0.00 %
	39,075	36,713	31,914.24	86.93 %	0	0	0.00 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Twenty-Year Infrastructure Planning

Proposed Location of Planned New, Remodeled, or New Additions to Facilities in 11 thru 20 out years (Section 28).

Nothing reported for this section.

Plans for closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues in the 11 thru 20 out years (Section 29).

Nothing reported for this section.

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of County Commissioners of Leon County, Florida (the "County") will conduct a public hearing on Tuesday, January 22, 2019, at 6:00 p.m., or as soon thereafter as such matter may be heard, at the County Commission Chambers, 5th Floor, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida, to consider adoption of an ordinance entitled to wit:

AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF LEON COUNTY, FLORIDA, UPDATING THE CAPITAL IMPROVEMENTS SCHEDULE OF THE CAPITAL IMPROVEMENTS ELEMENT OF THE 2030 TALLAHASSEE-LEON COUNTY COMPREHENSIVE PLAN; PROVIDING FOR APPLICABILITY AND EFFECT; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR A COPY TO BE ON FILE WITH THE TALLAHASSEE-LEON COUNTY PLANNING DEPARTMENT; AND PROVIDING FOR AN EFFECTIVE DATE.

All interested parties are invited to present their comments at the public hearing at the time and place set out above. Anyone wishing to appeal the action of the Board with regard to this matter will need a record of the proceedings and should ensure that a verbatim record is made. Such record should include the testimony and evidence upon which the appeal is to be based, pursuant to Section 286.0105, Florida Statutes.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons needing a special accommodation to participate in this proceeding should contact Mathieu Cavell or Facilities Management, Leon County Courthouse, 301 South Monroe Street, Tallahassee, Florida 32301, by written request at least 48 hours prior to the proceeding. Telephone: 850-606-5300 or 850-606-5000; 1-800-955-8771 (TTY), 1-800-955-8770 (Voice), or 711 via Florida Relay Service.

Copies of said ordinance may be inspected at the following locations during regular business hours:

Leon County Courthouse
301 S. Monroe St., 5th Floor Reception Desk
Tallahassee, FL 32301

and

Leon County Clerk's Office
315 S. Calhoun Street, Room 750
Tallahassee, Florida 32301

Advertise: January 11, 2019